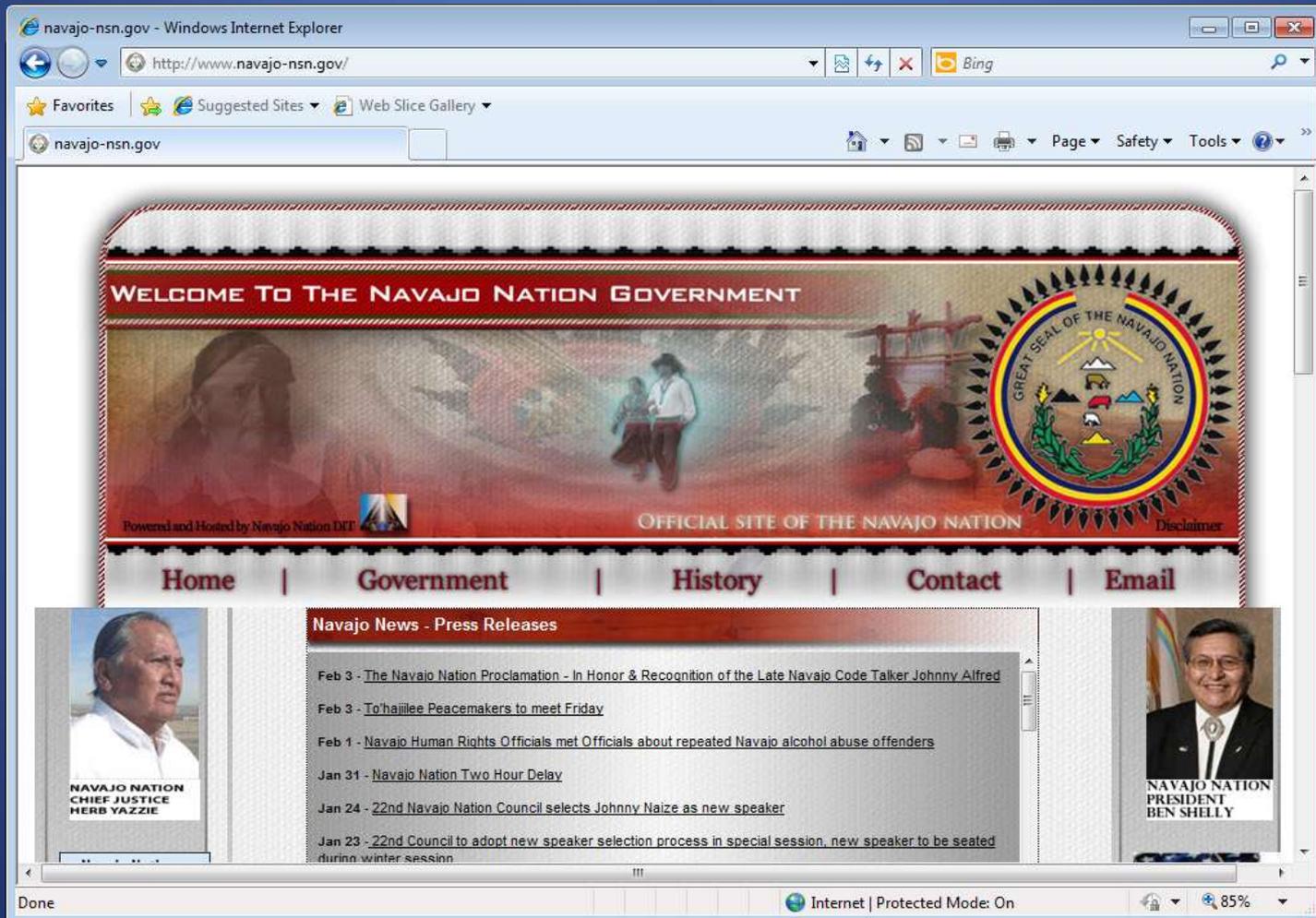
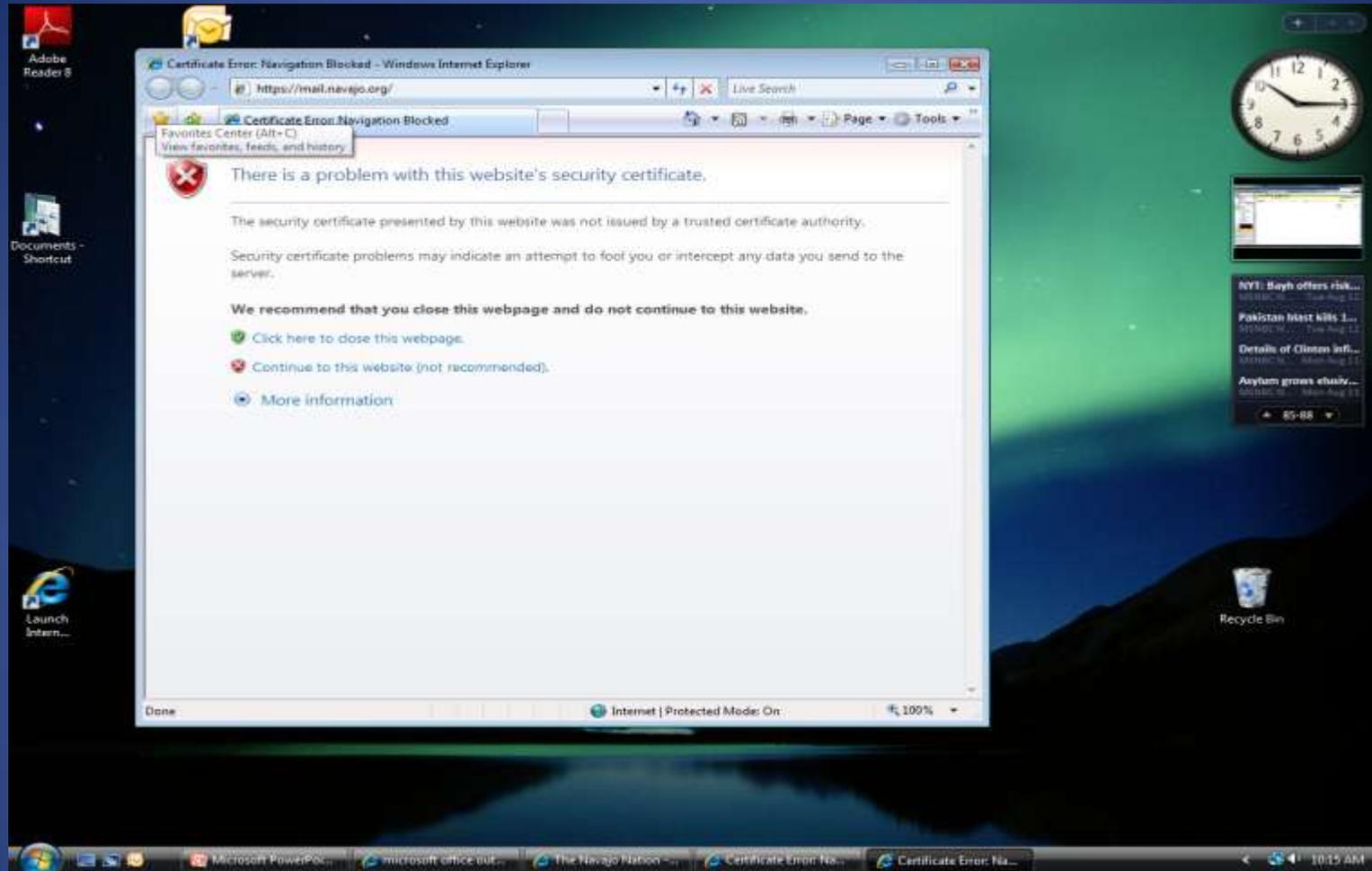


# Navajo Nation Using Outlook Web Access (OWA)

To access your email account, open your web browser and go to [www.navajo-nsn.gov](http://www.navajo-nsn.gov). Click on the email tab located at the upper right portion of the window.

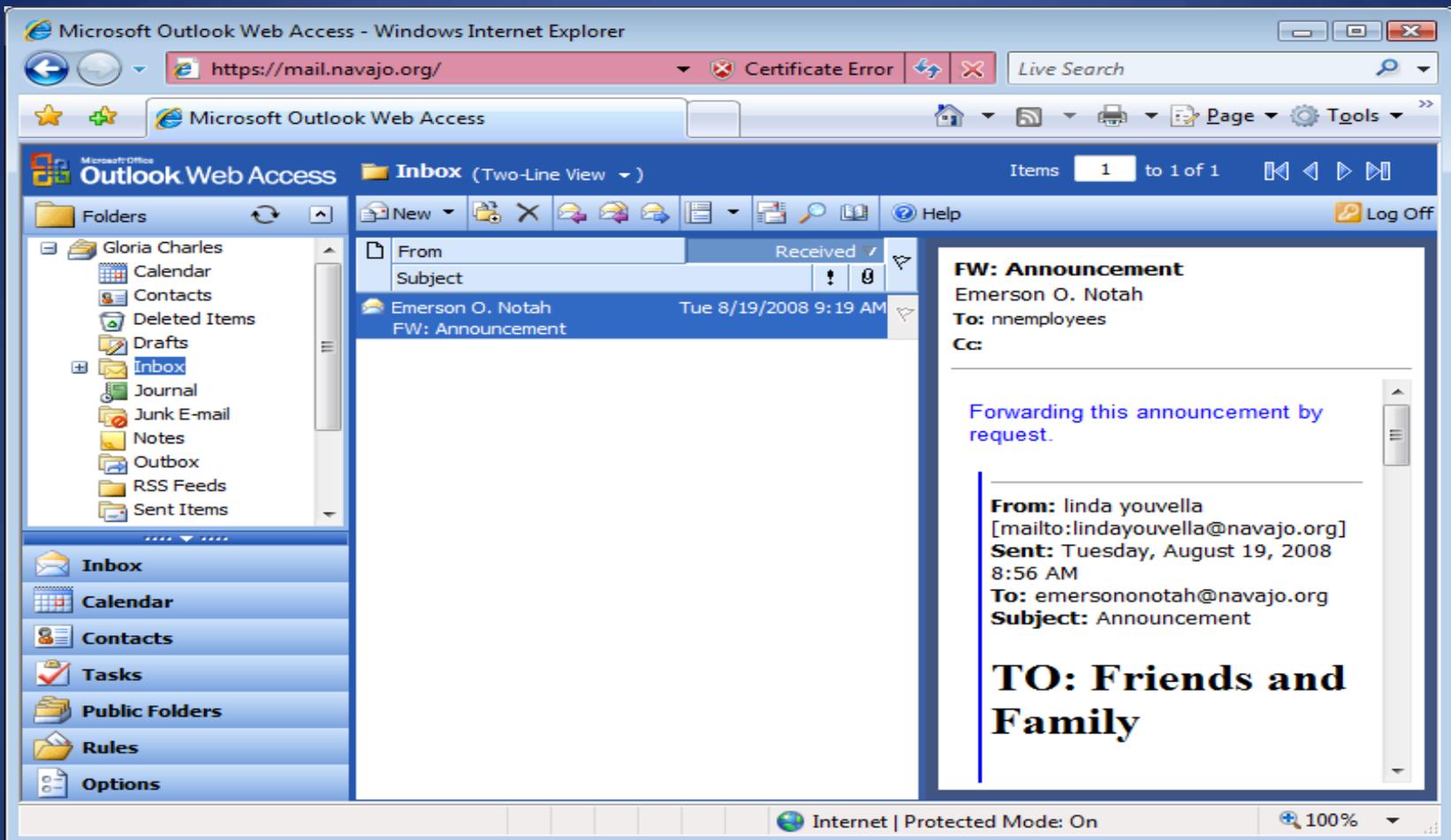




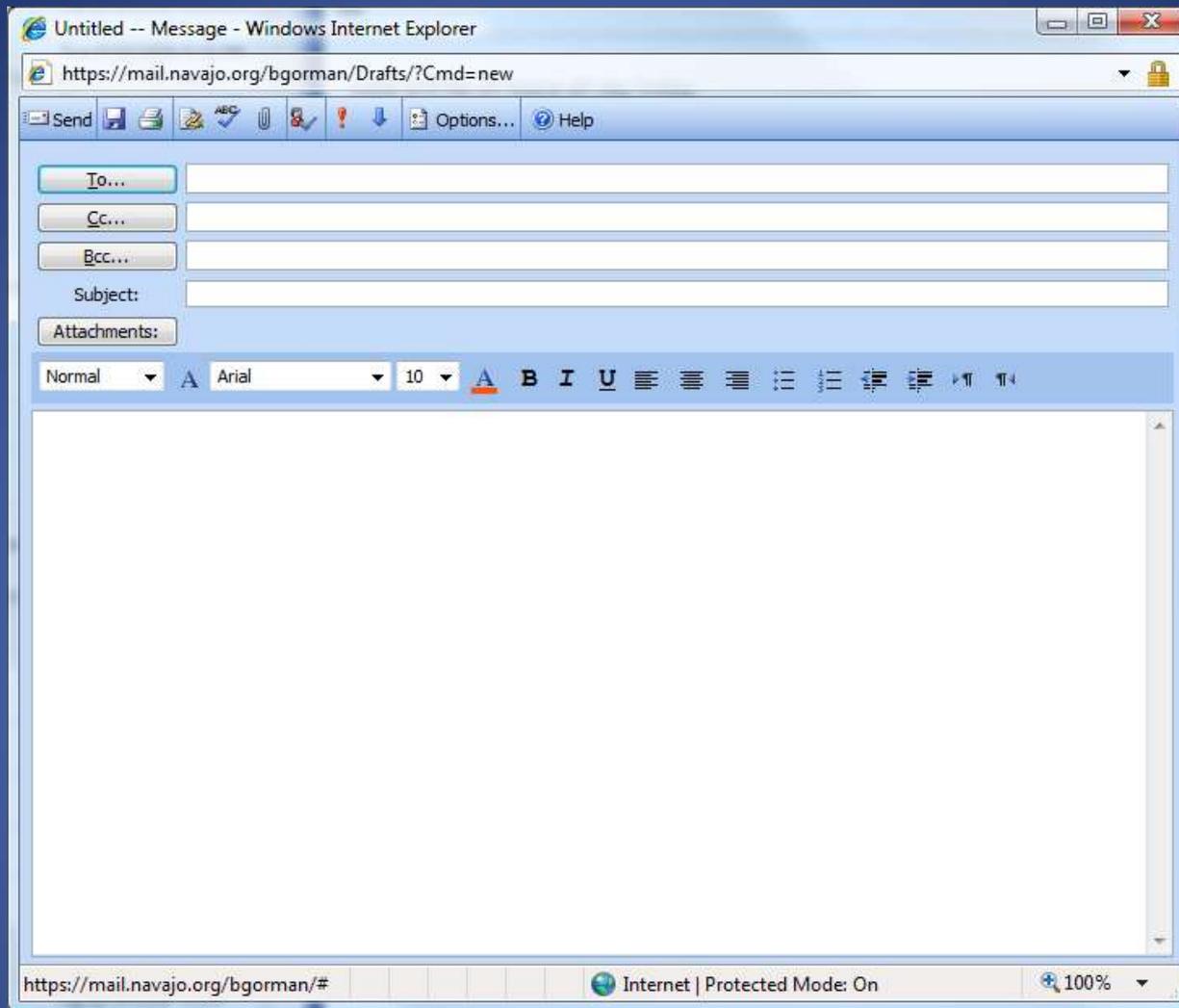
If you see the certificate warning screen after clicking on the email tab, click on “Continue to this website”.



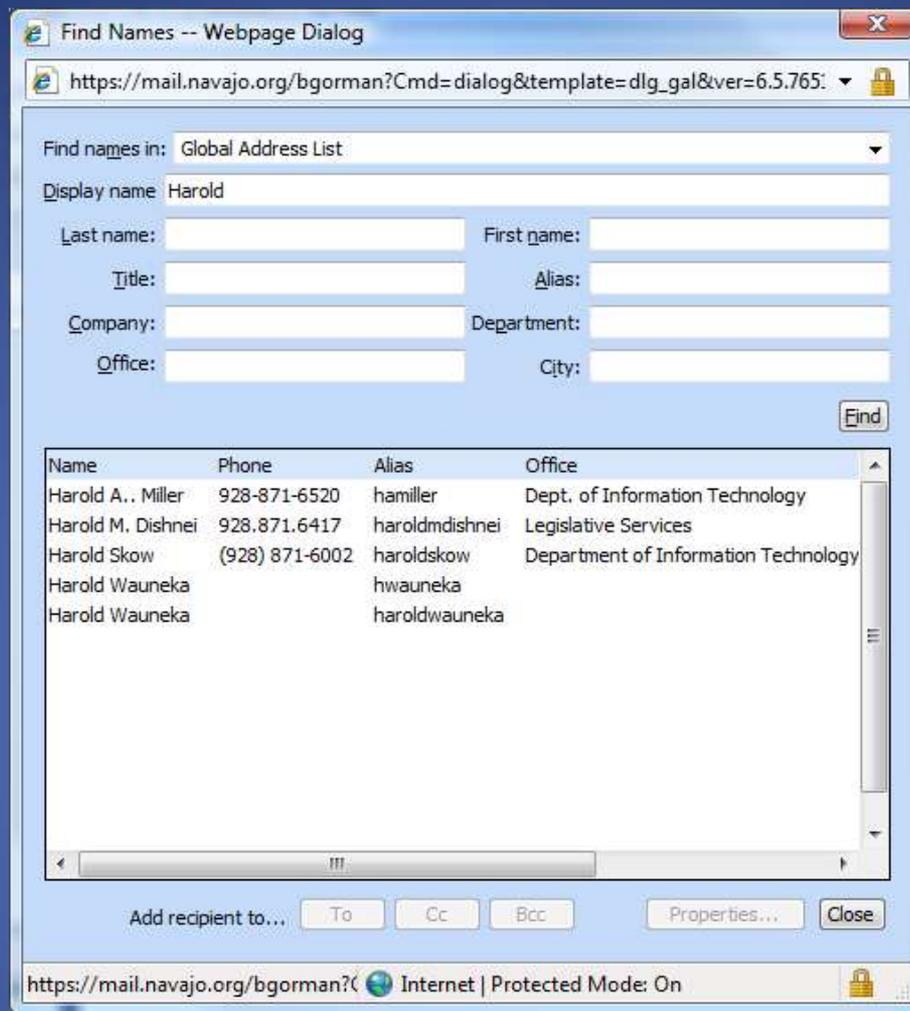
In the Connect to mail.navajo.org login screen, type in: navajo\username and your password.



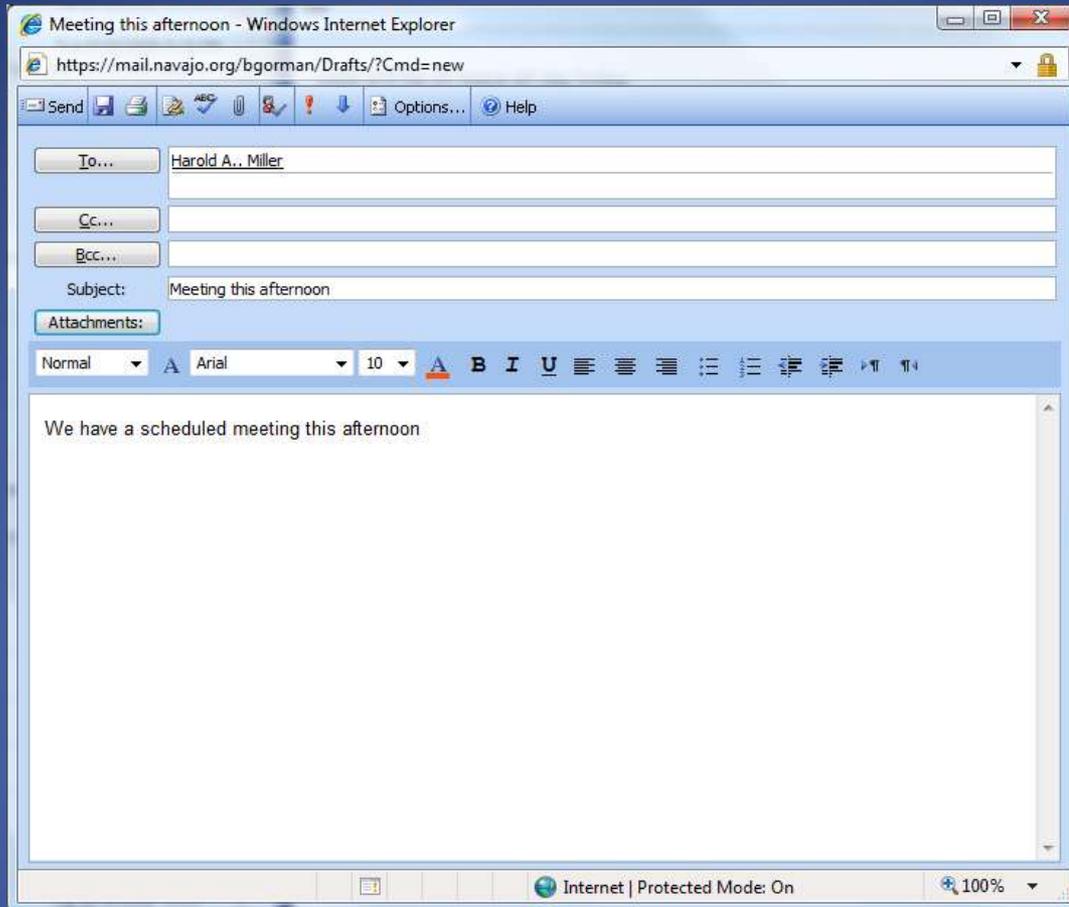
Microsoft Outlook Web Access (OWA) will open and will show the contents of your Inbox. To send a new email message click on the “New button”



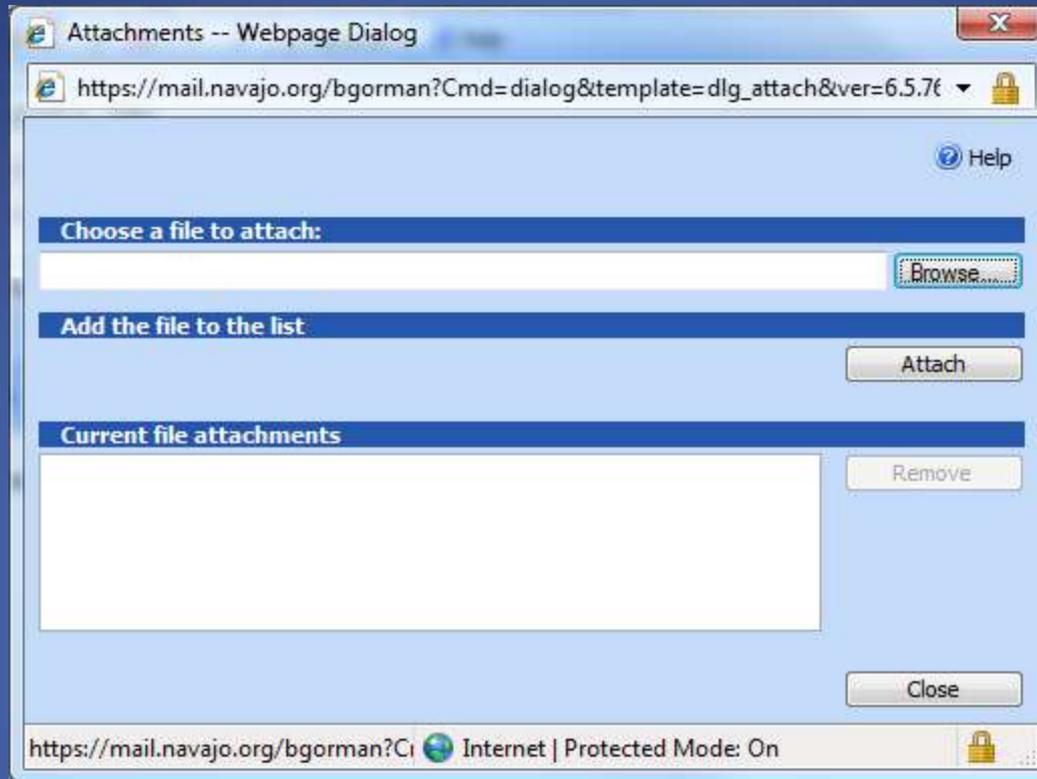
A new message window will appear. Click the To... button to find an email address.



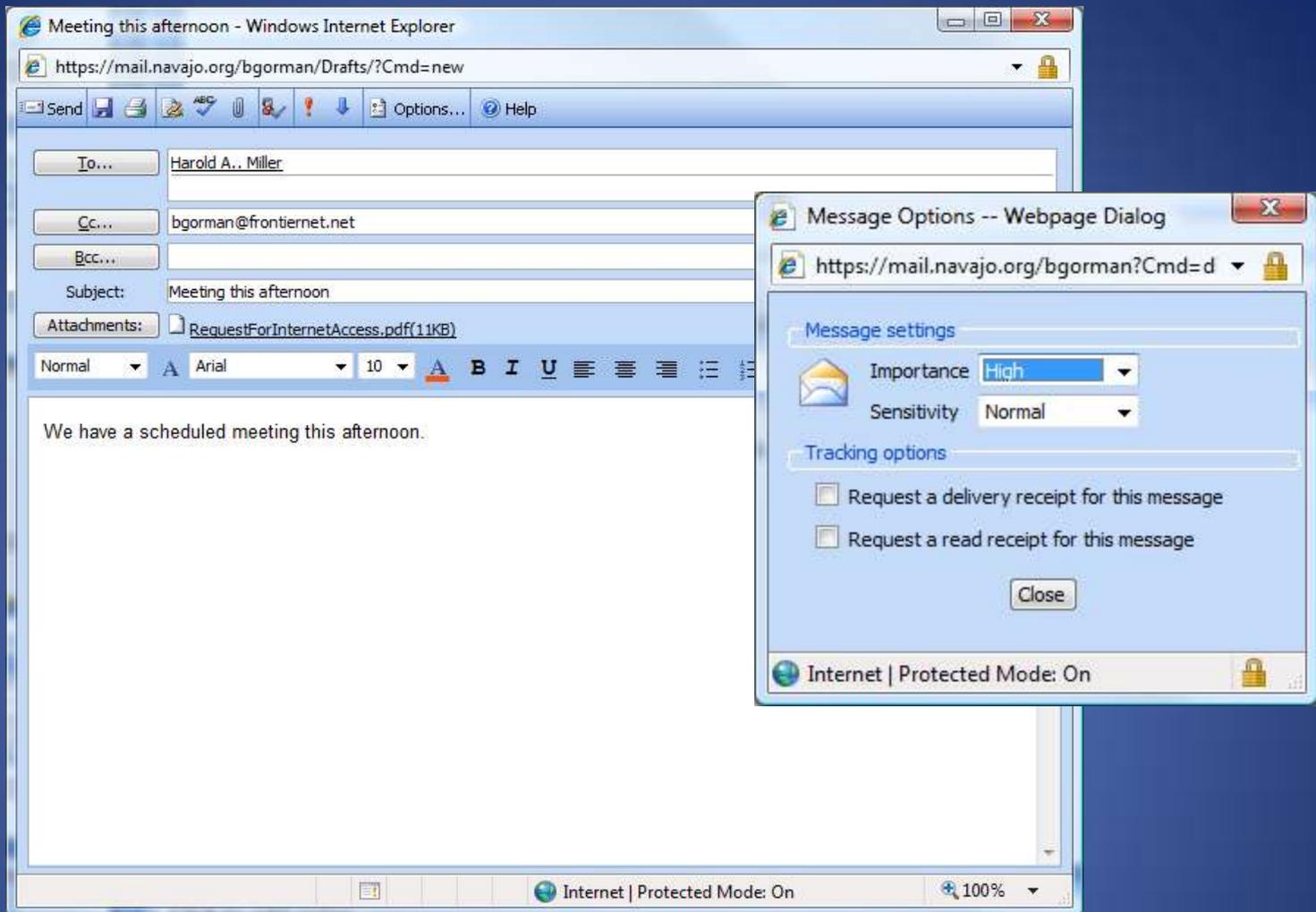
- Find names window will help you to locate Navajo Nation email addresses and other information. Select the name and click the To button to bring the address into your email message. Then close the Find names window.



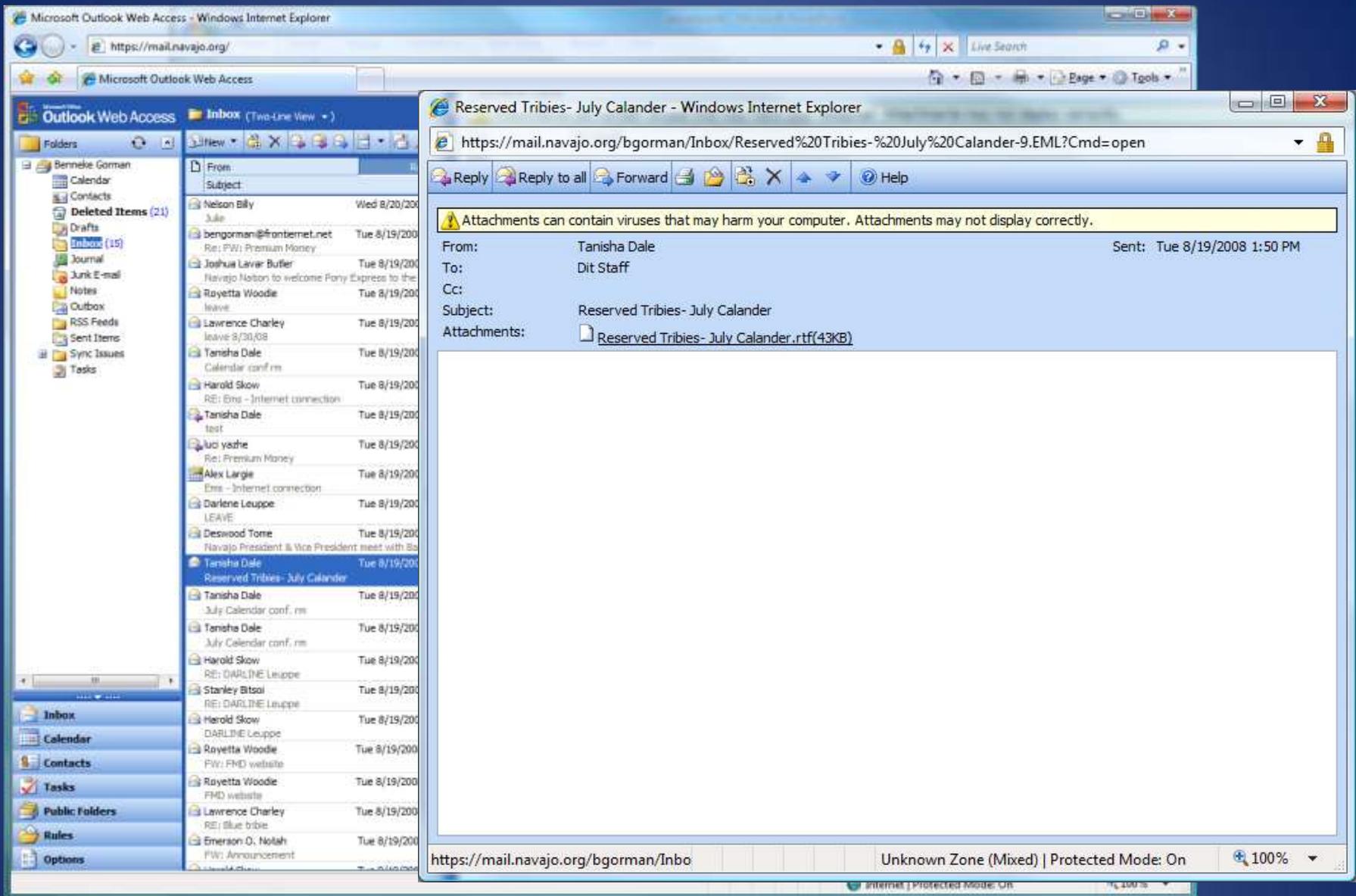
Now you can complete your message. To add an attachment click on the attachments button. An attachments window will display.



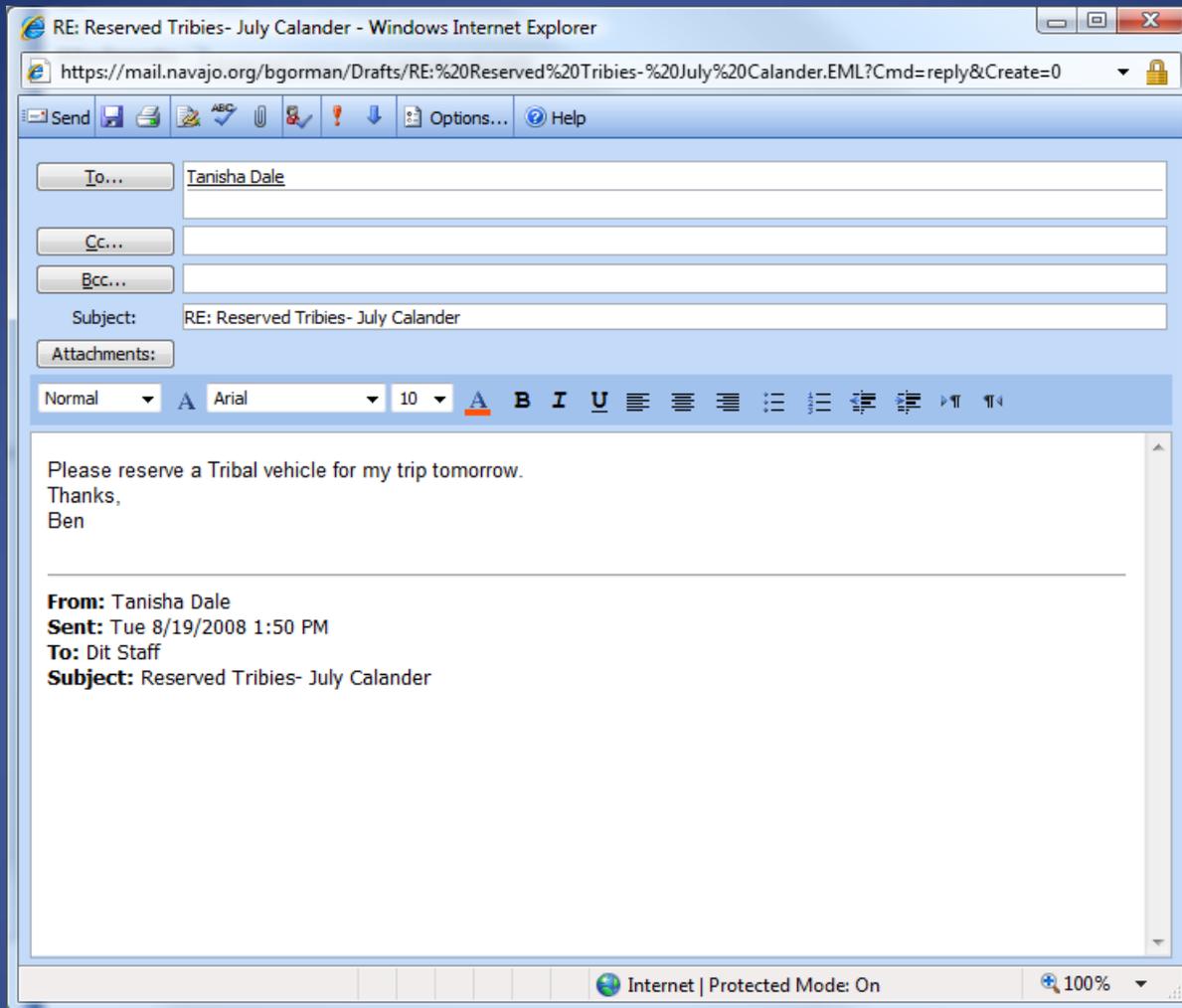
Click on the Browse button to find your file and then click attach. Repeat these steps to attach another file. Close the Attachments window when finished.



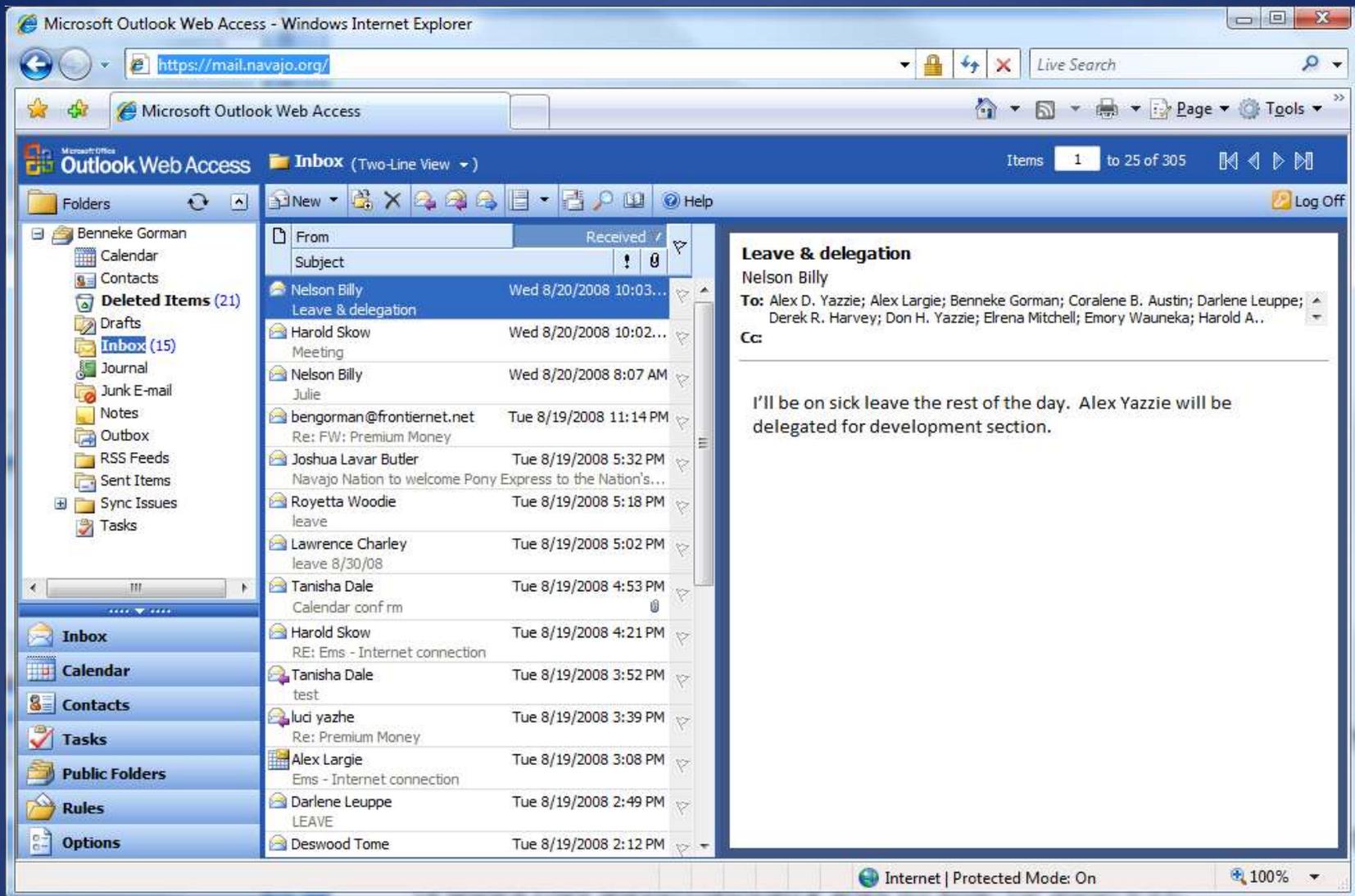
You are ready to send your message. You have other options such as setting the importance, sensitivity and requesting a receipt for the message.



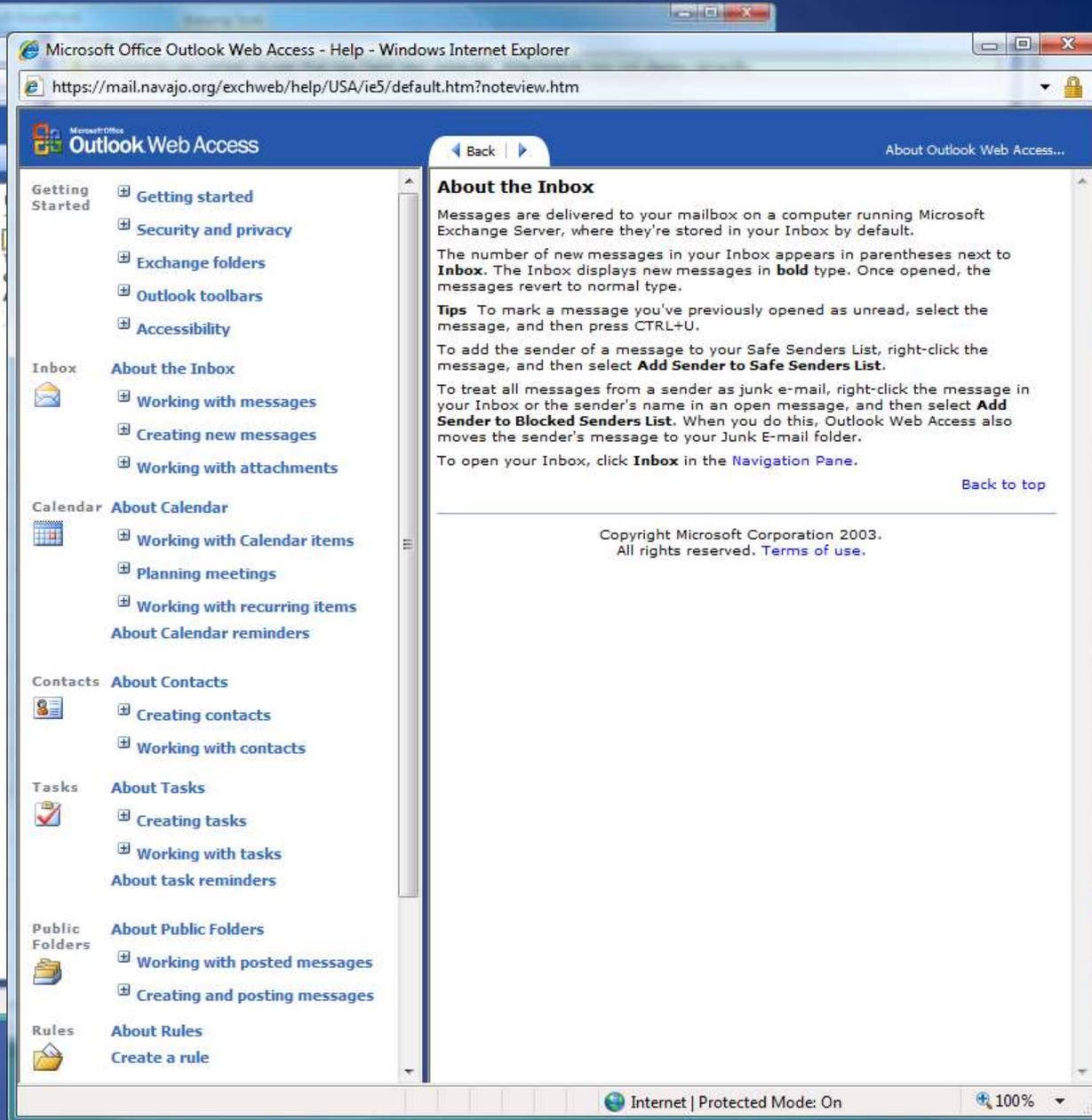
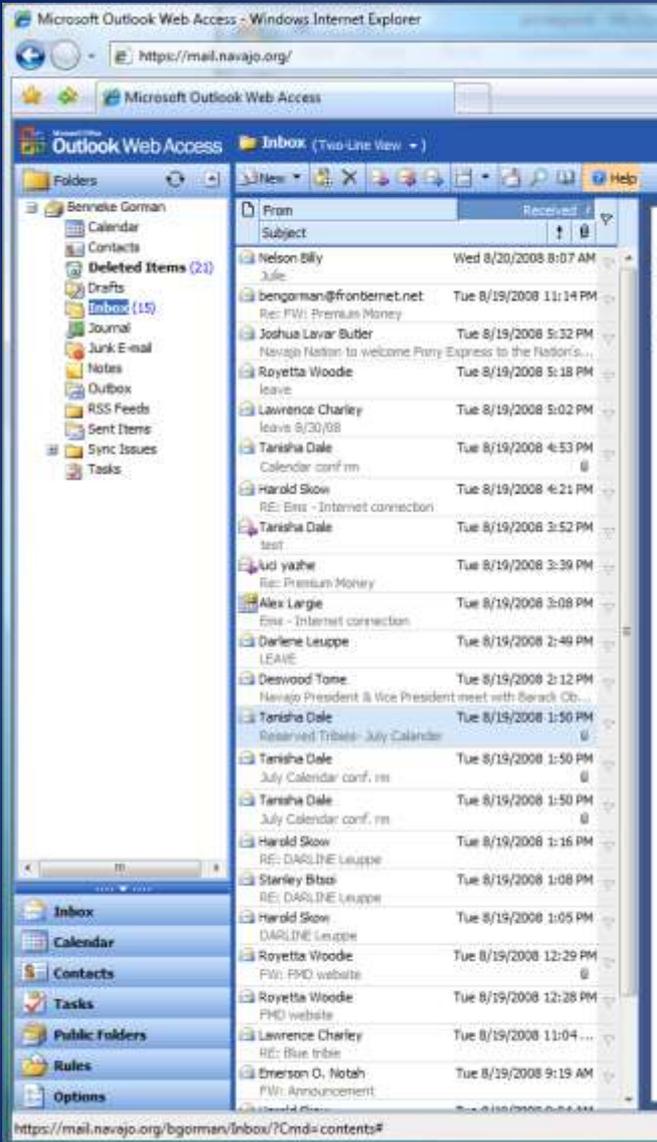
To reply or forward a message open the message by double clicking the message in the Inbox and click the Reply or Forward buttons.



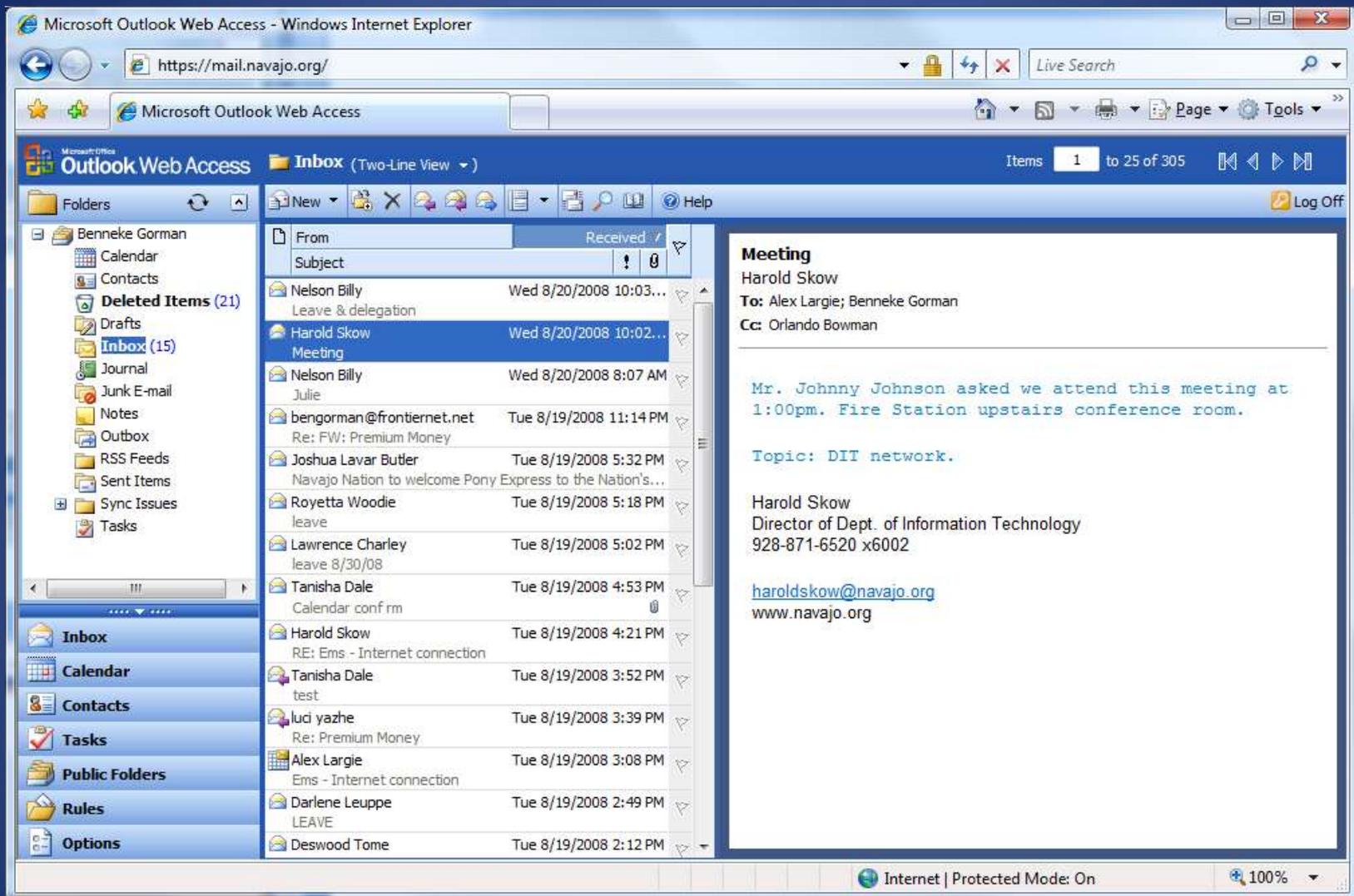
Type your reply message and you are ready to send. At this point you can also attach files and send copies to other individuals. Forwarding a message is similar to Reply except that it does not automatically put in the To address.



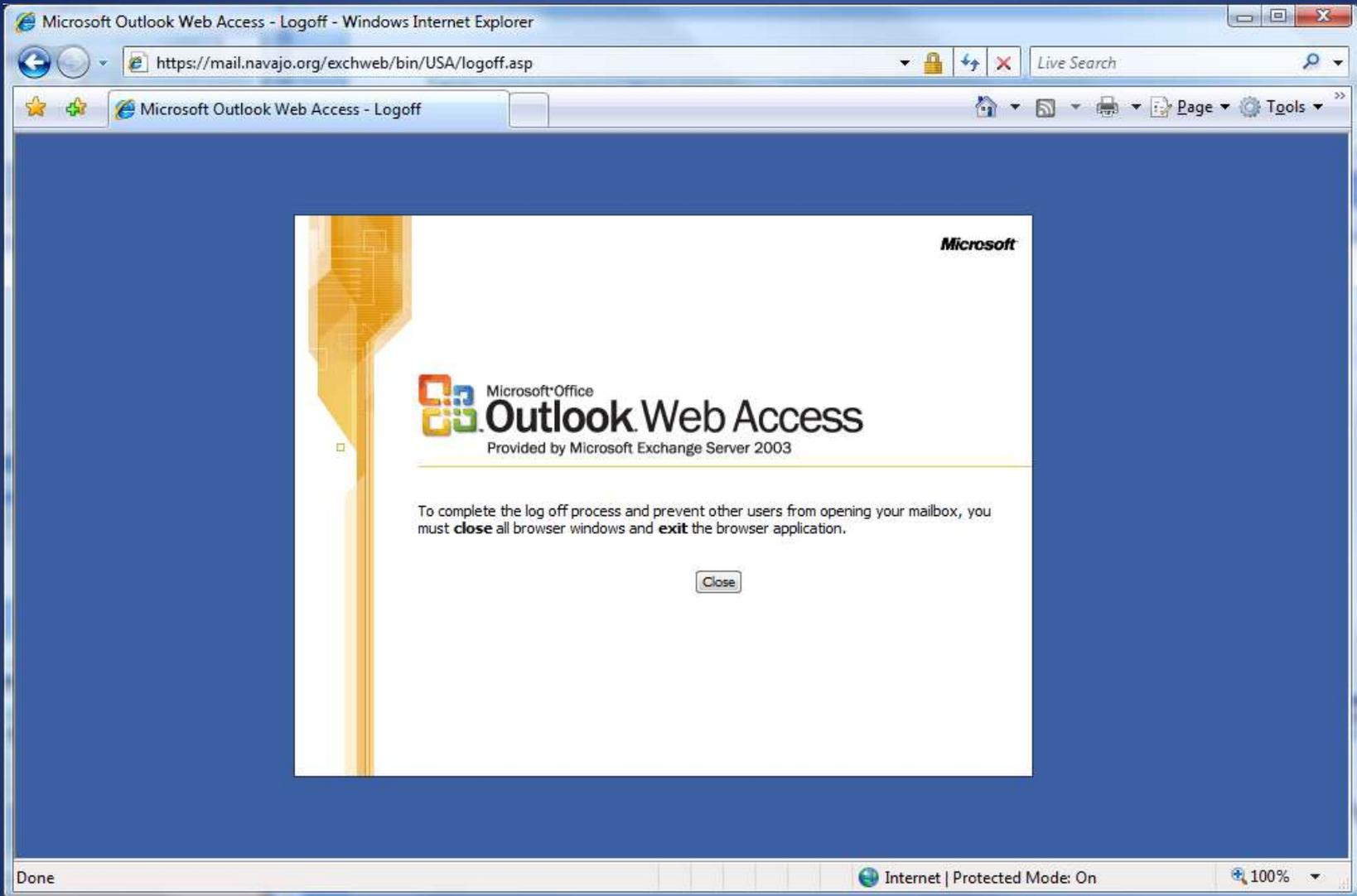
It is important to note that you must use the back and forward buttons to get to all of your mail. “Items” (upper right) shows you which email you are currently looking at.



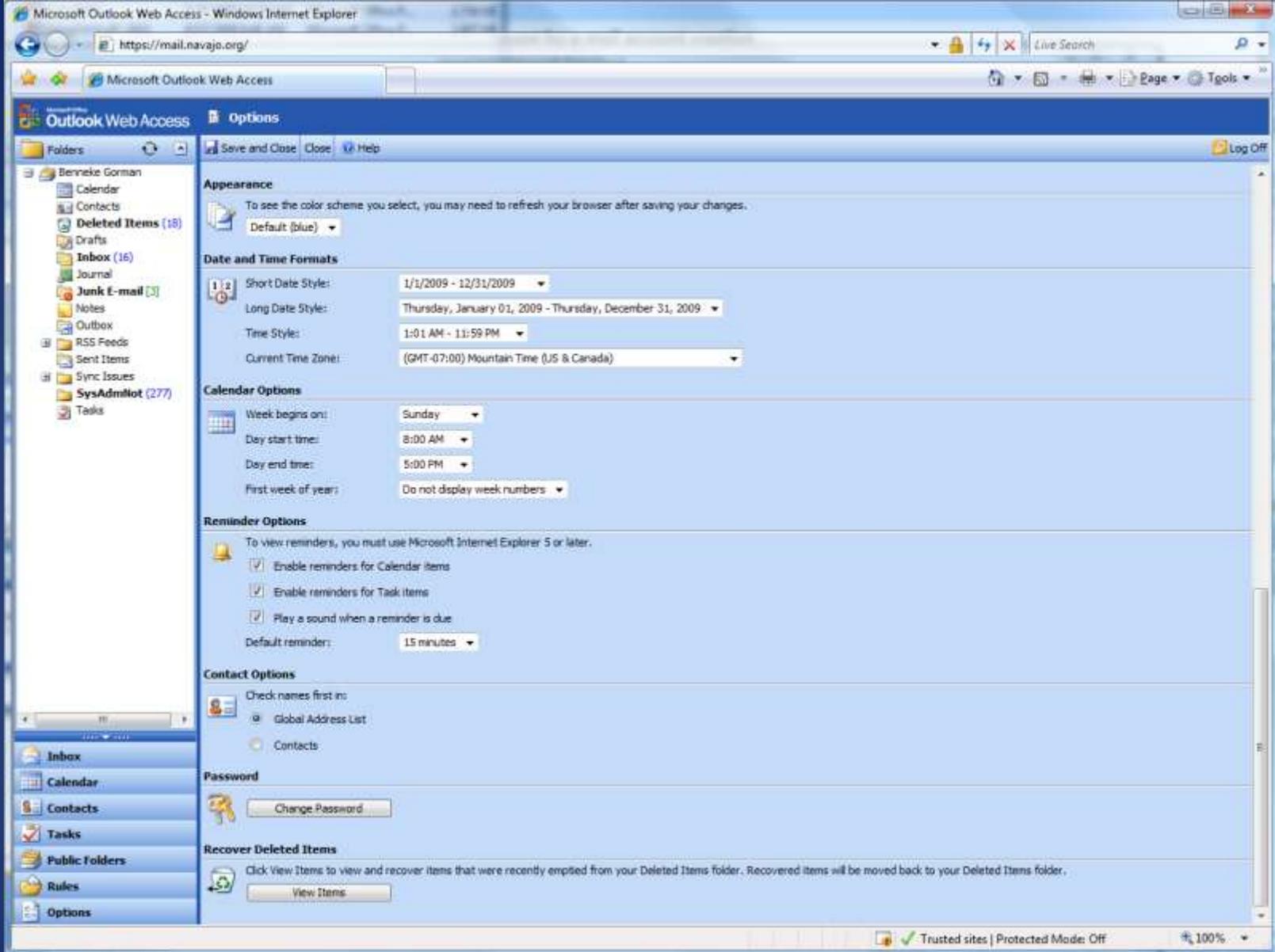
The help feature is a good way to get information if you have questions.



Be sure to log off Outlook Web Access when you are finished. This is especially important when using someone's computer.



Click the Close button.



Be sure to change your password once you have accessed OWA. To do this click on the Options button located on the left bottom panel of OWA, then scroll down on the right panel until you see the Change Password button.

The screenshot shows a web browser window with the address bar containing the URL <https://mail.navajo.org/?https://mail.navajo...>. The main content area displays the title "Internet Service Manager" in a large, bold, serif font, with the subtitle "for Internet Information Server 6.0" in a smaller font below it. The form consists of five input fields, each with a label to its left: "Domain" (containing "navajo"), "Account" (containing "bgorman"), "Old password" (empty), "New password" (empty), and "Confirm new password" (empty). At the bottom of the form are three buttons: "OK", "Cancel", and "Reset".

Click on the Change Password button and then type in your login username and password to access the Internet Service Manager. Type in your old password and new password that you want. Type in your new password again for confirmation and click OK. You will receive a window that tells you that your password has been successfully changed. Remember not to share your password with anyone and use a strong password

Remember not to share your password with anyone and use a strong password.

Strong Password characteristics are:

- Contain both upper and lower case characters (a-z, A-Z)
- Have digits and punctuation characters as well as letters (0-9, !@#\$%^&\*()\_+~-=\`{}[]:"'<>?.,./)
- Are at least eight alphanumeric characters long.

If you have questions you may contact me at:

