FAMMAIL Email Instructions: Below are instructions to help you login to the new FAMMAIL system Phase 1. When connecting to FAMMAIL the first time, the New 2010 login will prompt users to install a new Add-On as shown below for the different browsers. PLEASE PRINT IF NEEDED:

Windows 7 client using IE9 Browser:

![Image of the login process for Windows 7 client using IE9 Browser]

If no option is chosen within (1 - 5 minutes), the login process is timed out:

For Windows XP users, IE8 looks almost the same, but the Install option is at the top of the page:

![Image of the login process for Windows XP client using IE8 Browser]
Users must click on the Install button/bar for the add-on "Microsoft Forefront Unified Access Gateway" and then the following steps will be presented to the user: (Pressing the continue button will skip the install and only give the OWA 2010 logon screen with limited functionality).

Click Install again,

Downloading UAG Gateway...

Users must click on Yes on request to add the site for pop-ups allowed:

Security Alert - Users must check the box for "Trust this site" and select Always, then click the Trust button:
Now the new OWA 2010 logon screen is shown.

Users will enter their user credential’s (firstname.lastname) and password like normal.

For users running Windows 7 with Firefox:

If the Java plugin is disabled, this screen will show:

Click on the "Activate" button to install the Java plugin.
Click on "Download and install" to get the needed Java application,

Click Run,

If no option is chosen within (1 - 5 minutes), the login process is timed out:

Click back and try again,
For Firefox, the rest will look like the other browsers above.