

Accessing Heathfield Webmail from Home

Outlook Web Access 2013 (Rev. 9)

1. Essential Checks

- Ensure that your PC or Apple computer has a connection to the internet (dial-up or broadband). You should also be able to gain access from any Internet Café, Library or other public facility.
- Use a compatible browser (Internet Explorer version 10 or greater, Chrome, Safari or Firefox).

2. Gaining Access

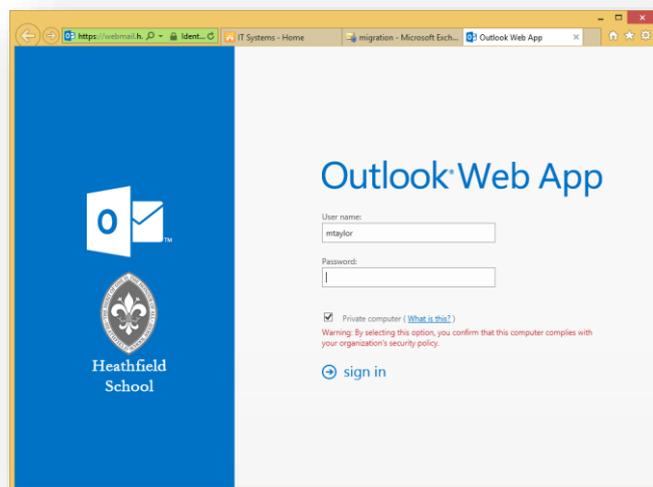
- Start Internet Explorer (the icon looks like this: ) or other browser
- Type the following address in the address line:
<https://webmail.heathfieldschool.net/owa>

Note the 'https' – this is essential

If you forget this link, you can always find it under **Contact | Sites of Interest** in the Heathfield website (www.heathfieldschool.net)

3. Authentication

You will be presented with the Outlook Web Access login page, which looks like this:



- Notice the padlock icon in the green address bar. This means your e-mail communications are encrypted and secure, recognised only by Heathfield School's server
- Login using your network **username** and **password**
- Select **Private Computer** if you are connecting from your own computer. If in doubt, leave the setting unticked