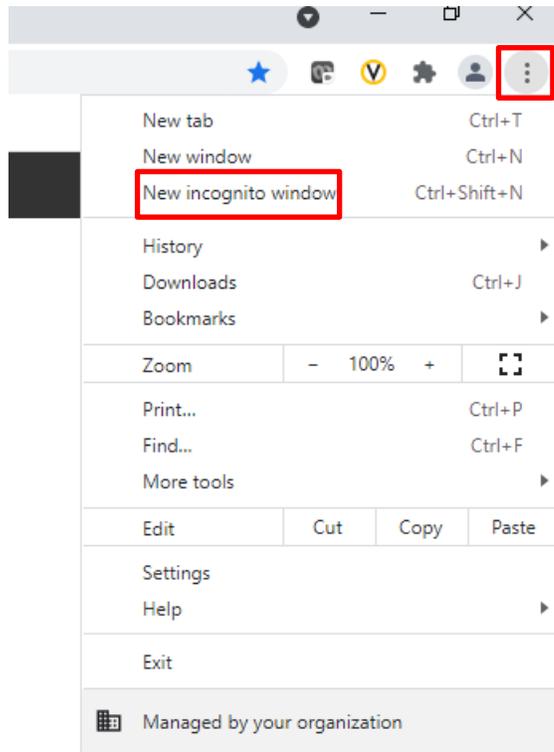


How to log into Outlook Web Access (OWA) with a secondary account using Google Chrome

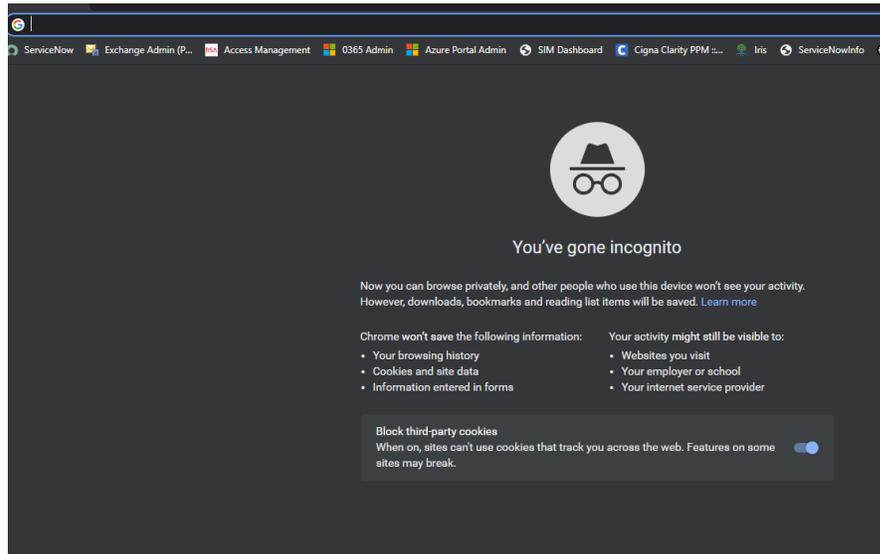
1. Open the Chrome browser.
 - a. Click the three (3) vertical dots located on the top of the screen on the far right.
 - b. Choose **New incognito window**.



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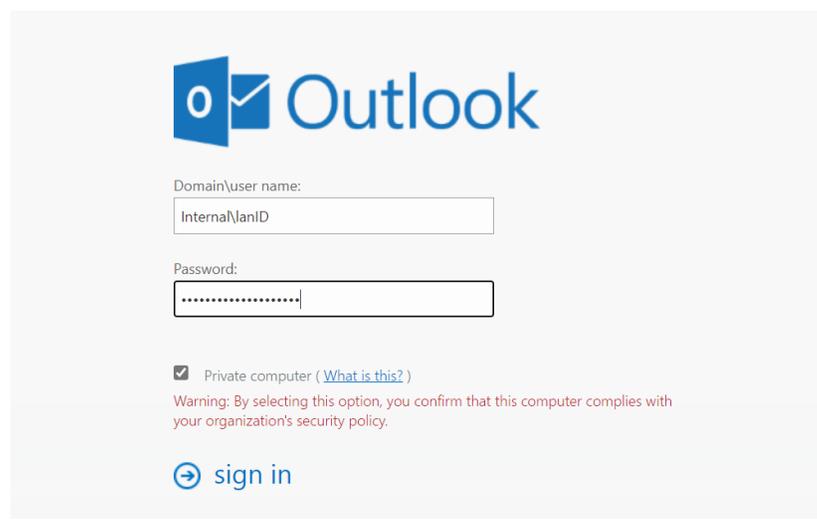
c. You will see a homepage similar to one show below



2. **Type** the OWA URL of <https://mail.corp.cigna.com> in the top address bar and press **Enter**. You will see a sign in window shown below.

- a. Enter Username in the format shown below, your Password
- b. When finished, click on **sign in**.

** Notice the slash after the domain name is a backslash “\”.*



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3. That's it! If you have a mailbox associated with the secondary LAN account and you have and, you have entered the correct password, will be logged into OWA.

If you need any assistance, please call the Customer Support Center.

Health Services: 888.452.4357

US Medical: 800.272.5713



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