

Accessing the UCLA College Microsoft Exchange 2003 Server Using a Web Browser

1. Connect to the Internet normally.
2. Direct your browser to the CIS Outlook Web Access Page at the address below (Please note, there is an 's' after http and there is **no** 'www' in this address):

- <https://exch.college.ucla.edu/exchange>



3. A dialogue box will open entitled "Connect to exch.college.ucla.edu". In the 'User Name' field, enter your CIS Username prefaced with "college\" (without quotes). Our example user would enter: college\jbruin.



4. Enter your CIS password in the password field and click OK.
5. You will be taken to a web interface that is very similar in form and function to the Microsoft Outlook client. Use caution, because any changes you make will be reflected on the server in real time.