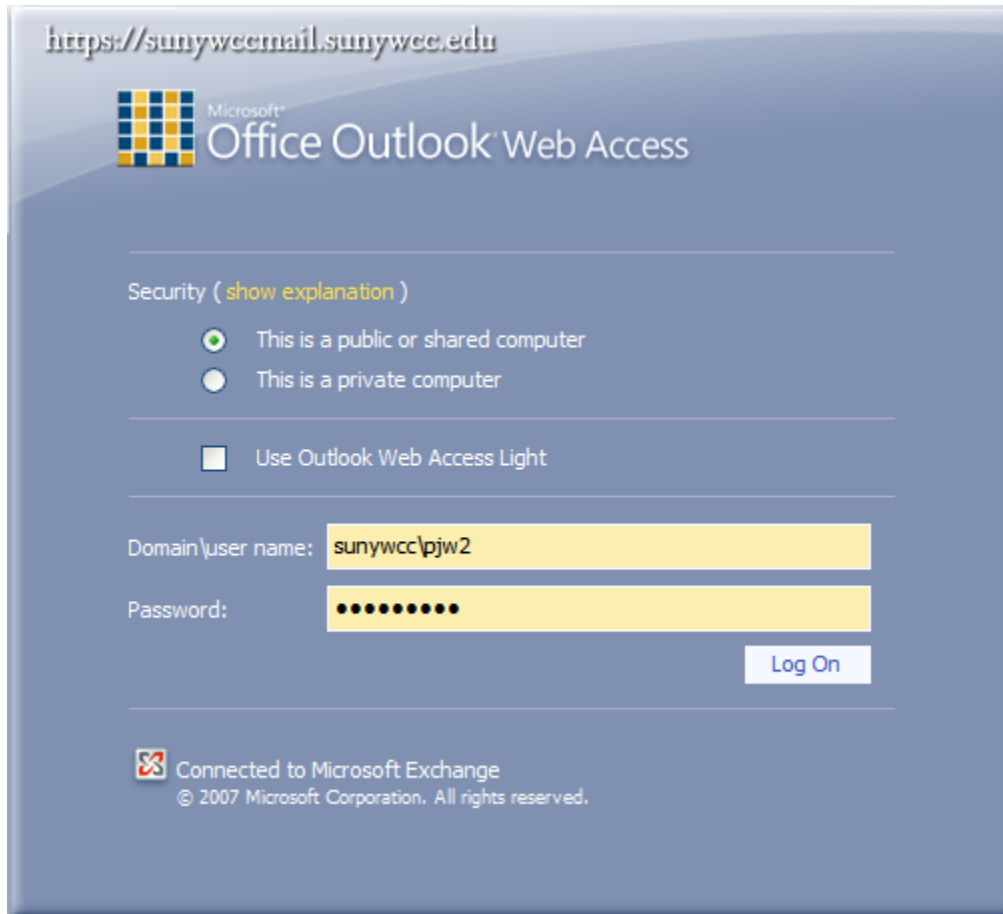



## Getting access to your e-mail from off campus

### Logging on to Outlook Web Access

1. Point your browser to <https://sunywccmail.sunywcc.edu>. The following login box appears:



The screenshot shows the login interface for Microsoft Office Outlook Web Access. At the top, the URL <https://sunywccmail.sunywcc.edu> is displayed. Below the URL is the Microsoft logo and the text "Office Outlook Web Access". A "Security" section contains two radio buttons: "This is a public or shared computer" (selected) and "This is private computer". There is also a checkbox for "Use Outlook Web Access Light". The "Domain\user name:" field contains "sunywcc\pjw2" and the "Password:" field is masked with dots. A "Log On" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

2. In the Domain\user name box, type **sunywcc\xxxx**, where **xxxx** is your four-character ID, for example, **pjw2**.
3. In the Password box, type your password
4. Click the Log On  button.

Note: You may have to repeat steps 3 and 4 before the logon is successful. The Outlook Web Access screen appears and you can use your e-mail account.