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To:

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Subject: LSA Tech Tip - Outlook Web Access

Attachments: [Quick Reference Sheet.pdf](#)

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# Outlook Web App

Legislative Services now offers a new way to quickly and easily access your email account from a home computer or any other device that is connected to the internet.

Outlook Web App (OWA) is the web version of Outlook and will allow you to access your email, calendars, contacts, tasks and folders through a secure connection.

1

Open a web browser and navigate to:

<https://scmail.scstatehouse.gov>

2

In the Domain\username field enter:

your full email address, or sclpits\username

## Outlook® Web App

Domain/user name:

john.doe@scstatehouse.gov

Password:

 sign in

3

Enter your password then click sign in.

A quick reference sheet is attached

Direct questions or comments to [lsalearn@scstatehouse.gov](mailto:lsalearn@scstatehouse.gov) or 803-212-4420