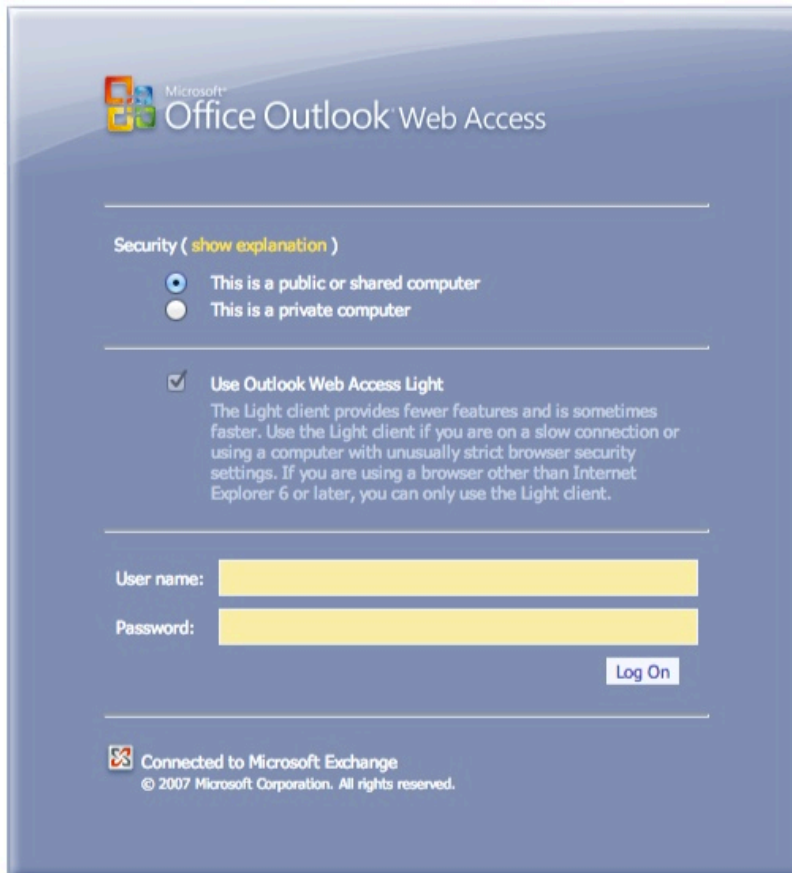


Logging into VCFA Web Mail

1. Go to [Http://mail.vcfa.edu](http://mail.vcfa.edu)
2. On the log in page enter your username and password



The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo and the text "Office Outlook Web Access". Below this is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below that is a checked checkbox for "Use Outlook Web Access Light", with a descriptive paragraph. At the bottom, there are two yellow input fields for "User name:" and "Password:", followed by a "Log On" button. At the very bottom, it says "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

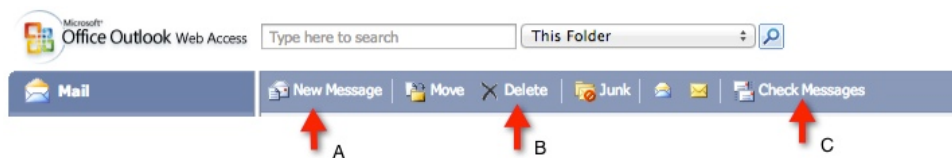
Username is <firstname>.<lastname>

Password provided by VCFA Information Technology Department

3. When you have successfully logged in you will notice the screen is divided into three sections:

The middle section is where you will find all your messages.

On the top you will see:

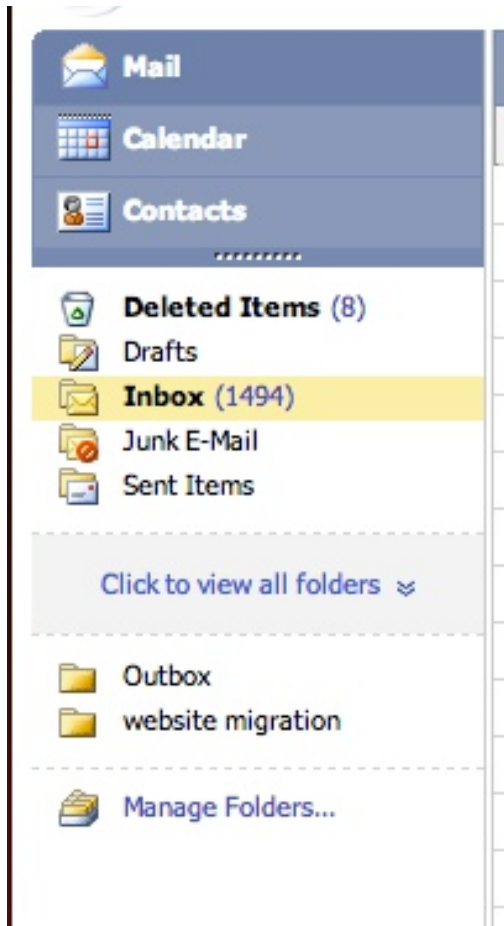


Click on 'New Message' (A) if you want to start a new message. To delete a message put a check mark next to the message and click 'Delete' (B). To check if you have new messages click on 'Check Messages' (C).



To find a VCFA staff members email address click on 'Address Book' (D). Lastly when you are done click on 'Log Off' (E).

On the left hand side you will see links to all your mail folders as well as your Calendar and Personal Contacts. To create or delete mail folders click on 'Manage Folders...'



If you have any questions or issues please contact VCFA Information Technology Department.