

# VNSM Outlook Web Access Instructions

Please read complete instructions before accessing VNSM Web Exchange

The URL for VNSM Outlook Web Access is: [owa.vnsm.net/exchange](http://owa.vnsm.net/exchange)

Logon Page: You will be presented with the following logon box:



Microsoft

Microsoft Office  
**Outlook Web Access**  
Provided by Microsoft Exchange Server 2003

User name:

Password:

**Client** (what's this?)

Premium

Basic

**Security** (what's this?)

Public or shared computer

Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

**User Name:** User name will be your first name example [jose](#) (Incase your first name does not work enter your first name with last name initial “example [joseg](#)” there might be another employee with the same first name.

**Password:** Password consist of the last 4 digits of your social security (Please provide accurate to VNSM at time of hired) (exsisting employees **username** and **password** is the same as what you use to log into your workstation in the office or on your laptop)

**Log On:** Once you have entered your **User Name** and **Password** you will click on **Log On**.

**Premium Mode:** This is available only if you are running Internet Explorer 5.0 and above or MSN 8.0 and above. You will receive the best results if you are using Internet Explorer 6.0 with current service packs and patches.

**Basic Mode:** If you are running a browser other than Internet Explorer or accessing from a non-Windows computer, you should select the BASIC mode.

Also, if you have a slow internet connection, you may find the Basic mode to be faster.

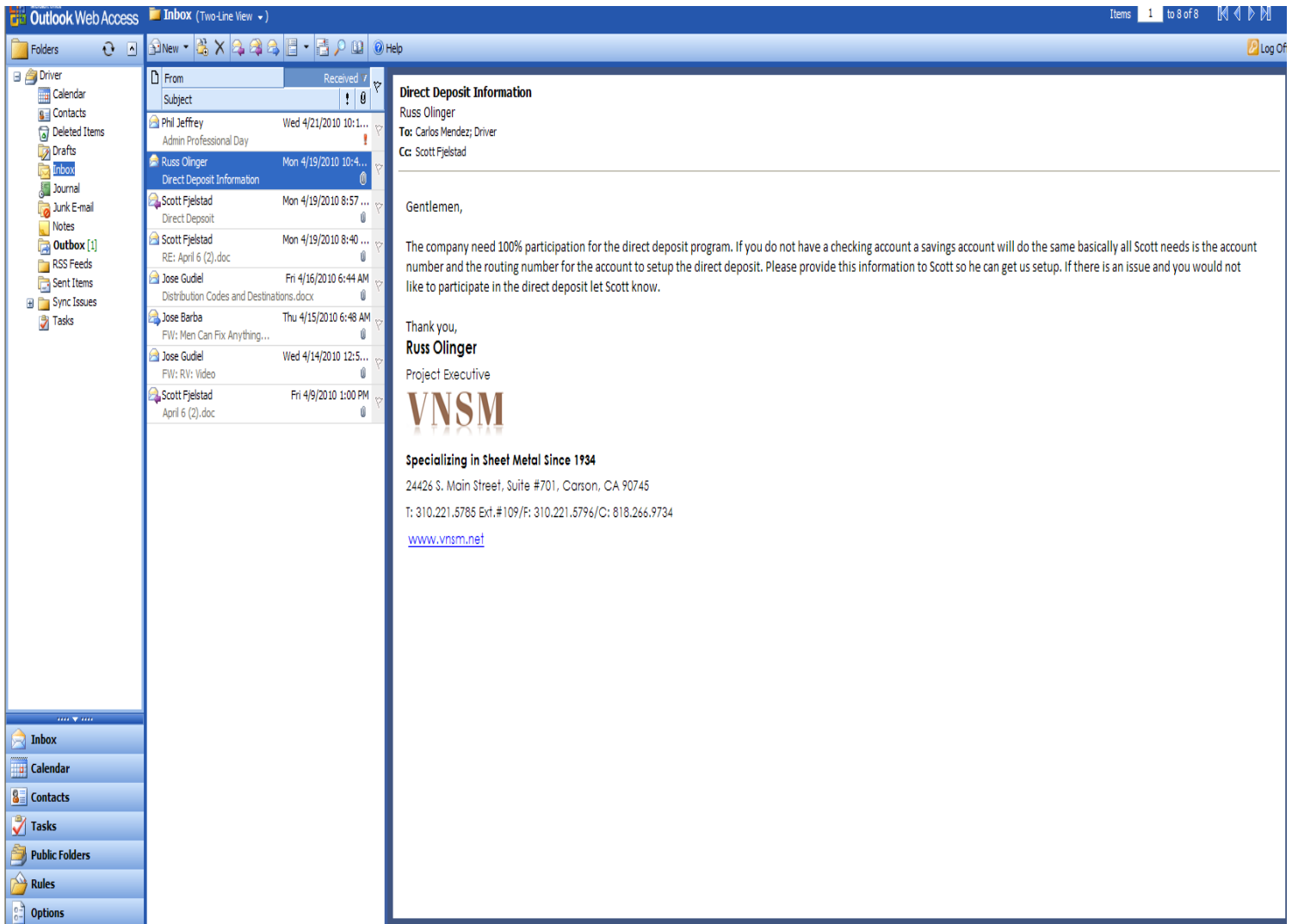
**Security Options:** Select whether you are accessing Outlook Web Access from a

**Public or Shared Computer** (For example, “Public computer ”an internet kiosk at the airport, “Shared Computer your workstation at the office or your home computer with multiple users.

**Public or Shared Computer Option:** Outlook Web Access has new security features that protect your mailbox and user logon from unauthorized access. If you do not access Outlook Web Access within a set period of time, Outlook Web Access will automatically log you out and delete your logon information from the computer. However, you should still be careful to close the browser before you step away from any Public Kiosk or computer in order to prevent unauthorized access to your mailbox.

**Private Computer Option:** This setting allows for a much longer timeout period and should only be used when you are logging in to Outlook Web Access from your workstation in the office or from your computer at home.

**Inbox:** Paycheck stubs will be in this folder Every Friday Morning.



**Log Off:** Once you have completed your business don't forget to Log Off or close your Internet explorer window for security purpose.

If you have any questions or problems with accessing your account please contact the following people:

Jose Gudiel – Project Engineer – 310-221-5785 ext. 114

Scott Fjelstad – Controller – 310221-5785 ext. 105