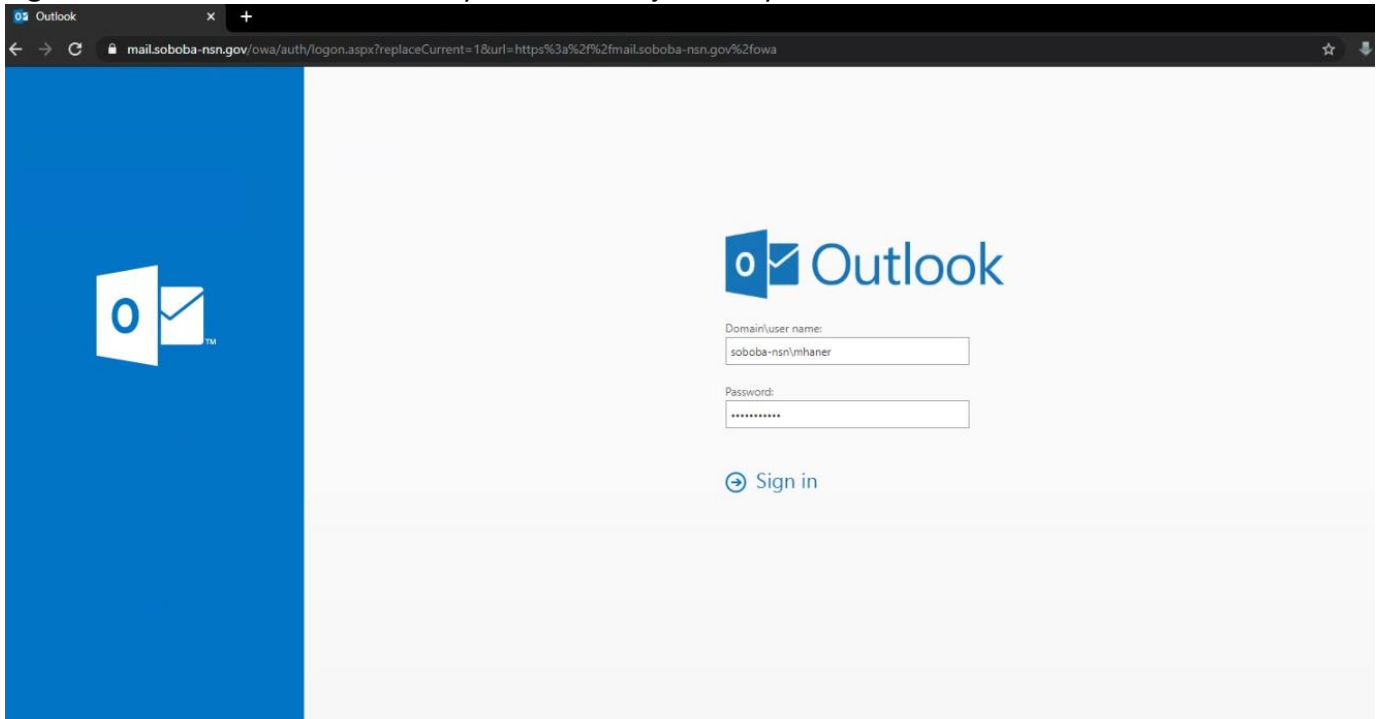


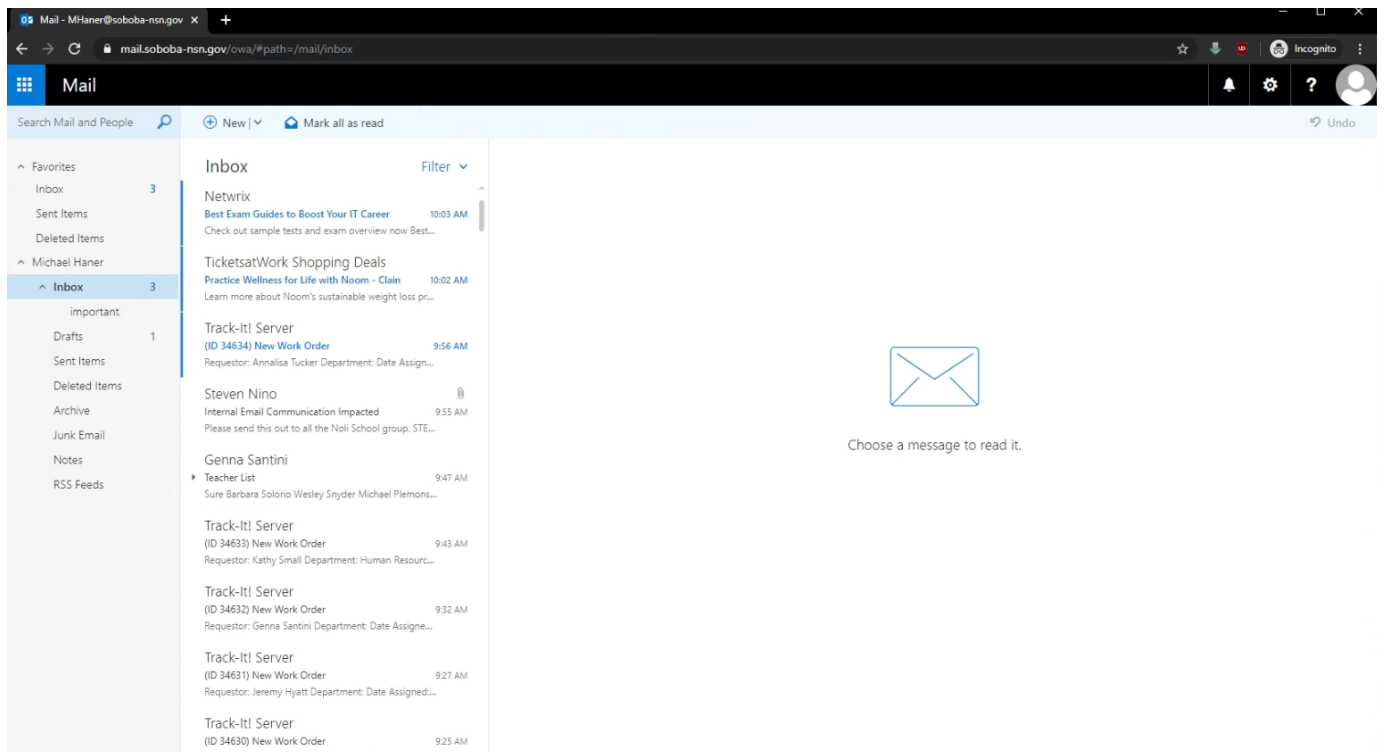
How to access Outside Web Access (OWA) Email

1) Launch your web browser (Chrome, Firefox, Safari, IE, Edge) and type in the following address
<https://mail.soboba-nsn.gov/owa>

2) Input domain\username. (For example “**Soboba-nsn\mhaner**”). Then enter in your password and select **Sign IN**. You will now have access to your email box just as if you were at work.



3) You will see all entire standard folders such as inbox, drafts, sent items...etc. You will just navigate through the portal by selecting each folder you want to access via a “left click”.



4) If anyone has any questions or concerns, please contact our IT Helpdesk desk at extension 4250.