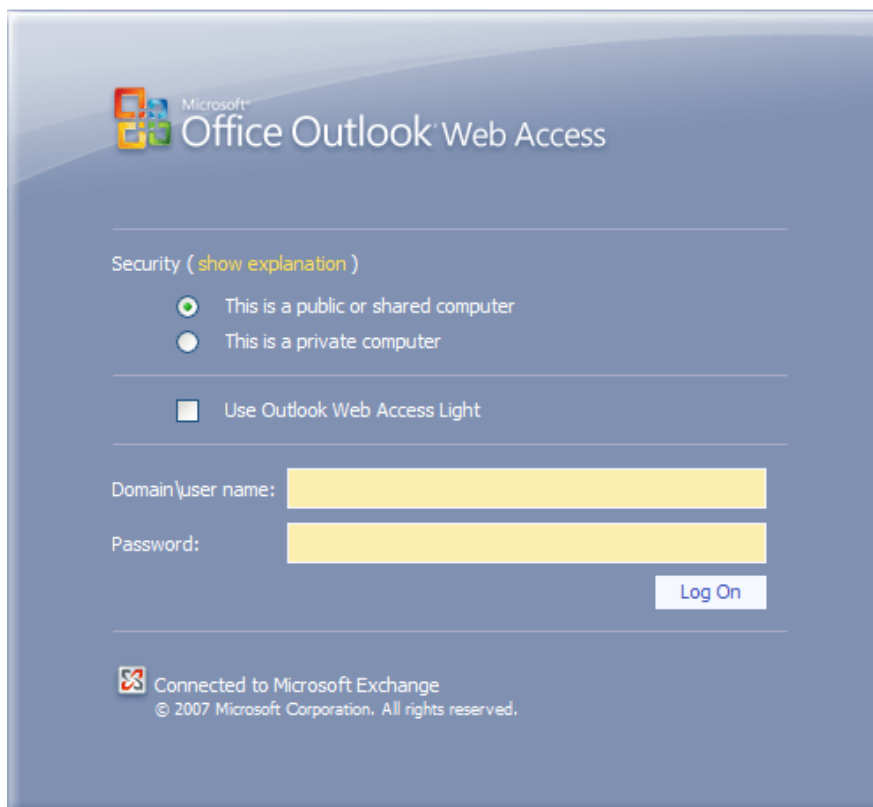


December 2011

## ***Access your Campus Exchange Email account through Outlook Web Access (OWA)***

Outlook Web Access (OWA) gives you access to your Exchange Email, Calendar, and Contacts through a web browser window when you are off-campus or away from your main work computer.

1. Open an Internet Explorer window and enter the web address <https://umail.umaryland.edu>.
2. Choose your Security settings and the version of Outlook Web Access you want to use.



### **Security Settings**

Choose the option “Public or Shared Computer” if more than one person has access to the computer you are using. For security reasons, the system will automatically log you out of your account after 15 minutes of inactivity.

Choose “Private Computer” if you are the only individual that has access to the computer you are using. The system will remember your username the next time you visit this website.

### **Outlook Web Access Light**

This version of Outlook Web Access is sometimes quicker, but has fewer features than the normal version of Outlook Web Access. If you are using a slow connection you may want to access your account using Outlook Web Access Light.

**Note:** To access a full version of Outlook Web Access, you need to use Internet Explorer 6 or higher. If you are using an older version of Internet Explorer or another web browser such as Mozilla Firefox, Safari, or Netscape, you can only use the Outlook Web Access Light client.

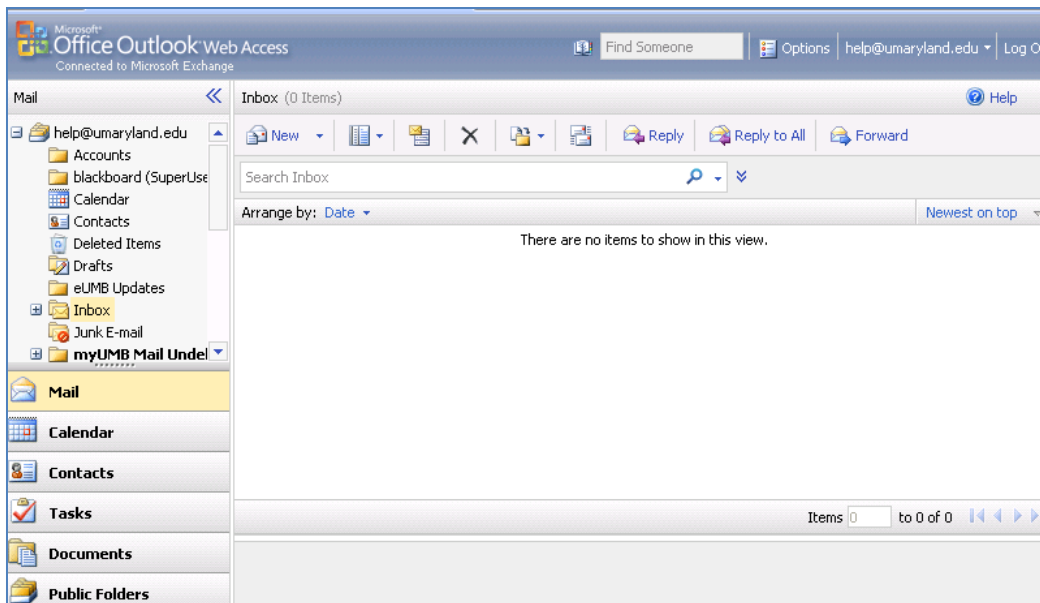
3. Enter your Domain and username in the following format: Domain\username. Enter your email password. Domains for Campus departments and Schools using the Campus Exchange system are listed below.

Department or School	Domain Name
Academic Affairs	Campus
Administration and Finance <ul style="list-style-type: none"> <li>• Environmental Health and Safety</li> <li>• Facilities Management</li> <li>• Financial Services</li> <li>• Human Resources</li> <li>• Operations and Planning</li> <li>• Parking and Commuter Services</li> <li>• Police and Public Safety</li> <li>• Procurement</li> </ul>	Campus
Auxiliary Services	Campus
Center for Information Technology Services	Campus
Health Sciences Human Services Library	HSHSL-Staff
Office of Research and Development	Campus
Office of External Affairs	Campus
President's Office	Campus
School of Dentistry	Dental
School of Law	Law
School of Pharmacy	RX
School of Social Work	SOWK

**NOTE:** If your department or school is not listed, you may not have an email account on the Campus Exchange Server. Contact your local IT Group for more information about your University email account.

4. Click on the “Log On” button to access your account.

**NOTE:** If this is the first time you are logging in, you may be asked to configure the “low vision”, language, and time zone settings for Outlook Web Access. Click on the “OK” button after you configure your account.



## QUESTIONS?

If you require further assistance accessing your Exchange email account remotely, please contact the IT Help Desk at 410-706-HELP (8:00 a.m. - 5:00 p.m.) or send e-mail to [help@umaryland.edu](mailto:help@umaryland.edu).