

Check Your UMass Exchange Email Off-Campus

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Method One: Outlook Web Access (OWA)

You can use the Outlook Web App to access your University mail account, whether you are on campus or off campus. It is a good alternative if you ever have technical difficulties using Outlook; by using the Web App instead, you can continue to access your email until Outlook is repaired.

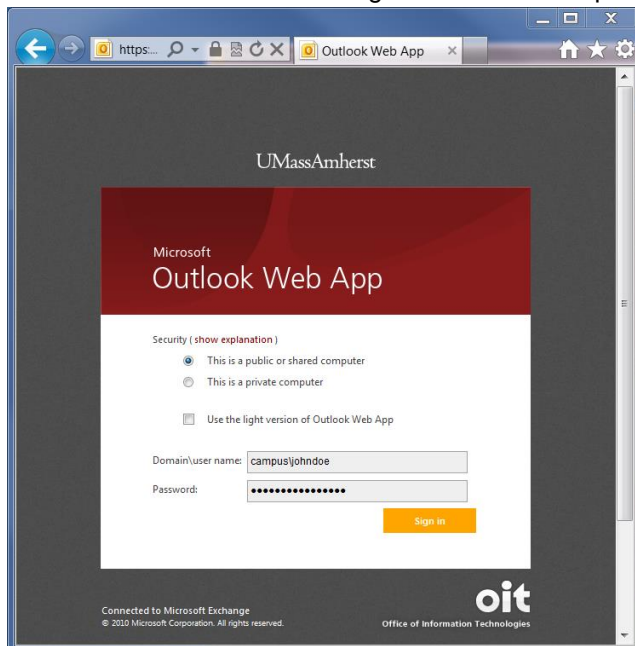
1. In Internet Explorer, enter this URL into the address bar:

exchange.umass.edu



2. Login with A&F credentials (same as logging into workstation) with “campus\” or “adminfin\” pinned to the front:
campus\username

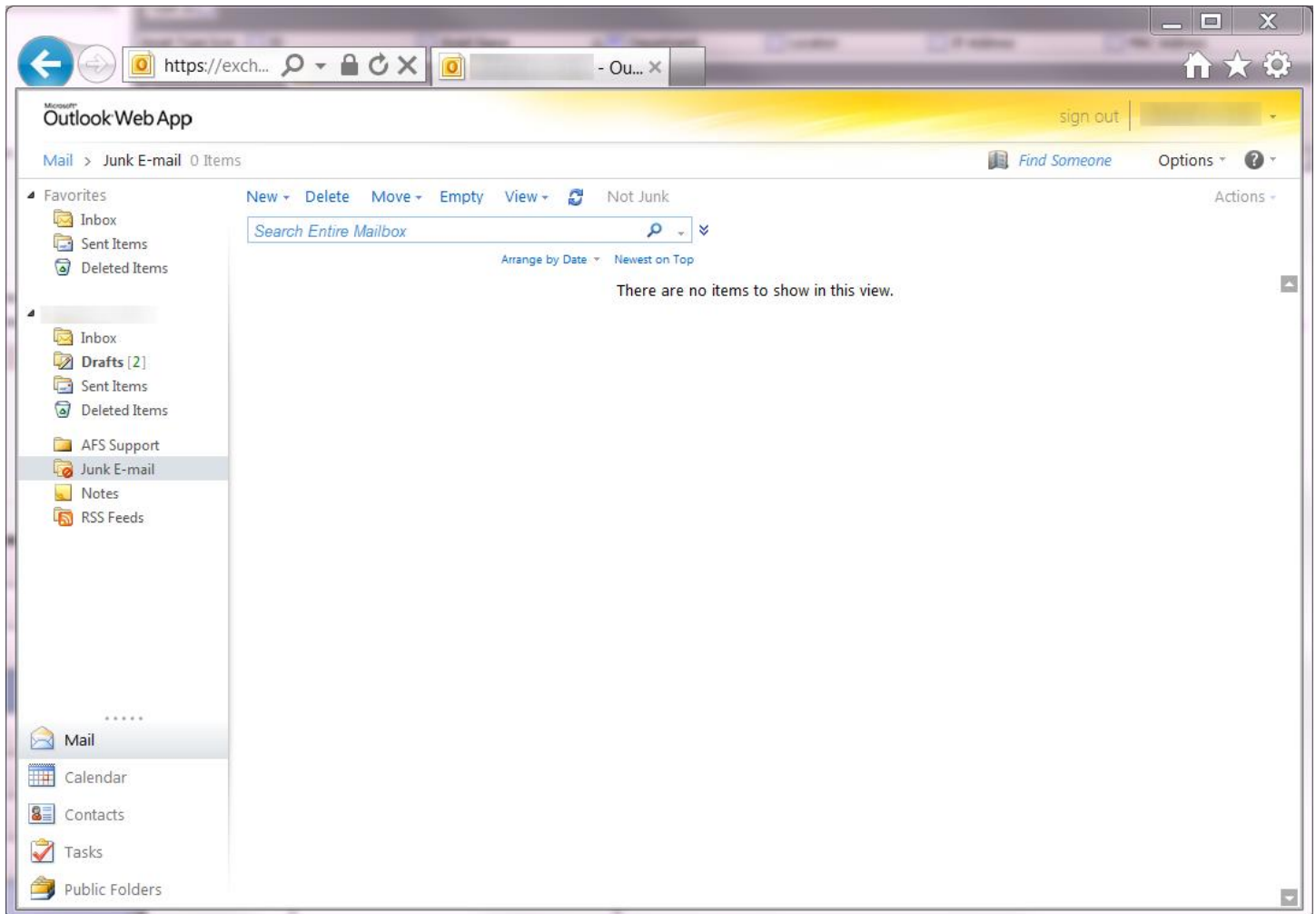
Example: I am on Campus domain and log into my workstation with the username ‘johndoe’, therefore when I access Exchange from Internet Explorer I input my username in this format: **campus\johndoe**



3. Enter same password as logging onto workstation

Note: Process should work with IE, Firefox, Safari; most modern web browsers. Any .pst files (archives or similar folders) saved on a local computer will not show up on the online version of Exchange.

You should now have a window opened that looks like your email. It may be different than Outlook's format, but it should have the same data:



Method Two: Configure Outlook to Synch with the UMass Exchange Server

If you have installed Microsoft Office on your home computer, then you can configure Outlook to sync with your UMass email/calendar/contacts. Details depend on your operating system and Outlook version, but the basic concept is the same. Here are official instructions from OIT how to set up the most popular versions of Outlook:

Outlook 2010 (Windows): <http://www.oit.umass.edu/support/email/configure-outlook-2010-access-your-umass-amherst-email-account>

Outlook 2013 (Windows): <http://www.oit.umass.edu/support/email/configure-exchange-email-calendar-outlook-2013-windows>

Outlook 2011 (Mac): <http://www.oit.umass.edu/support/email/configure-outlook-mac-2011-access-your-umass-amerst-email-account>