

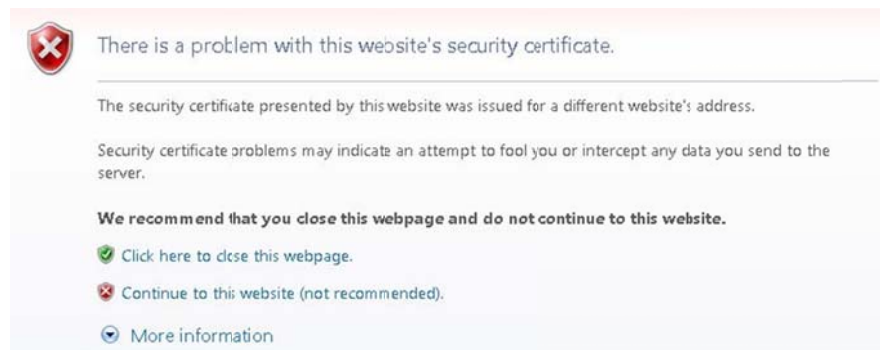
Accessing Chaminade Email from Home

Accessing your Chaminade email from home has never been easier! With Outlook Web Access, you will now have the ability to send and receive email from anywhere you have internet access. Please follow the directions below; if you have any questions or concerns, please feel free to contact MIS.

- Open your browser and navigate to:
 - <https://mail.chaminade.org/owa>



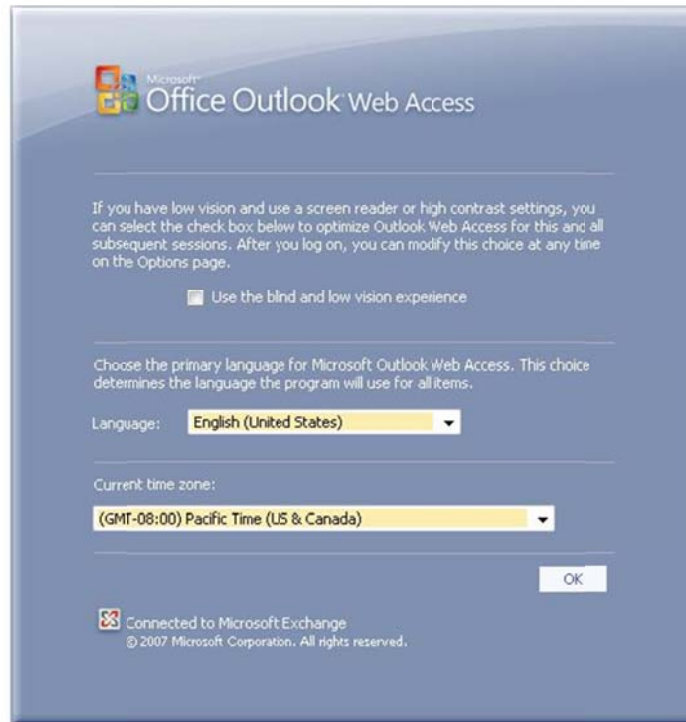
- If your browser informs you of a certificate error, please accept the certificate. If you're using Internet Explorer, it may look like this:
 - Select "Continue to this website (not recommended)."



- Once you've accepted the certificate, you will be forwarded to Outlook Web Access.
 - In the "Domain/user name" field, enter "ACADEMIC\" followed by your username (i.e. ACADEMIC\GSandan).
 - In the "Password" field, enter your network password that you use every morning to login.
 - Click "Log On."



- Outlook Web Access will now ask you three questions; in most cases, click “OK.”



- You should now see a screen similar to this:
 - You are now able to send and receive emails, access your calendar, and have all your contacts! Enjoy!

