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 the following address: https://mail.aims.wisc.edu/owa

![Figure 1](image1.jpg)

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

For **Domain\user name**: enter the criteria based on the department you work for as shown below:

- **VCFA & DCS**: AIMS\network login or network login@aims.wisc.edu
- **All Other Departments**: AIMS\3 character login

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

![Figure 2](image2.jpg)
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 3**.

![Figure 3](sign_out.png)

2. You will be prompted to close and exit the browser as shown in **Figure 4**. Click **Close Window**.

![Figure 4](close_window.png)

3. A dialog box will open to verify that you want to close the browser window as shown in **Figure 5**. Click **Yes**. The browser will close, completing the log off process.

![Figure 5](close_yes.png)