

## Webmail Instructions

1. If from home open Internet Explorer or any web browser type <https://email.tcmc.com/owa>



Note: Say yes to any alert (if you receive one) you may need to click the link that says continue to this website.

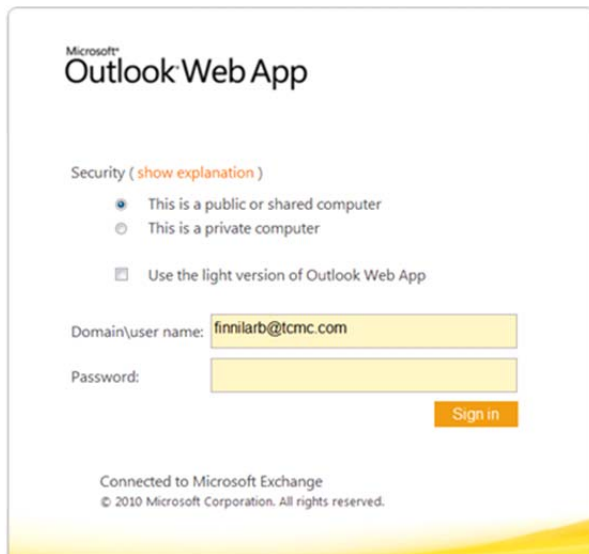
2. Or from the Intranet by:



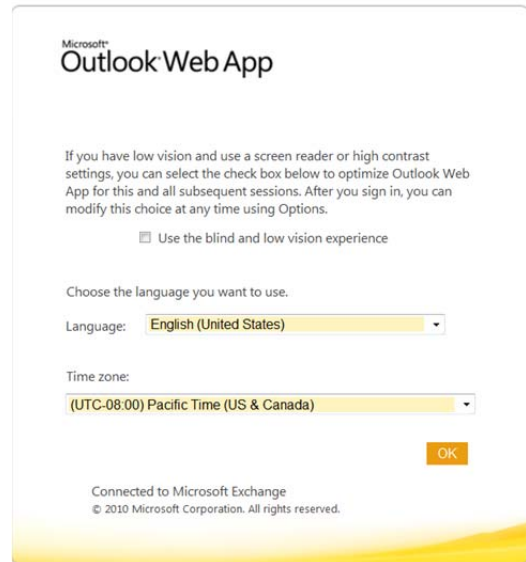
- Double clicking on
- Then click on Webmail



3. Login to webmail using your network username and password. (see below)

A screenshot of the Microsoft Outlook Web App login page. The page title is "Microsoft Outlook Web App". Under "Security (show explanation)", there are three options: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App". Below this is a "Domain\user name:" field with the text "finnilarb@tcmc.com" and a "Password:" field. A "Sign in" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved."

**Result**

A screenshot of the Microsoft Outlook Web App configuration page. The page title is "Microsoft Outlook Web App". It contains a section for accessibility settings: "If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options." There is a checkbox labeled "Use the blind and low vision experience" which is currently unchecked. Below this is a "Choose the language you want to use." section with a "Language:" dropdown menu set to "English (United States)". There is also a "Time zone:" dropdown menu set to "(UTC-08:00) Pacific Time (US & Canada)". An "OK" button is located at the bottom right. At the bottom, it says "Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved."

4. Click OK to proceed.
5. If your password is set to expire soon or has expired you will be prompted to change your password.(see step 6 to 10)
6. In order to change your password you will need to enter the correct information into the fields seen in the image above.
7. In the account field, enter your [username@tcmc.com](mailto:username@tcmc.com) (see example below). The word Username is used in the illustration to represent your own username.
8. In the old password field, enter the old password you used last.
9. In the new password field you must enter a new password that is at least 7 characters long and cannot be the same as any password you have used before.
10. Enter the new password again in the “confirm new password field.” Now for the most important part, click on the OK button and not the reset button to change your password to the new one.