

SECURE OAG WEBMAIL

Checking Office E-Mail via the Internet

Checking your Office E-Mail: (using the Internet, NOT the Outlook icon)

- Once connected to the internet
- Open Internet Explorer
- Type **https://webmail.oag.state.va.us** in the address field
- Press Enter or click Go
- A webpage will appear asking for username and password
- Enter your **User name** (usually your initials) and **Password**
- Click the **Log On** button or press Enter on your keyboard
- If this is your first time logging into Exchange 2007, you may be prompted to fill out your language and time zone information. Do so and click “OK”; you will not be prompted again.

When finished checking your email, you MUST Logoff

- Click the “Log Off” on the top right corner of your screen
- Click “Close Window”
- Click “Yes” if the box comes up asking, “Do you want to close this window?”

Sample Screenshot: (from Internet Explorer)

