



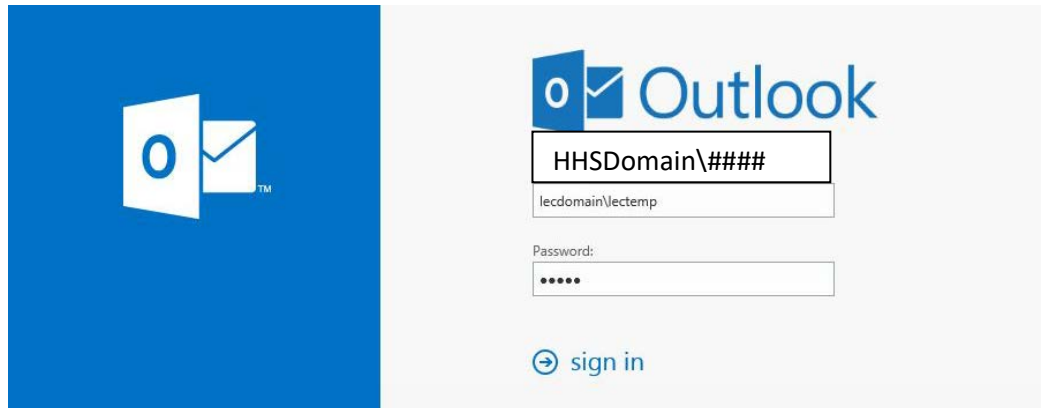
Accessing Outlook Web Access (OWA) for HHS Users

Tags: [e-mail](#), [WebAccess](#), [Windows](#)

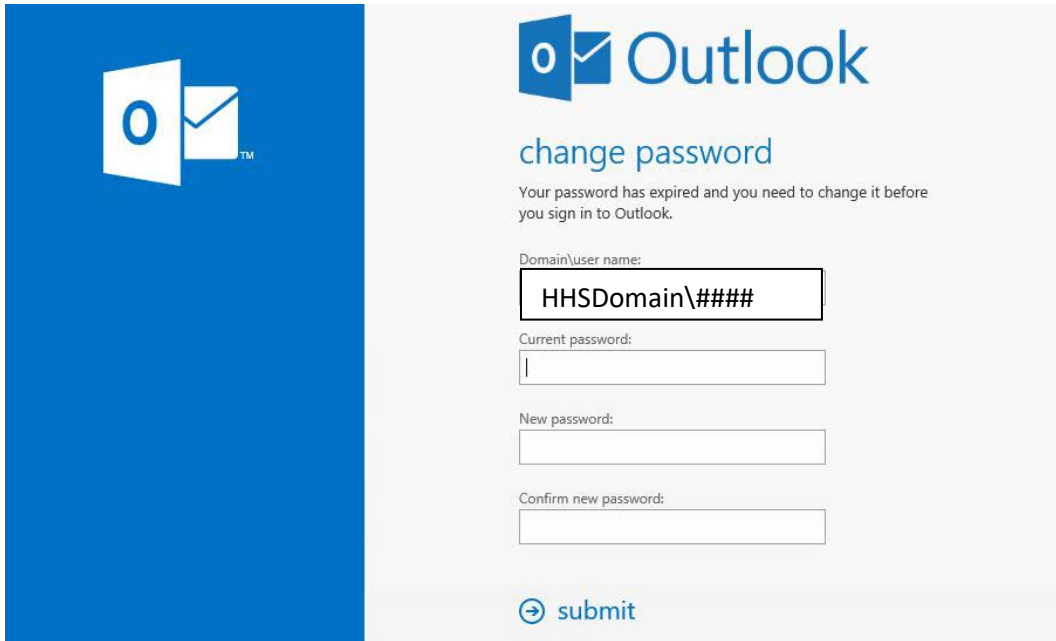
If you use the **internet** to access your email, these instructions are for you. If you use Outlook on your desktop, instructions will be coming.

To Access your **NEW** mailbox for the 1st time:

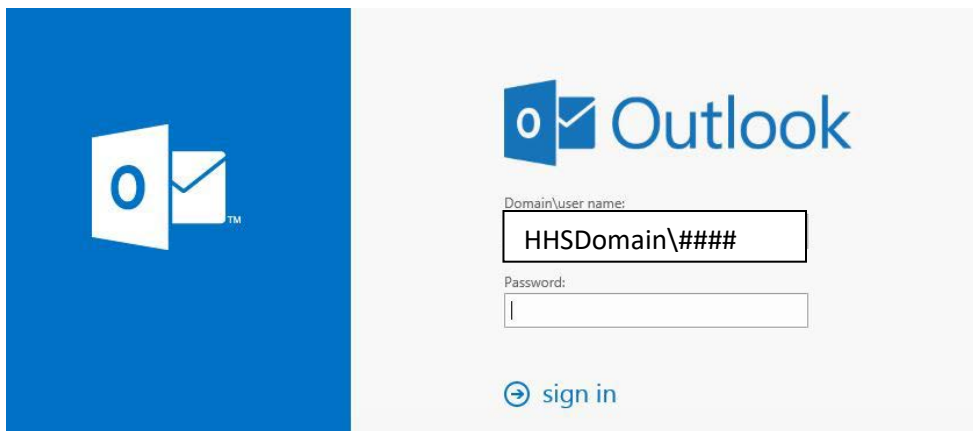
1. On **Friday** September 7th in the afternoon, when the switch is made to the new email server, access Outlook Web Access as you always did (same link). <https://mail.kcmn.us/owa>
2. Enter your NEW username: **hhsdomain\XXXX** (where the x's are your employee number) and the password used to log into your PC
3. Click Sign in (The password should be the same as the password to log onto your PC. If this does not work, please call 2055 and we can reset it for you).



4. Change Password if needed. Enter the current password again and then setup your new password, then click submit. Hint – new passwords need to be 6 characters long or longer.



5. Click OK
6. Login again, using your new password.



To check the status of the upgrade please visit <http://www2.kcmn.us/IT/email.html>

To view data prior to Noon on 9/7/18, please visit <https://oldmail.kcmn.us/owa>
Use your KANDI\#### logon and password

Revised 9/8/18