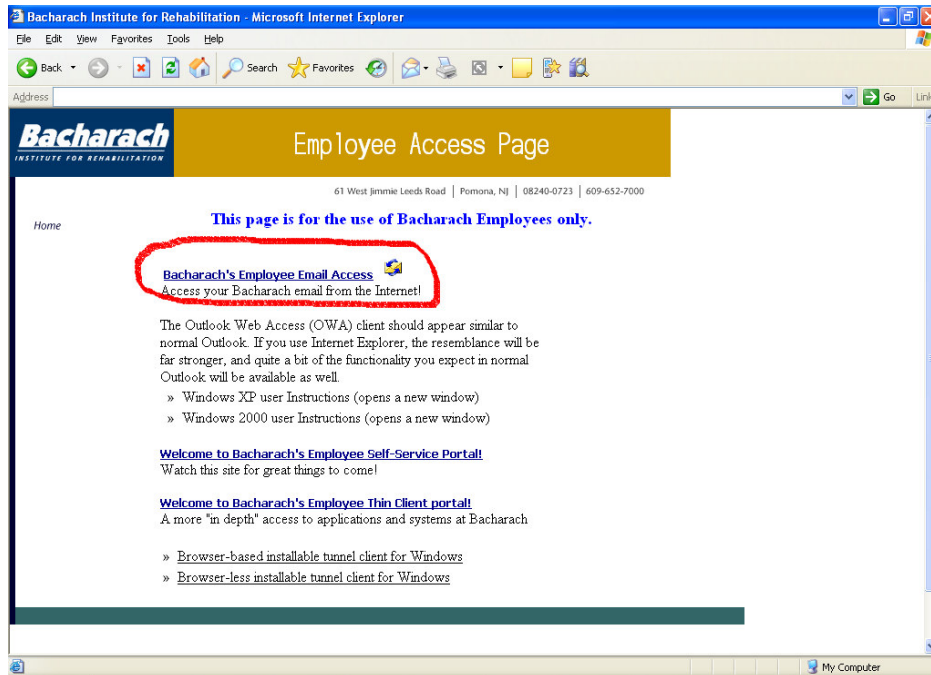


These instructions are being provided as only a guide to access the Outlook Web Access for the email system at Bacharach. Please use these instructions if you are using a computer with Windows XP and Internet Explorer Version 6 or higher.

The Outlook Web Access (OWA) client should appear similar to normal Outlook. If you use Internet Explorer, the resemblance will be far stronger, and quite a bit of the functionality you expect in normal Outlook will be available as well.

Start by clicking on the Link to access your email.



At the next screen you will need to logon using your Bacharach email credentials



Where the User Name is you will need to put in bacharach\your email user name (if you do not put bacharach\ before your user name you WILL NOT logon successfully) Where the password field is you can simply enter your email password.