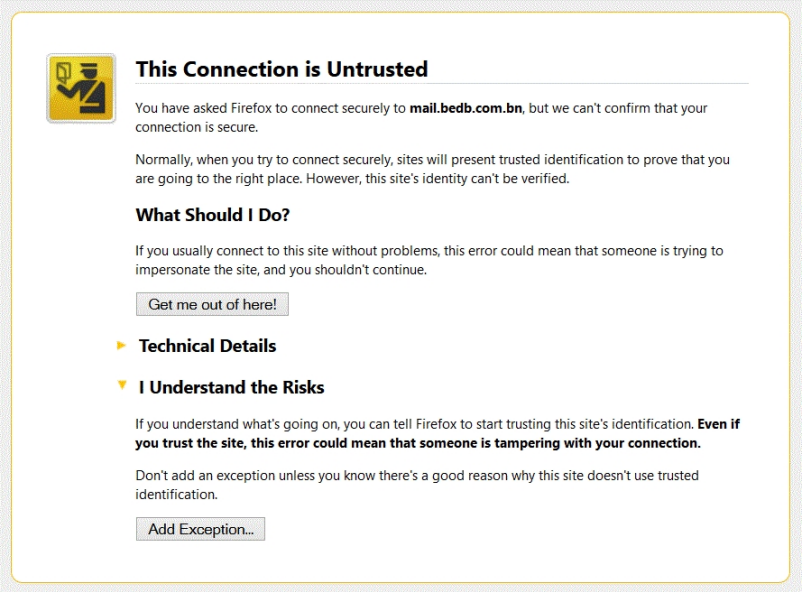
How to access BEDB Webmail (OWA)

Revision 1	21 September 2014

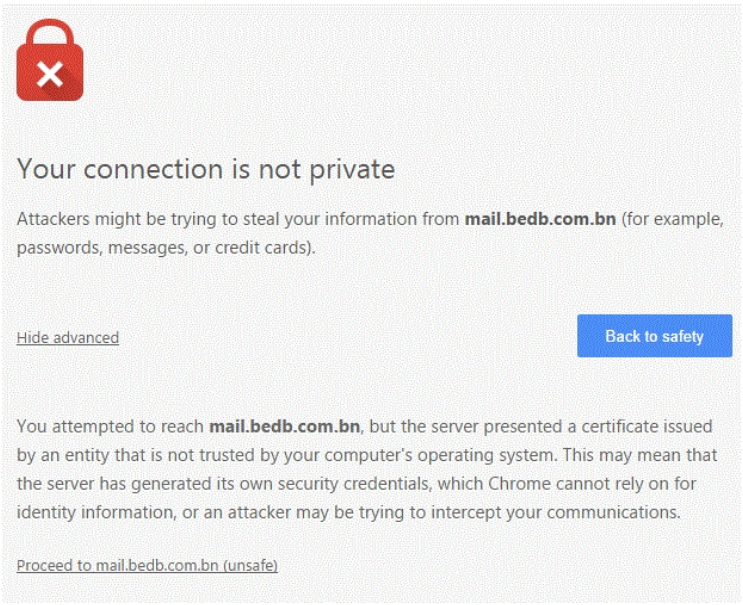
1. Go to https://mail.bedb.com.bn/owa. Alternatively this link is also available at the top right corner of the bedb website at http://www.bedb.com.bn

2. Depending on your web browser, you will see a different interface regarding your privacy settings:

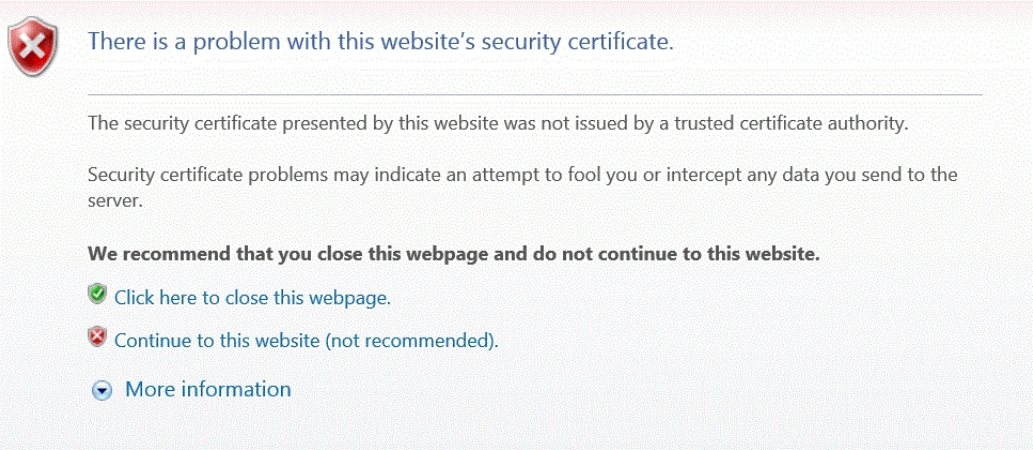
Firefox Browser



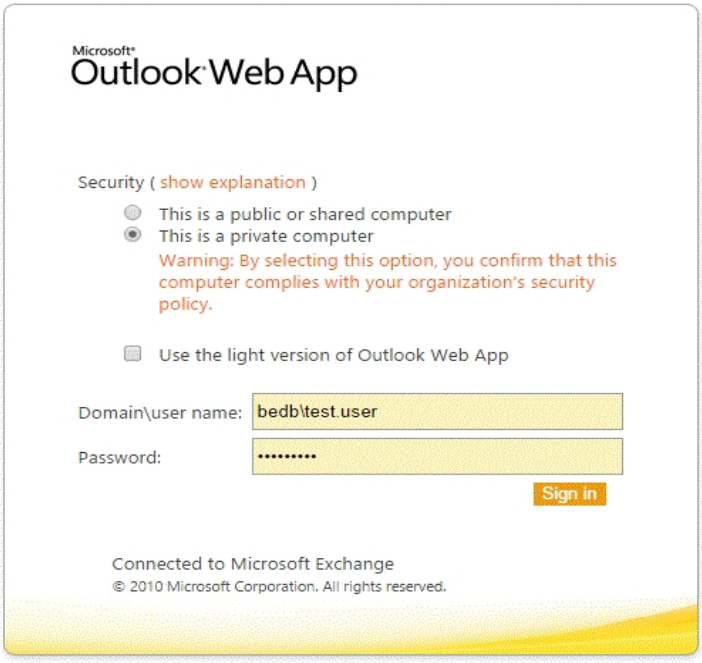
Google Chrome Browser



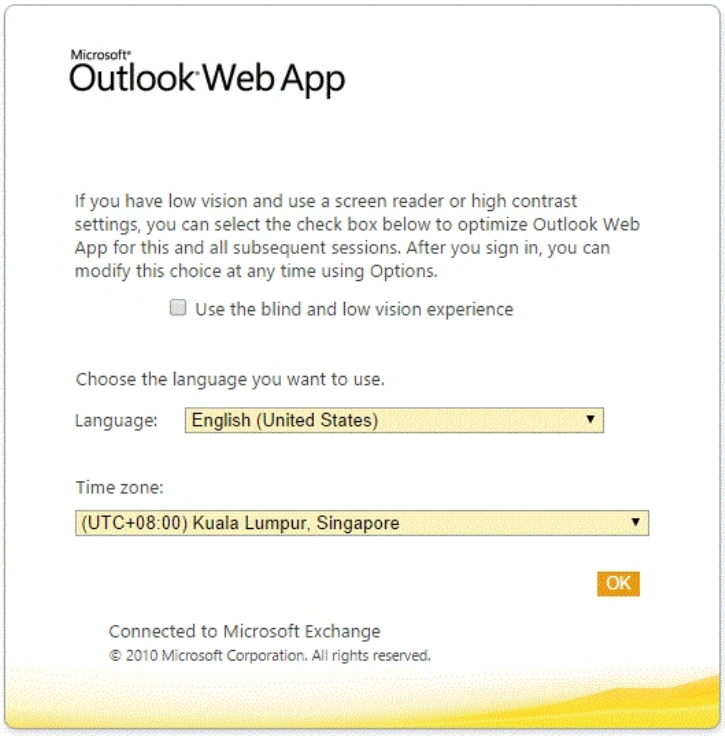
3. This is normal as the BEDB Webmail is now encrypted hence web browsers are not able to identify it. They all work the same way in that you need to either click on **"I understand the risks" for Mozilla Firefox** or **"Proceed to mail.bedb.com.bn (unsafe)" Google Chrome**. The privacy warning below is based on Internet Explorer browser. You will see a message that says "There is a problem with this website's security certificate". Ignore this message and click on "Continue to this website (not recommended)" link.



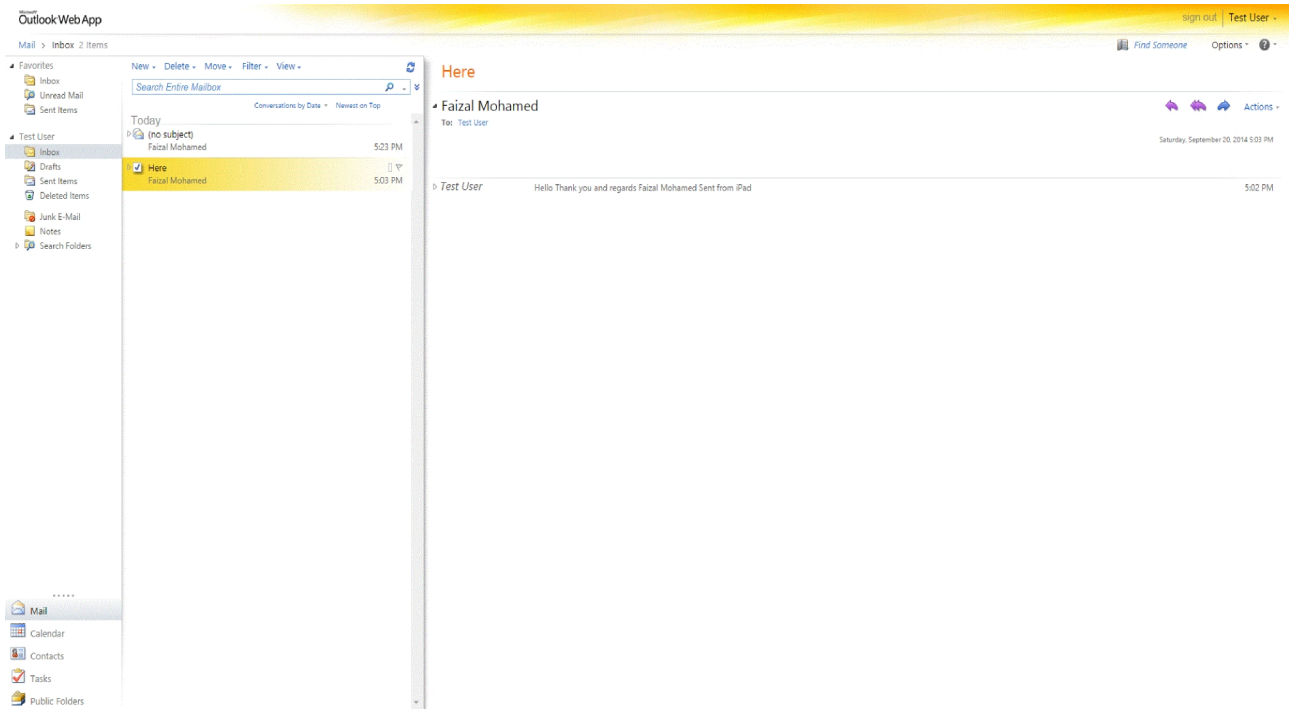
4. Upon clicking on the link above, you will then come to the login interface. Click the relevant security options that apply. Under Domain \ Username, place your details. This is done by entering Domain\username. Your username is something like **c123** or **i254.** Therefore you will need to type something like **bedb\c123.** Your password is similar to your login password. Click "Sign In"



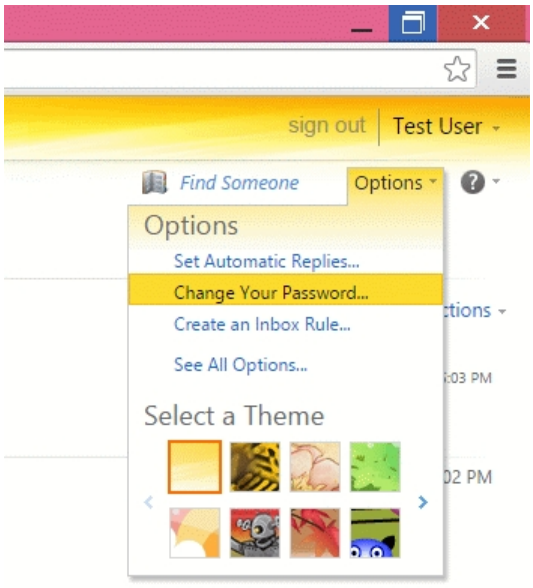
5. For first time users, you will be asked for Language and Time Zone setting. Settings for the visually impaired are also available.



6. Once login is successful, you will be presented with the BEDB Webmail Interface. This interface is quite similar to Microsoft Outlook and provides similar features which you would get on your Microsoft Outlook client on your desktop computers, minus the ability to archive email into local folders.



7. To sign out, please use the option on the top right corner of the screen. You can also set Automatic Replies (if you are outstation) or change your password from by clicking on “Options” menu just below the signing out link.



8. BEDB Outlook Web Access (OWA) also allows you to change your interface themes. Feel free to change your settings to your preference.

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