

## Getting Started with Outlook

On **MAIN** Office Computer:

- Locate MS Outlook Icon



2007



2010

- Double click
- After a few seconds/minutes the log in screen appears
- Check the user name matches (should be firstname.lastname)
  - EXAMPLE: john.doe
- Default password is : **PasswOrd** (be sure “P” is capitalized and use a **zero** for the “O”)

To access from another machine, use instructions for Outlook Web Access.

### To change Outlook password:

- Start an Internet browser (Firefox, Internet Explorer, Safari, Chrome, etc)
- Go to: <http://owa.agnet.tamu.edu>
- Enter user name (firstname.lastname) and default password as above
- In top right hand corner, just below your name is “Options” with a down arrow
- Click drop-down arrow
- Select **Change Your Password**
- Follow on screen prompts

### To Send/Receive Outlook mail from other computers:

- Start your web-browser (Firefox, Internet Explorer, Safari, Chrome, etc)
- Go to: <http://owa.agnet.tamu.edu>
- Type in your user name (first name.last name)
- Type in your password
- Click **Sign In**