

Outlook Web Access



September 13, 2016

Log In to Outlook Web Access

Outlook Web Access (OWA) performs best when using Internet Explorer. If you use a different web browser such as Mozilla Firefox, Google Chrome, or Safari some functions may be unavailable.

1. To access OWA, open a web browser as shown in **Figure 1**, and type in:

<https://webmail.icao.int>

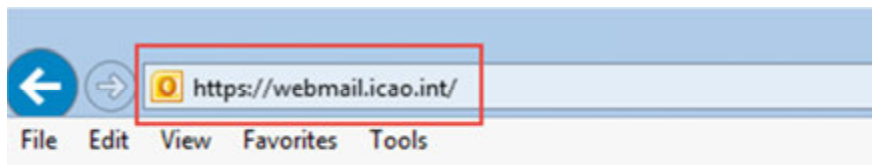


Figure 1

2. A login box will appear as shown in **Figure 2**.

For **User name**: enter the **UserName** that has been provided to you or **Username@icao.int**

For the **Password**: enter the password you use to login to your work computer then click **Sign in**.


A screenshot of the Microsoft Outlook Web App login page. The page has a white background with a yellow gradient at the bottom. At the top left, it says "Microsoft Outlook Web App". Below that, there is a "Security" section with a link "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

Figure 2

Change Your Password

If you need to change your password, you can do so from within OWA.

1. Navigate to the upper-right hand corner, click **Options** then select **Change Your Password** as shown in **Figure 3**.

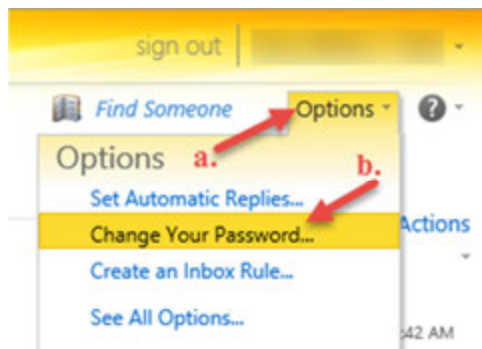


Figure 3

2. Enter your current password in the **Current password:** field and type your new password in the **New password:** and **Confirm new password:** fields. Click Save. See **Figure 4**

A screenshot of the 'Change Password' form in OWA. At the top, there are icons for Mail, Calendar, General, Sent Items, Regional, Password, and S/MIME. The 'Change Password' form is titled 'Change Password' and contains the following text: 'Enter your current password, type a new password, and then type it again to confirm it. After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.' Below this text are four input fields: 'Domain/user name:' with the value 'ICAONET\...', 'Current password:', 'New password:', and 'Confirm new password:'. A red box highlights these four fields, with a red arrow labeled 'a.' pointing to the bottom right corner of the box. To the right of the form is a 'Save' button with a green checkmark, and a red arrow labeled 'b.' points to it.

Figure 4

3. You will receive a confirmation box that your password has been changed as shown in **Figure 5**. Log out of OWA.

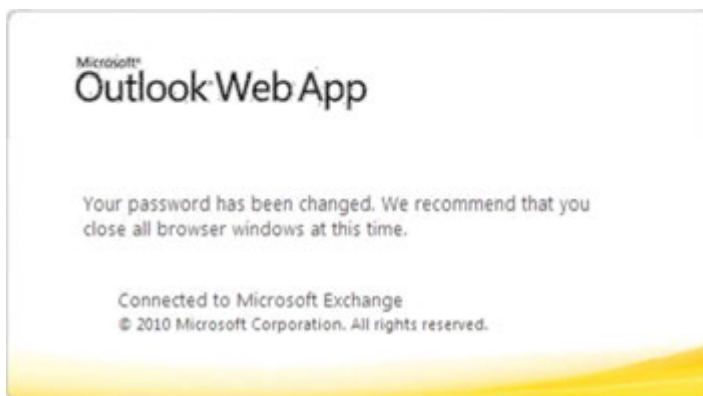


Figure 5

Log Out of Outlook Web Access

For security reasons, it is **very important** to complete the **entire** log off procedure once you are finished using OWA.

1. To log out of OWA click **sign out** in the upper right side of the screen as shown in **Figure 6**.

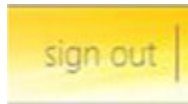


Figure 6

2. You will be prompted with a confirmation of a successful Log Out as shown in **Figure 7**.

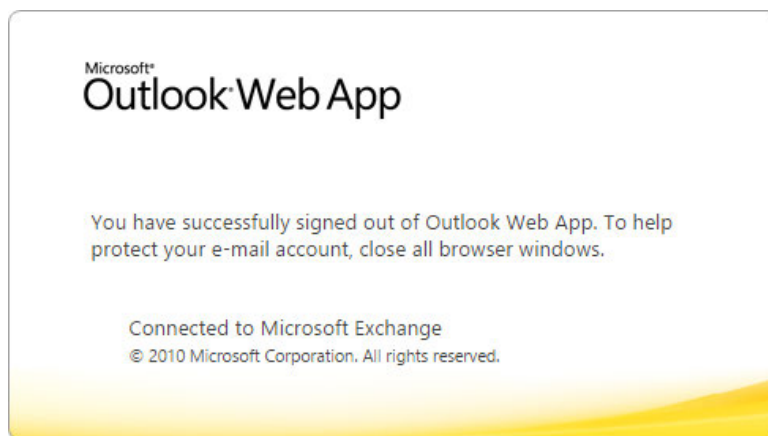


Figure 7

Important Note Regarding the Assembly ePigeon hole

Please note that all temporary electronic mailboxes and their contents will be deleted five business days following the close of the Assembly.