

Using Microsoft Outlook Web Access

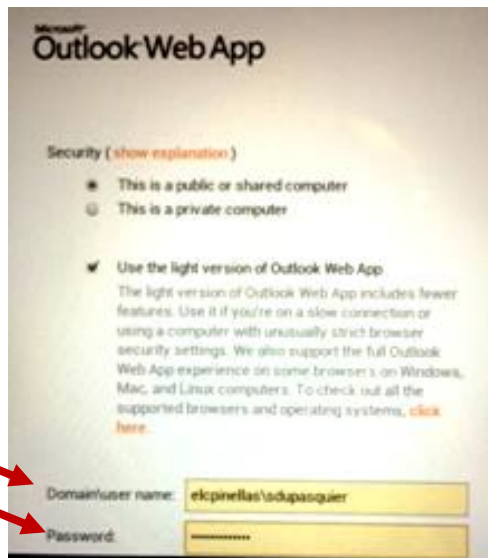
(Access your ELC Email and Calendar from Home or on the Road)

You may use any browser to access this feature – Chrome, Firefox, Internet Explorer, Safari, etc. You may, however, need to upgrade to a newer version if you have an older version.

Important: Please use the **Log Off** button when you are done accessing your mailbox. This will close the connection to the ELC email server properly.

<https://mail.elcpinellas.net/owa>

You will see a log in dialog box. Enter: **elcpinellas\your network logon**, and **your password**



Example: Domain\user name: **elcpinellas\username** Password: *********

Click OK



You will see a screen similar to the one above (this may vary depending on your browser). It should show your Inbox and any other Inbox folders you have on the left and your Inbox message on the right.

When you are finished with your work please make sure to use the **Sign out** button in the upper right hand corner.

You should get the message below saying that you have successfully signed out of Outlook Web App.

