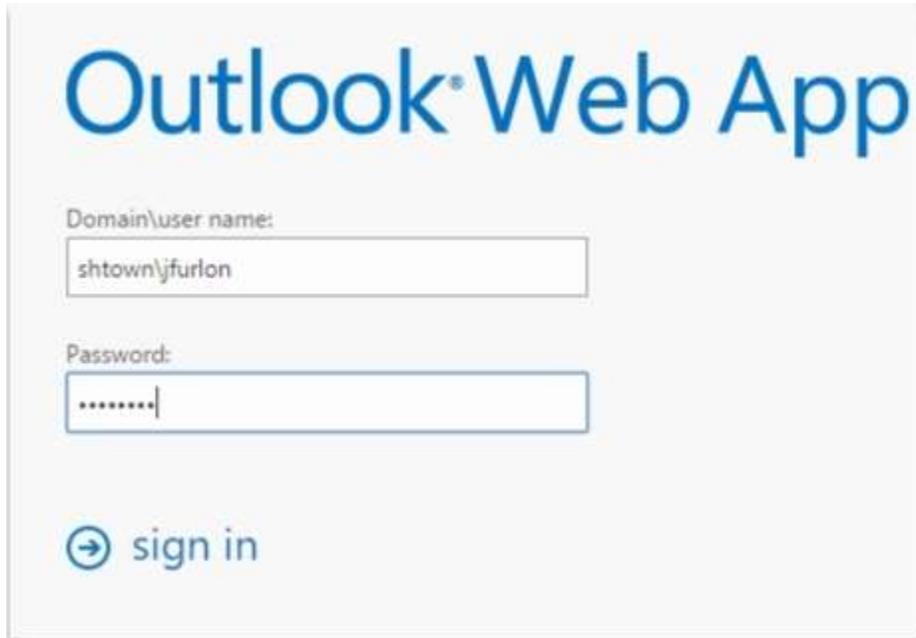


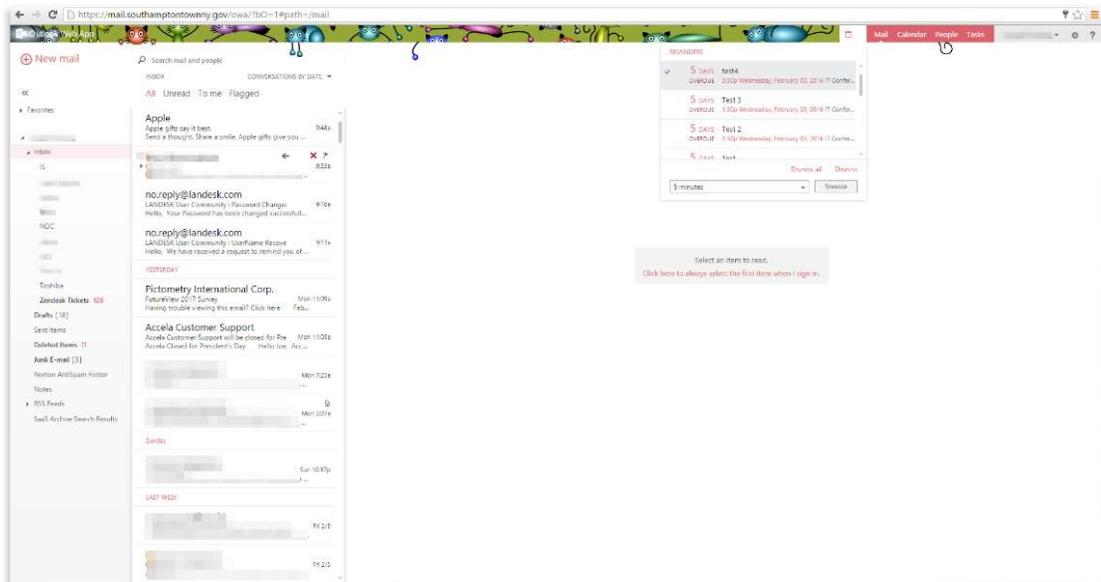
## Outlook Web App – check your email from outside of Town Hall

- Open a browser on your computer
- Go to <https://mail.southamptontownny.gov/owa>
- Enter your windows login and password as below – be sure to put shtown\ ahead of your user name:



The screenshot shows the Outlook Web App login interface. At the top, the text "Outlook® Web App" is displayed in a large blue font. Below this, there are two input fields. The first is labeled "Domain\user name:" and contains the text "shtown\jfurion". The second is labeled "Password:" and contains a series of seven dots followed by a vertical cursor. At the bottom left of the form, there is a blue circular icon with a right-pointing arrow, followed by the text "sign in".

- That's it! You are now logged into the Outlook Web App where you can access your Town email, calendar and contacts.



**If you need to change your password from the Outlook Web App interface, select the gear icon > Change password.**

