

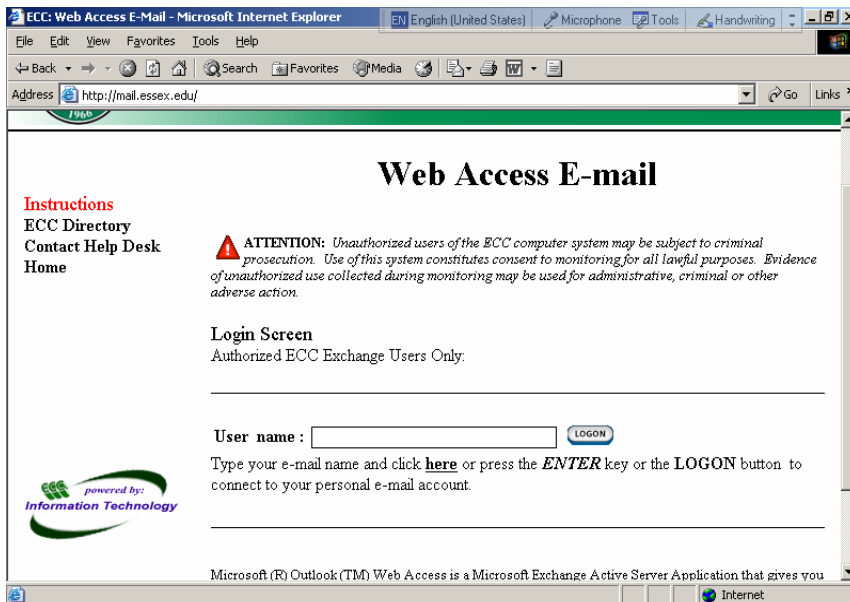
[REMOTE EMAIL ACCESS](#)
[For Windows 2000/XP](#)

[LAST UPDATED 7/5/2007](#)

1. In the address box of your WebBrowser, type **mail.essex.edu**. **DO NOT** include www.
NOTE: Must be Microsoft Internet Explorer 4.0 or better with a good encryption scheme (recommended 128 bits).



2. In the Username box type: your User name then Press **ENTER** or click on “**Logon**”



3) In the **Username** box, type: **your network username**.
In the password box, type: **your network password**.
Click on **OK** or Press **ENTER**



Important: Remember to Log off

Log off after you finish using Outlook Web Access. By logging off, you close the session between the client and the server. If you close only the Web browser, there is no guarantee that your session is closed.