



## E-Mail Access

Please remember that when you are sitting at your desk, Outlook is pulling e-mail from both inside the office (Exchange Server) and outside of the office (New-Emit). When you close Outlook and/or turn off your computer before you leave, or the power in the building goes out for any length of time, the Exchange Server does not pull down the outside e-mail so they can only be accessed by doing the following from any computer with internet access:

### To Access Outside E-mails

1. Open Internet Explorer
2. In the address block highlight the current address and press the delete button.
3. Type the following exactly as it appears, (do not put http or www before typing) [webmail.jedco.org](http://webmail.jedco.org) or use the following link <http://webmail.jedco.org>
4. Type in your username (the same username you use to log into your computer in the morning (first initial and last name)
5. Put in the network password you use at work (MP21D for evacuations)
6. Press the login button. You are now at the main screen.
7. Click on the word that says **mail** on the left side of the screen and your outside e-mail will appear on the right side of the screen.
8. When you are done click on **log out** and close Internet Explorer to erase your log in info when you are done.

You can now read, reply to or create new e-mails and unless you delete anything it will still all be pulled into your Outlook when you return to the office. If you do delete anything, you also need to click on **purge deleted** so it will be deleted permanently and not appear when you open your Outlook. This is important if you are away for a while and want to get rid of the junk mail before you return.

### To Access Inside E-mails (JEDCO Exchange Server)

When you access the JEDCO Exchange Server from outside the office you are looking at your Outlook as if you were sitting at your desk. The only difference is you are seeing it in Outlook 2003 instead of Outlook XP so it will look different. However you can access your Calendar, Contacts, Tasks and e-mail. If you are closing Outlook and turning off your computer when you leave (which you should be doing) you will not see any new e-mails from outside the office but only those from JEDCO employees. You will however see whatever was in Outlook before you closed it down. When you are in this mode you can create e-mails to anyone but the only ones that will be sent are those to employees. E-mails created for people outside of JEDCO will not be sent until you return to your desk, open up your Outlook and press the **send/receive** button.

1. Open up Internet Explorer
2. In the address block highlight the current address and press the delete button.
3. Type the following exactly as it appears, (do not put http or www before typing) [remote.jedco.org](http://remote.jedco.org) or use the following link <http://remote.jedco.org> A pop up screen will Security Alert will come up, just press the **yes** button.
4. Type in your username and password (the same username you use to log into your computer in the morning (first initial and last name) and the network password you use at work.

You are now in Outlook. When you are done press the log off button on the right upper side of the screen and close Internet Explorer.