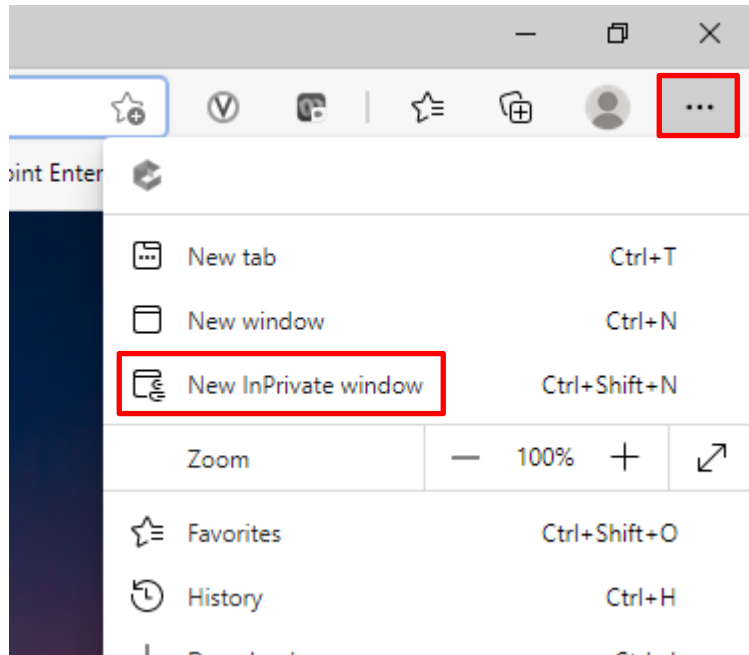
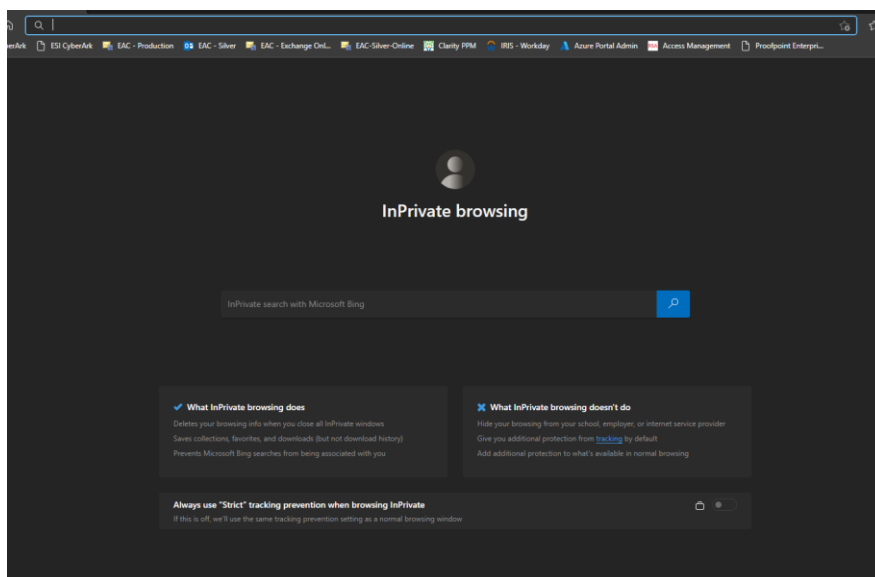


How to log into Outlook Web Access (OWA) with a secondary account using Microsoft Edge

1. Open the Microsoft Edge browser from your computer.
 - a. Find the three (3) **horizontal dots** located on the top of the screen to the far right **and click on them**.
 - b. Choose **New InPrivate window** from the drop-down menu.



- c. You will see a homepage similar to the one shown below.



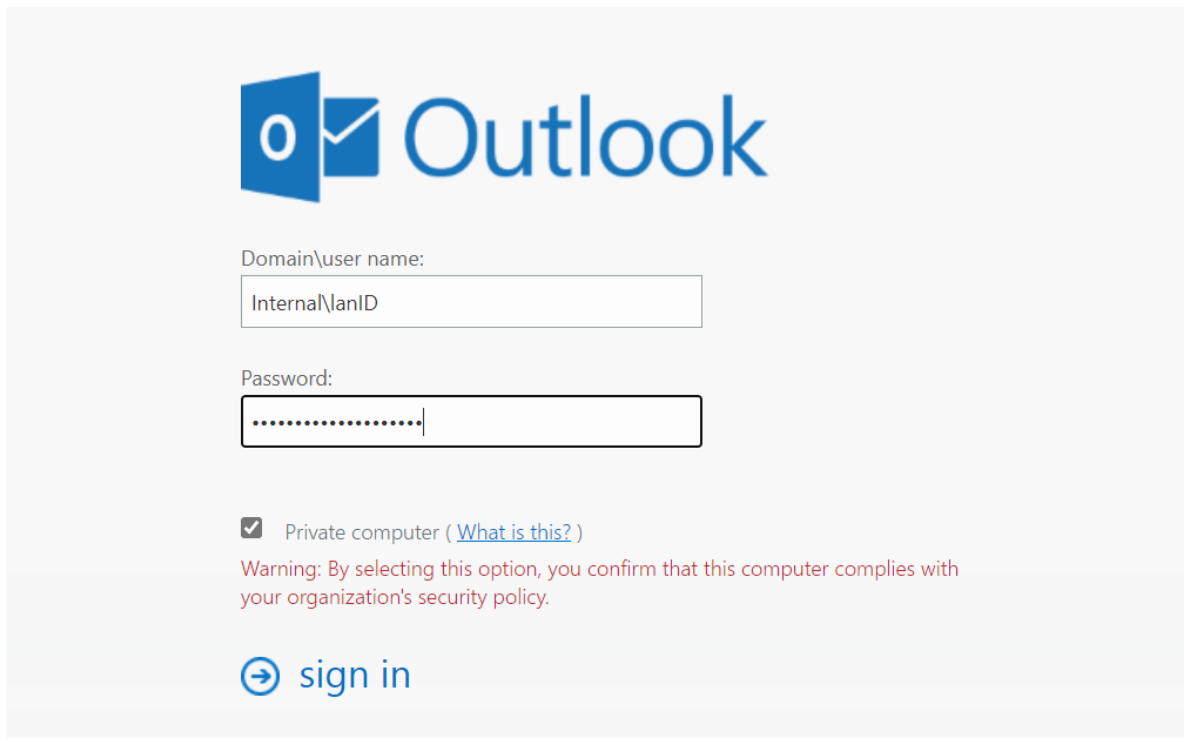
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How to log into Outlook Web Access (OWA) with a secondary account using Microsoft Edge

2. **Type** the OWA URL: <https://mail.corp.cigna.com> in the top address bar and press **Enter**. You will see the Windows Security Sign in window, as shown below.
 - a. Enter your username in the top box, in the format shown below, and your password in the second box.
 - b. When finished, click **sign in**.

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



3. That's it! If you have a mailbox associated with the secondary local area network (LAN) account and the password is correct, you 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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