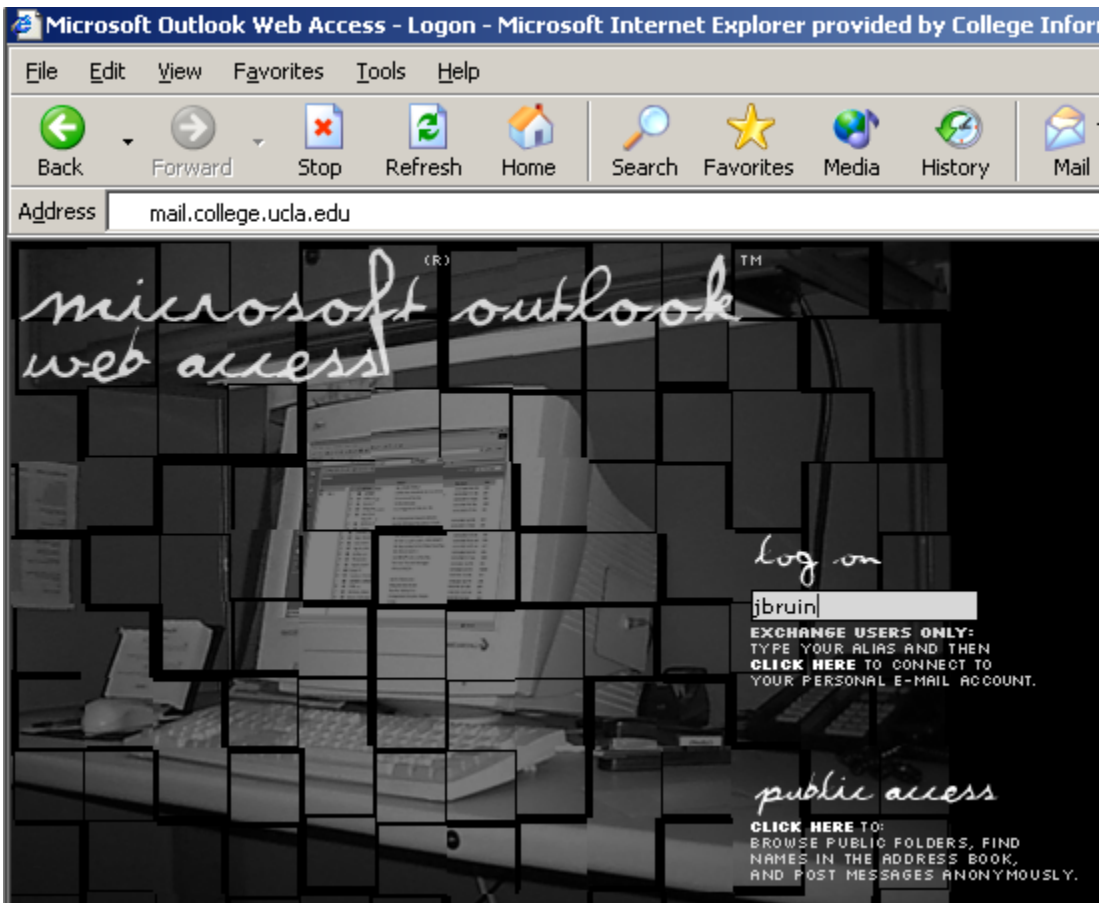


## Accessing the UCLA College Microsoft Exchange Server from the Web

1. Log on to the Internet normally.
2. Direct your browser to the CIS Outlook Web Access Page. There is **no** www in this address:
  - [mail.college.ucla.edu](mailto:mail.college.ucla.edu)
3. Type your User ID into the field marked *log on*. Your User ID is the first part of your college email address. In the example, the user's email is [jbruin@ucla.edu](mailto:jbruin@ucla.edu).
4. Click the text that reads "CLICK HERE" underneath the field.



5. A dialogue box will open entitled "Connect to webmail.ucla.edu". In the User name field, enter your User ID again, but this time prefaced with "CIS/" (without quotes). Our example user would enter CIS/jbruin.

6. Enter your password in the password field and click OK.



7. You will be taken to a web interface that is very similar in form and function to Microsoft Outlook. Use caution, because any changes you make will be reflected on the server, and you'll see these changes the next time you use Microsoft Outlook.