

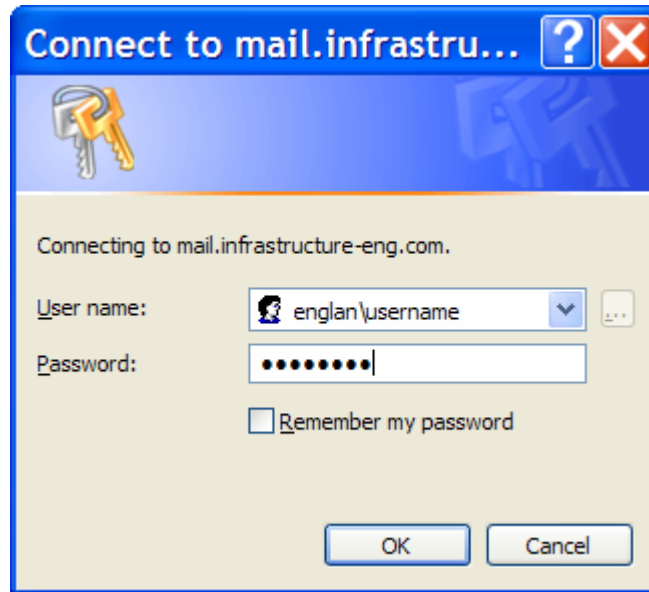
To access emails externally

1. Please click on link provided on the web-page: To access Outlook [click here.](#)

Or in your browser type in the following URL address:

<http://mail.infrastructure-eng.com/exchange>

2. Please make sure your pop up blocker is disabled when the website opens.
3. Authentication Required page will open:



- User ID: **englan\username**
User ID example: englan\jsmith
Your username is the first initial of your name and then your last name.
 - Password: Type in your **Network Password**,
 - Then click **OK**
4. Your email will be displayed in a web browser version of Outlook. Inbox, Calendar, Contacts and Public Folders are accessible.
 5. If you have any problems with login please call at 312 425 9560 ext 1241.
 6. When you have finished using Outlook Web Access, for security reasons, please click **log off** icon and then **close the internet browser** to exit.

Important: Remember to Log Off

Log off after you finish using Outlook Web Access. By ***logging off***, you close the session between the client and the server. If you close only the Web browser, there is no guarantee that your session is close