

You can use Outlook Web App to access your Cloud9 Exchange email account via a web browser. OWA is a secure website where you can access your Exchange email account from anywhere. Because it is web-based, it doesn't matter if you are using a Windows, Macintosh or other type of computer. All you need is a web browser and an Internet connection.

## How do I Sign In to Outlook Web App?

1. **Open your web browser** or, if it's already open, open a new window
2. Go to <https://owa.cloud9realtime.com/owa>
3. **Username:** Enter the full email address for your account
4. Enter **Password**
5. Click **Sign in**

## What's the difference between **Public** or **Private** Security options?

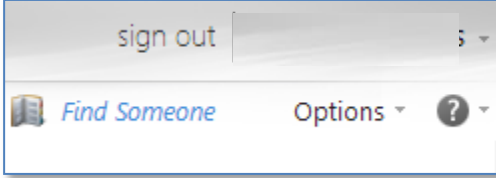
Use **Public** or **shared computer** if you are not using your own computer to connect to OWA because it offers some additional protection. If there is no activity between your computer and the Exchange server for 30 minutes — such as sending or receiving e-mail — OWA will require you to log in again. After logging in, you will be able to continue from where you were.

If you are using your own computer, the **Private** option is more convenient. It offers a much longer time frame before OWA would require you to log in again.

Weigh the convenience against protecting your online security. Having to log in more often helps reduce the likelihood that someone else can access your e-mail, calendar, and everything else in your Exchange account. Imagine the problems, for example, if someone used your Exchange account to send an offensive or threatening e-mail in your name.

## How do I Sign Out to Outlook Web App?

1. After sign in, from the top right hand corner, click on **sign out**



## Outlook Web App Features

1. After sign in, from the top right hand corner, dropdown **Options**.

From the **Options** menu you can:

- Set Automatic Replies
- Change Your Password
- Create Inbox Rule
- Select a Theme
- Other options to manage your account

