

# 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 <https://mail.sonlight.com/exchange> into the address bar

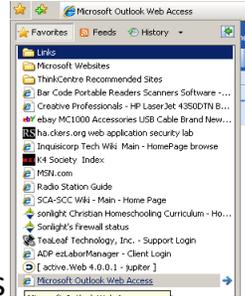


- This window should popup, enter the username and password you have been given in the designated areas and select ok.
- Select  select ok

## Logging in Outlook Web Access

- Open IE
- Select 

- Select Microsoft Outlook Web Access



- This window should popup, Enter the username and password you have been given in the designated areas and select ok.
- For instruction on how to use Outlook messenger Click [here](#) to watch a video.