Accessing ACCESS Family Care Email in the office and remotely

1.) Access your mailbox from **your PC in the office** – Just use Outlook, nothing else required.

2.) Access your mailbox from any PC **within the ACCESS Family Care network via browser** – just go to HTTPS://owa - You may get a warning, click to continue to the web site.
   - When the login form comes up, enter your user ID and password like you normally do.
   - Click the "log on" button. This gives you access to all the same functionality as outlook. Contacts, mail, calendar, everything. This is a quick and easy way to access your mailbox from any ACCESS Family Care computer regardless of who is logged in or where it may reside.

3.) Access your mailbox from any PC **OUTSIDE the ACCESS Family Care network via browser** – just go to HTTPS://owa.accessfamilycare.org –
   - When the login form comes up, enter your user ID and password like you normally do.
   - Click the "log on" button. This gives you access to all the same functionality as outlook. Contacts, mail, calendar, everything. This is a quick way to access your mailbox from public pc's, your home PC, at a friend's house, etc. It will work from any PC with an internet connection.
   - Some computers will need to have the security options under internet tools adjusted to accept the OWA connection.
   - There is a link on the ACCESS Family Care website under staff tools that will lead you to the OWA connection.

4.) **Use Outlook on your laptop while disconnected from the ACCESS Family Care network** – If you have a laptop that has been configured to use the new email system, you can use Outlook while disconnected from the ACCESS Family Care network. You will see all messages, calendar items, contacts, etc, up to the point that you disconnected from the network. You can compose and send new mail items, but since you are not connected to the mail server, they will not be immediately sent. They will be held on you local machine until the next time you are connected to the ACCESS Family Care network, then the mailbox will automatically re-synchronize and all pending messages will be sent, while any new messages that came into your mailbox while you were disconnected will appear.