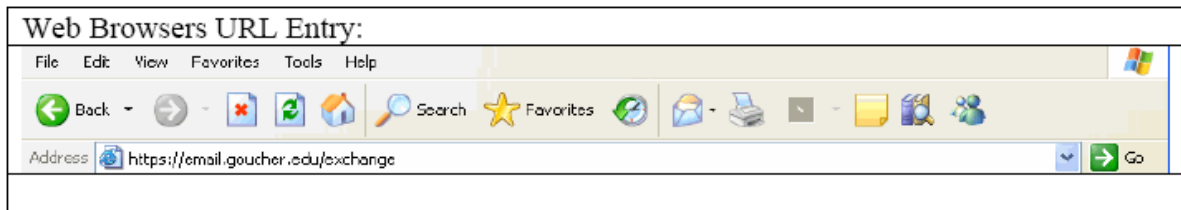


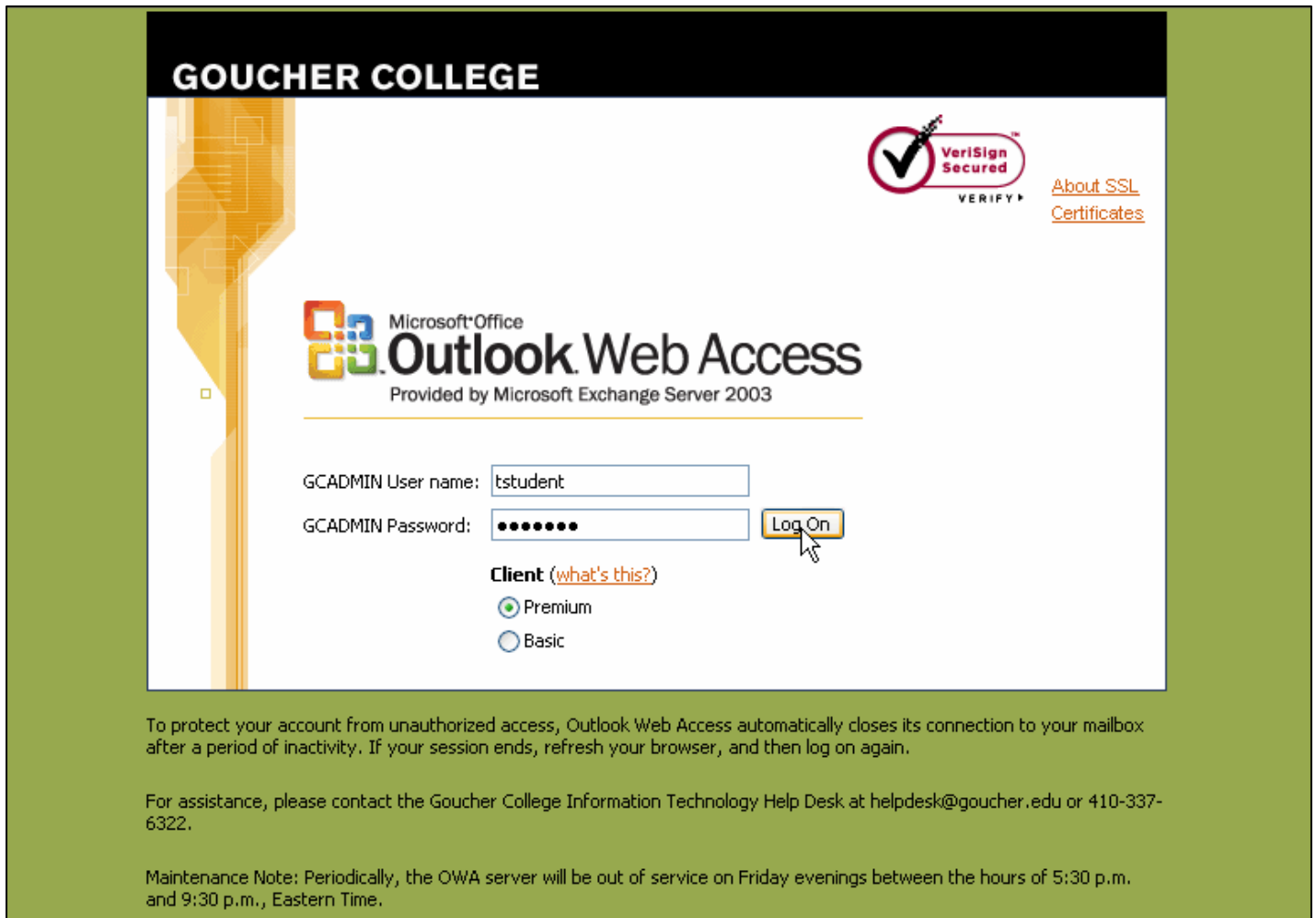
## How to Access Goucher Email from Off Campus

In addition to using the Outlook client, you may also use the Internet to access your e-mail from anywhere in the world using Outlook Web Access (OWA). You may use most web browsers including Internet Explorer and Netscape (**NOTE:** there have been occasional problems with the AOL browser). While in the browser, enter any of the following addresses to view information about logging in to your Goucher e-mail:

<http://outlook.goucher.edu>  
<http://email.goucher.edu>  
<https://email.goucher.edu/exchange>



When you log into Outlook Web Access, you will be presented with this screen:

A screenshot of the Outlook Web Access (OWA) login page for Goucher College. The page has a green header with "GOUCHER COLLEGE" in white. On the right side, there is a "VeriSign Secured" logo with a checkmark and the text "VERIFY" below it, and a link "About SSL Certificates". The main content area features the Microsoft Office logo and the text "Outlook Web Access" in a large font, with "Provided by Microsoft Exchange Server 2003" underneath. Below this, there are two input fields: "GCADMIN User name:" with the text "tstudent" and "GCADMIN Password:" with a masked password of seven dots. To the right of the password field is a "Log On" button. Below the password field, there is a "Client" section with a link "(what's this?)". There are two radio button options: "Premium" (which is selected) and "Basic". At the bottom of the page, there is a security notice: "To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again." Below that is contact information for the Goucher College Information Technology Help Desk: "For assistance, please contact the Goucher College Information Technology Help Desk at helpdesk@goucher.edu or 410-337-6322." At the very bottom, there is a "Maintenance Note": "Maintenance Note: Periodically, the OWA server will be out of service on Friday evenings between the hours of 5:30 p.m. and 9:30 p.m., Eastern Time."