

## Webmail Tutorial For Browsers and iPad

Okay! Today's tutorial is how to check your Man in the Mirror webmail!

Let's start by opening up your browser.

Most of you will be using Microsoft Internet Explorer, some others will be using Google Chrome, Mozilla Firefox, and possibly others, but the same things discussed here apply to all browsers.

Find the shortcut icon to your browser in the start menu and click it. You may also double click the shortcut icon for your browser on the desktop, if you have it.

With the browser window open, move your mouse pointer up to the address bar. This is usually found close to the top of the window, and is a long, white rectangle. If you are not on a web page already, it may say something like Go to a Website, or Type URL here. If you are already on a website, it will display that site's address here. Left click on the address bar and type in the following:

<https://mail.maninthemirror.org>

\*NOTE: if you are browsing from your iPad instead of a computer, you will need to enter a different address here.

From here, enter your user name and password in the appropriate blanks. For most of you, this should be your first name and last name in lower case letters with no space between them (i.e. Jacob Marley would be jacobmarley for his user name).

Your password should be MIMad0! Which you'll be able to change later.

You may leave the check box for "Remember me on this computer" unchecked.

When you have finished typing these in, hit the enter key.

You will be brought to a window called Remote Web Access: Remote Workspace for <Your Name>.

Just below Remote Web Access you should see Check Email. Click on this, and a new window or tab will open for your browser displaying your maninthemirror.org email box via the Outlook Web App. Here you will be able to view messages in your inbox, create new ones, etc.

When you're done, be sure to click on Sign Out in the upper right next to your name. Then close the browser window/tab that displayed your email. If your Remote Web Access page is still displaying, click Sign Out in the upper right of that as well, and close its window/tab.

iPad

<https://mail.maninthemirror.org/owa>

For iPads, enter the above address into the address bar of your browser. You're going to see a slightly different login screen than you would from a computer's browser, but the same steps apply.

Enter your user name and password in the appropriate blanks. For most of you, this should be your first name and last name in lower case letters with no space between them (i.e. Jacob Marley would be jacobmarley for his user name).

Your password should be MIMad0! Which you'll be able to change later.

Leave the dot marking This is a public or shared computer in place under Security. Also make sure the box next to Use the light version of Outlook Web App is checked.

Tap Sign In and you'll be brought to your maninthemirror.org email address inbox.