

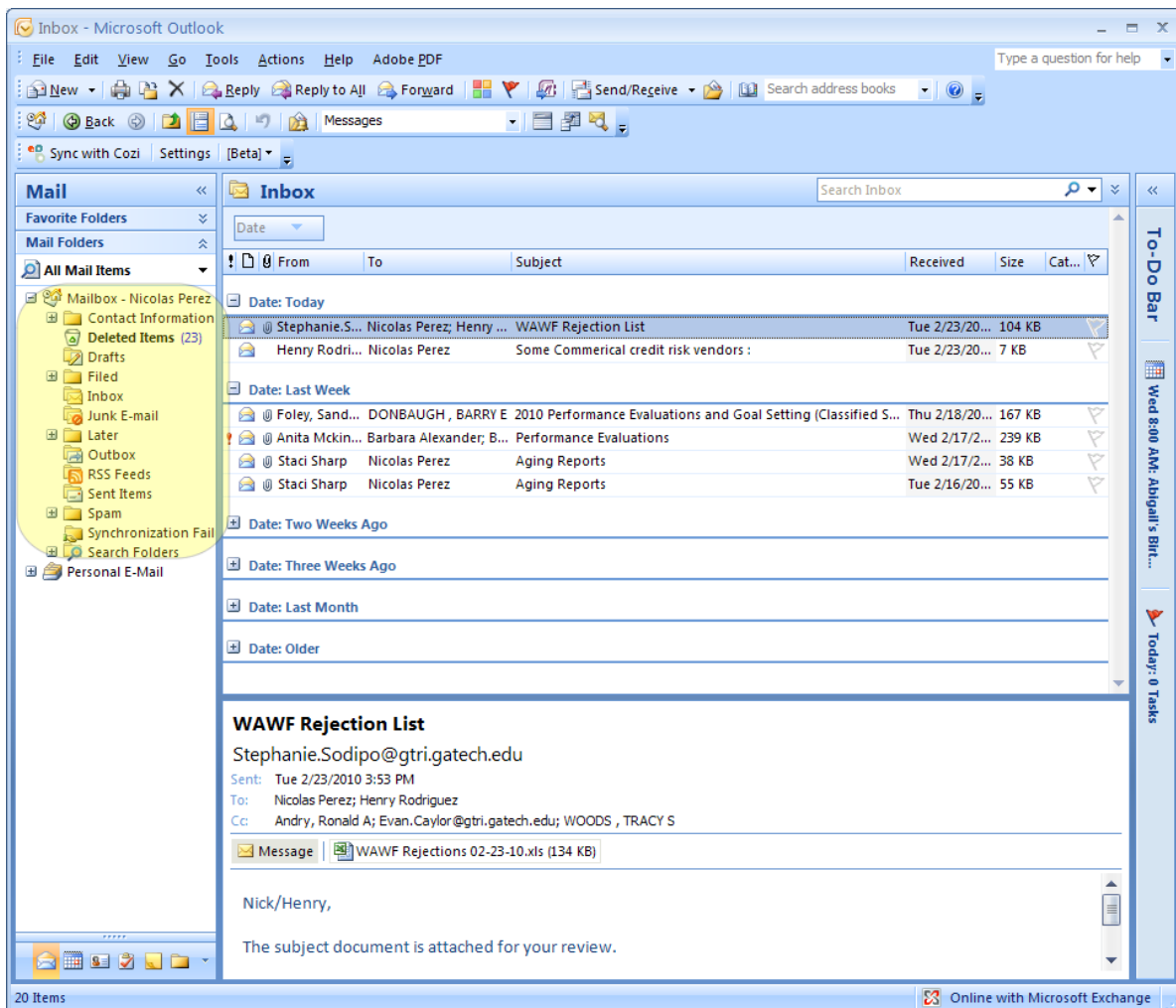
Accessing E-mail - Outlook Web Access

The Microsoft Exchange Outlook Web Access (OWA) provides a useful tool for those GTRC/OSP employees who are working off-campus, and whose only need is to access and work with their e-mail. This system may be used in lieu of using Microsoft Outlook directly.

Prior to using the OWA, a user must be logged in within the GTRC/OSP network. This is accomplished through the use of the Cisco VPN. To do so, please read the document titled [Using the Cisco VPN](#) as found in the GTRC Intranet.

***** Note - If you don't want to read this complete document and want to go directly to a simple "cheat sheet" of instructions, [click right here](#).**

By going through the OWA, the user will gain entry to, and accordingly the use of, their mailbox on the GTRC/OSP e-mail server, which includes, among others, the **In-Box**, **Sent Items**, and **Draft Items** folders. A user's mailbox is located, when working in Outlook, on the left hand side of the Outlook window. The area has been **highlighted in yellow** on the screen shot below.



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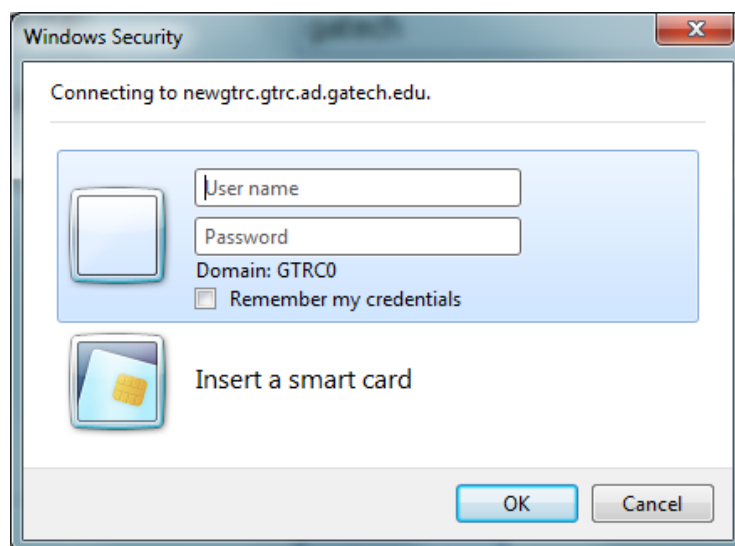
Please note that the **Personal E-Mail** folder to which messages are archived is not included in the highlighted area, as it, and any other folders like it, are not included in the mailbox that resides on the server. Those folders are not available through the OWA, as they reside on your personal computer or notebook.

Accessing the Outlook Web Access

The OWA is accessed through a web browser. While the OWA may work with browsers such as Firefox, it is important to note that it can behave strangely and that the only certified browser is Microsoft Internet Explorer. The URL for accessing the OWA is:

<http://newgtrc.gtrc.ad.gatech.edu/exchange>

Once the OWA is reached through the URL listed above, its Web Access login screen will display:



Enter the following values at each of the fields:

User name **[Your GTRC User ID]**

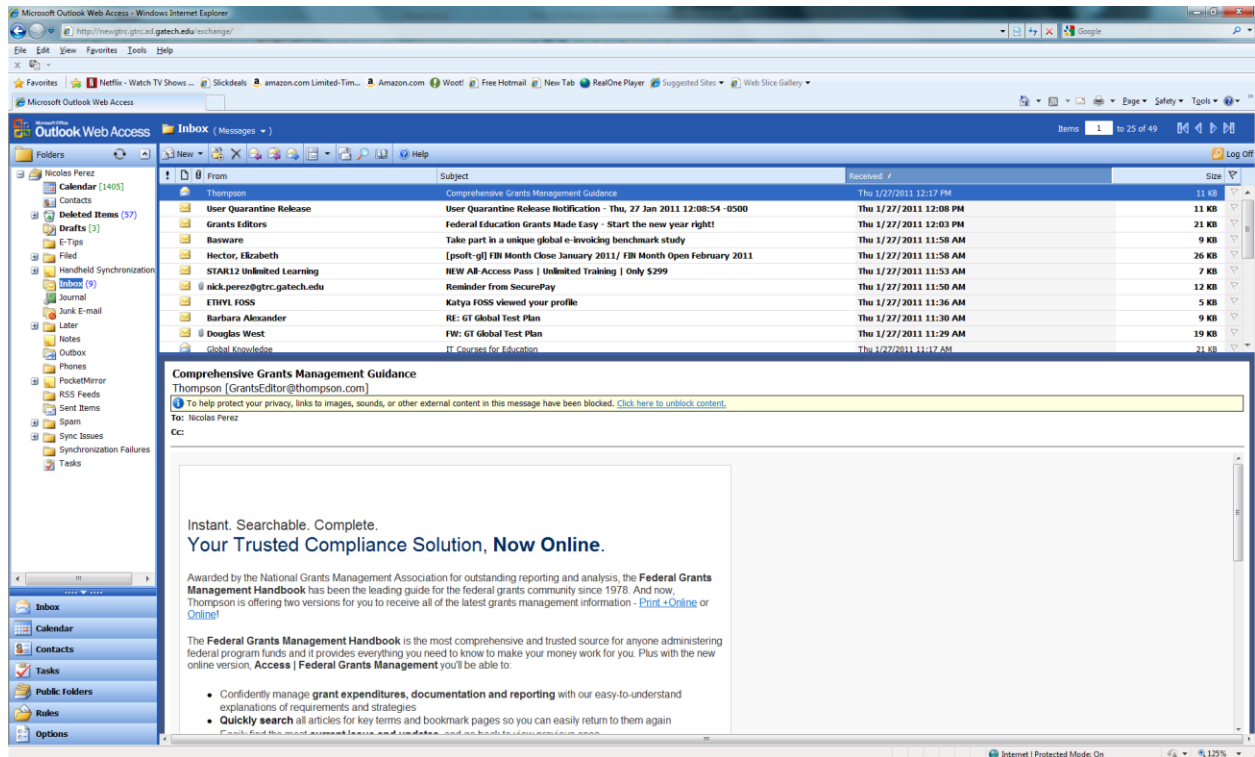
This is the user name you use to login to the network first thing in the morning.

***** Note - I have found one case where it became necessary to put “@GTRCO” after the name. For example, if your user name is “N_Perez”, if simply entering “N_Perez” does not work, try entering “N_Perez@GTRCO”.**

Password **[Enter the password for the above user ID]**

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Once those two fields are filled in, select the **[OK]** button and you will automatically be taken into the OWA and into your e-mail account.



Once your work is complete, select the **[Log Off]** button located on the upper right hand corner of the OWA window. Afterwards, close your browser.

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Cheat Sheet

1. Login to the GTRC/OSP network [using the Cisco VPN](#).
2. Go to <http://newgtrc.gtrc.ad.gatech.edu/exchange>
3. When the login screen comes up enter the following values at each of the fields and click on the **[Ok]** button:

User name **[Enter the user ID used to login to your computer daily]**

Password **[Enter the password for the above user ID]**