

Outlook Web App (OWA)

Intended Audience: Users that need to access Outlook while offsite

Purpose: Learn how to use Outlook Web App (OWA) to access your Children’s email, calendar, contacts, etc. from an internet browser while offsite.

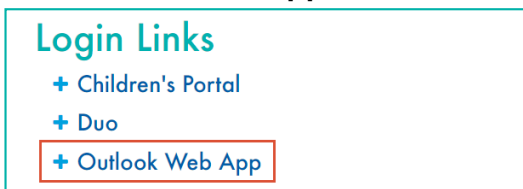


You must be enrolled with Duo two-factor authentication in order to sign in to Outlook Web App. For additional help with Duo, refer to the Duo section on the [Staff Portal](#).

Access & Sign In to Outlook Web App

Follow the steps below to sign in and access Outlook Web App (OWA).

1. Open the [Staff Portal](#) (found on ChildrensOmaha.org).
2. Click **Outlook Web App**.



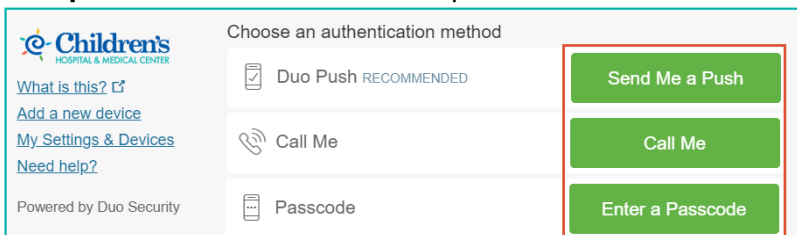
3. Click **Login to Email** to be directed to Outlook Web App.



4. Enter your Children’s network **User name** and **Password**. Then, click **Sign in**.



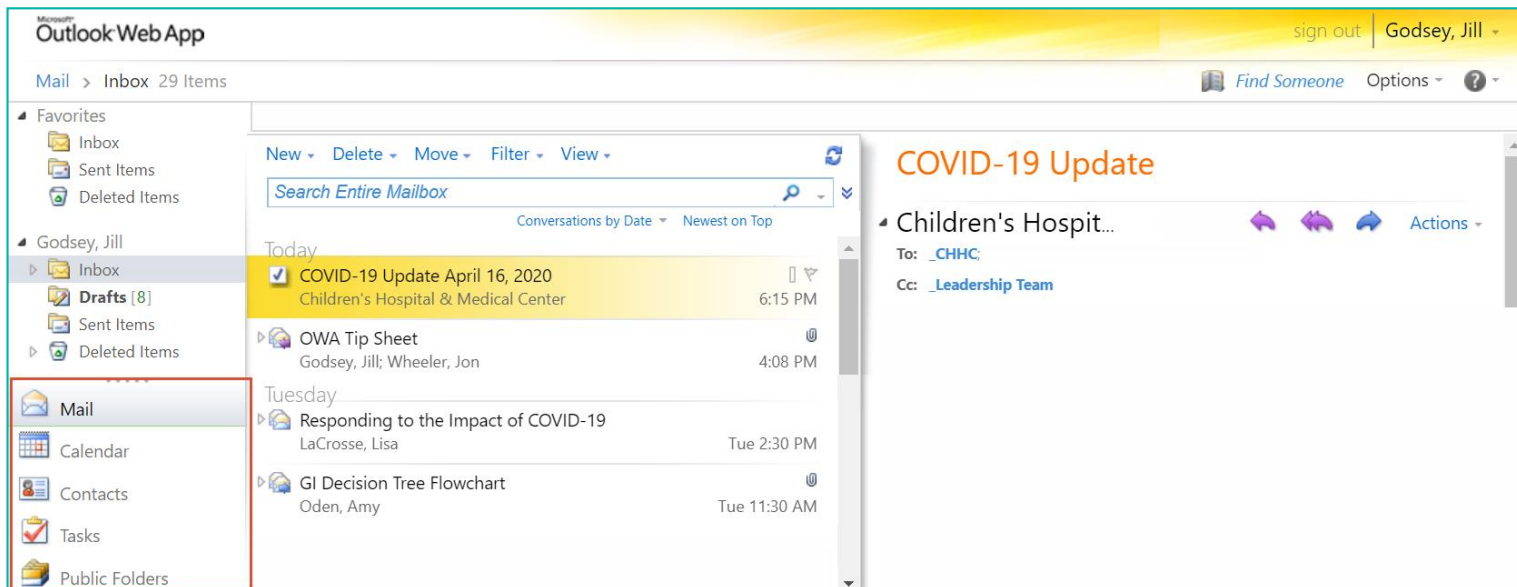
5. **Complete** the Duo authentication process.



6. After successful authentication, you'll be taken to your Outlook Inbox.

Get Started

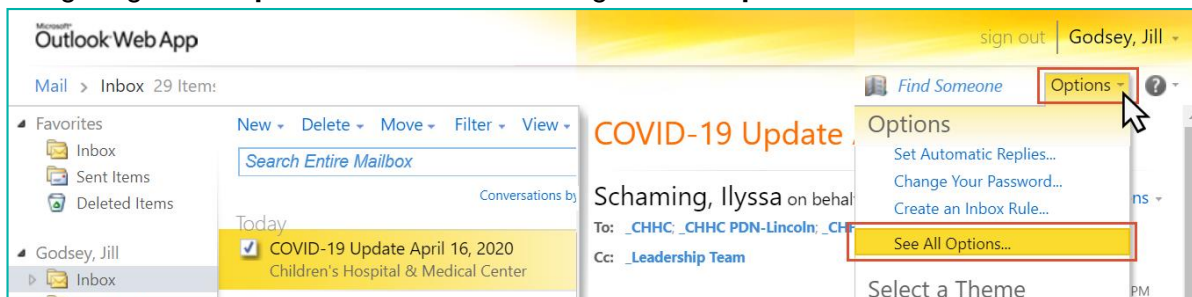
Select **Mail, Calendar, Contacts, Tasks,** or **Public Folders** to switch to different modules in Outlook Web App.




Considerations

Outlook Web App is designed to be an additional resource to access Outlook, and may have limited functionality. Please keep the following items in mind when using Outlook Web App:

1. Personal folders (.pst) are not accessible.
2. Links directed to network drives (ex: P, K, Q, etc.) or internal intranet pages are not accessible.
3. Screenshots cannot be copied and pasted into emails sent from Outlook Web App. Consider saving screenshots and adding them as attachments as an alternate method.
4. Additional options such as E-Mail signatures, Out of Office replies and Calendar settings are available by navigating to the **Options** menu and selecting **See All Options**.



 Save a bookmark to <https://mail.chsomaha.org> in your internet browser for quick access to Outlook Web App in the future.