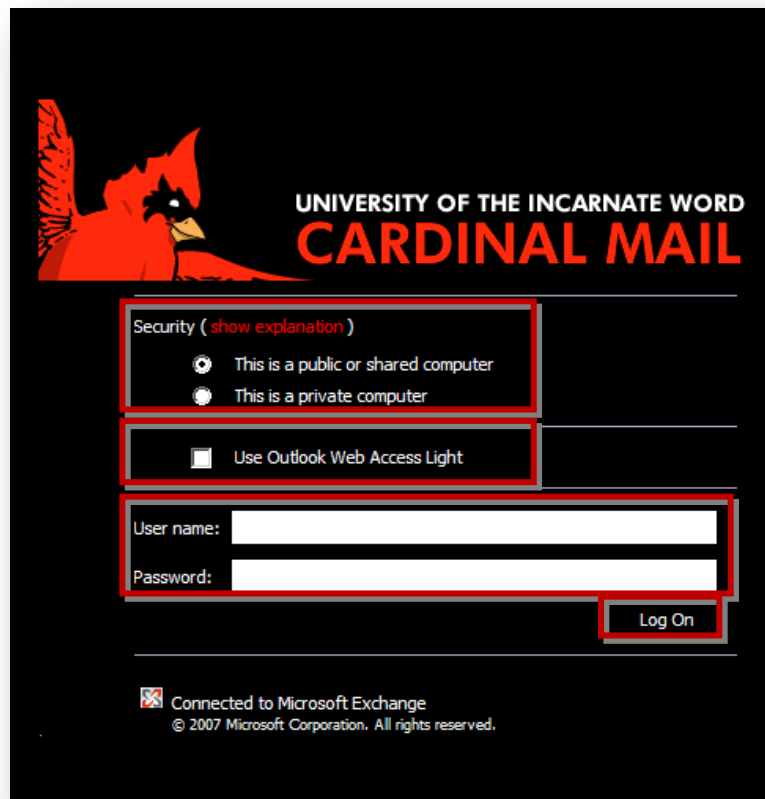


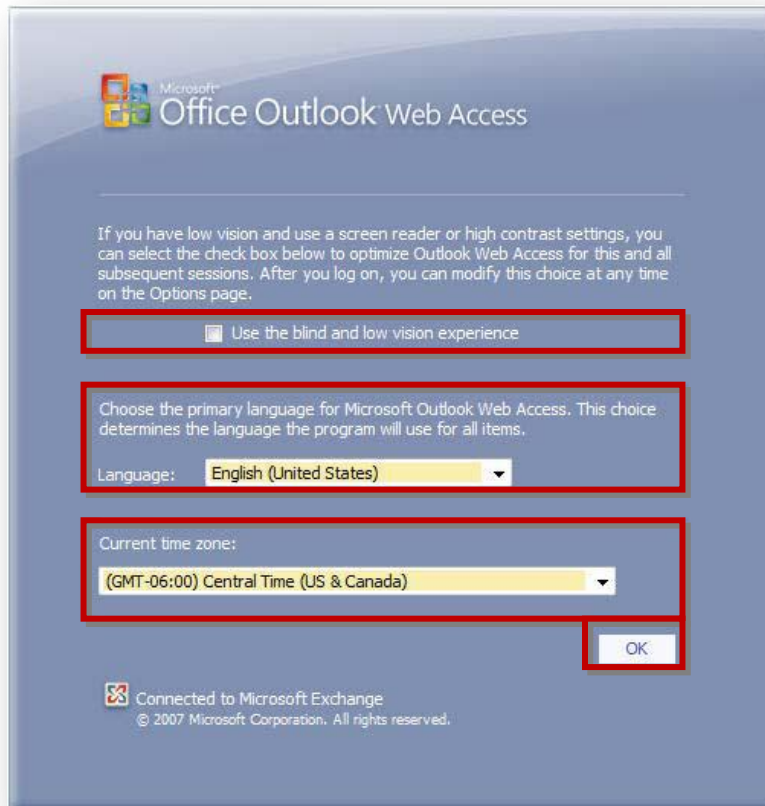
Outlook Web Access Login

1. Open your web browser and click the **Cardinal Mail** link on the UIW homepage, or navigate to <https://webmail.uiwtx.edu/exchange>. You will see this screen:



2. Determine the **Level of security** you wish to use by clicking the appropriate button:
 - **This is a public or shared computer:** Select this option if you use Outlook Web Access on a public computer. This setting is recommended for public locations, such as libraries, airports, and other locations where people you don't know may logon to the workstation. When in doubt, use this setting. *Be sure to log off* when you have finished using Outlook Web Access and close all windows to end your session.
 - **This is a private computer:** Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before logging you off. This should only be used on a workstation that you trust, such as your work and home workstations.
3. Determine the version of OWA 2007 you wish to use. The **Light Client** provides fewer features and is sometimes faster. Check the box for Light Client **IF** you:
 - If you are using a browser other than Internet Explorer 6 or later, (Firefox or Safari), you can only use the Light client.
 - If you have a slow connection, or using a computer with unusually strict browser security settings
4. Enter your **username** and **password**

5. Click **Log On** to enter Cardinal Mail
6. After you login, you will see the following screen: (You will only see this screen the first time you login to Cardinal Mail)



7. Check the box if you would like to **use the blind and low vision experience** version of OWA 2007.
8. Choose your **Language** for Cardinal Mail, The default language is English. Menus and functions are shown in this language; Cardinal mail will not translate between languages.
9. Choose the **Current (Central Time) time zone**. *Be aware the above changes can be reset at any time through the options page.*
10. Click **OK** to enter your Cardinal Mail mailbox.