

Accessing e-mail via Outlook Web Access

If you find yourself needing to access your Tribal Email account from Home or a different Computer, you can do so by following these instructions.

- 1.) Open the web browser (Internet Explorer, Firefox or Chrome) and go to the following address:
<https://mail.fpst.org/owa>
- 2.) You will see the following login screen:

- 3.) If you work in the Admin Building, the User name and Password are the same as your Computer Login and Password for your work computer. If you work outside the Admin Building, then your User name and Password will be different. For most users the Username is the same as the first part of your e-mail address: (ie – if your e-mail address is **User1@fpst.org** then your Username is **User1**.) If you do not know your password, contact the IT Dept. and we can help you get it.
- 4.) If we are unable to determine your password, then the IT Dept. can reset it to something new. This will require the user to enter that password into MS Outlook once they are back in the office working at their desk. Contact the IT Dept. for help with that if you need it.
- 5.) The IT Dept. can be reached at 775-426-8626.