Accessing VWHS Outlook from the Web

1. Go to https://vwhs.org
   a. Scroll to the bottom of the page
   b. In the footer menu, click on Employee Resources
   c. Under the Network Access Links, click on Employee Mail

2. Login to the Outlook Web App:
   a. VW\Valley-Wide User name
   b. Password
   c. Click Sign in
   d. You may be presented with a second login screen, enter the same information and login again.
3. You can now access your Valley-Wide email and calendar
4. Click Log Off (top right) and close your web browser when you are finished to ensure the session is not left open

If you are having problems logging in, please check the following:
1. Is your caps lock on?
2. Is your number lock on? If you have numbers in your password and are using the 10-key pad you will need to have this on.
3. Are you putting VW\ in front of your username?