# Alameda Alliance for Health Outlook Web Access for Email

### System Requirements and Settings

- Microsoft Windows XP or later with Internet Explorer 9 or later
- Java Version: 7 (Remove all previous versions) with Security in the Java Control Panel set to "Medium" (See Appendix "A")

### Step 1: Getting To The Outlook Web Access Page Over The Web:

1. Launch Internet Explorer and go to: http://alamedaalliance.org



2. Go to the bottom of the page, click on "Employee Access", and that will open the "Employee Access" Page



3. Once on the "Employee Access Page", click on the top button to open the Employee Email Access page:



## Step 2: Logging In To The Outlook Web Access Page:

1. A new Tab will open with the login page for Outlook Web App:

Outlook <sup>.</sup> WebApp	
Security ( show explanation ) <ul> <li>This is a public or shared computer</li> <li>This is a private computer</li> </ul>	
<ul> <li>Use the light version of Outlook Web App</li> </ul>	
User name ntaah\mgoolsby Password:	
Sign in Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.	

2. Make sure you enter "ntaah\" in front your Windows User Name along with your current Windows login password.

Step 3: Getting To Your E-Mail Through Outlook Web Access:

1. After you log in, your page should have the following format:

Outlook Web App					Signate Goolsby, Michael
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		54428	From: Owen Kannedy [owenkennedy@lussierdsta.com] Seet: Monday, April 28, 2014 7-66 AM		

2. To log out, just close the Tab or the Browser.

### For More Information

Contact the Alameda Alliance for Health Service Desk.

Call: **510-747-4520** Email: ishelpdesk@alamedaalliance.org

### APPENDIX "A": Setting Java Security Setting To Medium:

Step 1: Get to the Windows Control Panel:

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Control Panel + All Con	trol Panel Items 🔸	- 49 Search Control Panel J		ontrol Panel 🕨	- 4	Search Control Panel	Q
Adjust your computer's settings		View by: Small icons =	Adjust	your computer's settings		View by: Category •	
<ul> <li>Pre Action Center</li> <li>Backup and Petrone</li> <li>Credential Manager</li> <li>Credential Manager</li> <li>Credential Manager</li> <li>Display</li> <li>Folder Options</li> <li>Hometrop</li> <li>Internet Options</li> </ul>	Administrative Tools  Administrative Tools  Date and Time Device Manager  Concernent Manager  Forms F	Austrikling           Catch Request           Bolics and Protess           Devices and Protess           If hash Payer (20-20)           If metry (20-20)           If metry (20-20)           If metry (20-20)           If metry (20-20)           If weight (20-20)	¢.	System and Security Review your computer's status Back up your computer Find and fix problems Network and Internet View network status and tasks Choose homegroup and	<u>88</u>	User Accounts Change account type Appearance and Personalization Change the theme Change desktop background Adduct seekiground	
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Step 2: Click on "Programs" (or "Programs and Features") in Control Panel to get to the "Java Control Panel" Window.

Step 3: Click on the "Java" icon in the menu that appears to get to the "Java Control Panel":

🗿 Java Control Panel	x
General Update Java Security Advanced	
About	
View version information about Java Control Panel.	
About	
Network Settings	
Network settings are used when making Internet connections. By default, Java v use the network settings in your web browser. Only advanced users should mod these settings.	vill ify
Network Settings	
Temporary Internet Files	
Files you use in Java applications are stored in a special folder for quick executio later. Only advanced users should delete files or modify these settings.	n
Settings	
Java in the browser is enabled. See the Security tab	
OK Cancel App	ly

Step 4: Click on the "Security" Tab and get to that menu.

🛃 Java Control Panel	×
General Update Java Security Advanced	
Enable Java content in the browser	
Security Level	
- Very High	
- High (minimum recommended)	
Unsigned and self-signed Java applications will not be allowed to run on older versions of Java.	
Restore Security Prompts Manage Certificates	•
OK Cancel Apr	ly

Step 5: Then toggle the "Security Level" down to "Medium".

Step 6: Press the "Apply" Button.

Step 7: Then Press "OK" Button and make the "Java Control Panel" disappear.

Step 8: Close all "Control Panel" windows.

Step 9: Restart IE and then test.