Webmail manual Using your browser

9/27/2012 Actel- Active Telecommunications



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- 1. Start your browser (Internet explorer)
- 2. Type the following address https://exserver.actelme.com/owa



- 3. Hit enter
- 4. You should see the following greeting page

Outlook [®] Web App		
Security (<mark>sh</mark>	ow explanation)	
o	This is a public or shared computer	
0	This is a private computer	
	Use the light version of Outlook Web App	
User name:		
Password:		
Connec © 2009 I	Sign in ted to Microsoft Exchange Microsoft Corporation. All rights reserved.	

5. Type your username and password in the appropriate place

User name:	eaoun
Password:	•••••
	Cign in

Note: Your username is your ACTEL Computer ID. If you have a different special (private email) to access, make sure you use it. (Ex: your username is **yaoun** but you have a private inbox under the name of **youssef.aoun** that you want to see. Thus your username should be **youssef.aoun**)

6. Hit the "sign in" button

User name:	eaoun	
Password:	••••••	
	Sign in	

7. Voila!