

To access UAPB's Faculty/Staff Exchange email via Outlook Web Access:

Enter the following address on the Address line of your browser or you might try clicking this link:

<https://webmail.uapb.edu/owa>

You should see the **Outlook Web Access** site...

In the **Domain\username** line you will type the following:

uapbdn\username (Example: uapbdn\doej)

"uapbdn" is the Faculty/Staff E-mail Domain name username is your current UAPB assigned user name (same one used to log into your campus PC)

Note: The slash "/" is required.

Then enter your password into the box provided... Your initial password is **Password1 (THE PASSWORD IS CASE SENSITIVE)**

You should **NOT** change the settings under Security unless you are at home or using a University supplied laptop or tablet PC. This setting should **ALWAYS** be set to Public or shared computer (default setting).