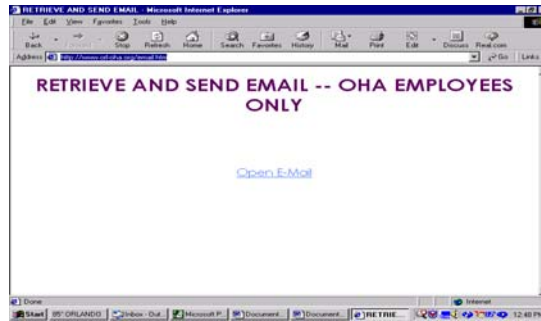


To: All OHA employees
From: IT Department

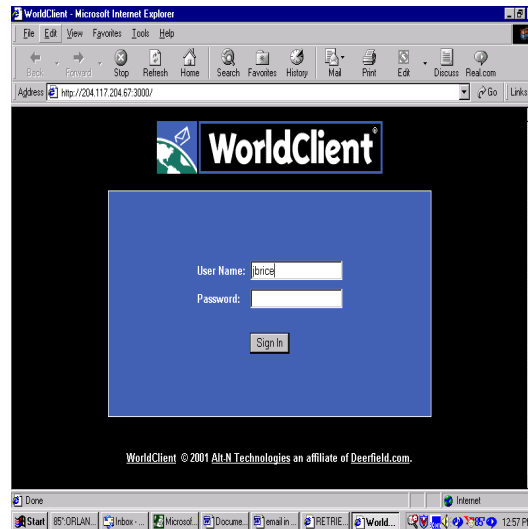
Date: September 3, 2002

In an effort to facilitate continuous communication via email the OHA organization has made available to its employees who want access to their emails outside of our network an Internet address that will allow employees to read and reply to their emails.

All that is required is for the employee to connect to any Internet Services Provider like AOL, Road Runner etc. And connect to this address www.ohl-oaha.org/email.htm to get to this page



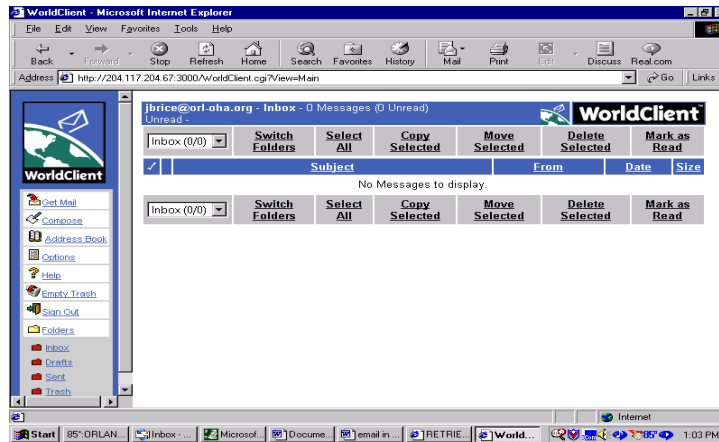
Click on Open E-mail



Enter User (email address without the @orl-oha.org part) for example jbrice

Enter Password (if you are not sure about you email password contact the IT Department to get it)

After you enter the correct user name and password and press on the SIGN IN button you will see this screen that gives you complete access to you email.

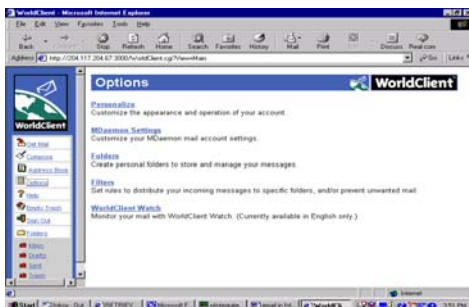


If you have any questions on the usage of this screen contact IT for a quick tutorial session over the phone or in our Training Center at Lorna Doone complex.

Changing Password

Users have the ability to change their email password using the online email access to do so.

- Click on the options link
- Click on the Mdeamon Settings



- Change Password



- Click on Save changes
Next time retrieving email after changing password this screen will appear



- Enter the new password in the Password window
- Check the remember Password option
- Click on OK

The new passwords will be the one to use to log on the online email retrieval option.

Jacques Brice
LIT