Quick Reference: How To Check Your E-Mail On The Internet.

The following steps will help you use Outlook via the Internet. Please fully read all instructions. If you have any problems or questions please e-mail the help desk at <u>helpdesk@ci.commerce.ca.us</u> or call extension 2243.

- 1. Start Microsoft Internet Explorer
- 2. On the Address type: https://cocemail.org



4. On the **User name**: field type your full e-mail address. For example for John Smith it would be either be

johns@ci.commerce.ca.us. The password is the one you used to log on to your workstation.

ſ	Connect to sxchange0	1.ci.commerce.ca.us
		GA
	Connecting to sxchang	ge01.ci.commerce.ca.us.
	User name:	🖸 johns@ci.commerce.ca.us 🔻
	Password:	
	[Remember my password
		OK Cancel

3. Once you hit the Enter key you will get the following: Click on "Continue to this website":

	Certificate Error: Navigation Blocked https://sxchange01.ci.commerce.ca.us/owa/	
There is a problem with this website's security certificate.		
	The security certificate presented by this website was issued for a different website's address.	
	Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.	
	We recommend that you close this webpage and do not continue to this website.	
	Click here to close this webpage.	
	Continue to this website (not recommended).	
	More information	

Click on "Continue to this website":

5. Do not change the options. For security reasons leave the **Security** option as "Public or shared computer". Click on the **Log On** button after you have entered your password.

6. When you are done please log-off by clicking on "Log Off" button located on the top right hand side.

