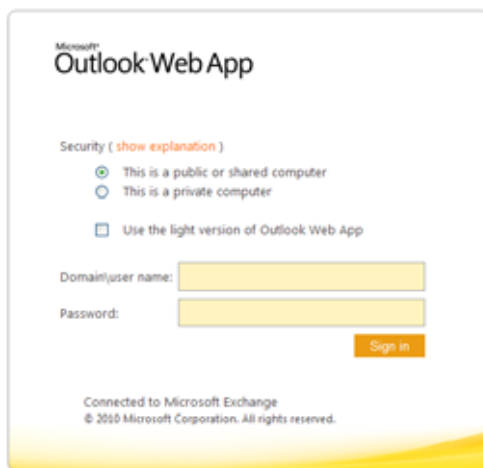


## PRFF Email Access Via the WEB Outlook Web App

1. Open your browser. Any browser (including Firefox) will work.
2. Type the following into your Address area:  
**http://server.rosefestival.org/owa**
3. Hit Enter.

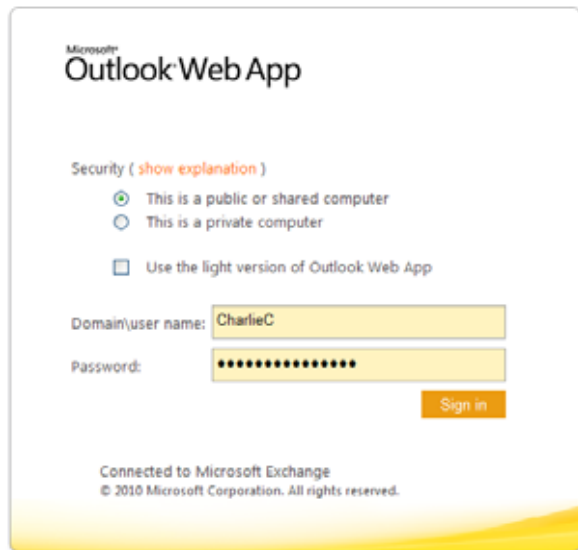


4. If/when you see the Security Alert popup, click the 'Yes' button.
5. You'll be taken to the Outlook Web App page.



6. Enter your username.  
(such as: CharlieC)
7. Enter your password.  
(xxxxxxxxx)

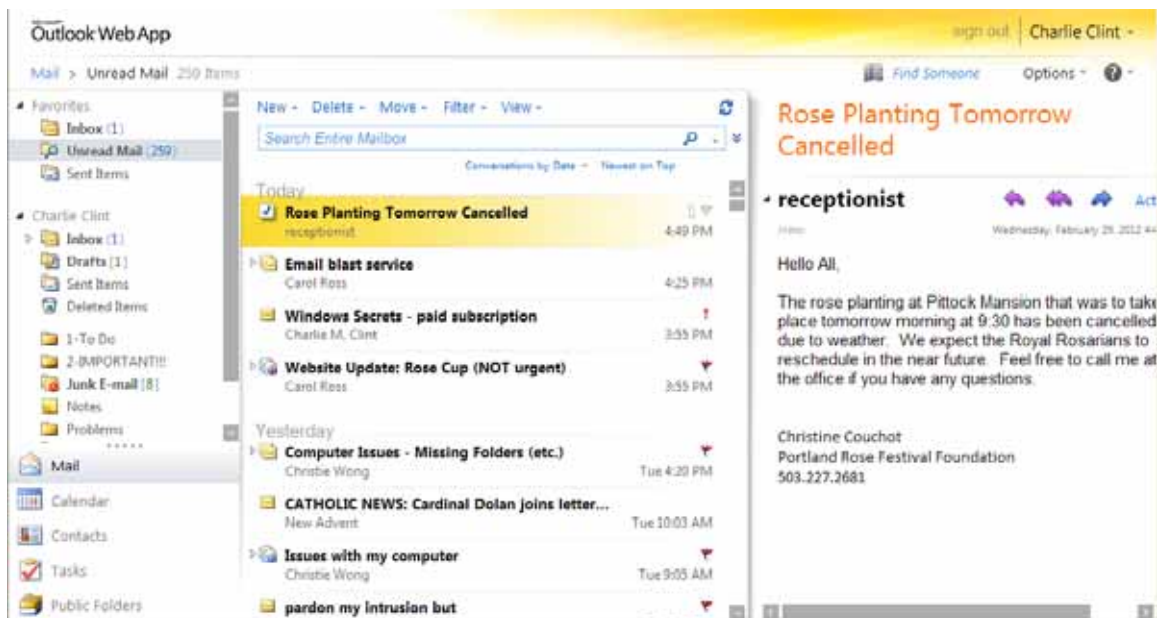
**IMPORTANT Note:** Your username isn't case specific -- but your password is!



8. Click the 'Sign in' button.

You should now see your email. You can READ and SEND.

REMEMBER: If you DELETE your email here, it's GONE, period!



9. When you're DONE, don't forget to click the 'sign out' button, located in the upper right-hand corner.

