



USDA Office of the Chief Information Officer

Information Technology Services - ITS Minnesota

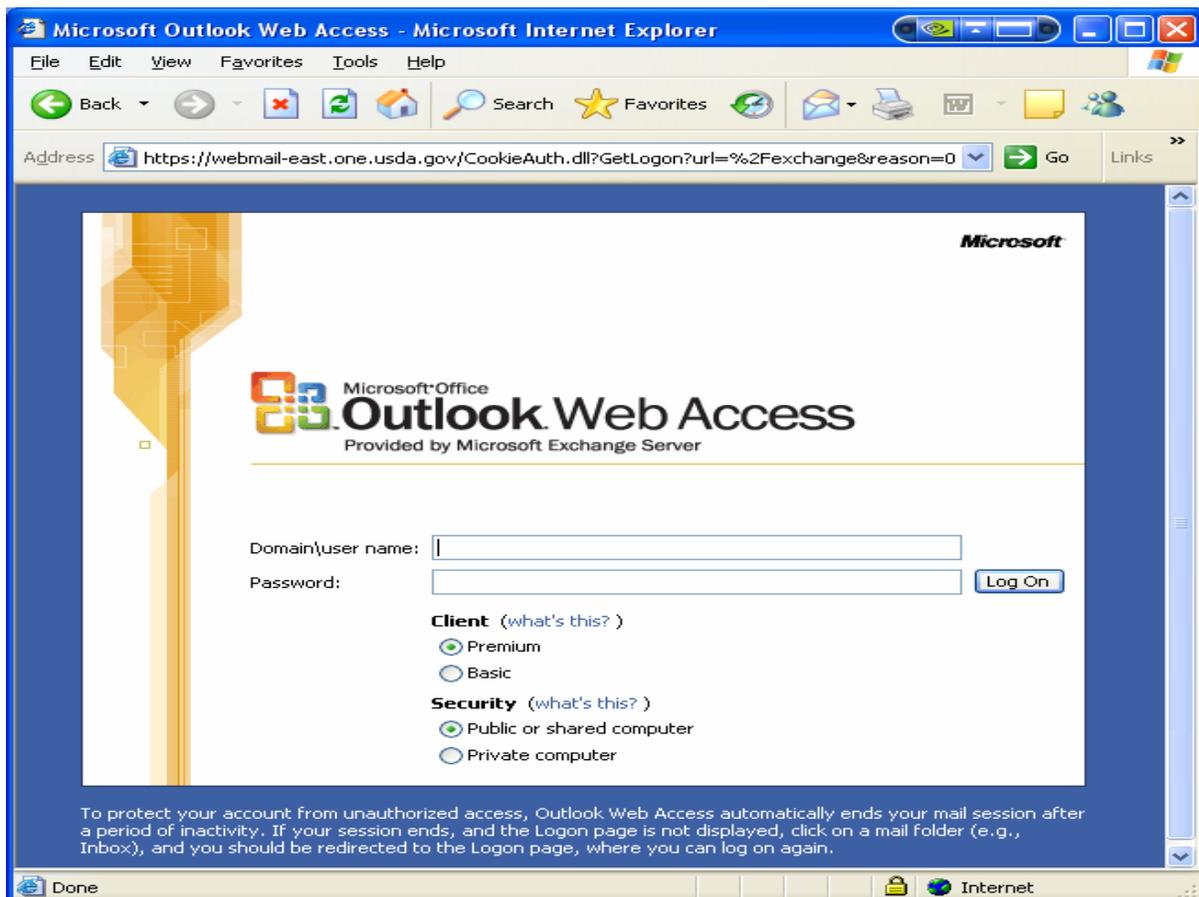
External Outlook Web Access (OWA)

In the past, the only way to access your USDA Outlook email was by using your workstation with one of the following scenarios:

1. connected to an internal USDA network, or
2. connected to some ones high speed network while using the VPN (Virtual Private Network) software, or
3. connected to the dialup network using a modem.

An external Outlook Web Access (OWA) has been setup so that you can access your email using Microsoft Internet Explorer (IE) from any workstation connected to any network and not use VPN.

Point IE to <https://webmail-east.one.usda.gov/exchange> as shown in the following screen.



In the Domain\user name: field enter agcentral\firstname.lastname substituting your windows login name. In the Password: field, enter your windows login password. This is the same login and password that you use to login to your workstation at work. Then click on the Log On button.

Your Microsoft Outlook Web Access screen showing your email inbox screen will be displayed. The features of OWA are similar to Outlook, but buttons are different. Click on the Help button in the upper right corner for information on how to use OWA.

The OWA email is synchronized with the email on your Outlook workstation. Any email that is sent or deleted on OWA will show up the same on your Outlook workstation. However, you will have no access to the saved messages that are stored in your Outlook Personal Folders.

You can access your email through Outlook Web Access from any workstation connected to the USDA network by using Internet Explorer with the address to <https://webmail-central.one.usda.gov/>