

How to Access MS Outlook via the Internet

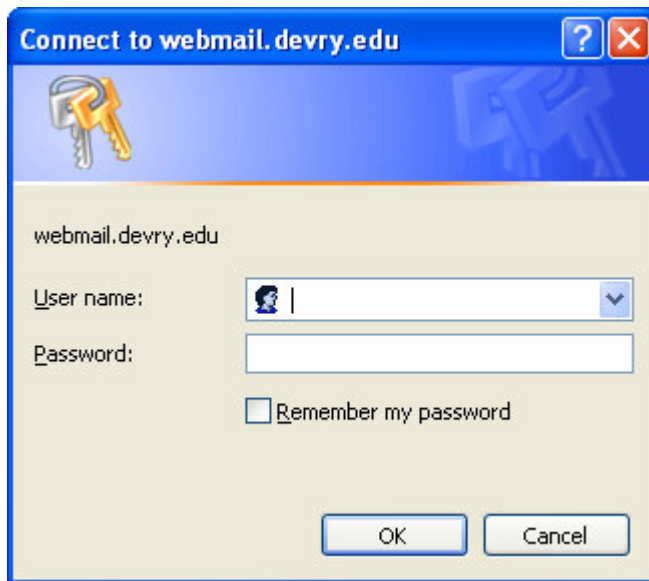
What is MS Outlook Web-based Interface?

This document is a guide to using the MS Outlook web-based interface. The MS Outlook web-based interface allows users to send/receive electronic e-mail messages, access global address book and view calendar tasks via the Internet. Users can enjoy exchanging e-mails with co-workers and colleges from other campuses. We encourage that you use your DeVry University e-mail for all work-related purposes.

Accessing MS Outlook Web-based Interface

1. Type <http://webmail.devry.edu/exchange> on your web browser.

A “Login Screen” appears as shown below.

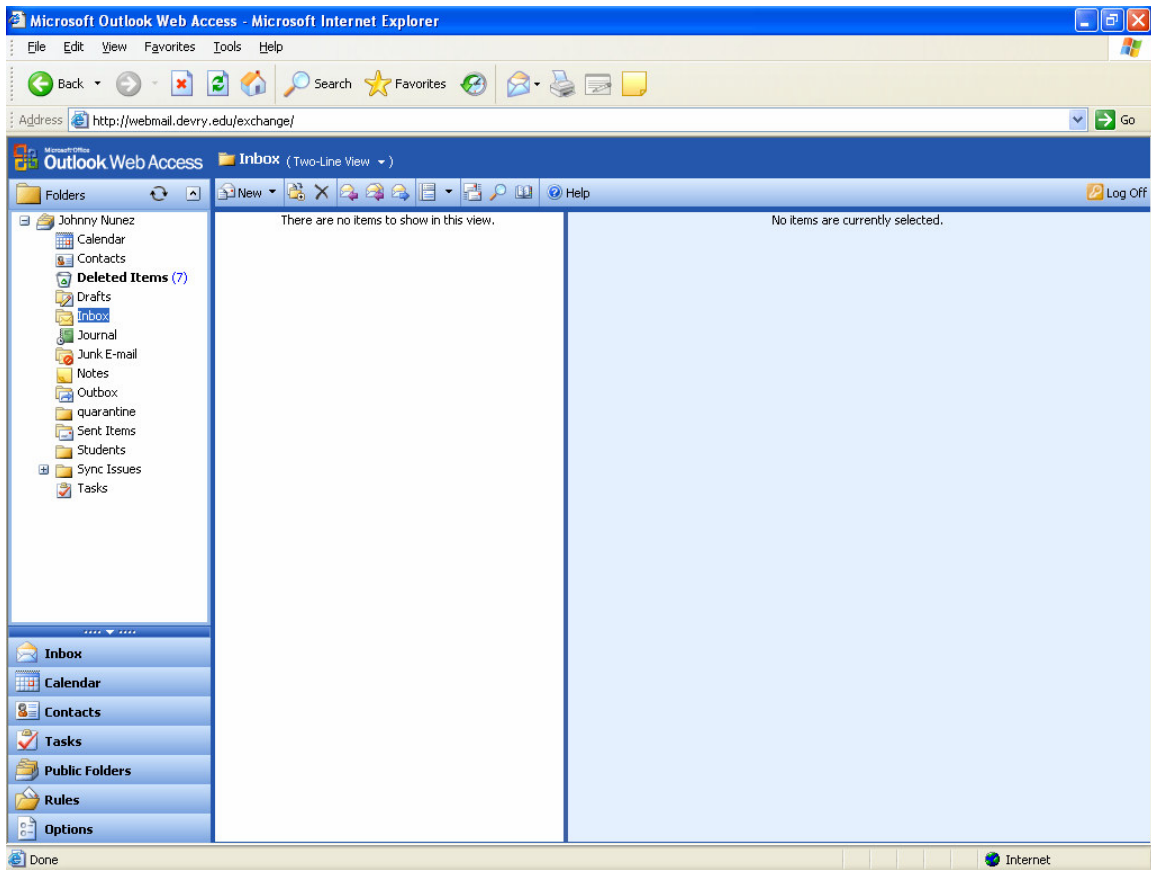


Login Window

Figure 1

2. Type your **(9-digit DSI number)** in the **username** field and your **campus network password** in the **password** field.

An “MS Outlook” Inbox Screen appears as shown below.



MS Outlook Web Interface Screen

Figure 2

Congratulations! You have successfully logged into your MS Outlook via the Internet and can now check your e-mail messages.