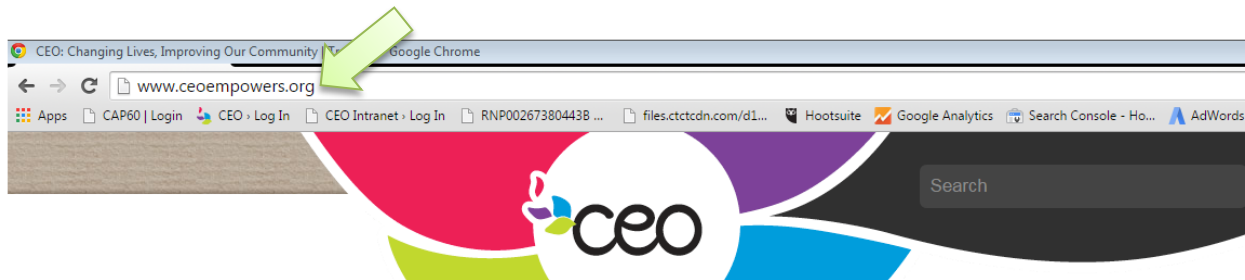


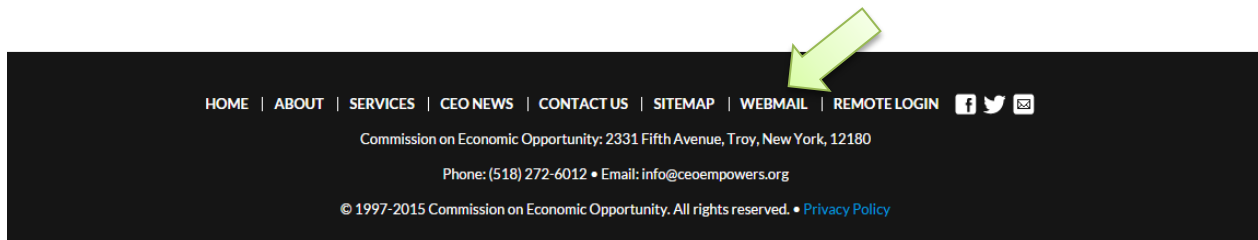
Accessing Your Email Remotely

Sometimes, you may need to access your email from a computer other than your CEO workstation. During these times, you will have to access Outlook remotely through a web app. If it sounds complicated, rest assured that it is not as difficult as it may sound – and now you have this handy-dandy 5-step guide to help!

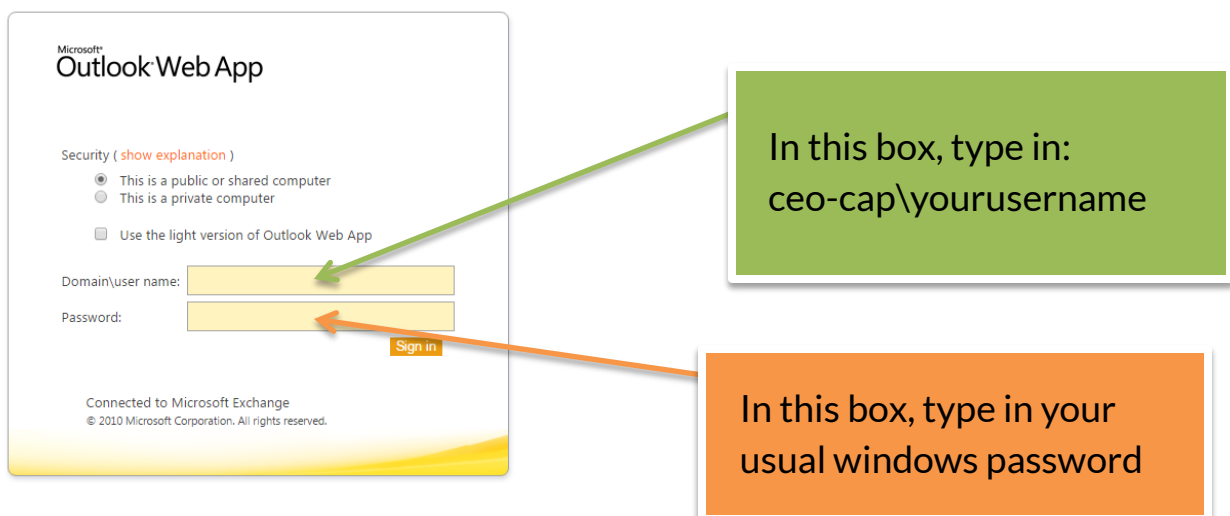
Step 1 – Go to our website by typing www.ceoempowers.org into the address bar of your favorite browser i.e. Internet Explorer, Fire Fox, Safari (if you are on a Mac) or Chrome



Step 2 – Scroll ALL THE WAAAAY DOWN to the bottom of our website, which is called the “footer.” At the bottom, there are a number of links in white colored text against a black background. Click on the “WEBMAIL” link.



Step 3 – You will be brought to a new page, which looks like this:



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

Domain\user name:

Password:

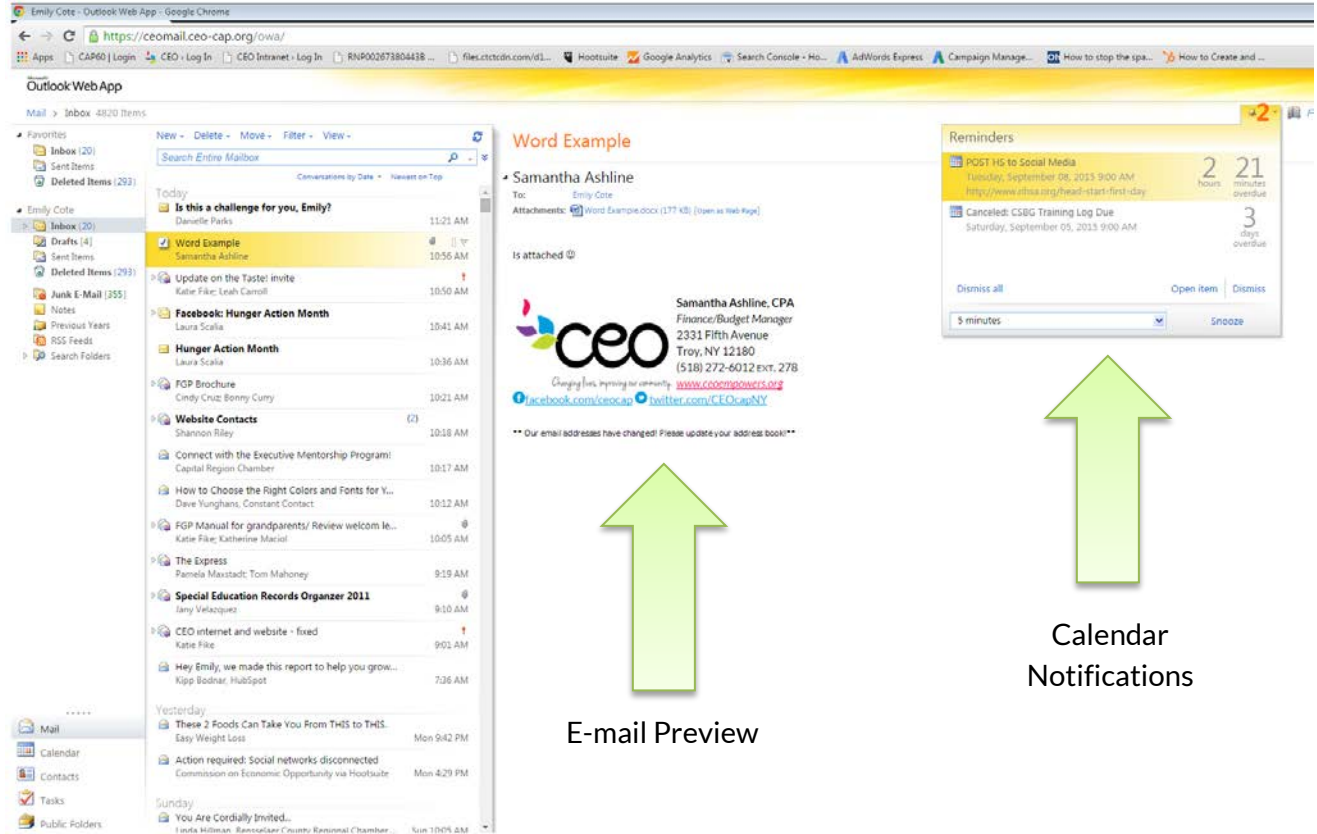
[Sign in](#)

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

In this box, type in:
ceo-cap\yourusername

In this box, type in your
usual windows password

Step 5 – Hit “Sign in.” Ta-da! Welcome to your webmail! It will look a little different from your desktop version, but it operates in almost the exact same way.



Navigation
Pane

Inbox

E-mail Preview

Calendar
Notifications