

## How to use Outlook Web Access

Connect your machine to the Internet and browse to Nunwood.com

On the Home page click on the 'Staff Login' link towards the top right of the page

You will be presented with the following window;



Click on the location specific link, dependant on which location is your 'home' location

You will then be prompted to authenticate, do this by entering your username and password as if you were logging onto your laptop in the office

You may need to enter the username in the following format 'NUNWOOD\username'

If you have a problem with the link please user the 'Access remote network' link and follow the instructions