



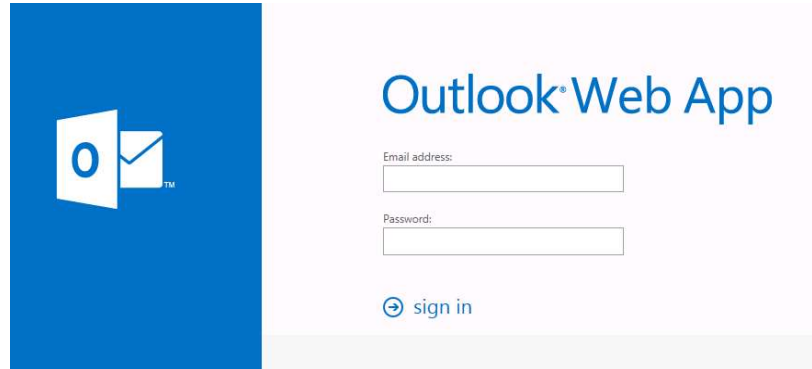
**THANK YOU to all everyone who has filled out the employee survey so far...the Court received 450+ responses in the first 24 hours!**

The Court is currently reviewing options and exploring possibilities for when and how we might begin to resume more public court services as “stay at home” and business closures are modified or lifted. Our focus is on workplace and personal safety and the new reality of social distancing. The changes to everyday life as a result of this pandemic will likely require ongoing changes to how we do business. We are asking for employee input and feedback to help us explore these possibilities – but please note that the options contemplated in the survey are just ideas and nothing has been determined. There is no guarantee the Court would ultimately decide (or be able) to implement the ideas.

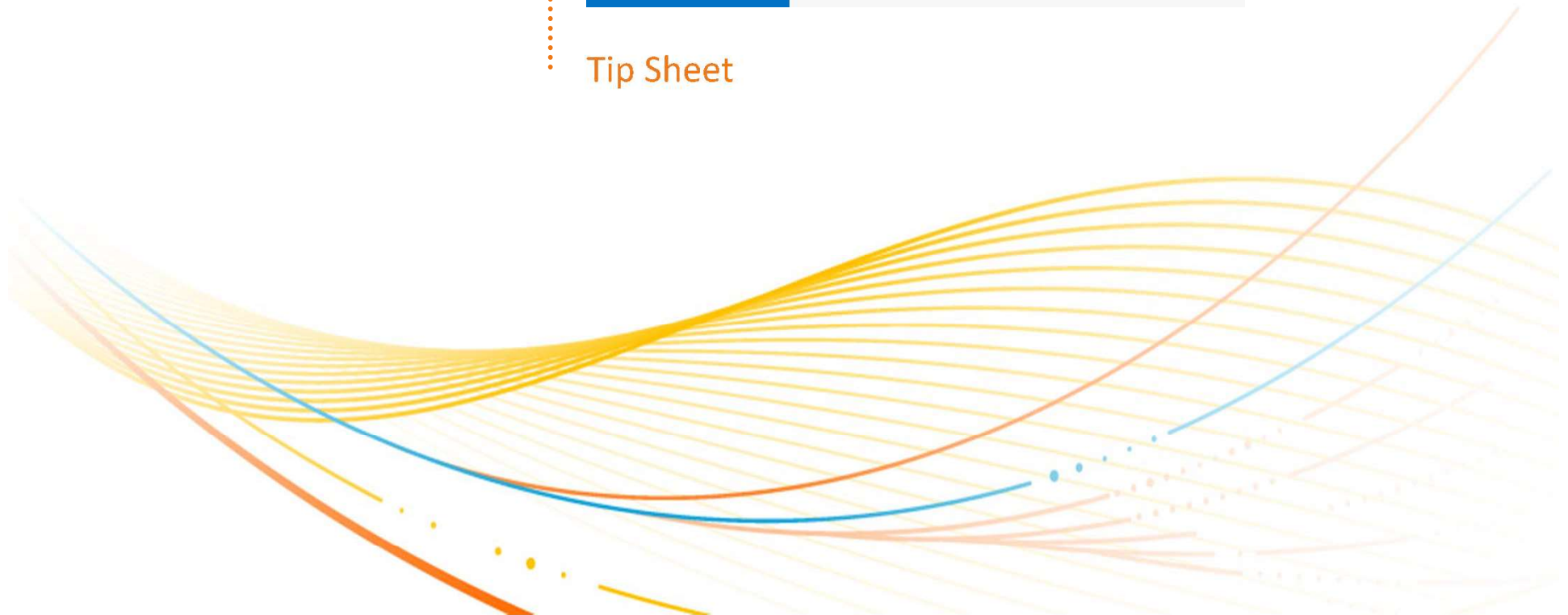
*Please access your Court email to take the survey by April 22, 2020*

**Following is a tip sheet on how to access your Court email from home/on the web.**

Thank you for your help!



Tip Sheet



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## Conditions of E-mail Use



- *The following conditions apply to the access and use of the Court's E-mail system from computers at off-site locations, such as the employee's home:*
- *All of the provisions of the Court's Electronic Communications Policy apply to any access and use of the Court's E-mail system, including use via off-site computers.*
- *Access and use of the Court's E-mail system from the employee's home or other off-site location is the same as using the system at work in the sense that messages and documents are transmitted using the Court's network and will show your court E-mail address.*
- *Transmittal of E-mail that is inappropriate or offensive in nature is prohibited in accordance with the Court's Electronic Communications Policy.*
- *Access and use of the Court's E-mail system from the employee's home or other off-site location during non-work hours, including leaves of absence, is voluntary and not considered regular paid work time or overtime unless it is pre-authorized in writing by the employee's supervisor and manager as assigned work.*
- *This access is provided as a convenience and should not be construed as a work assignment.*

## What is Outlook Web App?



- *Outlook Web App (OWA) is used to access your Court E-mail, Calendar, Contacts, Tasks and other mailbox content via the web using any computer or device with internet access*
- *OWA will work with any web browser (Internet Explorer, Chrome, Firefox, etc.)*
- *OWA requires an internet connection to function*
- *For additional information on OWA functions, use the following link: [help.outlook.com](http://help.outlook.com)*



## How to Login to Outlook Web App

- This tip sheet will provide you with step-by-step instructions on how to access and login to Outlook Web App (OWA):

### Step 1:

- In the Address Bar of your web browser type:

<https://outlook.com/sdcourt.ca.gov>

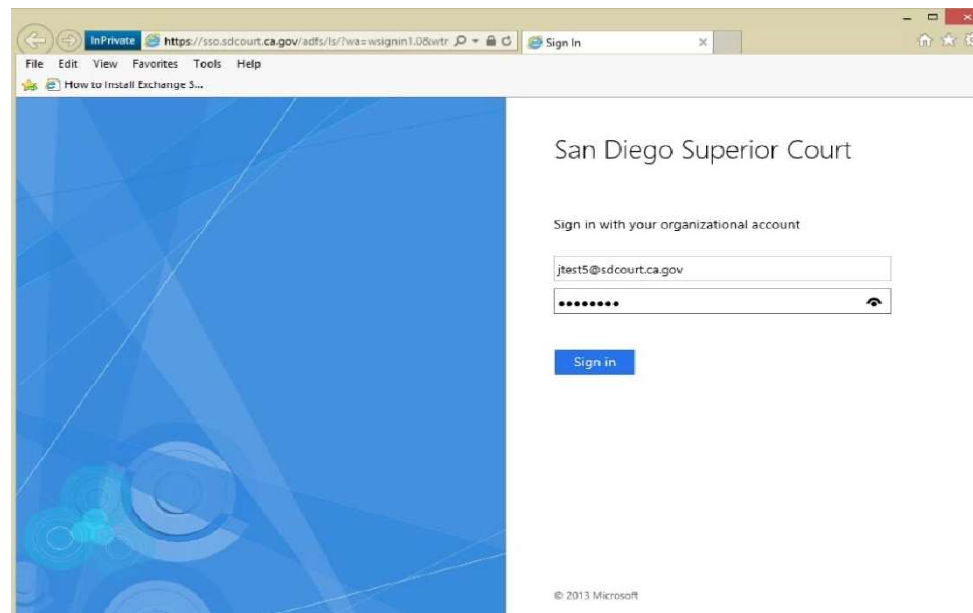




## How to Login to Outlook Web (continued)

### Step 2: Login

- a) Type your: Login ID@sdcourt.ca.gov  
For example: John Smith = Jsmith@sdcourt.ca.gov **not** john.smith@sdcourt.ca.gov
- b) Type in your Password: *Same as the one you use to login to your work computer*
- c) Click on Sign in

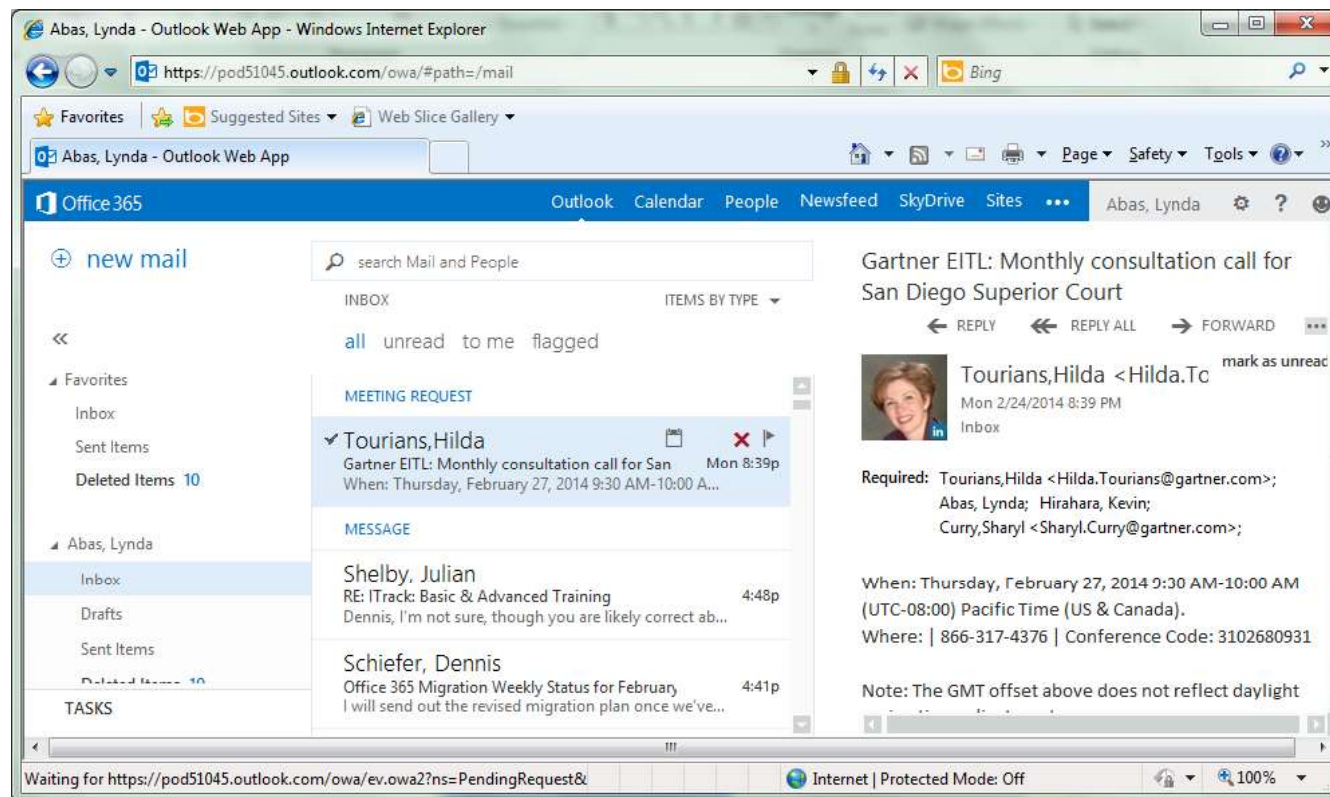




## How to Login to Outlook Web (continued)

### Step 3:

- If you see your mailbox, you have successfully logged in to OWA



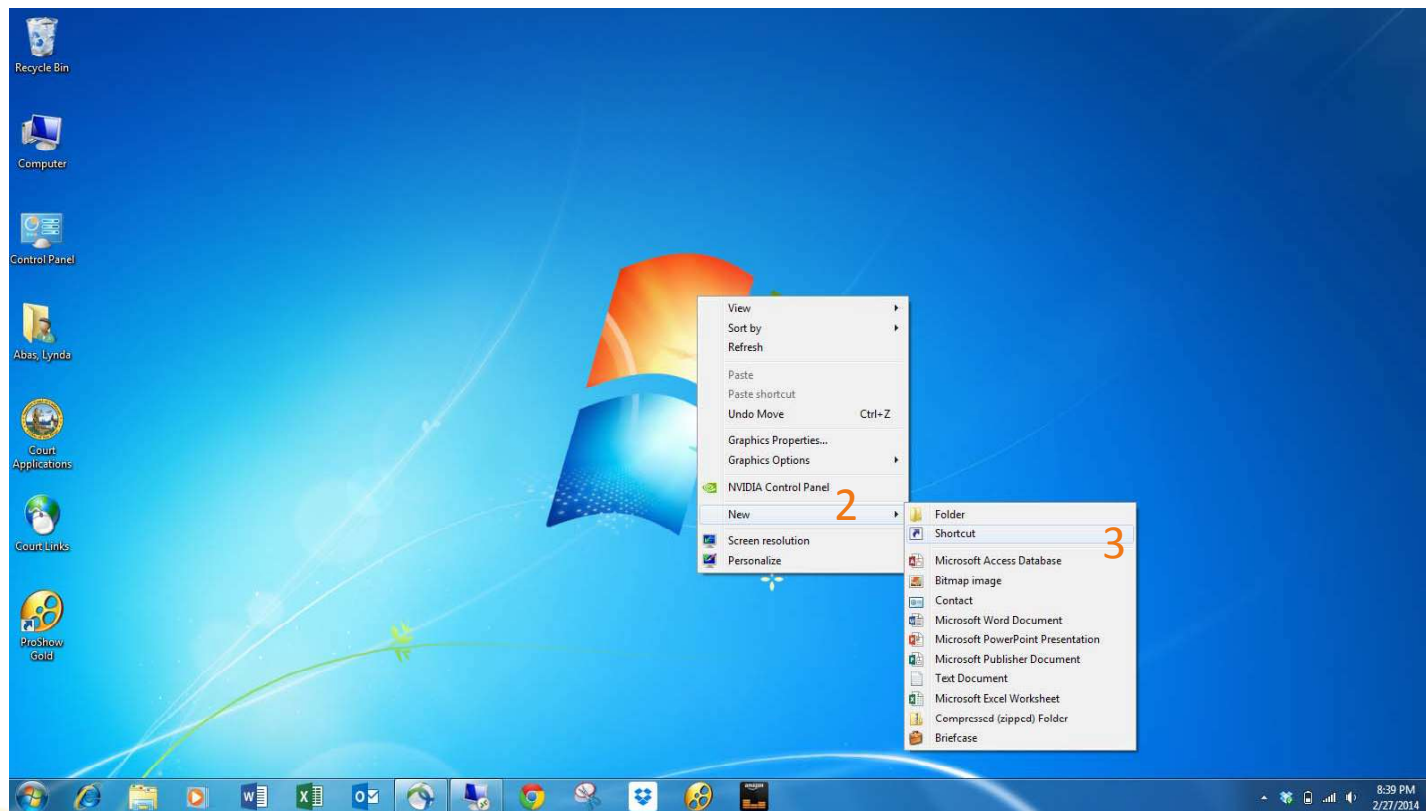


# How to Create a Desktop Shortcut to OWA

Follow the steps below to create a shortcut on your desktop to OWA:

## Step 1:

1. Using your mouse, right click on your desktop
2. Select New
3. Click on Shortcut

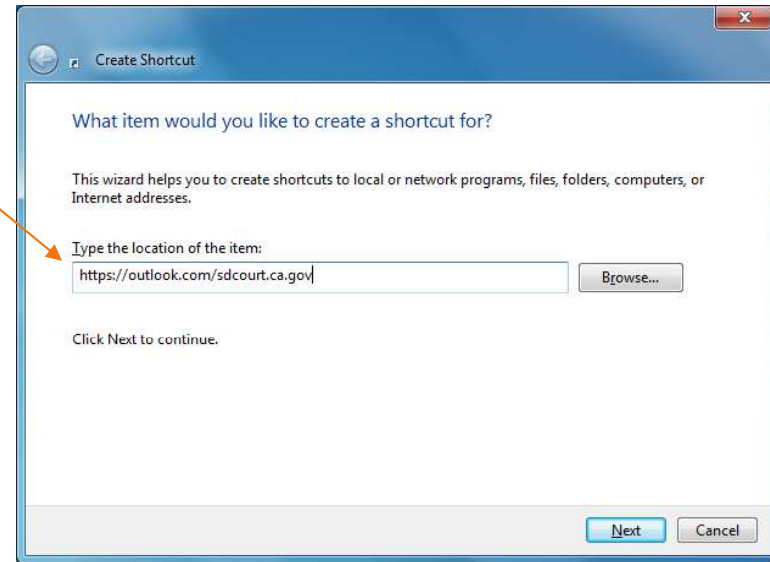


# How to Create a Desktop Shortcut to OWA (continued)



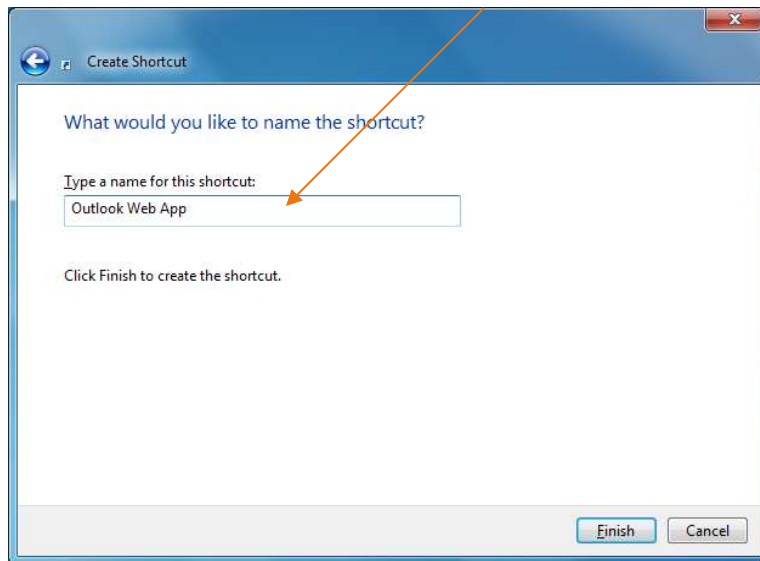
## Step 2:

Type: <https://outlook.com/sdcourt.ca.gov>



## Step 3:

Type: Outlook Web App



## Step 4:

Your shortcut will look like this:

