

Outlook Web Access (OWA) Quick Start Guide...



ICCSD Email Account

Your ICCSD email address is: **Xxxxx.Xxxxx@iccsd.k12.ia.us**

You will be accessing your email via the web using **Outlook Web Access (OWA)**, a webmail service available through the ICCSD email system.

To access webmail, click the **Webmail** link in the upper left corner of the main ICCSD web page at <http://www.iccsd.k12.ia.us>. The direct address is: <https://mail27.iccsd.k12.ia.us/owa/>

Enter your **user name** (Xxxxx.Xxxxx) and **password**. Click **Logon**.

Changing Your Password

You need to change your password after your initial login with the default password. You may change your password at any time; a change is required every 90 days.

To change your password in OWA:

1. Login to **ICCSD Webmail**.
2. Click **Options** (upper right).
3. Click **Change Password** (left side bar).
4. Enter your old (current) password. Enter a **new** password. Enter the **new** password again to confirm it.
5. Click **Save**. The **Save** button is in the upper left corner, and is easily missed. **Be sure to click Save!**

Note: If you need assistance accessing your webmail account, phone Sue Harms at 688-1030.

Other OWA Options

A number of other options are available for customizing your OWA email. Click the option on the left side bar.

Remember: If you make a change on any option page, be sure to click **Save** in the upper left before you move to another option page.

- **Regional Settings:** default language, preferred date and time formats
- **Messaging:** message options (e.g. notifications), signature, message tracking, reading pane
- **Calendar:** calendar and reminder options,
- **Out-of-Office Assistant:** Create out-of-office messages
- **Rules:** create rules for handling email
- **Junk E-mail:** create/manage safe senders and blocked senders lists
- **Change Password:** (see above)
- **General Settings:** appearance, accessibility
- **Deleted Items:** specify how deleted items are processed

Mail – Calendar – Contacts – Tasks

To leave the **Options**, click the icon for an Outlook feature in the lower left: Mail, Calendar, Contacts, Tasks.