

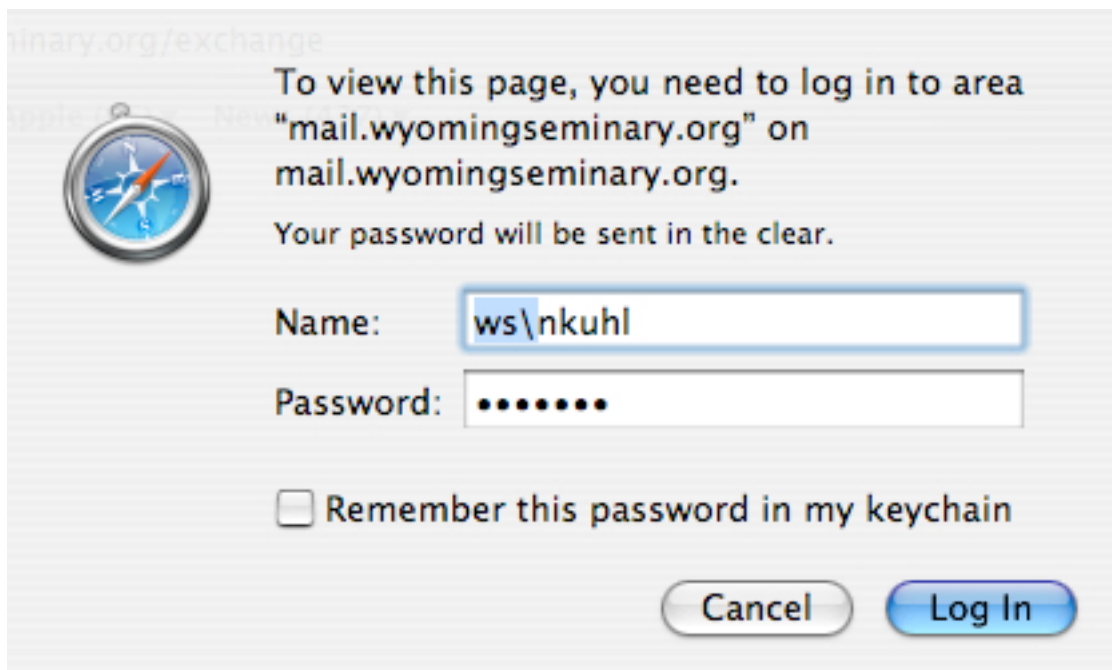
Microsoft®  
**Outlook**  
Web Access

Wyoming Seminary Tutorial

- To access the Wyoming Seminary e-mail system using Microsoft Outlook Web Access on the internet, go to the following web address:

<http://mail.wyomingseminary.org/exchange>

- A similar dialogue box will appear asking for a user ID & password:



inary.org/exchange

To view this page, you need to log in to area "mail.wyomingseminary.org" on mail.wyomingseminary.org.

Your password will be sent in the clear.

Name:

Password:


Remember this password in my keychain

Cancel Log In

- In the name field, enter **ws\** then your **user ID** as shown in the graphic above.
- Type in your password, and click the **Log In** button.

**!!! If the dialogue box contains a third field (DOMAIN), then see page 2 !!!**

In certain circumstances, a log in box will appear requiring a domain name along with a username & password. In this case, **do not** include **ws\** in front of **User ID**, BUT enter **ws** for **Domain**. Follow the format illustrated in the following graphic:



Connect to "mail.wyomingseminary.org" as:

User ID:

Password:

Domain:

Remember Password