

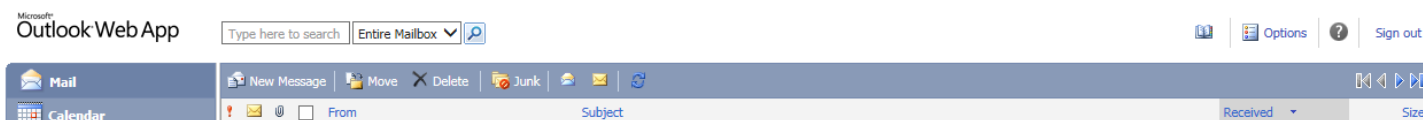
How-To for Correcting UA OWA Webmail in Internet Explorer:

NOTE: Unfortunately, Google has a permanent change in their browser. What does that mean for you? Essentially: Google Chrome will no longer work properly with Microsoft's Outlook Web Access. This goes for businesses and schools all over the world.

At this time, the I.T. Department is asking that all staff who use Outlook Web Access switch to using Internet Explorer for e-mail. Please see the attachment on how to ensure your Internet Explorer is configured properly for Outlook Web Access.

NOTE: We do still recommend Google Chrome for general web browsing – just no longer for UA e-mail.

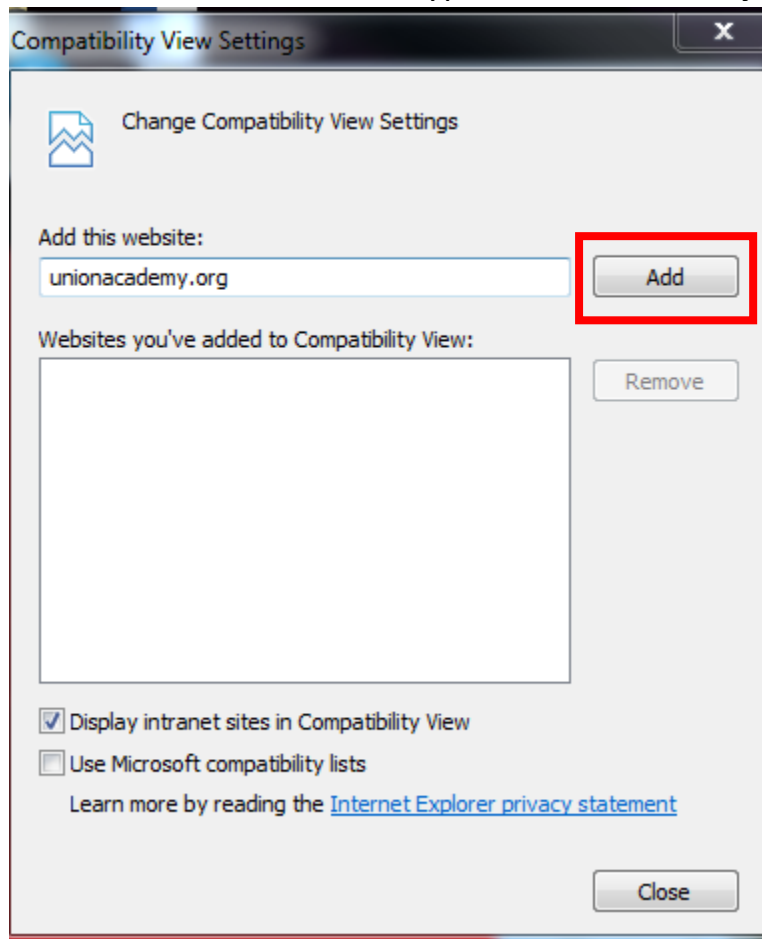
If your Outlook WebApp is not showing new e-mails and looks like the example below, please follow these instructions to remedy this issue.



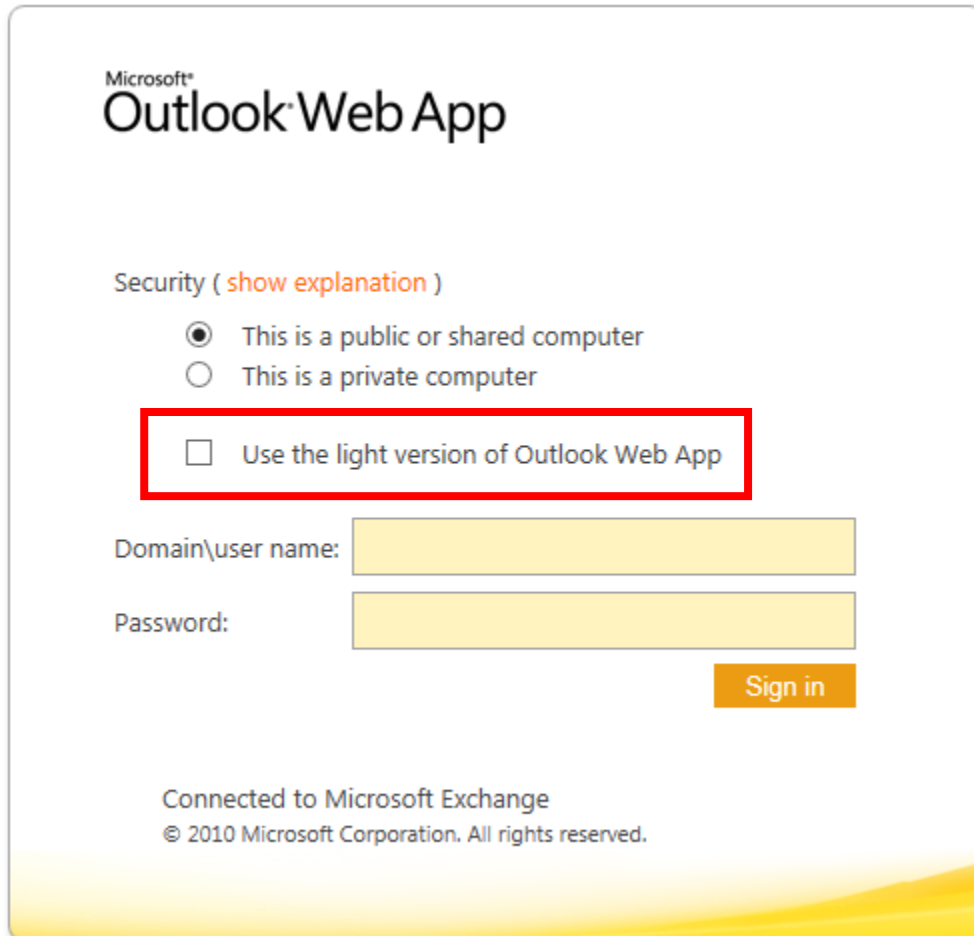
- 1) In the top right corner of Internet Explorer, there is an icon that looks like a gear. Click the gear icon and choose "Compatibility View Settings".



- 2) Under "Add this website:" type in **unionacademy.org** and click "Add"



- 3) Go back to the Union Academy website and click on “UA Staff Email OWA” link.
- 4) The issue will be resolved if you **do not** see a checkmark under “Use the light version of Outlook Web App”.



- 5) Log back in and your Inbox should have a yellow background (or a pattern if you have changed the theme – the example below is the grey theme).

