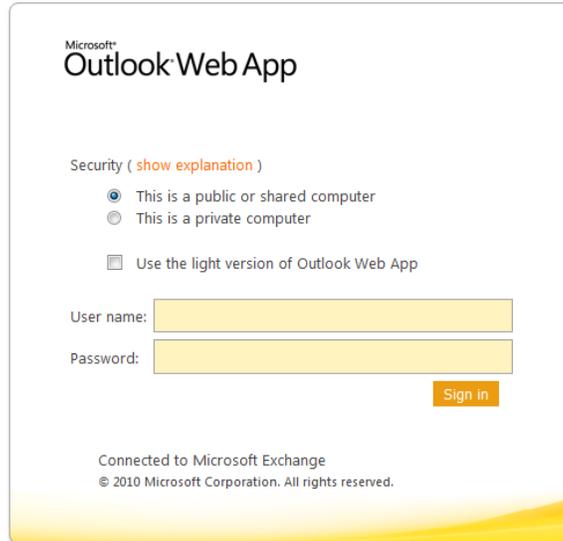


Outlook Web App

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



Microsoft®
Outlook Web App

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer

Use the light version of Outlook Web App

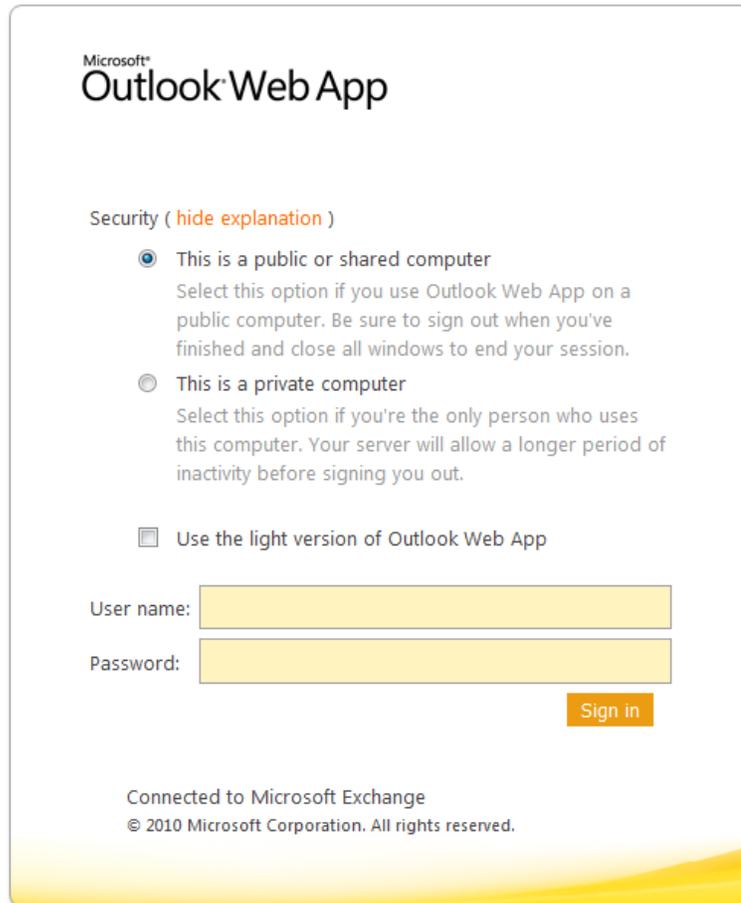
User name:

Password:

[Sign in](#)

Connected to Microsoft Exchange
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2. Left-click the bubble next to “This is a public or shared computer”.



Microsoft®
Outlook Web App

Security ([hide explanation](#))

- This is a public or shared computer**
Select this option if you use Outlook Web App on a public computer. Be sure to sign out when you've finished and close all windows to end your session.
- This is a private computer**
Select this option if you're the only person who uses this computer. Your server will allow a longer period of inactivity before signing you out.

Use the light version of Outlook Web App

User name:

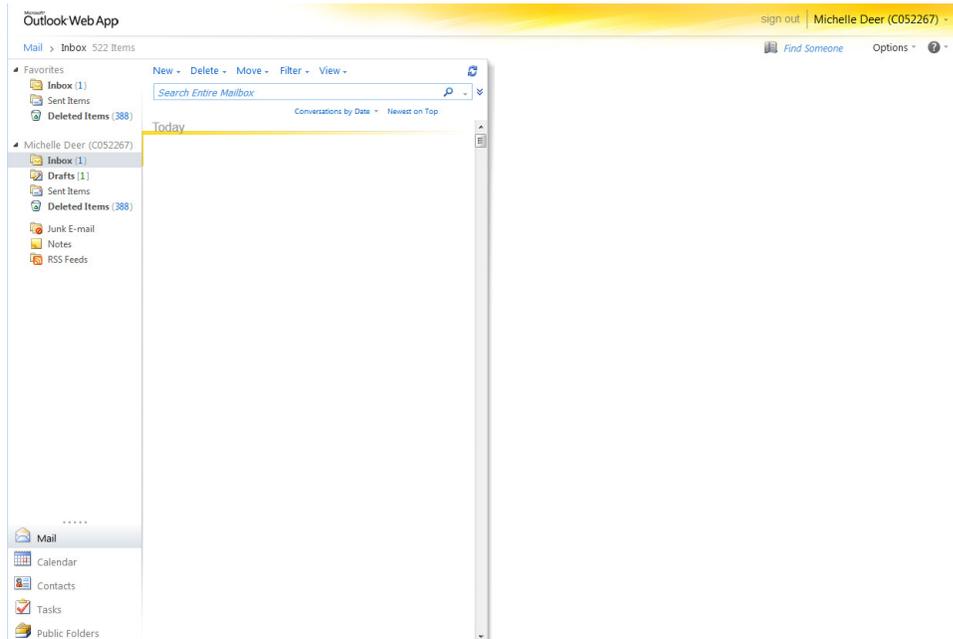
Password:

[Sign in](#)

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Outlook Web App

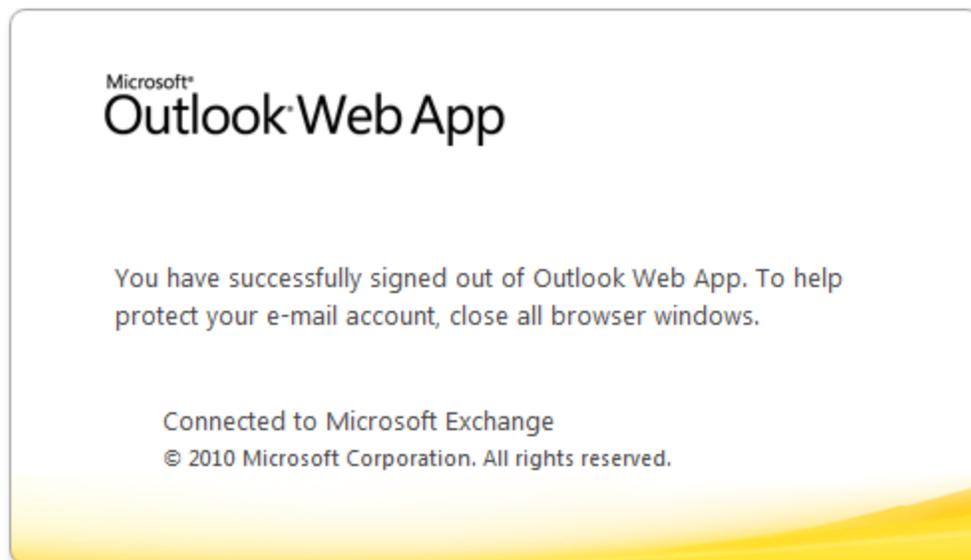
3. Type your "User name" and "Password" (the same as you use for your computer at work and the mainframe), and then left-click "Sign In". Your e-mail account will load.



4. To log out of the Outlook Web App, left-click "Sign Out" located at the top right-hand corner of the window next to your name.



5. When you have successfully signed out of the Outlook Web App you will see the following message:



6. Close all browser windows.