

# Outlook Web Access - OWA

## 1 HOW CAN I ACCESS MY EMAIL?

Outlook Web Access (OWA) allows you to connect to your work email whenever you have an internet connection.

## 2 BENEFITS

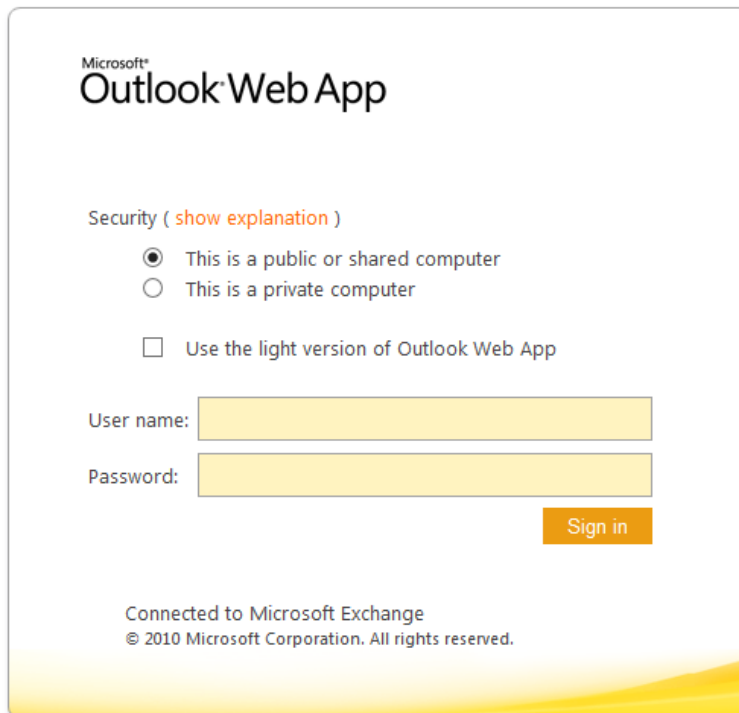
- You will not need to be set up with Citrix.
- You can access your email from any pc that has an internet connection.

## 3 LOGGING ON

Enter the URL (web address) below into your web browser:

<https://bswebmail.burgess-salmon.com/owa>

The following screen will display:



Enter the following details:

**Security:** select "This is a public or shared computer"

**Username:** enter your username

**Password:** network password.

## 4 WHAT YOU HAVE ACCESS TO

You will have access to all:

- Emails – both sent and received;

- Calendar;
- Tasks; and
- Contact information.

## 5 WHAT YOU WILL NOT HAVE ACCESS TO

You will not be able to do the following:

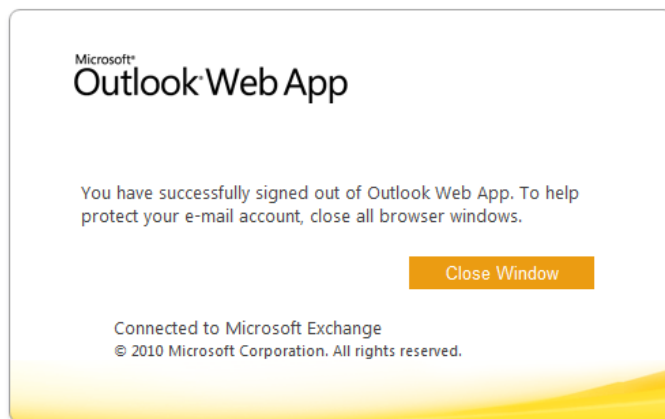
- Email file;
- Access any documents;
- Attach documents to emails, as you will not have connection to FileSite; and
- Access any other Burges Salmon applications.

## 6 LOGGING OFF THE SYSTEM

It is essential to log out correctly when you have finished using Outlook Web Access. **Failure to do so could result in other people accessing your email account!**



To log out click the **Sign out** option in the top right hand corner of the screen. Accept the message prompting you to close the browser window.



## 7 HELP & SUPPORT

If you require any further help or support, please contact IT Service Desk.

**Last Reviewed  
15 June 2016**