



VPN...St. John Remote Access Services

Instructions for BASIC VPN Resource

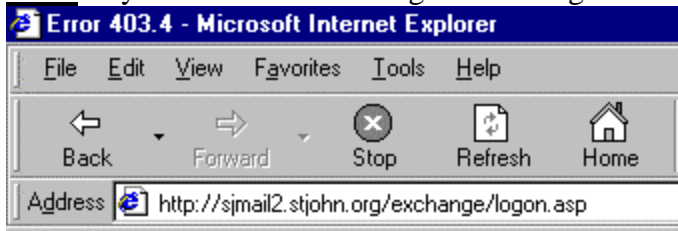
How to access the Outlook Web Access Server (OWA):

1. Connect to the Internet using your existing Internet Service Provider
With your web browser launched, type the following in the address line:

<https://sjmail2.stjohn.org/exchange/logon.asp>



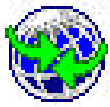
Note: If you receive the following error message:



HTTP Error 403

403.4 Forbidden: SSL required

You need to include "https://" at the beginning of the address.
Do not forget to add the **S**, after the **http**.



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2. When the Outlook Web Access Server Page launches type in your network user id, **Example01** and press Enter.



3. A small box opens and prompts you to type in your User ID and Password again. Remember to use the same User ID and Password that you use when accessing your mail while at work.

