


How to Check your E-Mail

To check email if you have an office on campus with a computer:

1. Login to your desktop as you normally would.
2. Double-click the Outlook icon  (Do not use Outlook Express)
3. Outlook will start and bring you to your Inbox.

To check email from any computer other than the one in your office (whether on campus or off campus):

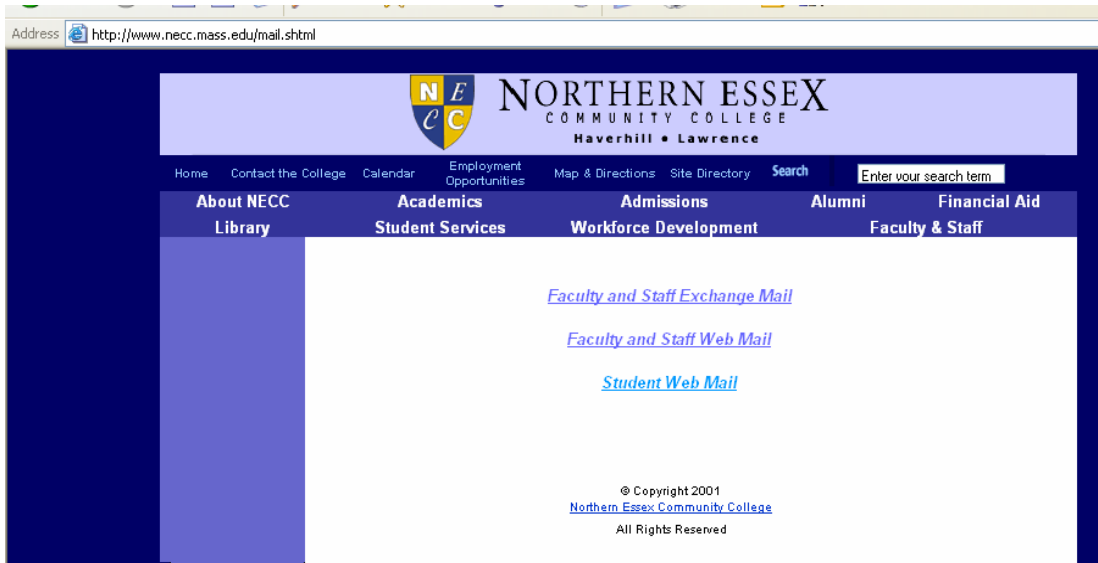
1. Start the application that you use to access the Internet.
2. Go to the NECC website (www.necc.mass.edu)



3. At the main NECC web page click the link called 'Email'.



4. From the Web Mail page click 'Faculty and Staff Exchange Mail'.
***Please note that once you are upgraded to Exchange **DO NOT** use Web Mail.



5. From the Faculty and Staff Exchange Mail page click the 'Login to Exchange' button.



6. At the Outlook Web Access (OWA) login screen enter the following:
 - a. Domain/user name: *your complete email address* (i.e. jsmith@necc.mass.edu)
 - b. Password: *your network password* (network and email passwords are the same)
 - c. Change the 'Client' option to Basic only if you are on a slow, dial-up line.

du/exchweb/bin/auth/owalagon.asp?url=https://owa.necc.mass.edu/exchange/&reason=0

Microsoft

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

Client (what's this?)
 Premium
 Basic

Security (what's this?)
 Public or shared computer
 Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

7. Outlook will start and bring you to your Inbox.