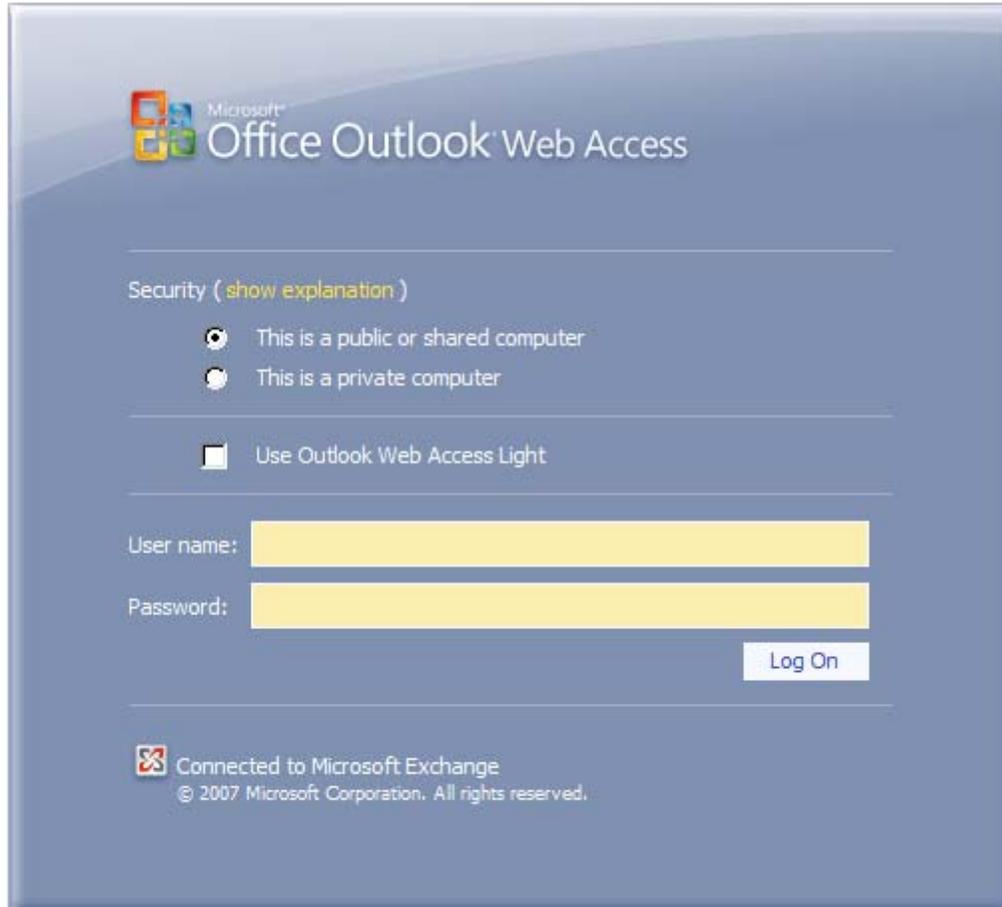


Basic Instructions for accessing email via the internet.

Open Internet Explorer or your preferred web browser.

Type <https://mail.nebraska.gov/owa>

You should get a screen that looks like:



The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo and the text "Office Outlook Web Access". Below this is a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox for "Use Outlook Web Access Light". Below these are two yellow input fields for "User name:" and "Password:". A "Log On" button is positioned to the right of the password field. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange © 2007 Microsoft Corporation. All rights reserved."

Enter your full email address, e.g. rob.gower@nebraska.gov

Enter your email password.

Click "logon" button...

The resulting screen should look very similar to Outlook on your desktop. This interface gives you access to your Outlook calendar and tasks as well as your email. The task list may default to list both tasks and flagged email items. This can be changed to tasks only by clicking on the tasks button on the left.

If you need to change your email password, click the options button (top-right), then click "change Password" on the left and follow the instructions.

When finished, click the log off button. If on a public/shared computer, close the browser.