

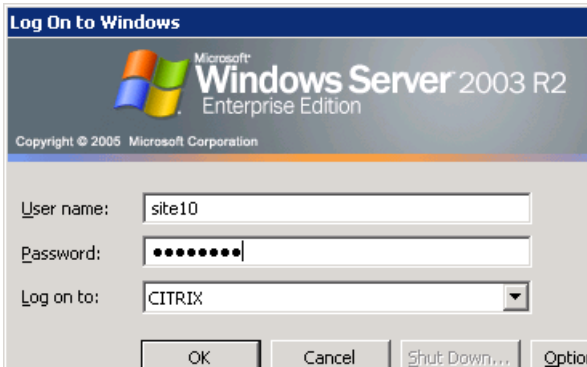
ICT Helpsheet Logon Process

for Support Workers



ServiceDesk@advanceuk.org

01993 866400

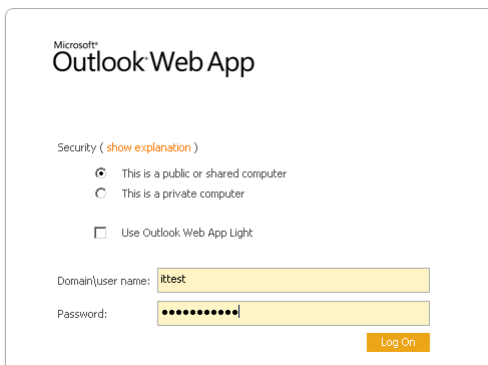


Enter your usual site logon Username and Password.

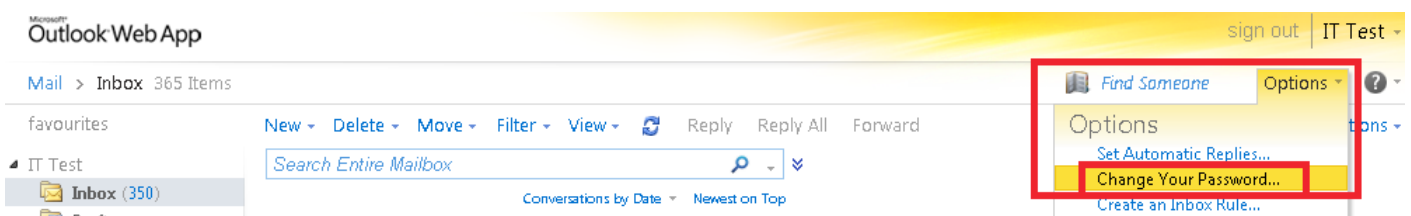
Click on Outlook Web Access Login icon.



Enter the username and password provided by your Service Manager.



At the right of the screen click on Options and then Change Your Password.



Change Password

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.

Domain\user name: CITRIX\jtttest
Current password: ●●●●●●●●
New password: ●●●●●●●●
Confirm new password: ●●●●●●●●

✓ Save

Enter your current password provided by your Service Manager.

Choose a new password to use. (It must be 8 character's in total and contain at least one capital letter and one number.)

Confirm your new chosen password and click Save.

Click Close Window.

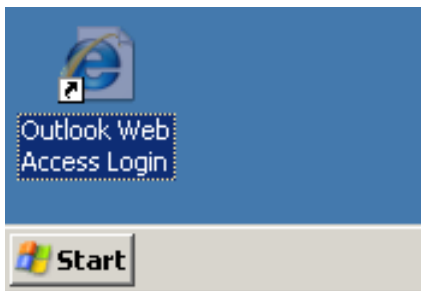
Microsoft Outlook Web App

You have successfully logged off from Outlook Web App. We recommend that you close all browser windows at this time.

Close Window

Connected to Microsoft Exchange
Secured by Microsoft Forefront Threat Management Gateway
© 2009 Microsoft Corporation. All rights reserved.

Double click on Outlook Web Access login icon again.



Enter your Username and newly chosen Password.

Microsoft Outlook Web App

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer

Use Outlook Web App Light

Domain\user name: jtttest

Password: ●●●●●●●●

Log On

Microsoft Outlook Web App

Mail > Inbox 365 Items

favourites

IT Test

Inbox (350)

Drafts

Sent Items

Deleted Items (3)

Conversation History

Junk E-Mail

Notes

RSS Feeds

Sync Issues

New ▾ Delete ▾ Move ▾ Filter ▾ View ▾ Reply Reply All Forward

Search Entire Mailbox

Conversations by Date ▾ Newest on Top

Yesterday

The Voice - list of representatives and details of future meetings
John Kay

ACT/FYI: Policy & Procedure Update (Support Planning)
Caroline Hingston

Last Week

Job Shop - Week Commencing 27th January 2014 - Updated
HR Customer Contact Centre

Success! You have arrived at your own inbox with your new account and password.

