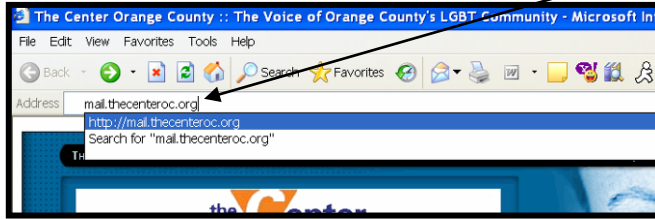




Accessing Your Email from the Internet

1. From any computer connected to the internet, open a web browser (Internet Explorer, Firefox, Netscape Navigator, etc.)
2. Type “http://mail.thecenteroc.org” in the address bar and press Enter

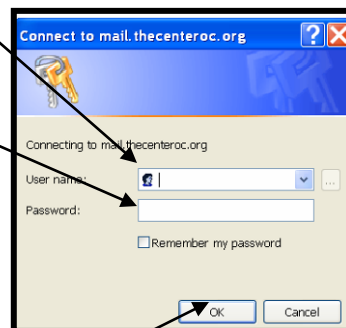


3. This will bring you to a simple web page. Click on “Check your mail.”

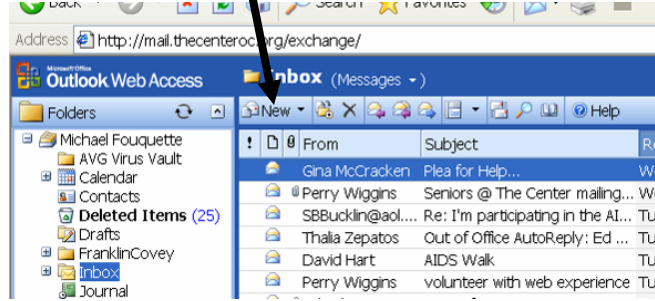


NOTE: These instructions work in most cases for Windows XP. Sometimes there are different ways to login. Contact Michael if you are having trouble logging in.

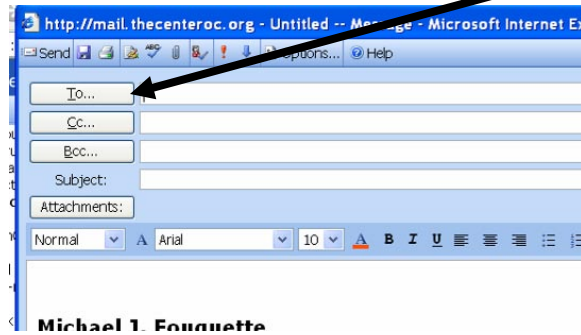
4. This will pop up a login dialog box.
 - a. In User Name, type in **the user name you use to log in at work plus “@thecenteroc.org”**
 - b. Press TAB
 - c. In Password, type your password – case matters in this field.
 - d. **DO NOT** select “Remember my password” unless you are on a secure computer at home and no one else can login as you. Counselors and program folks with clients, if you were to select this checkbox and walk away from your computer, then anyone who could figure out your user name will be able to get to your email too, violating client confidentiality.
 - e. Press ENTER or click OK.
5. You will then be brought to the Outlook Web page, displaying most of the features you can get through Outlook 2003.



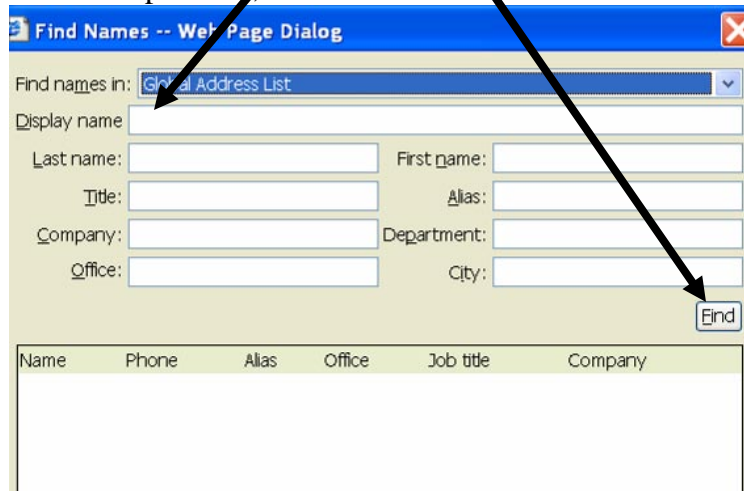
6. To use an email address from the company address book
- Click on NEW



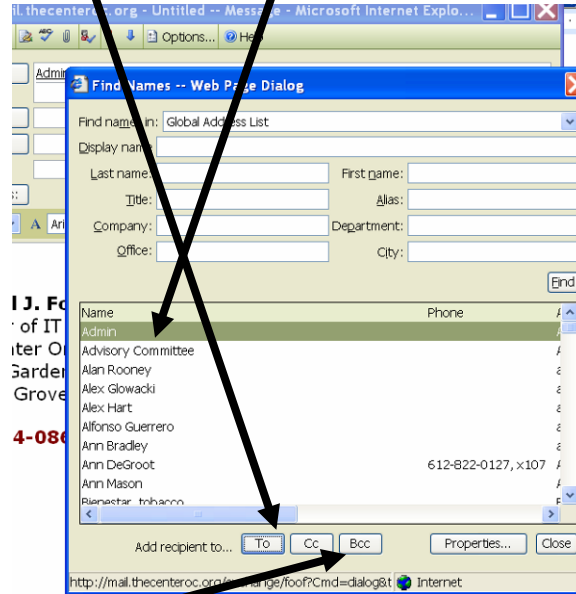
- When you start a new email, it brings up a separate window. If you do not know the email address, you can click on "TO" to get an address list.



- In the search box that pops up,
 - Click in the "Display Name" field
 - Press the space bar, and click "FIND."



- d. This will bring up a list of all available email addresses on the company's address list. To add the an address,
 - i. Click on the name to select it
 - ii. click "TO."



- iii. If you are sending email to someone not in the company, you should put all company email addresses in the blind copy field (click "BCC" instead of "TO") so that the company addresses are less likely to end up on a spam list.
7. There are a few other differences between this web client and Outlook. Drop me an email or give me a call if you need some help.