

Connecting to the Outlook Web App (OWA)

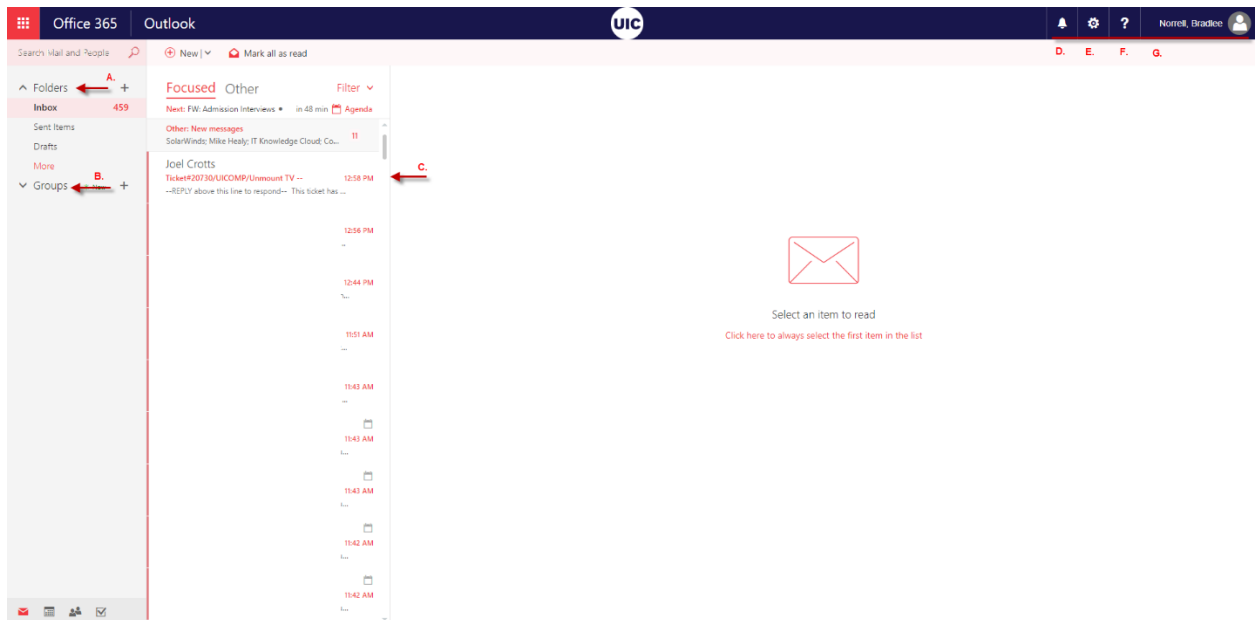
The Outlook Web App (OWA) can be accessed from anywhere you have an internet connection. OWA is also often referred to as Webmail. Please follow the instructions below to access your UIC email via OWA.

1. Open up a web browser (Firefox, Chrome, Safari, or Internet Explorer).
2. Type outlook.uic.edu in the address bar. You will then be taken to the login screen. You will see the UIC logo.
3. Enter your full @uic email address in email address field
4. Enter your NetID password
5. Click Sign in or hit enter/return



6. You may choose to stay signed in. However, keep in mind that this will store your NetID password.

7. The screenshot below is the first thing you will see when you log in to OWA (zoom in to clearly see the labeled parts).



- A. These are your personal folders you created.
 - B. These are any mailing groups you may have
 - C. This is your Focused inbox. Outlook intelligently organizes your inbox based on what's most important. (Can be turned off, see below).
 - D. These are your notifications. Calendar invites and appointments will show up here
 - E. This icon will display your settings. This is where you can turn off 'Focused inbox.' Some other useful tools in the settings include: Automatic Replies (Out of Office), Display Settings, Offline Settings, and others.
 - F. This is the help icon. If you are having a hard time finding something. Click this icon and it will assist you.
 - G. This is your Account. From here, you can open up your profile to add a picture, or open another mailbox. This is also where you sign out.
8. Toward the top of the page you will notice your typical email actions.

