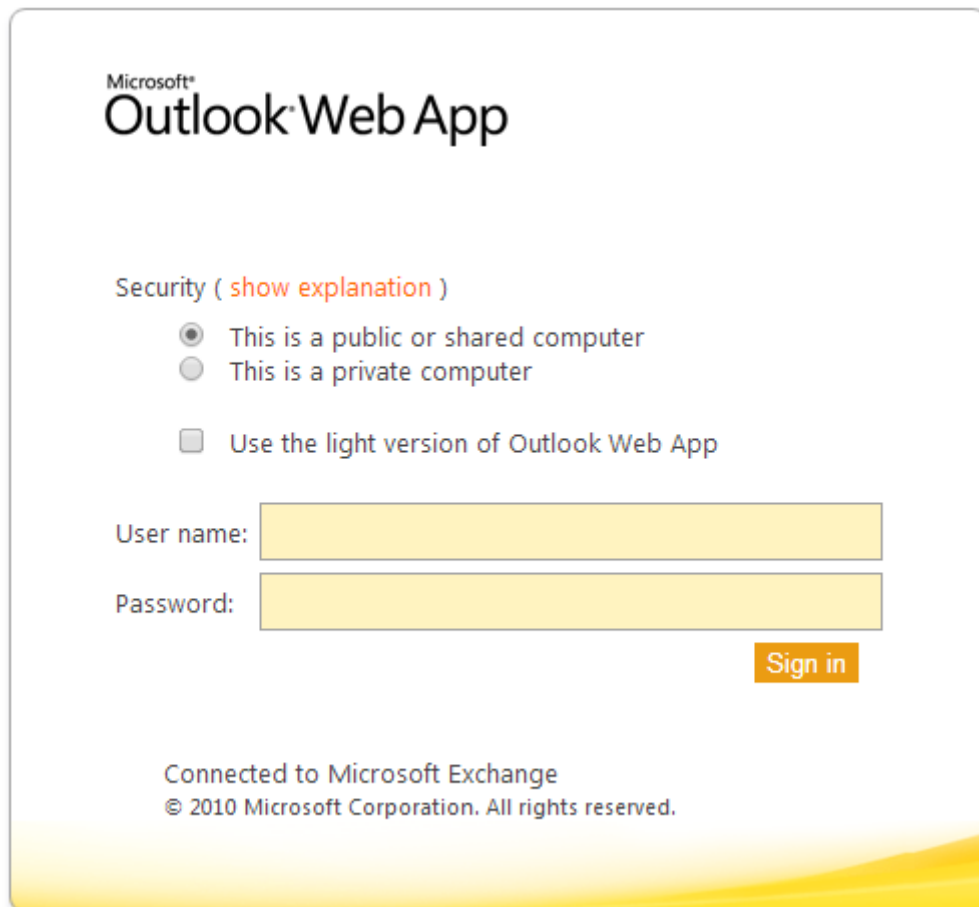


SIG EXTERNAL WEBMAIL ACCESS

To access your SIG emails while overseas or using while some other computers other than the one you use every day at your office please do the following;

1. Open up any browser such as internet explorer or google chrome and type or copy and paste any of the three following addresses below on the browsers address bar:
 - i. <https://mailserver.mof.gov.sb/owa>
 - ii. <https://mail.sig.gov.sb/owa>
 - iii. <https://vpn.sig.gov.sb/owa>
2. Your Outlook Web App will be displayed as per below;



The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft® Outlook® Web App". Below this, there is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the security options are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is an orange "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

2. Enter your username and Password as on the respective spaces above and click the **sign in** button. Your username and passwords are same as the ones you use to log into your SIG computer every day. For instance if your name is Mary Jane it should be mjane etc
3. Should you have any problems logging in to your webmail, please email IT@sig.gov.sb using your private email or call ICT Support Unit on 24580, 27667 or 27668

3. TO CHANGE PASSWORD FOR YOUR SIG WEBMAIL

If you want to change your password to something else that you are familiar with or you are being prompted that your password is about to expire.

- i. Click on ***Options*** on the top left hand side of Outlook Web Access. See below
- ii. Go to ***Change your Password***



- iii. You will need to put in your old (current) password once, and your new password twice as per below;



Mail



Calendar



General



Sent Items



Regional



Password

Change Password

Enter your current password, type a new password, and then type it again to confirm it.

After saving, you might need to re-enter your user name and password and sign in again. You'll be notified when your password has been changed successfully.

Domain\user name: MOE\mampitu

Current password:

New password:

Confirm new password:



Save

- iv. Then click on **Save** to commit/save the new password and make sure to remember it. If you forget please once again contact your ICT Support Unit.