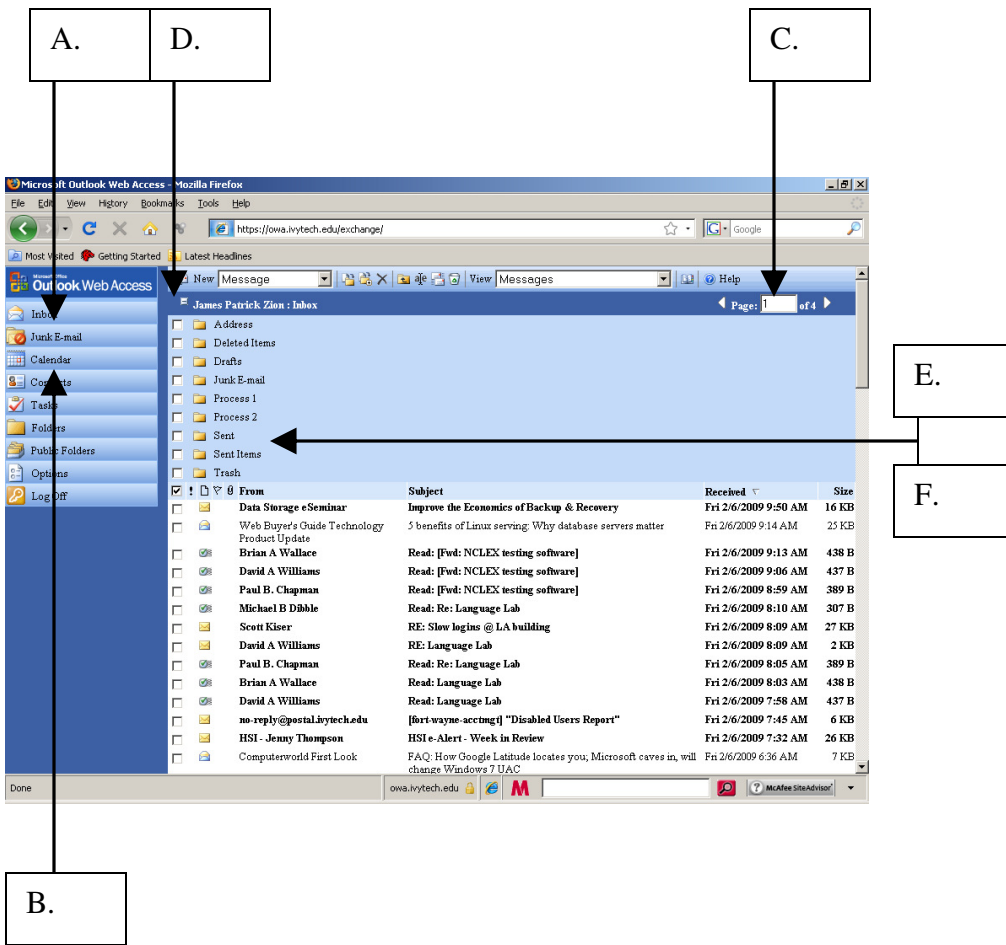


## Outlook Web Access- Logging in and Introduction –Basic Login



1. To log into your email, you need to go to <https://owa.ivytech.edu> or to the email button in <https://cc.ivytech.edu>. You sign in using your personal email user name (user ID) and password.
2. On the login page, if you are using Internet Explorer (IE) or Firefox with IE Tabs installed, you will have a choice of Basic or Premium. Regular Firefox will only have the Security option.
3. You can also select Public or Private Computer. Public Computers will get logged out after short periods of time, Private Computers will take longer before the need to resign in.
4. On the left hand side of the screen will be a list of your different options.
5. The following will be a quick cheat sheet for the beginners who use this version of OWA.



- A. The inbox. If you have any folders, clicking on the plus sign will reveal them.
- B. Calendar-clicking on that area will bring up your Outlook Calendar
- C. Your emails- It gives you a list of the emails that you have. Using the buttons to the right of the area will allow you to advance through them.
- D. Folders- Click on the plus sign here to find folders
- E. Sent- the location where to find the emails sent from other programs.
- F. Sent Items- the location to find your sent emails from OWA.