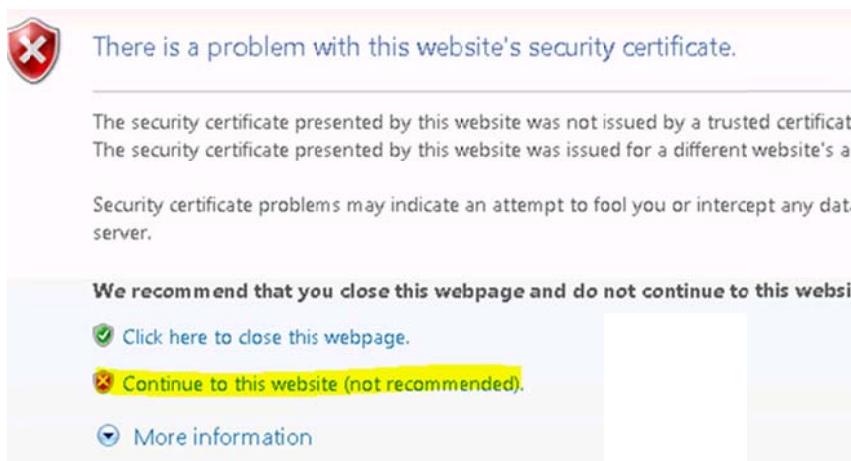


Accessing Webmail

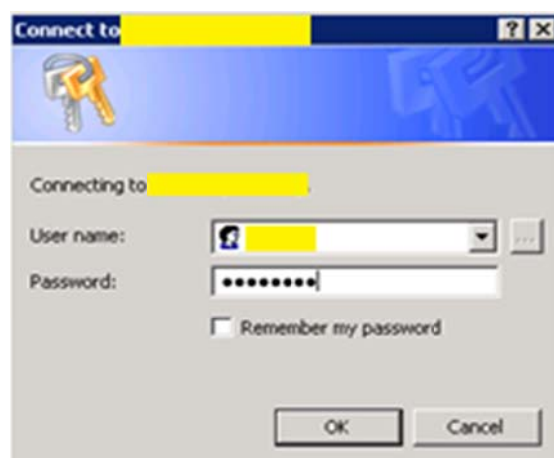
Before following this document please contact your network administrator and ask if the mail server supports webmail and if so, what is the URL? (e.g. <https://mail.example.com/owa>)

- Please open Internet Explorer (or an equivalent web browser) and enter in the URL
- Once the page has loaded you may see this screen:

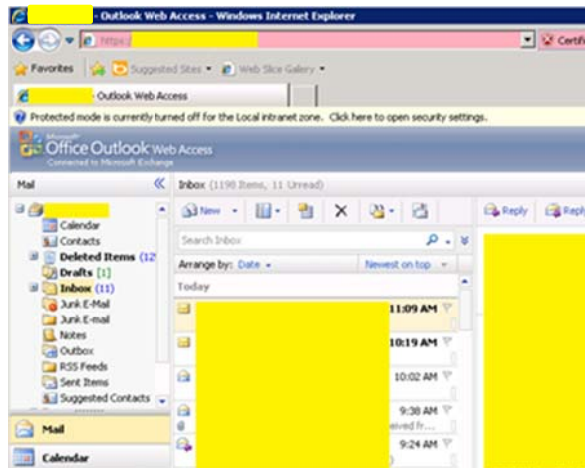


Please select continue.

- Now once the login screen appears please use the username and password you use to login at work and click ok.



- Finally you should now be looking at a screen that closely resembles outlook.



If you have any problems feel free to contact us at support@universal-it.com.au or contact your network administrator.