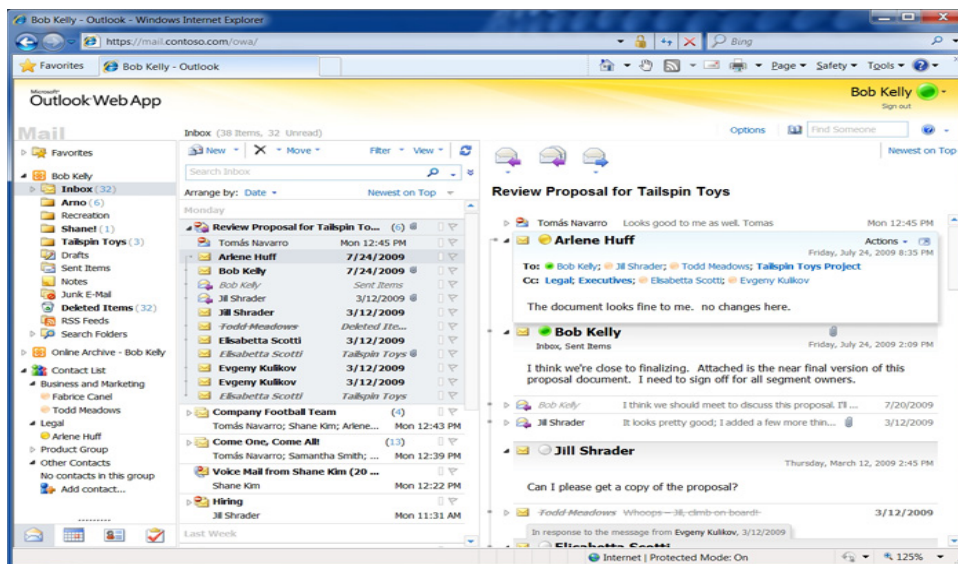


## How to access Outlook/email via the web:

1. Go to: <https://mailserver.cvwd.org>
  - a. The following window will appear (see below)



- b. Enter your CVWD log-in information as displayed in the image (the same information you use to log in to your desktop PC)
    - i. If you do not know your credentials, please contact the Help Desk
  - c. Please do not save the password if prompted
  - d. Click “Sign in”
2. If you are able to login successfully, the following window will appear. **Use email as usual.**



Please note, for some users, the interface can be slightly different (blue colors). Also, you may get redirected to a newer server (e.g. mailserver3, mailserver4 etc.), that’s okay. **The steps are the same.**

Please email [helpdesk@cvwd.org](mailto:helpdesk@cvwd.org) if you have any questions. You can also call 760-398-2661. Leave a voicemail with a call back number if we are not able to answer immediately.