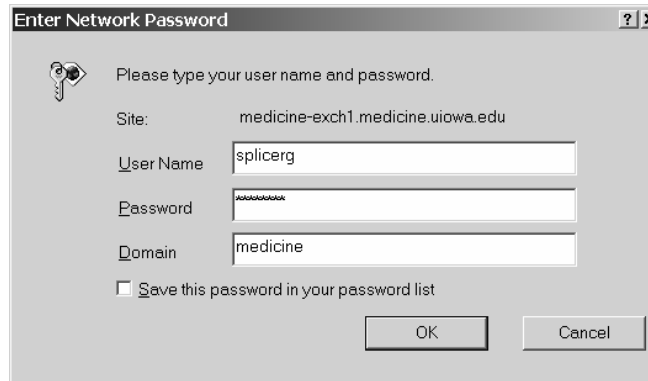


Accessing Outlook E-Mail via the World Wide Web





If you have a microcomputer with access to the Internet, you can read your University of Iowa Health Care Outlook e-mail from anywhere in the World.

- Launch your web browser.
- In the Address box, enter the following Web address: ***http://mail.healthcare.uiowa.edu***
- When the Welcome to Outlook Web Access page appears, enter your network Login ID in the ***Enter User Name:*** box.
- UI Health Care network login IDs usually consist of a user's last name and first initial. For example, if your name were Gene Splicer, your login ID would probably be ***splicerg***.
- When the ***Enter Network Password*** dialog box appears, enter your network user name in the ***User Name*** box.
- Enter your network login password in the ***Password*** box. As the following illustration shows, asterisks will be displayed as you enter your password as a security precaution.
- In the ***Domain*** box, enter ***medicine*** if you log on to the College of Medicine network, ***UIHC*** if you log on to the University of Iowa Hospitals and Clinics network, or ***healthcare*** if you log on to the UI Health Care network..

Enter User Name:



Reading Your E-Mail

- To open an e-mail message in your Inbox, double-click on the message in the message list.
- To close a message after you have read it, click the ***Close*** button in upper right corner of the message window. 
- To reply to a message, click the ***Reply*** button. 
- To forward a message, click the ***Forward*** button. 
- To delete a message in the Inbox, click once on the message to select it and then click on the ***Delete*** button on the Outlook toolbar. 

Creating and Sending a Message

- With the Inbox displayed, click the *New* button
- When the new message form appears, enter one or more e-mail addresses in the *To...* field.
- If you are sending a message to a College of Medicine or UI Hospitals and Clinics employee, you may enter the person's first and last name or the first few characters of his or her first and last name as an address.
- If you are sending a note to multiple recipients, separate the addresses with semicolons.
- After addressing and composing your message, click the *Send* button to send the message.



To... | sal minella; Em Tr; justin-phunn@uiowa.



Exiting the Outlook Web Client

- Click the *Log Off* button in the gray Outlook Bar on the left side of the screen.
- Click the *Close* button to complete the log off process



IMPORTANT!!!!

After clicking the Log Off button, close your Web Browser!!!! If you don't, someone using the PC after you could click on the browser's BACK button to display your Inbox to send and receive mail in your Outlook account.