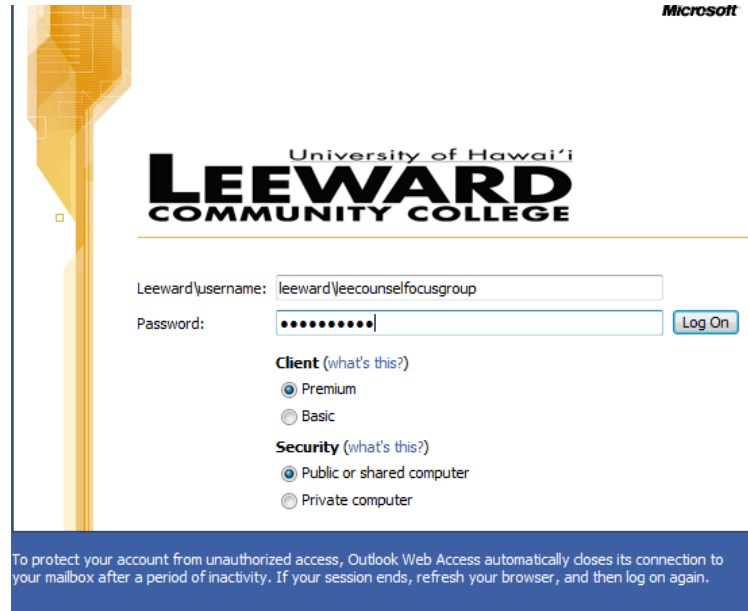
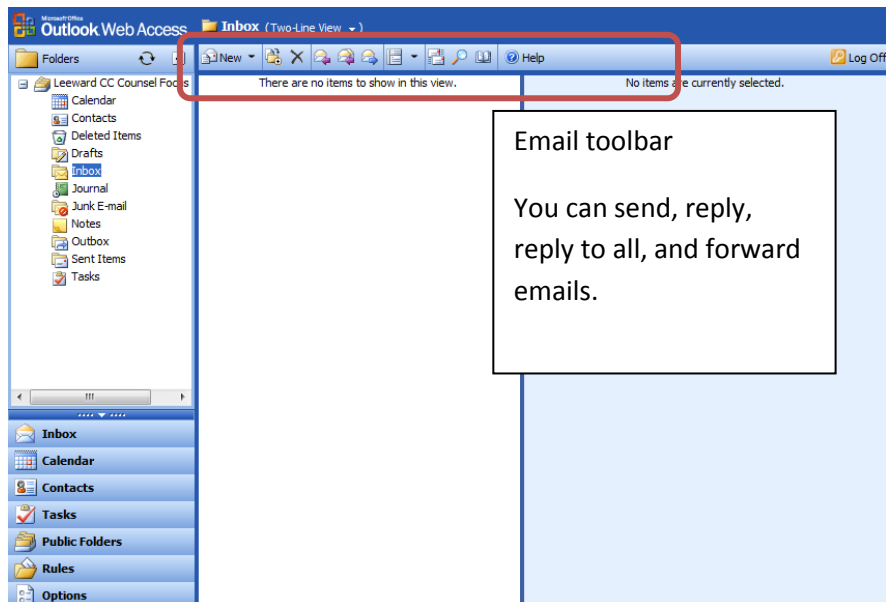


How to use Leeward CC Outlook Web Mail

- 1) Open a web browser and type in <https://mail.leeward.hawaii.edu/exchange> in the address box.
- 2) Type in your Leeward CC Outlook user account and password. Please remember that you need to type in leeward\ before your user account name.



- 3) If you are successful in logging in, you will see this web page.



- 4) You will have access to your email, calendar, task list, and contacts. The toolbar has all of the normal email functions in it. If you mouse over the icons, the description will appear.