

Accessing E-Mail - Outlook Web App

The Microsoft Outlook Web App (OWA) provides a useful tool for those GTRC/OSP employees who are working off-campus, and who only need to access and work with their E-Mail. This system may be used in lieu of directly using Microsoft Outlook on your desktop and the necessity of logging into the GTRC/OSP VPN.

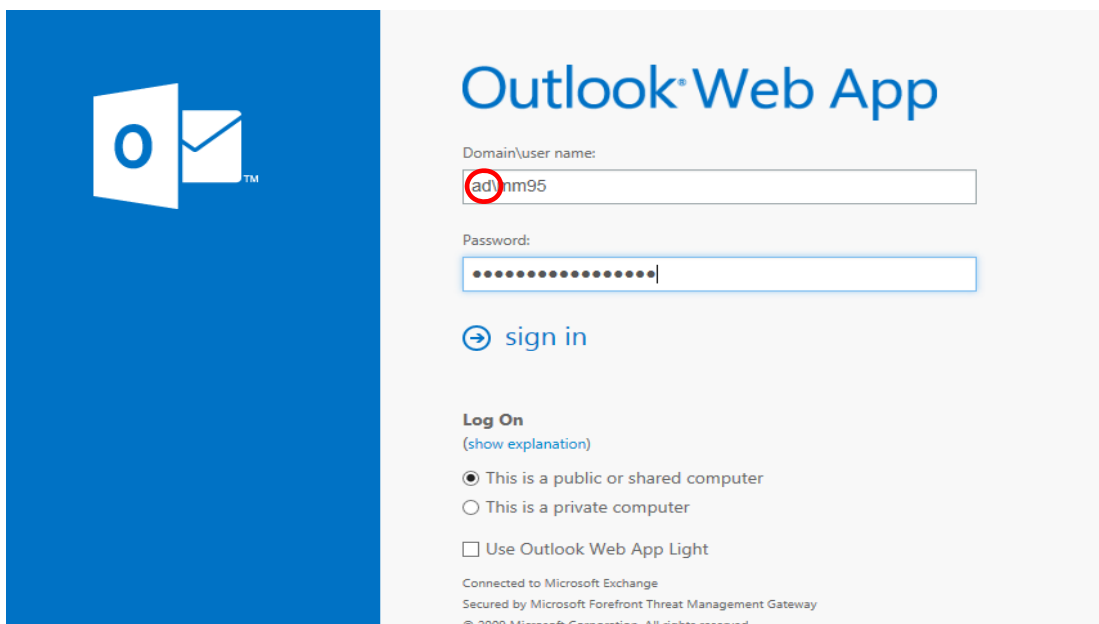
By going through the OWA, a user will gain access to and the use of their mailbox on the GTRC/OSP Mail servers, which includes the **In-Box**, **Sent Items**, and **Draft Items** folders.

Accessing the Outlook Web App

The OWA is accessed through a web browser. Internet Explorer, Firefox and Safari are all supported. The URL for accessing the OWA is:

rcmail.gatech.edu

Once the OWA is reached through the URL listed above, its Web Access login screen will display:



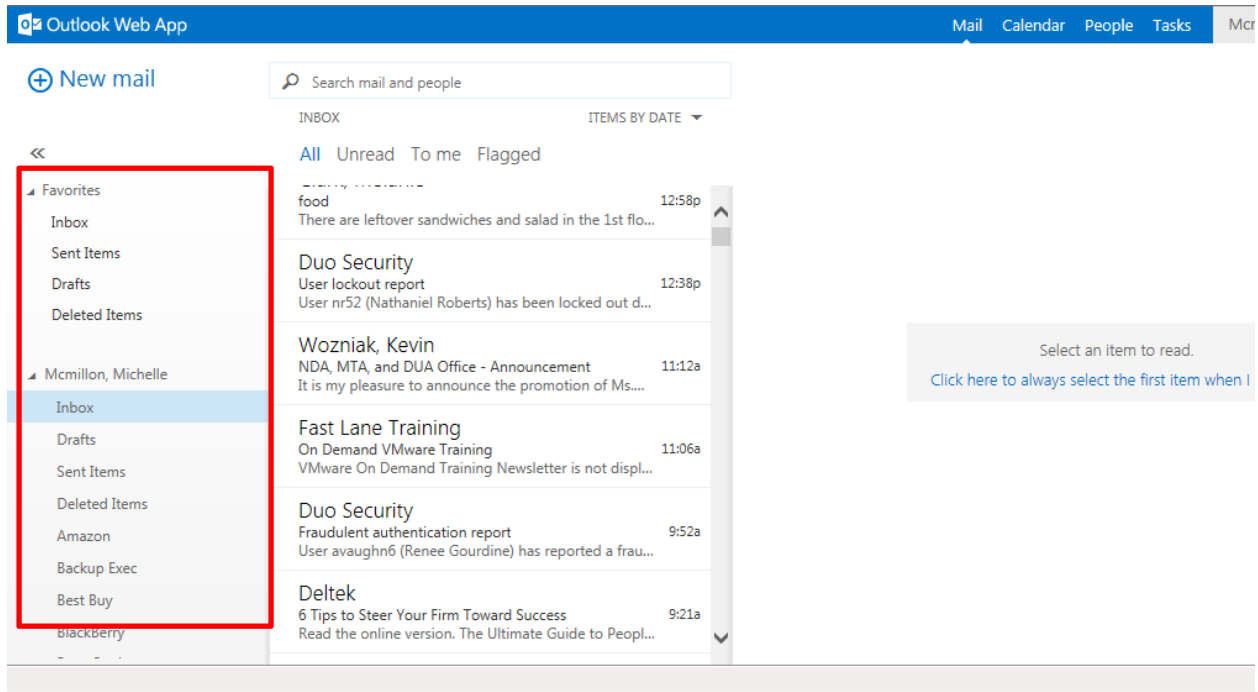
1. Enter the User ID and password you use to log onto your computer.

*****NOTE:** It is important to enter “**AD**” before your user ID or the login to your mail **WILL NOT** be successful (ex. **ad**ksmith3).

2. Select the **[Sign in]** button and you will automatically be taken into the OWA and into your E-Mail account.

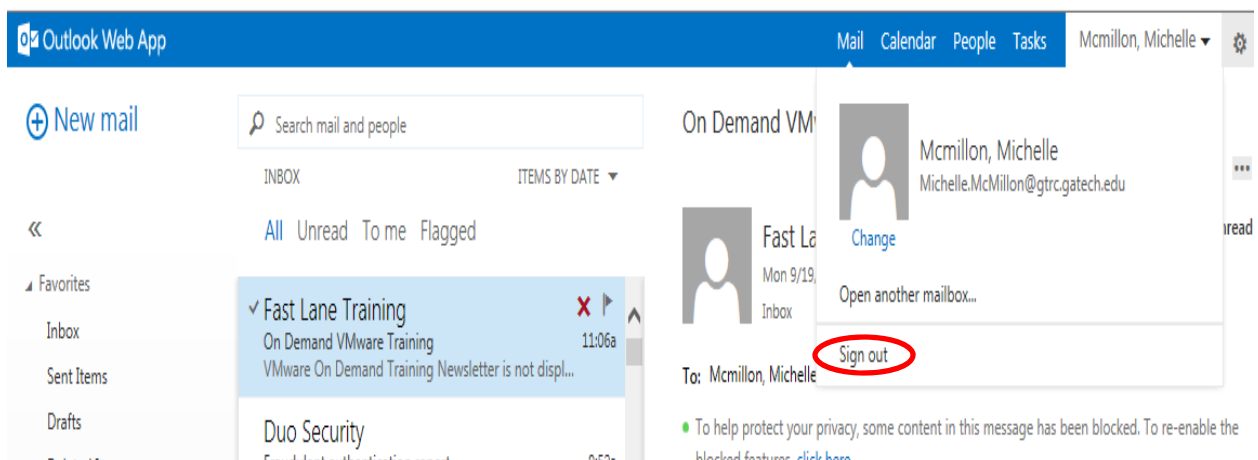
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When working in the online version of Outlook, your mailbox will be located on the left hand side of the Outlook window. The area has been boxed in with a **red outline** in the screen shot below:



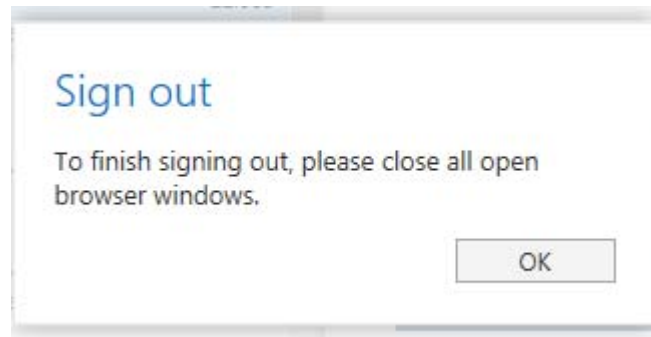
Exiting the Outlook Web App

1. Once your work is complete, select the drop down arrow to right of your name and click on **“Sign Out”** located at bottom of list.



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Once the “Sign Out” selection is made, you will see the dialog box below. Click on “OK” and close browser. In order to completely log out of your online E-Mail, you must close “**ALL**” of any open browser windows.



Remember, at this point close any open browser windows or your mail is still active and you or someone else can get to your mailbox without having to sign back in.