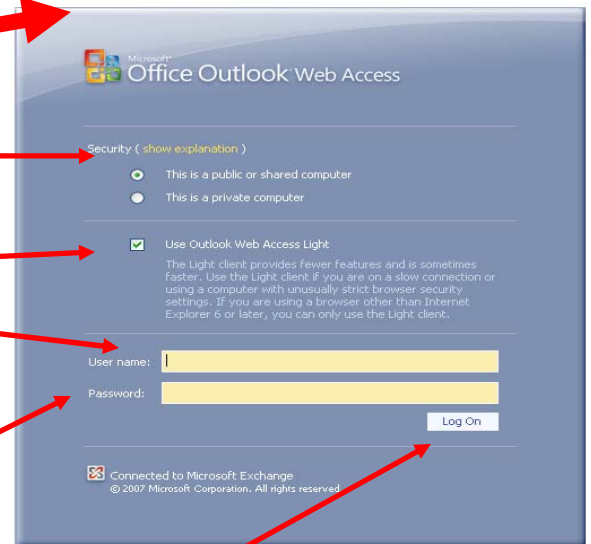
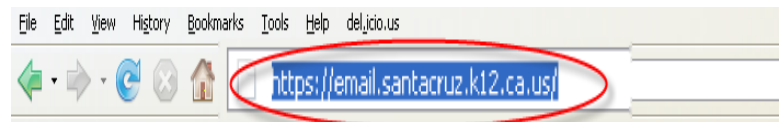


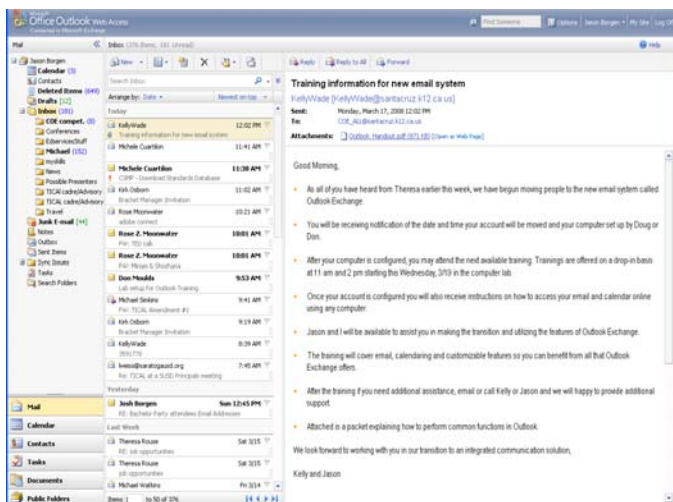
Accessing Your County Office E-Mail Offsite Using the World Wide Web

Microsoft Office Outlook Web Access (OWA)

1. Open any web browser (i.e., Firefox, Internet Explorer, etc.). *Note: Internet Explorer will give you the most features, but any browser will work.*
2. Type <https://email.santacruz.k12.ca.us> in the address bar. *Note: The “s” before the colon—this makes your connection secure.*
3. Click return or enter to go to the web site.
4. You should get a screen that looks like this:
5. Click on the appropriate **Security** setting for the computer you are using—Public/shared computer or Private Computer.
6. Web browsers other than Internet Explorer will automatically have the **Use Outlook Web Access Light** box checked.
7. Type your user name in the **User name:** field (it is not case sensitive). *Note: This is the name you use to log onto your computer at the office, (usually your first name and last name with no spaces).*
8. Type your password in the **Password:** field. *Note: this is the password you use to log onto your computer at the office; you no longer have a unique E-mail password.*
9. Click on **Log On**.
10. All your E-mails, contacts, and calendar events are now accessible. Any activity you perform in OWA will be saved to your account and accessible using any computer including the Outlook program on your main computer!



FULL VERSION OF OWA Using Internet Explorer Only



LIGHT VERSION OF OWA Using any Web Browser

