## Logging into Outlook Web Access

## (Recoment using Internet Explorer)

## Adding the address to your favorites (Only need to do this once)

- Open Internet Explorer
- Type or cut and paste <a href="https://mail.sonlight.com/exchange">https://mail.sonlight.com/exchange</a> into the address bar

Connect to mai	.sonlight.com	<u>? ×</u>
		9 EX
<u>श</u> म् <u></u>		
Connecting to m	ail.sonlight.com.	
User name:	2	▼ <u>.</u>
Password:		
	Remember my pass	word
	ОК	Cancel

This window should popup, \_\_\_\_\_\_\_ enter the username and password you have been given in the designated areas and select ok.

• Select 🗳 select ok

## Logging in Outlook Web Access

- Open IE
- Select 😫

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  Scheck Wiki - Main - Home Page
  Schlight Christian Homeschooling Curr
  Sonlight's firewall status
  TeaLeaf Technology, Inc. - Support L Select Microsoft Outlook Web Access
  Forest Callod Web Access Connect to mail.sonlight.com <u>?</u> × R 4 Connecting to mail.sonlight.com. User name: ▼ 2<sup>n</sup> Password: Γ Remember my password OK Cancel Enter the This window should popup,
- username and password you have been given in the designated areas and select ok.

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• For instruction on how to use Outlook messenger Click here to watch a video.