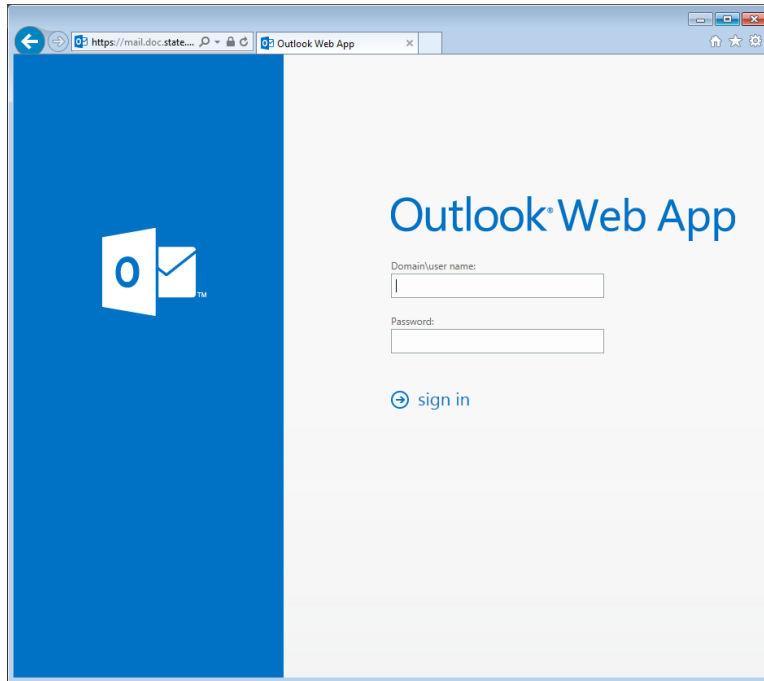


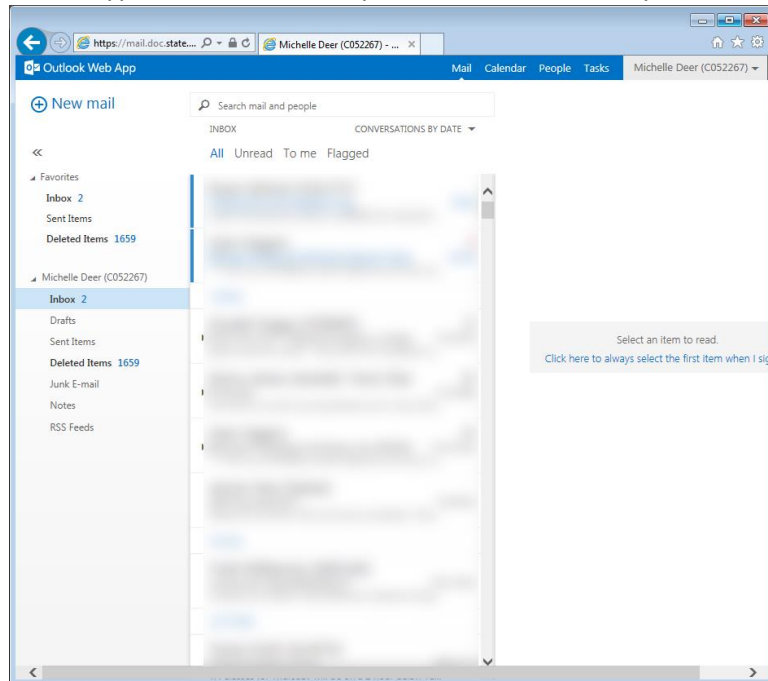
## Outlook Web App

1. To access your outlook account using the Outlook Web App, type <https://mail.doc.state.sc.us/owa> into the URL address bar of your web browser.



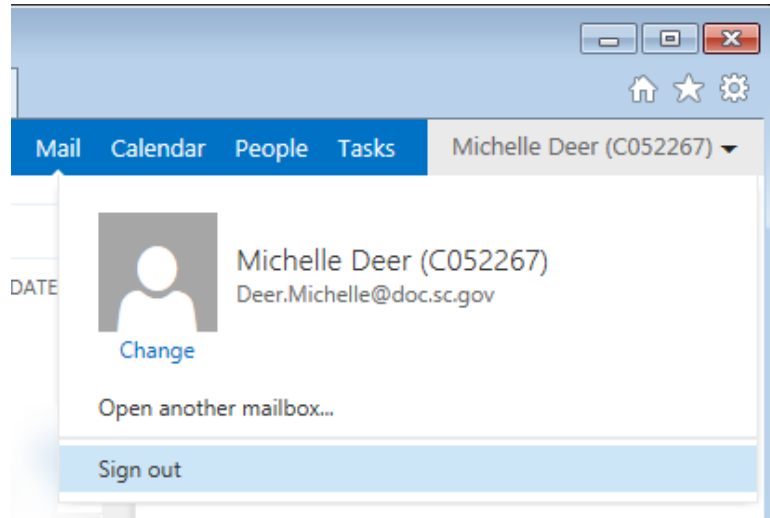
2. Type your "User name" and "Password", and then left-click "Sign In". Your email account will load.

Note: You will need to type "scdc\" without quotation marks before your SCDC username.

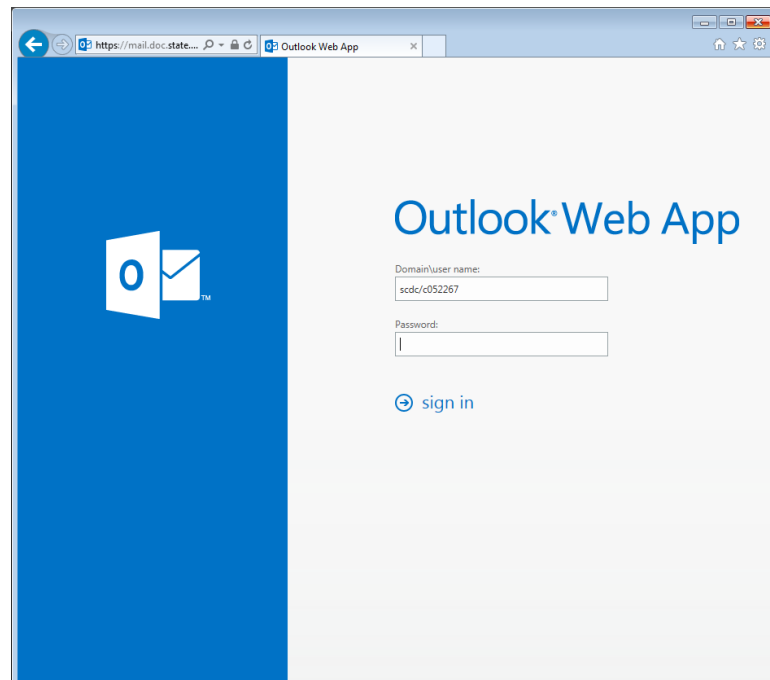


## Outlook Web App

3. To log out of the Outlook Web App, left-click your name/user name located at the top right-hand corner of the window and left-click "Sign out" from the drop-down menu.



4. When you have successfully signed out of the Outlook Web App you will return to the login screen.



5. Close all browser windows.