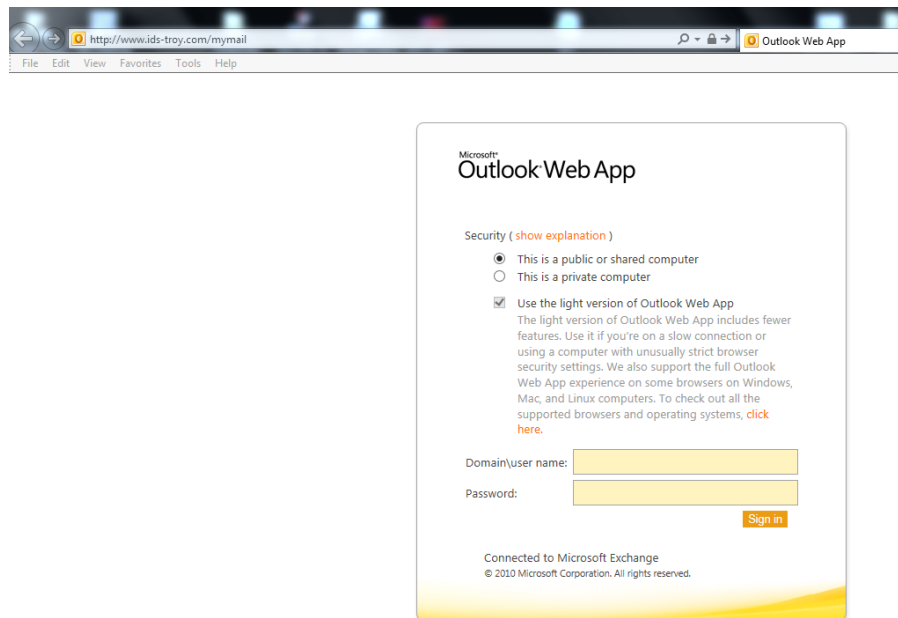


To access your company email please go to the following webpage:

<https://is.ids-troy.com/owa>

You will see the following login screen.



Always select "This is a public or shared computer" if multiple people use that machine.

Most modern web browsers only allow you to use the "light version" of Outlook Web Access so most will not be able to change that setting.

To login in, enter your IDS username and password as shown in the picture below. Note you must type "ids\" in front of your user name.

Microsoft

Outlook Web App

Security ([show explanation](#))

☒ This is a public or shared computer
☐ This is a private computer

☒ Use the light version of Outlook Web App

The light version of Outlook Web App includes fewer features. Use it if you're on a slow connection or using a computer with unusually strict browser security settings. We also support the full Outlook Web App experience on some browsers on Windows, Mac, and Linux computers. To check out all the supported browsers and operating systems, [click here](#).

Domain\user name:

Password:

Sign in

Connected to Microsoft Exchange

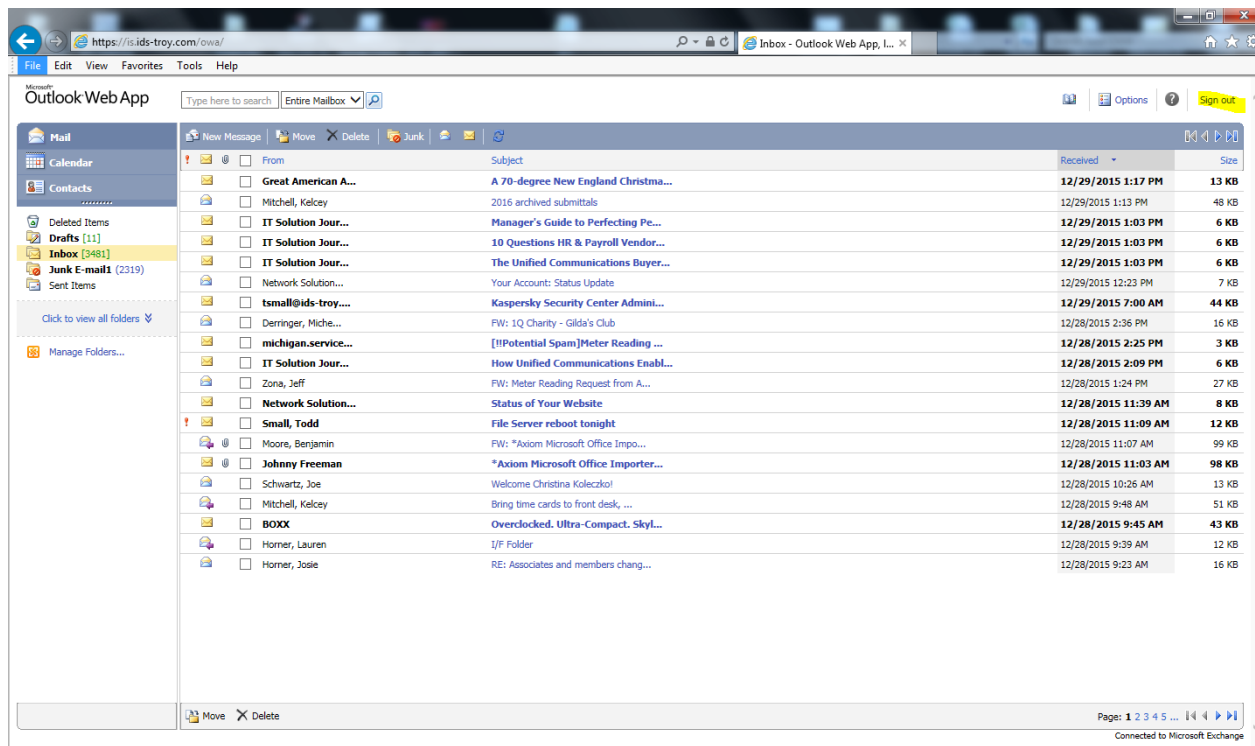
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Once logged in you will see your inbox.

The screenshot shows the Outlook Web App interface in a web browser. The left sidebar contains navigation links for Mail, Calendar, and Contacts. The main area displays a list of emails with columns for From, Subject, Received, and Size. The 'Inbox' folder is selected, showing 3481 items. The email list includes various messages from different senders, such as 'Great American A...', 'Mitchell, Kelcey', 'IT Solution Jour...', 'Network Solution...', 'tsmall@ids-troy...', 'Derringer, Miche...', 'michigan.service...', 'Zona, Jeff', 'Network Solution...', 'Small, Todd', 'Moore, Benjamin', 'Johnny Freeman', 'Schwartz, Joe', 'Mitchell, Kelcey', 'BOXX', 'Homer, Lauren', and 'Homer, Josie'. The bottom status bar indicates 'Connected to Microsoft Exchange'.

From	Subject	Received	Size
Great American A...	A 70-degree New England Christma...	12/29/2015 1:17 PM	13 KB
Mitchell, Kelcey	2016 archived submittals	12/29/2015 1:13 PM	48 KB
IT Solution Jour...	Manager's Guide to Perfecting Pe...	12/29/2015 1:03 PM	6 KB
IT Solution Jour...	10 Questions HR & Payroll Vendor...	12/29/2015 1:03 PM	6 KB
IT Solution Jour...	The Unified Communications Buyer...	12/29/2015 1:03 PM	6 KB
Network Solution...	Your Account: Status Update	12/29/2015 12:23 PM	7 KB
tsmall@ids-troy...	Kaspersky Security Center Admini...	12/29/2015 7:00 AM	44 KB
Derringer, Miche...	FW: 1Q Charity - Gilda's Club	12/28/2015 2:36 PM	16 KB
michigan.service...	[!Potential Spam]Meter Reading ...	12/28/2015 2:25 PM	3 KB
IT Solution Jour...	How Unified Communications Enabl...	12/28/2015 2:09 PM	6 KB
Zona, Jeff	FW: Meter Reading Request from A...	12/28/2015 1:24 PM	27 KB
Network Solution...	Status of Your Website	12/28/2015 11:39 AM	8 KB
Small, Todd	File Server reboot tonight	12/28/2015 11:09 AM	12 KB
Moore, Benjamin	FW: *Axiom Microsoft Office Impo...	12/28/2015 11:07 AM	99 KB
Johnny Freeman	*Axiom Microsoft Office Importer...	12/28/2015 11:03 AM	98 KB
Schwartz, Joe	Welcome Christina Koleczko!	12/28/2015 10:26 AM	13 KB
Mitchell, Kelcey	Bring time cards to front desk, ...	12/28/2015 9:48 AM	51 KB
BOXX	Overclocked. Ultra-Compact. Skyl...	12/28/2015 9:45 AM	43 KB
Homer, Lauren	I/F Folder	12/28/2015 9:39 AM	12 KB
Homer, Josie	RE: Associates and members chang...	12/28/2015 9:23 AM	16 KB

Important Note: Always click the 'Sign Out' button when you are done accessing your IDS email. This disconnects your computer from the IDS network (for security purposes).



You have successfully signed out when you see the following screen.

