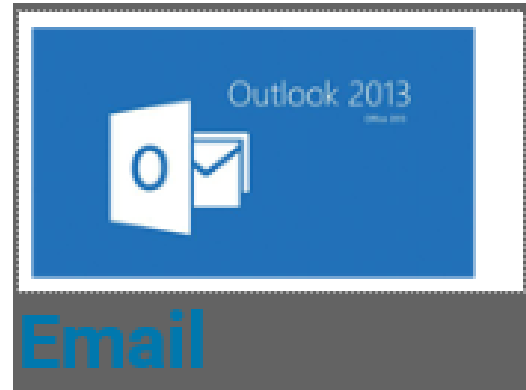


Thomas Deacon Academy

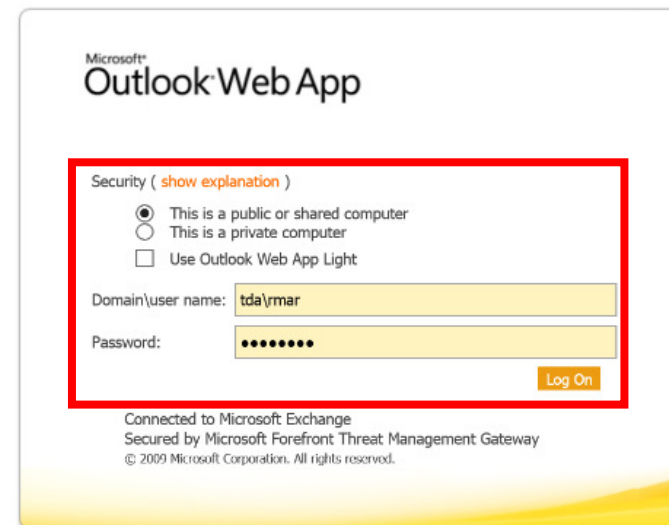
Guidance for the Outlook 2013 system

Outlook 2013 provides secure remote access to emails, tasks, calendar events.

1. Select the Email icon from the Remote Access page



2. Enter your credentials when prompted

The image shows the Outlook Web App login page. At the top, it says 'Microsoft Outlook Web App'. Below this is a red-bordered box containing the security options: 'Security (show explanation)', with three radio buttons: 'This is a public or shared computer' (selected), 'This is a private computer', and 'Use Outlook Web App Light'. Below the radio buttons are two text input fields: 'Domain\user name: tda\ymar' and 'Password:'. A 'Log On' button is located to the right of the password field. At the bottom of the page, it says 'Connected to Microsoft Exchange', 'Secured by Microsoft Forefront Threat Management Gateway', and '© 2009 Microsoft Corporation. All rights reserved.'