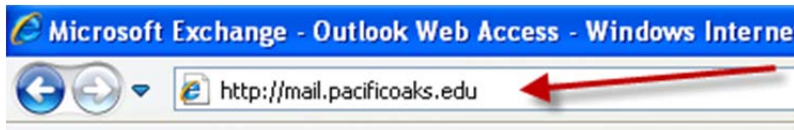


How to access your Pacific Oaks email from off campus

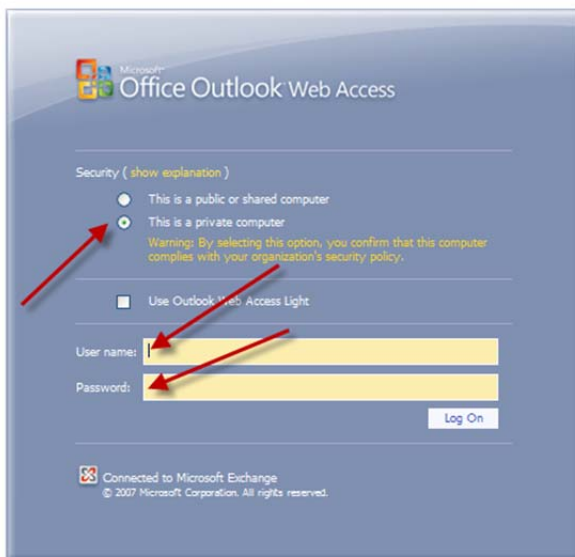
Please go to <http://mail.pacificoaks.edu> type the address in your address bar in the upper left corner of your browser. You can use any browser (Firefox, Safari, Google Chrome), but Internet Explorer offers the most options. If you are not using Internet Explorer 6 or later you will have to use Outlook Web Access Light. If you have an old bookmark or favorite that is no longer working, please type in the address above and create a new one.



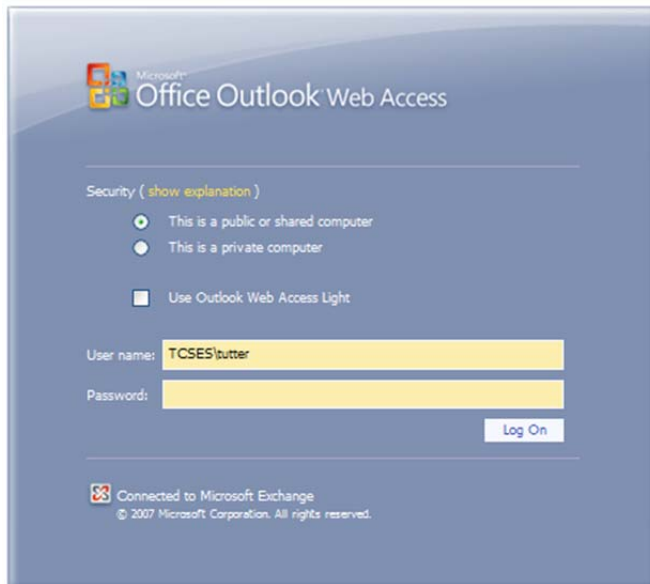
Next, type in TCSES\ followed by your User name, usually first initial followed by last name, no spaces, all lower case. Use just TCSES\jsmith do not use jsmith@pacificoaks.edu or Pacificoaks\jsmith, those formats will no longer work.

Your password is your regular computer login password and is case sensitive. For adjuncts, the username and password were sent to your personal email when you first began teaching at POC.

If you are at home, please click on This is a private computer. That choice will keep you logged in longer.

A screenshot of the Microsoft Office Outlook Web Access login page. The page has a blue header with the Microsoft logo and the text "Office Outlook Web Access". Below the header, there is a "Security (show explanation)" section with two radio button options: "This is a public or shared computer" and "This is a private computer". A red arrow points to the "This is a private computer" option. Below the security options, there is a checkbox labeled "Use Outlook Web Access Light". Below that, there are two yellow input fields: "User name:" and "Password:". Red arrows point to both input fields. A "Log On" button is located to the right of the password field. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange © 2007 Microsoft Corporation. All rights reserved."

Then click Log On.



Microsoft Office Outlook Web Access

Security ([show explanation](#))

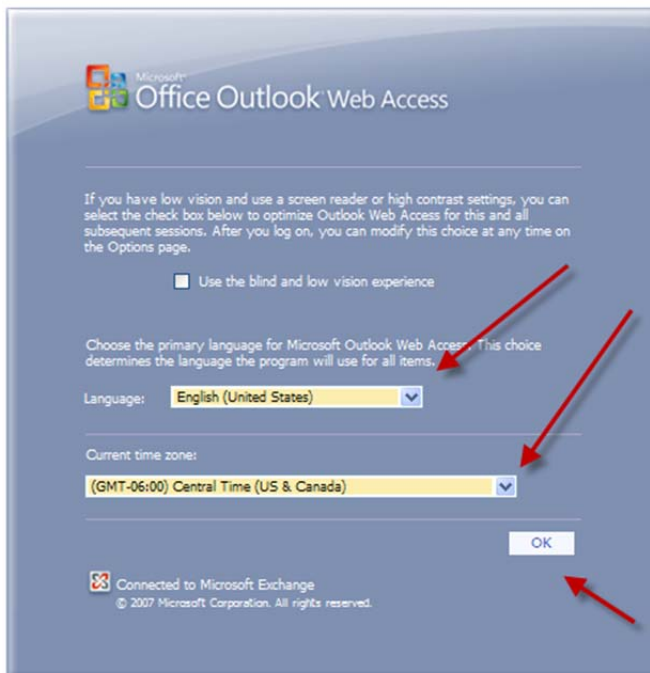
- This is a public or shared computer
- This is a private computer
- Use Outlook Web Access Light

User name:

Password:

Connected to Microsoft Exchange
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You may now have a screen which shows time zones and language, please change to your appropriate time zone and language. Then click OK.



Microsoft Office Outlook Web Access

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time on the Options page.

Use the blind and low vision experience

Choose the primary language for Microsoft Outlook Web Access. This choice determines the language the program will use for all items.

Language:

Current time zone:

Connected to Microsoft Exchange
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If you have any questions, please contact the Pacific Oaks Help Desk at 626.526.8401, or at helpdesk@pacificoaks.edu.

Thank you,

The IT Team

Terry and Bao