

Setup Lotus Notes Web Access

Follow these steps on each computer you will use to login to Domino Web Access (DWA). This is a onetime setup and will not need to be repeated unless you login using a different computer.

Make sure your computer meets the following system requirements:

Minimum requirements:

Windows 2000 or XP Professional
Pentium III 400 MHz with 128 MB of memory
Pentium IV 1 GHZ with 512 MB of memory (Recommended)

Supported Browsers:
Internet Explorer 6.0
Mac - Firefox 2.0+

Important: *Domino Web Access will not work if JavaScript is disabled or if session cookies are disabled.*

1. Open Internet Explorer and go to <http://webmail.wnc.edu>. Your browser will be redirected to one of the DWA Notes servers. Adding DWA to your Favorites properly will be covered later.

2. IE's built-in pop-up blocker must be configured to allow pop-ups from all DWA servers. Click Tools, Pop-up Blocker, Pop-up Blocker Settings

3. Type in each server name in the Address field then click *Add*. Click *Close* when finished.

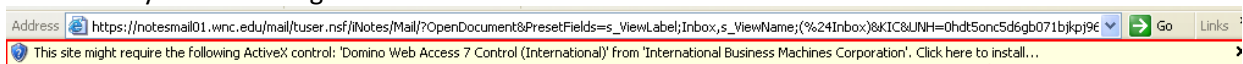
notesmail01.wnc.edu
notesmail02.wnc.edu

4. Enter your user name (First <space> Last) and your password and press Enter or click *Log In*. Wait a few moments for your browser to redirect.

5. The first time you login to Domino Web Access you will see the following message. Click OK.



6. Click the yellow warning bar to show the context menu.



7. Click *Install ActiveX Control...*

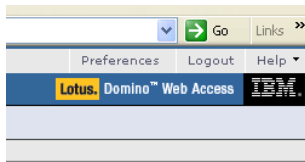
8. Click *Install*.

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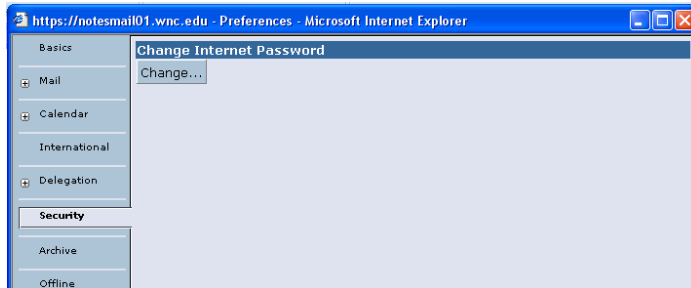
Lotus Notes Web Access and Password

When you first attempt to log into WebMail you will be prompted for a username and password. See the **Setup Lotus Notes Web Access** document for your initial login instructions.

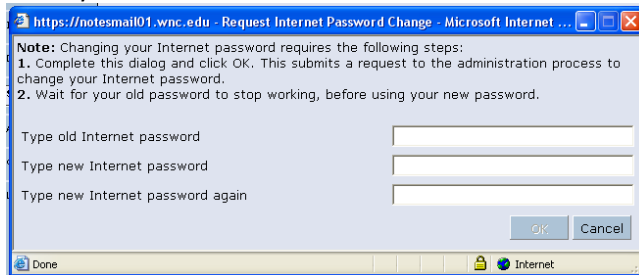
1. To locate Lotus Notes through the web go to <http://webmail.wnc.edu>
2. Enter your Username (First <space> Last)
3. Enter your Password
4. Click Preferences



5. Click "Security" and "Change"



6. Enter your Old Password



7. Enter your New Password in the next two fields.

Password Guidelines:

- Passwords should never mirror your login name,
- Passwords should avoid words that are found in the dictionary
- Passwords should never be pure numeric strings.
- Passwords should be at least six characters long. Eight characters are ideal.

8. Click OK

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