

# Polk County WebMail

County employees can access their Polk County e-mail account from the Internet, including access to Contacts, Calendars, Tasks and Public Folders.

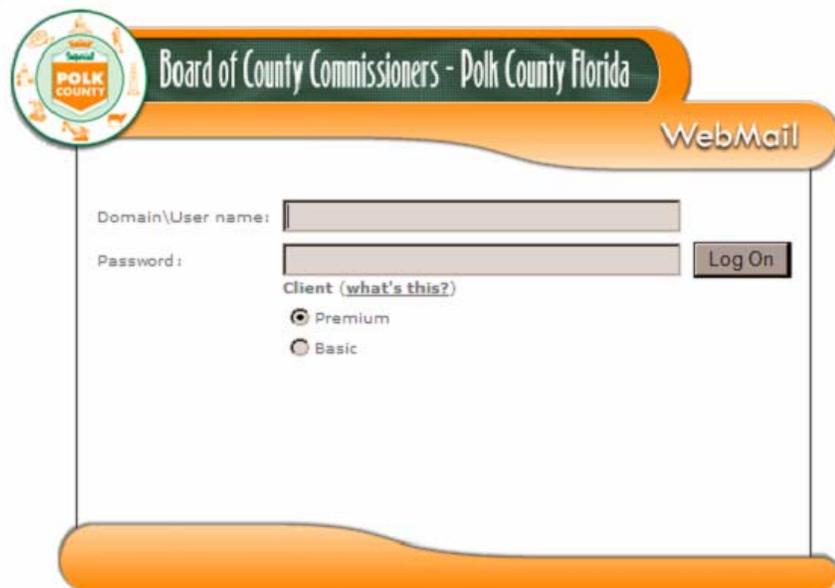
## Accessing Webmail

To access your mail from the Internet **you will need to know the username and password you use to sign on to Windows, and the name of the Domain.** To find your User Name and Domain, press the [CTRL] [ALT] and [DELETE] keys to display the following window:



NOTE: The Domain and User Name are indicated in red.

The link to Polk county Webmail is: <https://webmail.polk-county.net> and when you connect, the following login screen is displayed:



- Enter the domain and username in the top box in the format domain\user\_name
- Enter your password in the lower one.
- Click Log On.

If the logon information is correct, the screen will change to show the main webmail screen. From there you can read and send e-mail and do just about everything you can from Outlook.

### Premium & Basic Clients

Depending on the web browser used to connect to webmail, there may be a choice displayed below the user name and password boxes to connect using the Premium or Basic client for webmail. The Basic client is designed to work with all web browsers but has fewer extended features compared to the Premium client. If you connect to webmail with Microsoft Internet Explorer, the Premium client can be used which provides webmail access that is almost the same as using Outlook.

### Internal Access

Webmail can be accessed from inside the Polk County network through this link: <https://owa1.polk-county.net> The following window may appear when you connect:



For a computer on the Polk County network accessing the Webmail server, this is expected. Click on Yes.

When accessing internally, the Domain does not need to be included on the login screen. All other functionality is the same as using Webmail from the Internet.

### Printing

Selecting to print a message from Webmail will send it to the printer attached to the local computer and not to a printer on the Polk County network. For example, if you are reading you mail from home and choose to print a message, it will print on your home printer and not at the office.

### Limitations

Webmail is not meant to provide *all* of the capabilities of Outlook. The Premium client provides almost all of the same abilities, however there may be some minor features that are not implemented by Microsoft.

It is not possible to open End User Quarantine Notifications from the mail scanner through the Internet. The mail scanner is designed to function this way for security reasons.