How to login to OWA (Outlook Web Access)

- Go to https://exchange.monmouth.edu

- Type your domain and user name in the **Domain\user name field** as shown below. Enter your domain password

- Note: For all Administrators and staff your domain name is **monmouth0**. For all Faculty and adjuncts your domain is **hawkdom2**.

- Click Log ON

Time-out values set here

"Public has a 15 minute idle time before logging off.

“Private” will log you off after 24 hours of inactivity.

- The type of browser you have will determine the available **Client** options.
- The Premium client is not available to users with non-Internet Explorer browsers.
- If you are an Internet Explorer user, under **Client**, choose **Premium**.
- Choose **Basic** for better performance if you are using a dialup connection.
- For an explanation of the Basic and Premium clients, see the next question of this FAQ.
- Under **Security**, choose **Public** if you're on a campus computer or if someone else may have quick access to the computer.
- Choose **Private** if you're the only person with access to the computer. If you have additional questions about the Client or Security sections before you log on, click the **'what's this?'** link.
- Click **Log On**.