

## HOW TO USE OUTLOOK 2003 WEB ACCESS

1. Open Internet Explorer
2. Enter the URL <https://getmymail.ccc.uab.edu/exchange> (or go to <http://www4.ccc.uab.edu> and click the "check email" button).
3. You have two options for the "Domain\username" box. Either of these options will work.
  - A. Option 1: In the "Domain\user name" box, enter your full CCC email address (not your @uab alias). Example: john.doe@ccc.uab.edu
  - B. Option 2: In the "Domain\user name" box, enter your domain and username as follows: Example: CCCMED\JDOE

4. Type your **password** in the Password box and click the **Log On** button
5. You are now logged in to your mailbox. To end your session, click the **LOG OFF** icon.