

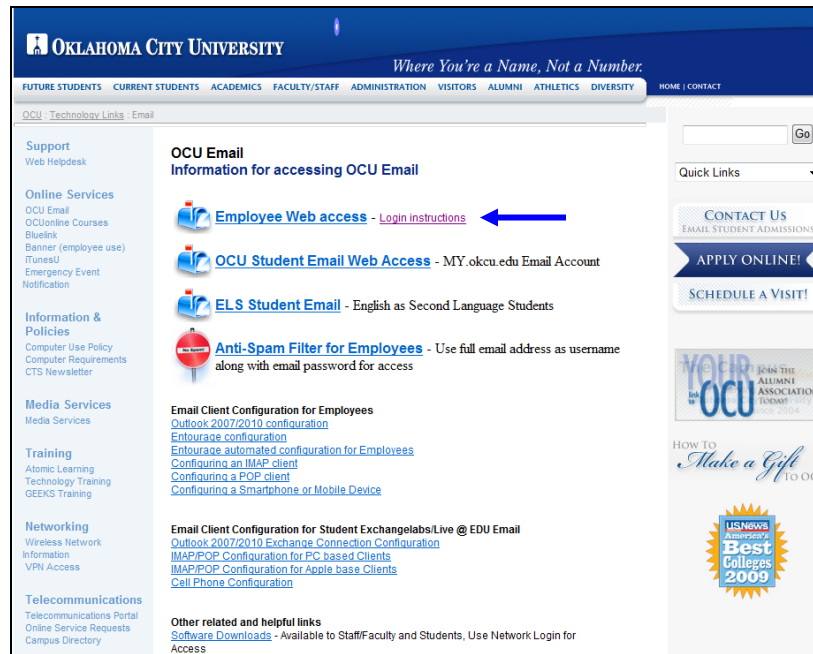
## How to Check Email from Home or Off-Campus

1.  Connect to the internet.
2. In the address line type **email.okcu.edu** (note: without www)

Address  http://email.okcu.edu/

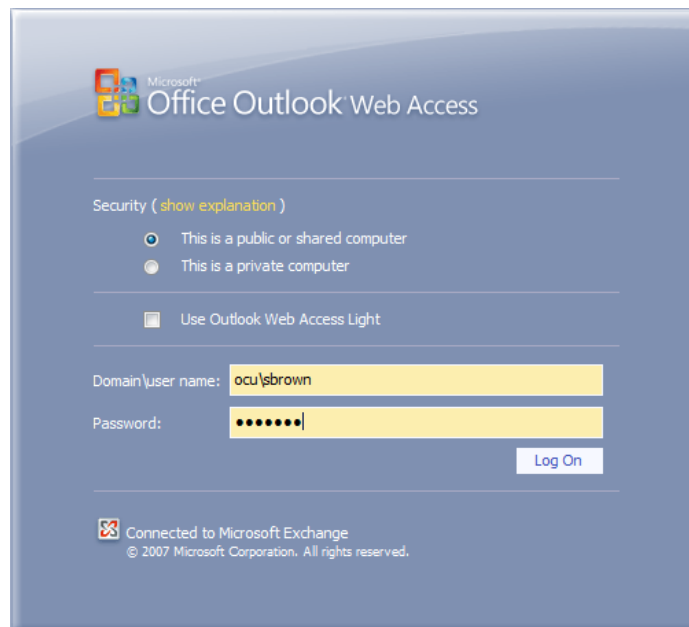
  Go

You will be taken to the screen below:



The screenshot shows the Oklahoma City University website's email support page. The header includes the university logo and the tagline "Where You're a Name, Not a Number." Below the header is a navigation menu with categories like "FUTURE STUDENTS", "CURRENT STUDENTS", "ACADEMICS", etc. The main content area is titled "OCU Email" and "Information for accessing OCU Email". It lists several options: "Employee Web access - Login instructions" (highlighted with a blue arrow), "OCU Student Email Web Access - MY.okcu.edu Email Account", "ELS Student Email - English as Second Language Students", and "Anti-Spam Filter for Employees - Use full email address as username along with email password for access". There are also sections for "Email Client Configuration for Employees" and "Email Client Configuration for Student Exchangelabs/Live @ EDU Email". A sidebar on the left contains various support and service links. On the right, there are quick links and promotional banners.

3. Click on the words that say **Employee Web access.** (See blue arrow above). You will be taken to the screen below.



The screenshot shows the Microsoft Office Outlook Web Access login screen. The title is "Microsoft Office Outlook Web Access". Under the "Security" section, there are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". Below that is a checkbox for "Use Outlook Web Access Light". The "Domain\user name:" field contains "ocu\sbrown" and the "Password:" field contains "\*\*\*\*\*". A "Log On" button is located at the bottom right. At the bottom, it says "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

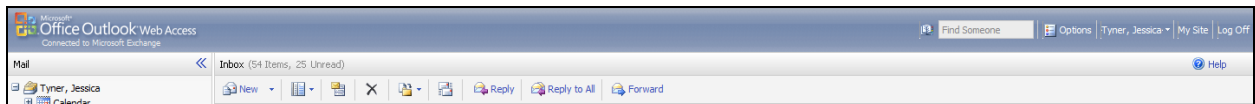
- Your domain is **ocu** and your OCU username is your first initial and your last name **you MUST include the backslash (the backslash is located above the ENTER key on the keyboard)**. **Help:** For instance, Sally Brown would log in as: **ocu\sbrown**. Faculty and staff usernames may also have a middle initial and/or a number in their username: **ocu\sjbrown1**. For students, your username is typically everything before the @ in your my.okcu.edu email address: [sjbrown3.stu@my.okcu.edu](mailto:sjbrown3.stu@my.okcu.edu) = username **ocu\sjbrown3.stu**.

Domain\user name:

- In the password box, type in the OCU password that is used to log into your desktop each day. **Help:** You can change your password by logging into any on campus Windows computer, press CTRL+ALT+DELETE, and choose change password.

Password:

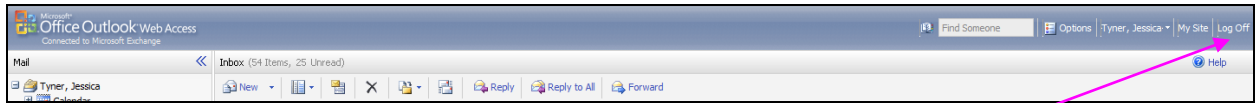
- Hit enter or click on the **Log On** button.



- You will be taken to your Inbox. You may send and reply to messages as normal. You can also access your calendar and email folders.



- Note in the lower right corner beneath your emails, the number of email items in your inbox. To navigate to other pages of email you may have (old messages as well as new messages), simply click on the arrows.



- When you are finished, click on **Log Off** in the upper right hand corner.

**Campus Technology Services**  
**208-7777**