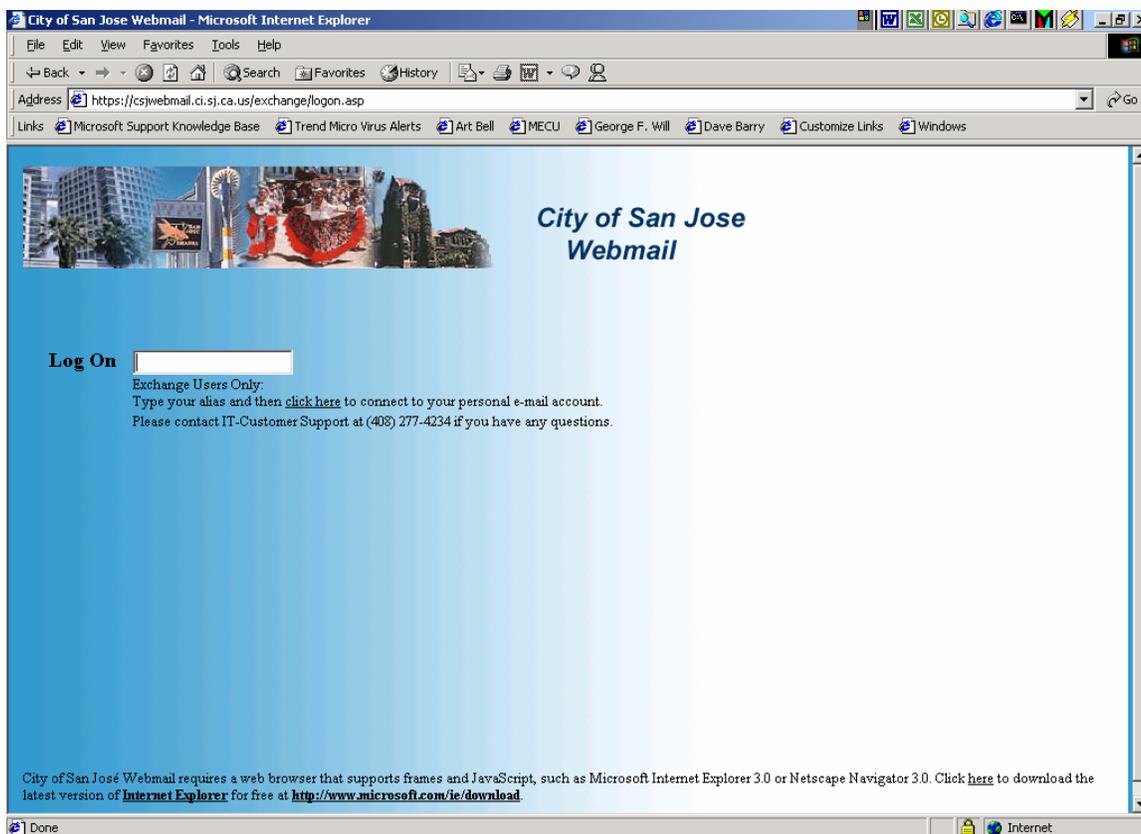


Remote Access – OWA instructions

Connecting to OWA

1. Connect to the internet using your home ISP. If you are traveling, check the type of connection provided by your hotel or conference location.
2. Open Internet Explorer and go to the following web page: <https://csjwebmail.ci.sj.ca.us>.
3. In the box marked “Log On”, type your email address. For example: if your email address is jane.doe@sanjoseca.gov, type the entire email address into the box.



Remote Access – OWA instructions

4. When prompted, enter your network login information. For user name, be sure to enter the name of your logon domain, then a backslash, and then your network logon name.

For example:

User name: **sjcity**\jane.doe

Password: <password>

