



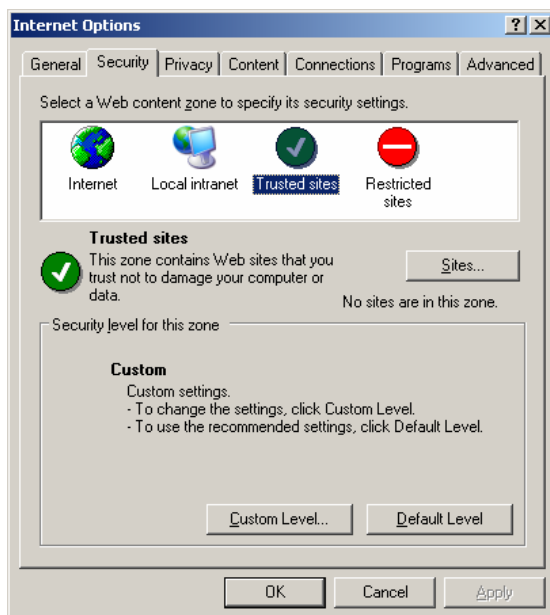
**Using Outlook Web Access:
Internet Explorer Security Settings**

Internet Explorer Security Settings for OWA

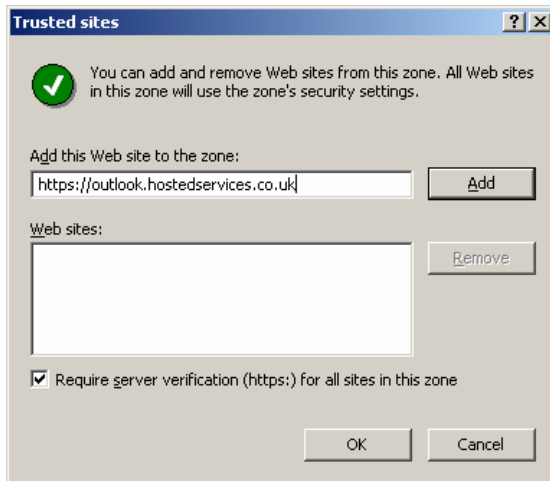
For the full operation of Outlook Web Access, Internet Explorer's Security Settings need to be set to Medium. Some Internet Explorer users may have High Security settings, so a modification is required to allow full access to Outlook Web Access (OWA).

Changing Internet Explore Security Settings

Open up Internet Explorer, and click **Tools, Internet Options**. Choose the **Security** tab from the resulting dialog box and then click on the **Trusted Sites Icon**:



Click on the **Sites** button and you will be presented with a new dialog box, and you are now required to enter in the site name. Enter the Outlook Web Access URL (<https://outlook.hostedservices.co.uk>) and then click **Add**:



The site name will now be listed in the 'Web sites' list, now click **OK**, and then **OK** on the following screen and the settings will now be saved to Internet Explorer. You will now be able to log into Outlook Web Access.