

## ***Accessing and Using Webmail***

In your Web browser address bar, type in the following address:

<https://webmail.usli.com/exchange> **Please note the S in HTTP.**

Without it, you will not be able to connect.

You will see the login screen:

In the Domain\user name field, enter **usli\username**  
(Where username is the user name you login to your computer with)

In the Password field, enter your **login password** (case sensitive)

Under the Client field, you can select one of the following:

**Premium** – Select this if you are on a high speed Internet connection, such as a Cable Modem or DSL

**Basic** – Select this if you are using any form of Dial-Up Internet service



The screenshot shows the Microsoft Outlook Web App login interface. At the top left is the Microsoft logo and the text "Outlook Web App". Below this is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."