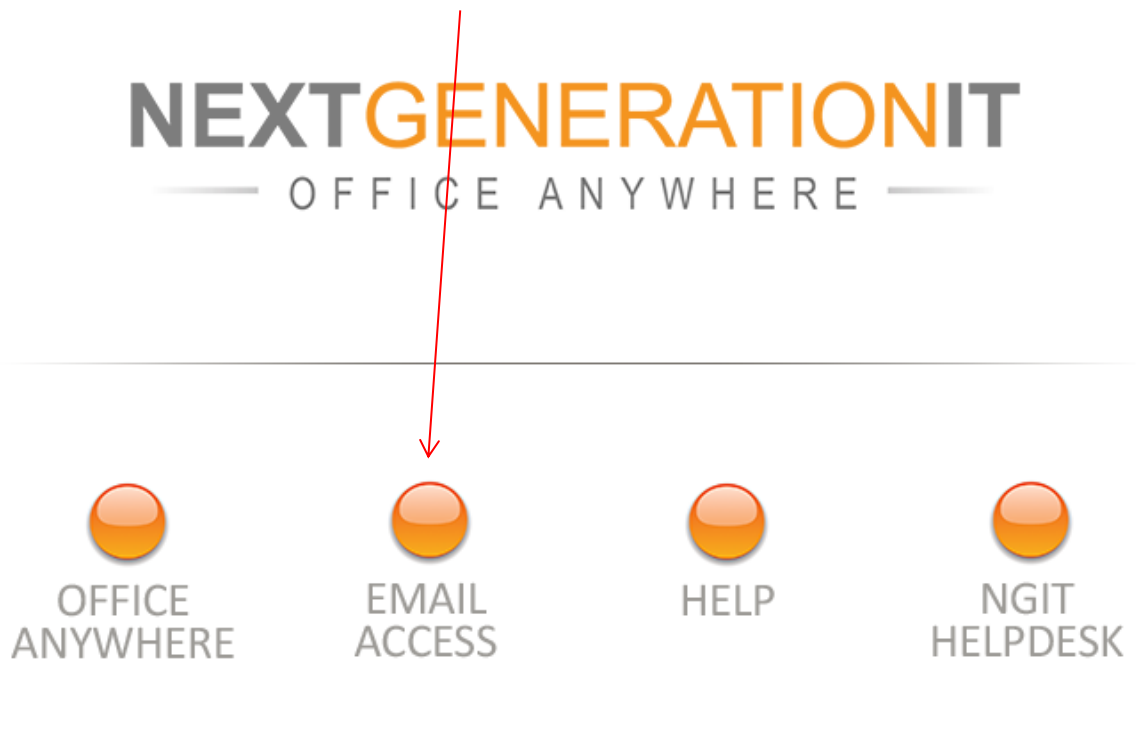


HOWTO Access your Office Anywhere Email Account using a Web Browser v2

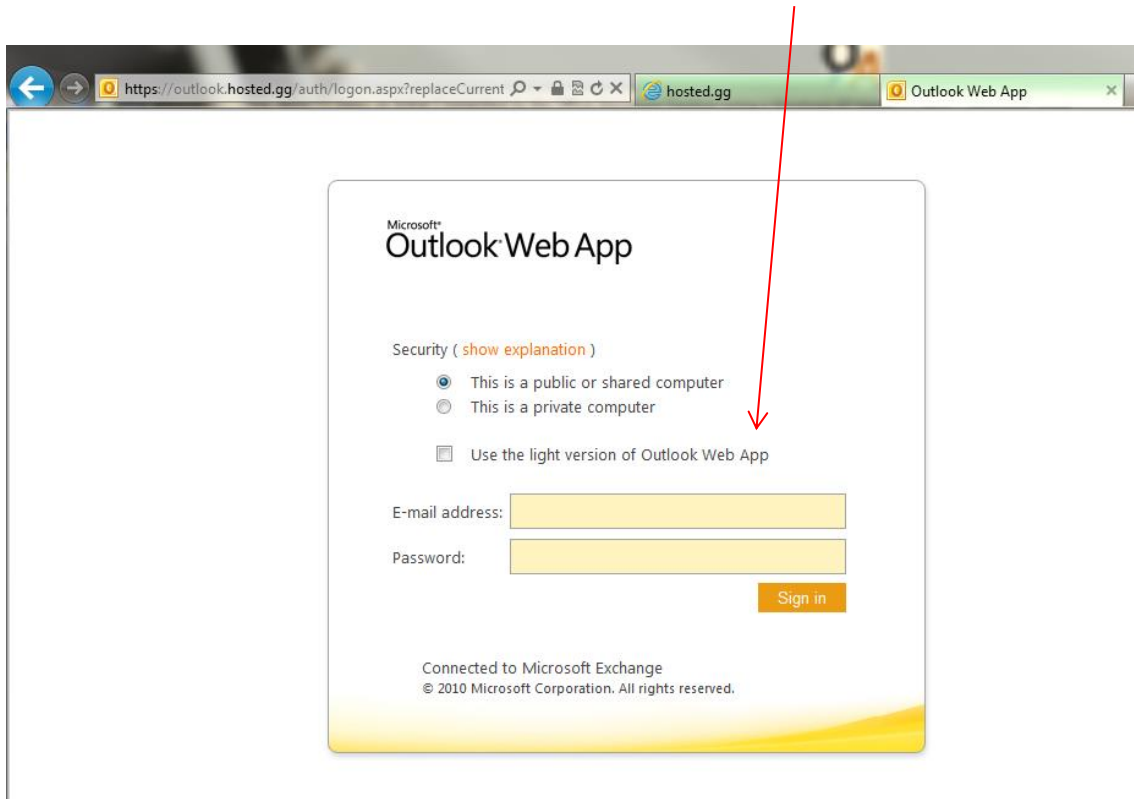
1. Using any recent Web Browser, browse to the Office Anywhere Portal:
<http://www.hosted.gg>

2. Click on the “Outlook Web Email” button (indicated below)

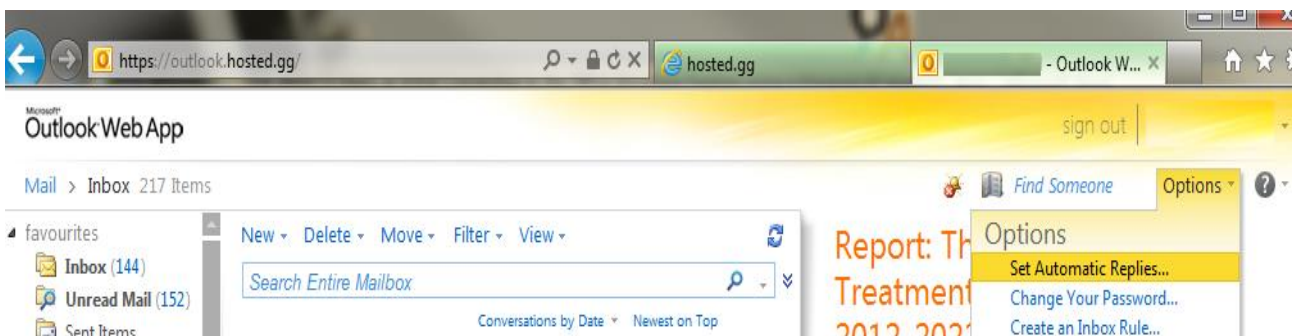


Next Generation IT Limited - Helpdesk Tel: 01481 750751
Email: helpdesk@ngit.co.uk

- This will take you to the following Login screen, put in your full email address as your Login name and then your password and click the “Sign in” button, this should log you into the Outlook Web Access portal, if not please check your login and password is correct (and check your caps lock and num lock keys are correctly set), if you do need assistance at this point please call the NGIT helpdesk on 01481 750751.



- Once logged in you will have full access to your Emails, from this portal you can also set your Out of Office message, change your password and various other functions by clicking on the “Options” button on the right hand side of your screen (as shown below):



5. Once you are finished using the Portal, to Logout, click the “sign out” option (in the top right hand corner of browser screen, indicated above) and then click the “Close Window” button in the screen that follows, this should log you off and close your browser window, from here make sure any remaining browser windows or tabs (if any) are fully closed to safely/fully exit the system.

PLEASE NOTE - SUPPORTED WEB BROWSERS: If possible always use a recent version of Microsoft Internet Explorer when accessing the Outlook Anywhere Portal for the best experience, should you use Apple Safari, Google Chrome or Mozilla Firefox browsers (or similar) you may find that the Outlook Anywhere portal reverts to a “lite” or basic layout look and feel, this basic interface has limited functionality compared to accessing via a Microsoft Web Browser.

PLEASE NOTE - SECURITY: If you are accessing this Outlook Anywhere Email Portal from a public or shared access Computer please ensure that you have fully logged out and closed down all screens/browser windows before leaving the Computer.