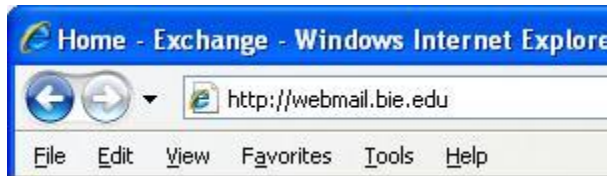


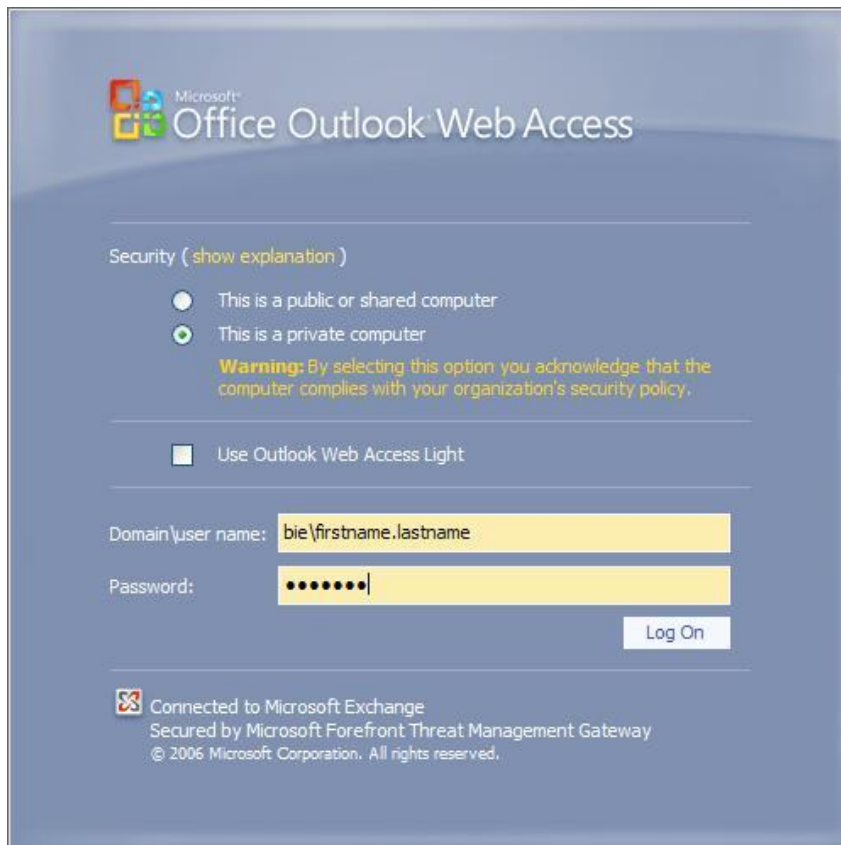
BIE.EDU OUTLOOK WEB ACCESS INSTRUCTIONS

Open Internet Explorer and go to <http://webmail.bie.edu>



If you are prompted for any certificates, accept them.

Once you reach the log on page. Type in your domain\user as bie\firstname.lastname. Also, enter in your password. If you have bie.edu Active Directory account, this password will be the same. Click on the Log On button.

A screenshot of the Microsoft Office Outlook Web Access login page. The page has a blue background with the Microsoft logo and "Office Outlook Web Access" text at the top. Below this is a "Security" section with two radio button options: "This is a public or shared computer" (unselected) and "This is a private computer" (selected). A warning message states: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." There is also an unchecked checkbox for "Use Outlook Web Access Light". Below the security options are two text input fields: "Domain\user name:" with the value "bie\firstname.lastname" and "Password:" with masked characters. A "Log On" button is positioned to the right of the password field. At the bottom, there is a status bar indicating "Connected to Microsoft Exchange", "Secured by Microsoft Forefront Threat Management Gateway", and "© 2006 Microsoft Corporation. All rights reserved."

HOW TO CHANGE YOUR EMAIL PASSWORD

If you only have access to your email by Outlook Web Access, the following is how you change your password:

Log into Outlook Web Access. On the top right side of the browser, click on the word Options:



When you click on options you are presented with the Options menu. On the left side of the browser click on Change Password:



Enter your current password and then your desired new password in both required fields. Click on Save just above. Your new password must be 12 characters long, and contain three of these four requirements: Uppercase letter(s), Lowercase letter(s), Number(s), and special character(s). You will receive an error when you save if your password does not meet these requirements.