

Email Instructions

To Change Your Active Directory (AD) Account Password (this account is used for email, Sharepoint, and REEForms)

- Open a web browser and go to the following URL:
<https://secure.arsnet.usda.gov/ChangeMyPassword.aspx>

Addressbooks

- Exchange's Global Address List (Can't modify)
- User's Personal Contacts (Can modify)
- Groups/Distribution Lists
 - **ARS-NPA-5436-ALL** (All Employees here at the lab)
 - **ARS-NPA-5436-ALL-FEDS** (All Fed employees here at the lab)
 - **ARS-NPA-5436-ALL-STATE** (All State employees here at the lab)
 - All other lists that start with ARS-NPA-5436

Archive

- Outlook's Auto-Archiver will prompt you to run every 14 days. If you say yes, it will move anything older than 6 months from your Online Mailbox into your Offline Archive.
 - Both are accessible when using the Outlook client on your desktop, but only your Online Mailbox is accessible when using Outlook Webaccess

Checking Email Remotely Using Outlook Webaccess (OWA)

(Temporary employees will use this method for email)

- Open any web browser. (FYI: IE is more versatile when using OWA)
- Type in **https://mail.ars.usda.gov** as the URL
- Press <ENTER>
- Login using your AD account information (**arsnet\first.last**)