# 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")

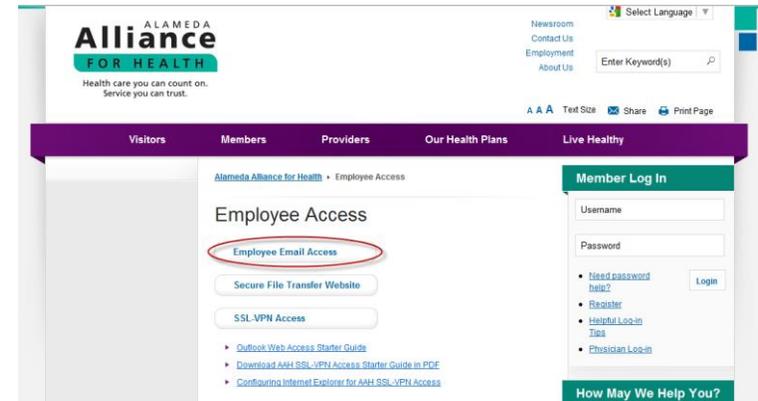**Step 1: Getting To The Outlook Web Access Page Over The Web:**

1. Launch Internet Explorer and go to: http://alamedaalliance.org
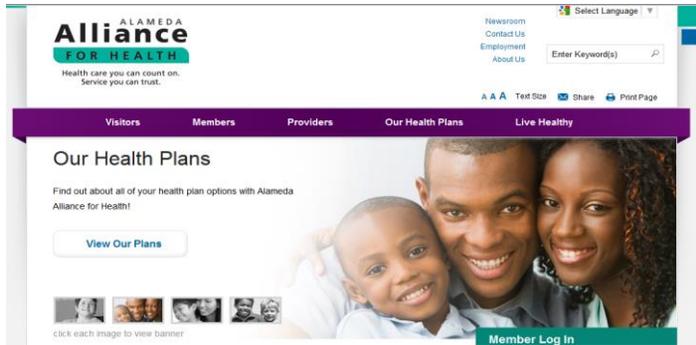
2. Go to the bottom of the page, click on "Employee Access", and that will open the "Employee Access" Page
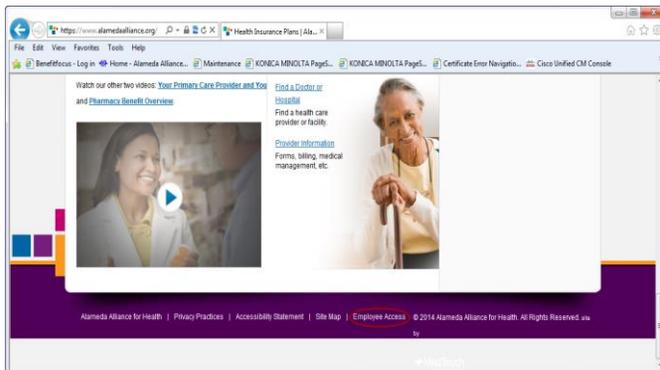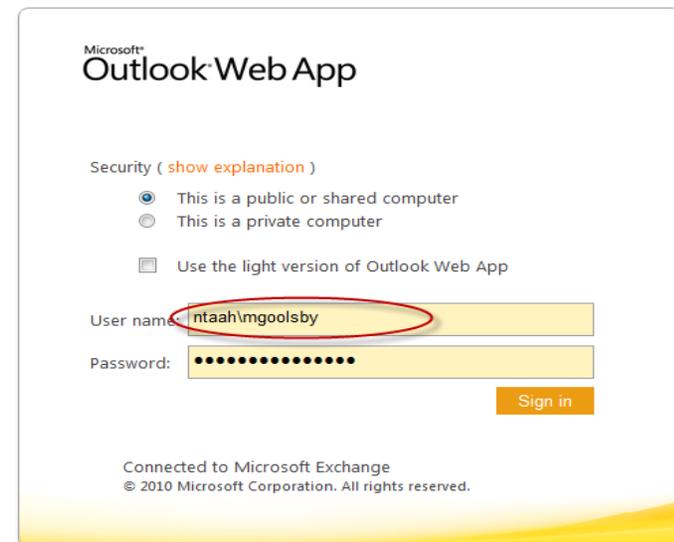

3. Once on the "Employee Access Page", click on the top button to open the Employee Email Access page:

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

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

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:

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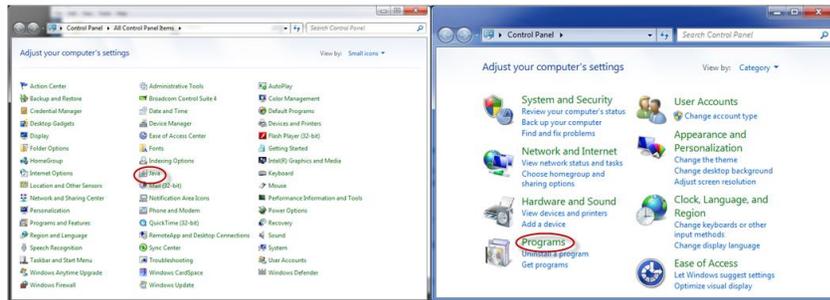
For More Information

Contact the Alameda Alliance for Health Service Desk.

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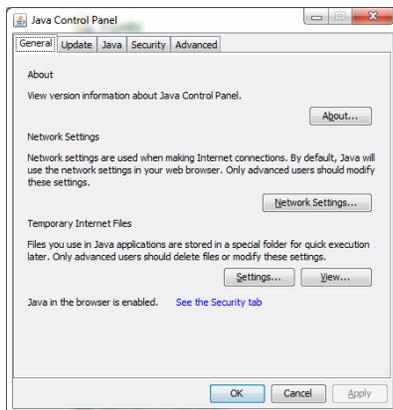Email: **ishelpdesk@alamedaalliance.org**

APPENDIX "A": Setting Java Security Setting To Medium:
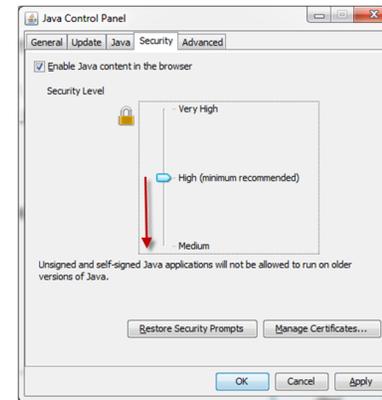
Step 1: Get to the Windows Control Panel:

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":

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

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.