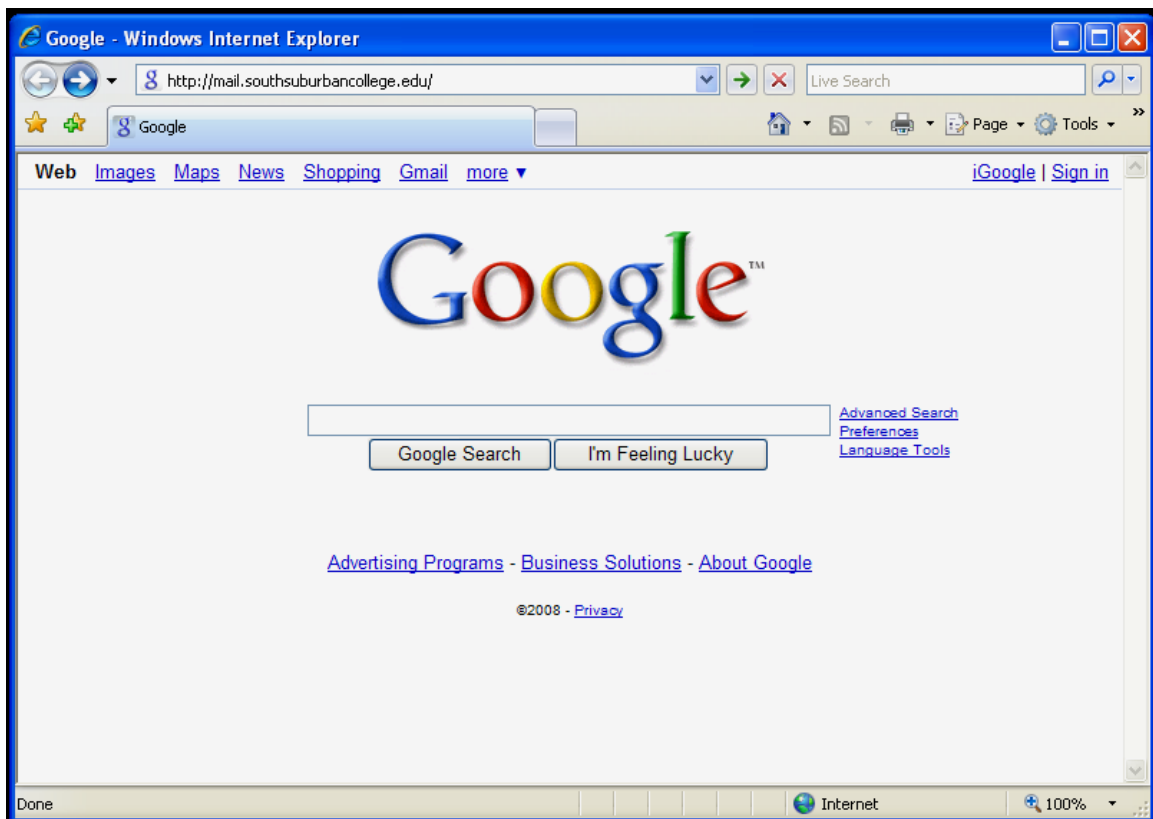
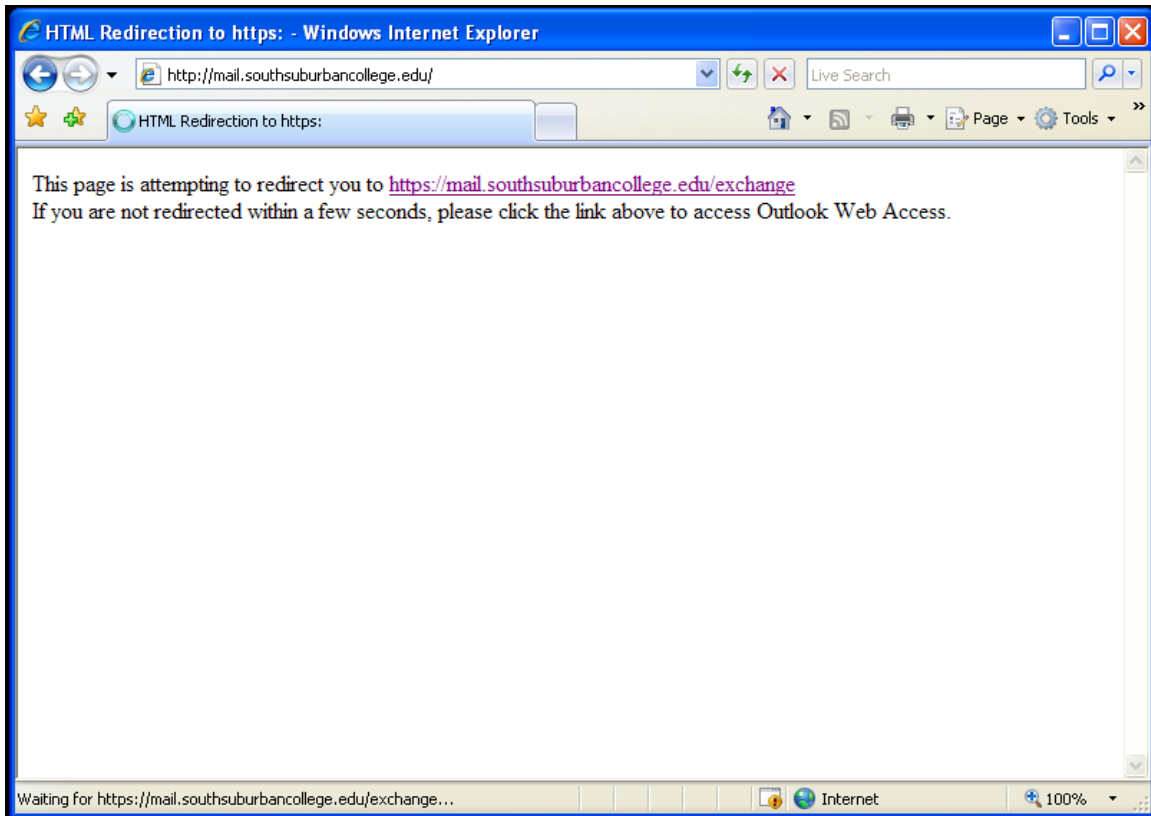


ACCESSING WEBMAIL REMOTELY

1. Type <http://mail.southsuburbancollege.edu> in browser



2. If the logon box does not appear within 15 seconds, click the link
<https://mail.southsuburbancollege.edu/exchange>



When accessing Webmail off campus you will still receive the certificate error message.

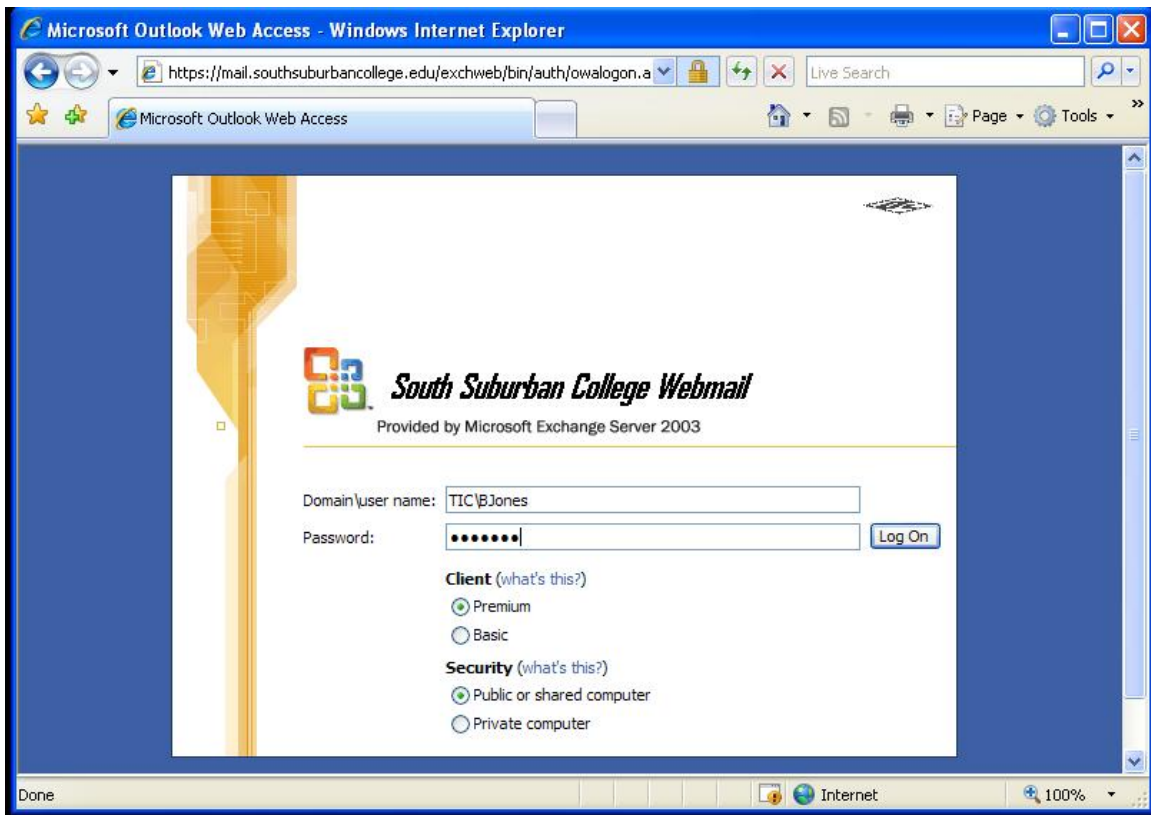
Select **Continue to this Website**

Follow the rest of the instructions listed below.

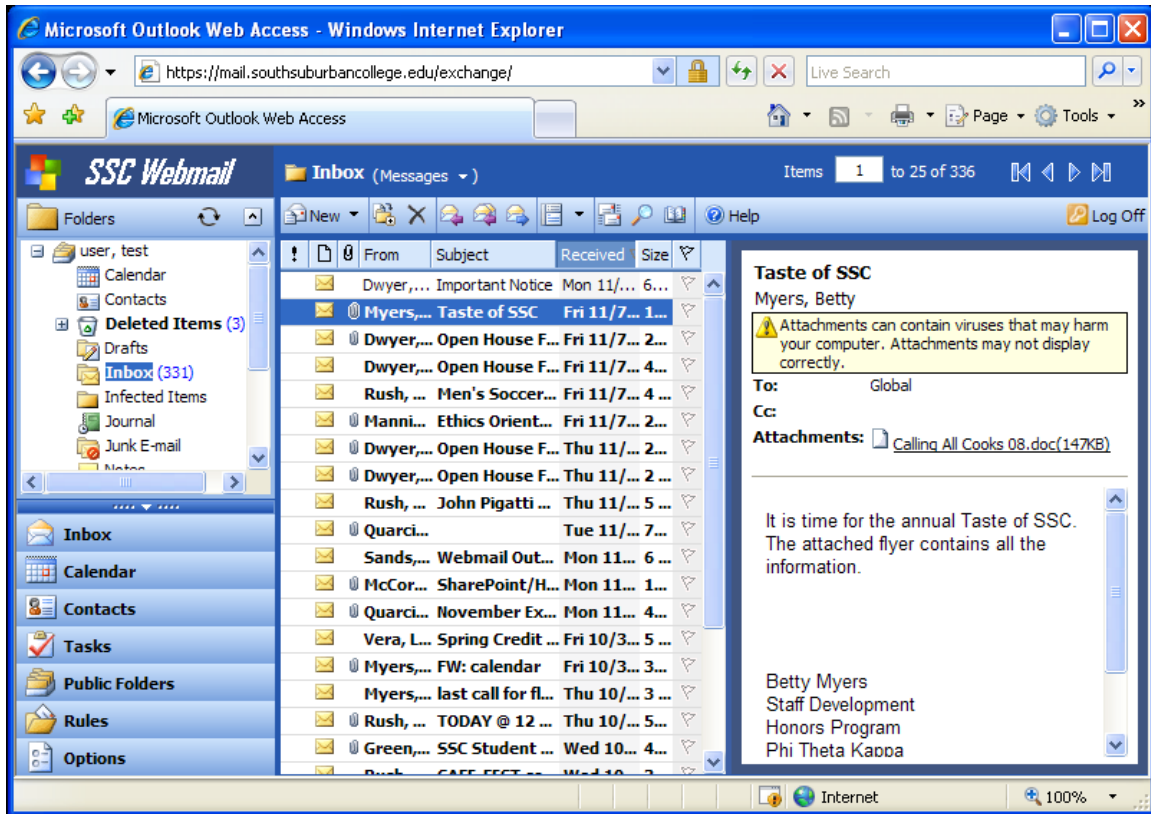
Once you are logged in find the email that was sent from **DSands** called **New Mail Server Certificate**. Open the attachment and follow the instructions in the email.

The certificate needs to be installed on each computer that is used to access email remotely.

3. Type your domain, backslash, username in the **Domain\user name** box. If you work at the Main campus your domain is TIC. If you work at the UCC campus your domain is UCC. Example: TIC\BJones. Type your network password in the **Password** box. Keep the default settings for **Client & Security**. Click **Log On**.



4. Outlook Web Access Inbox will appear. When finished using Webmail, click the **Log Off** icon located top right, above the email reading pane.



5. After you have logged off, the log on screen will appear, allowing you to log on to Webmail again if needed.

