Login/Logout Procedures for OWA (Outlook Web Access)

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For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
Log In to Outlook Web Access

Outlook Web Access (OWA) performs best when using Internet Explorer. If you use a different web browser such as Mozilla Firefox, Google Chrome, or Safari some functions may be unavailable.

1. To access OWA, open a web browser as shown in Figure 1, and type in:

https://mail.aims.wisc.edu/owa

2. A login box will appear as shown in Figure 2.

For **Domain\user name**: enter: AIMS\Network Login

    or Network Login@aims.wisc.edu

For the **Password**: enter the password you use to login to your work computer then click **Sign in**.
Change Your Password

If you need to change your password, you can do so from within OWA.

1. Navigate to the upper-right hand corner, click **Options** then select **Change Your Password** as shown in **Figure 3**.

2. Enter your current password in the **Current password:** field and type your new password in the **New password:** and **Confirm new password:** fields. Click **Save**. See **Figure 4**.

3. You will receive a confirmation box that your password has been changed as shown in **Figure 5**. Log out of OWA.
Log Out of Outlook Web Access

For security reasons, it is **very important** to complete the entire log off procedure once you are finished using OWA.

1. To log out of OWA click **sign out** in the upper right side of the screen as shown in *Figure 6*.

2. You will be prompted to close and exit the browser as shown in *Figure 7*. Click **Close Window**.
3. A dialog box will open to verify that you want to close the browser window as shown in Figure 8. Click Yes. The browser will close, completing the log off process.