



For the future you want

## Accessing emails remotely from a web browser (Remote Desktop Services) – user guide for staff

If you are having trouble accessing the Remote Working System and have logged a request with the College's IT team to resolve the issue, you can still access your work email via [mail.edinburghcollege.ac.uk](mailto:mail.edinburghcollege.ac.uk)

Once you paste this link into your web browser, you will be redirected to the following screen:

Microsoft®  
**Outlook**

Edinburgh  
College

Security ( [show explanation](#) )

This is a public or shared computer  
 This is a private computer

Use Outlook Web App Light

Domain\user name:

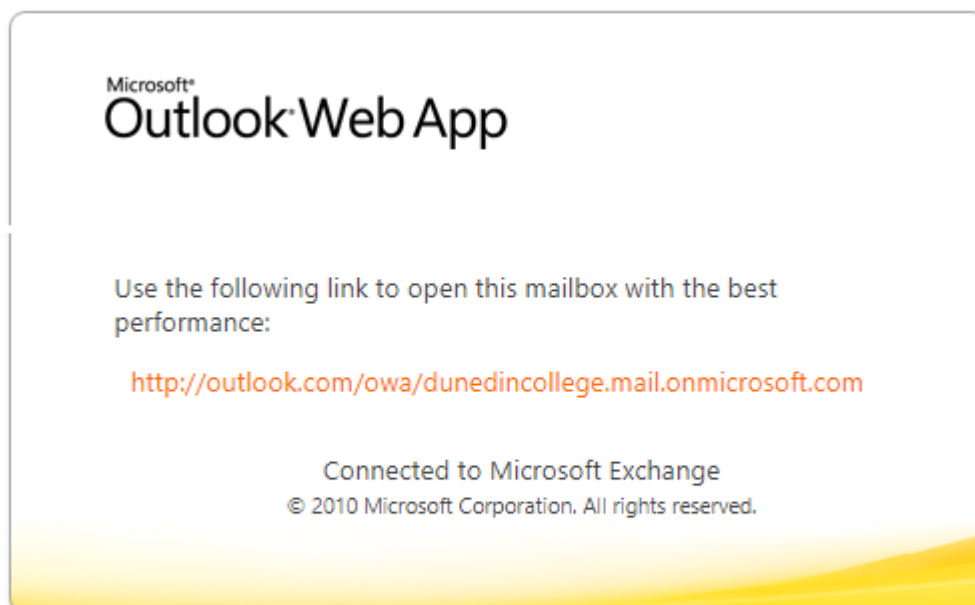
Password:

Connected to Microsoft Exchange  
Secured by Microsoft Forefront Threat Management Gateway  
© 2009 Microsoft Corporation. All rights reserved.

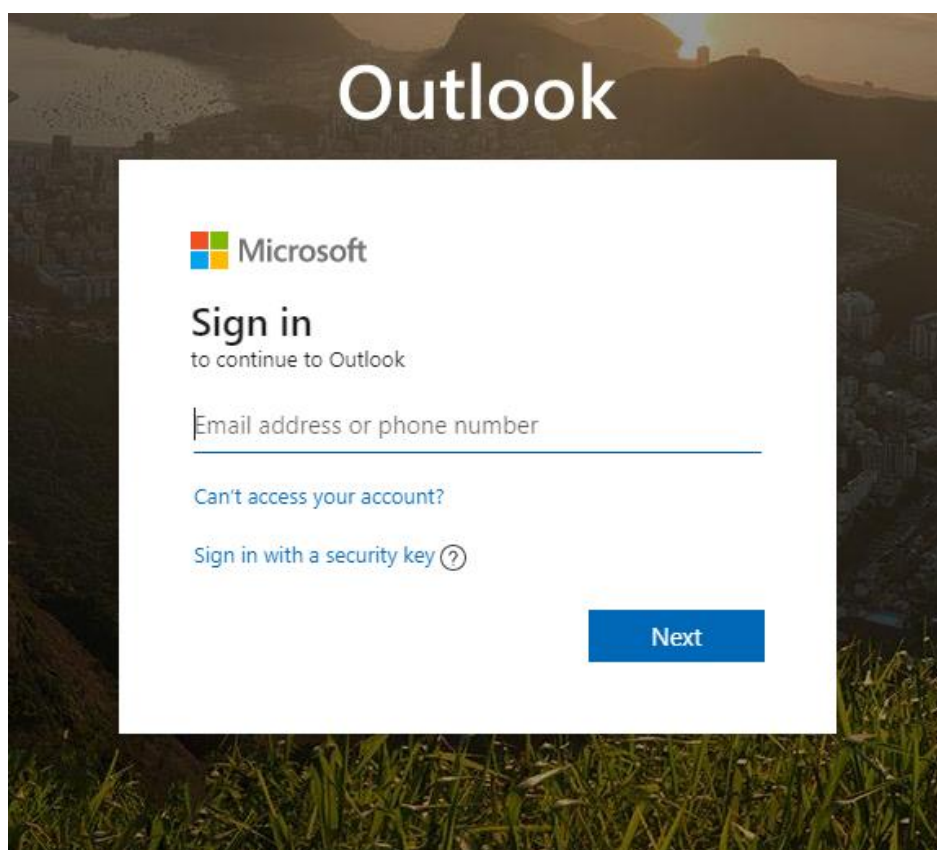
Input your College username and password in the following format and press Log On:

Domain\username: **INT\yourname**  
Password: **yourpassword**

You will then be redirected to the following screen.



Click the link which will take you to Outlook and enter your College email address and password.



If you have any issues with remote working, please email [itrequest@edinburghcollege.ac.uk](mailto:itrequest@edinburghcollege.ac.uk) and a ticket will be logged with the IT team.

You can email this address from any email if you're having problems - it doesn't need to be sent from your work email.