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To:

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Subject: LSA Tech Tip - Outlook Web Access

Attachments: Quick Reference Sheet.pdf



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

The screenshot shows the Outlook Web App login interface. At the top, it says "Outlook Web App". Below that, there are two input fields: "Domain\user name:" with the example "johndoe@scstatehouse.gov" and "Password:". At the bottom, there is a "sign in" button with a right-pointing arrow.

- 3 Enter your password then click sign in.

A quick reference sheet is attached

Direct questions or comments to lsalearn@scstatehouse.gov or 803-212-4420