


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



This Connection is Untrusted

You have asked Firefox to connect securely to **mail.bedb.com.bn**, but we can't confirm that your connection is secure.

Normally, when you try to connect securely, sites will present trusted identification to prove that you are going to the right place. However, this site's identity can't be verified.

What Should I Do?

If you usually connect to this site without problems, this error could mean that someone is trying to impersonate the site, and you shouldn't continue.

[Get me out of here!](#)

► **Technical Details**


▼ **I Understand the Risks**

If you understand what's going on, you can tell Firefox to start trusting this site's identification. **Even if you trust the site, this error could mean that someone is tampering with your connection.**

Don't add an exception unless you know there's a good reason why this site doesn't use trusted identification.

[Add Exception...](#)

Google Chrome Browser



Your connection is not private

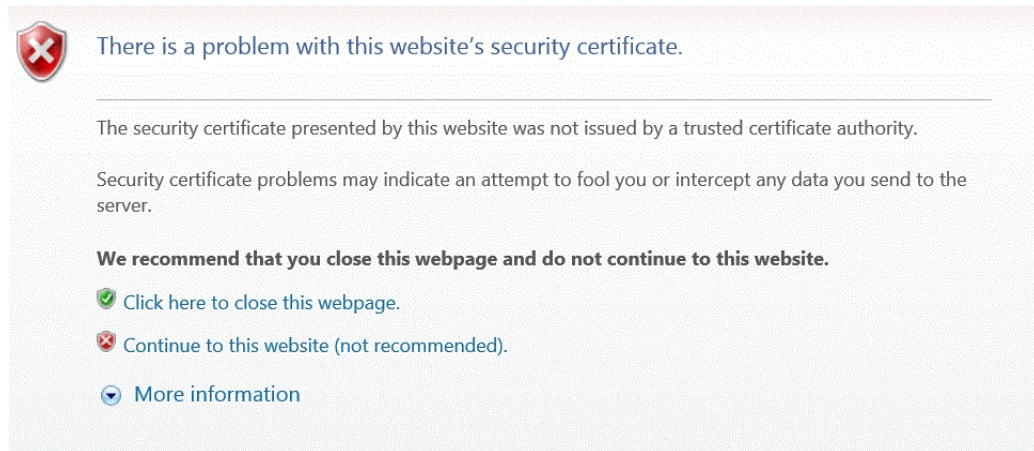
Attackers might be trying to steal your information from **mail.bedb.com.bn** (for example, passwords, messages, or credit cards).

[Hide advanced](#) [Back to safety](#)

You attempted to reach **mail.bedb.com.bn**, but the server presented a certificate issued by an entity that is not trusted by your computer's operating system. This may mean that the server has generated its own security credentials, which Chrome cannot rely on for identity information, or an attacker may be trying to intercept your communications.

[Proceed to mail.bedb.com.bn \(unsafe\)](#)

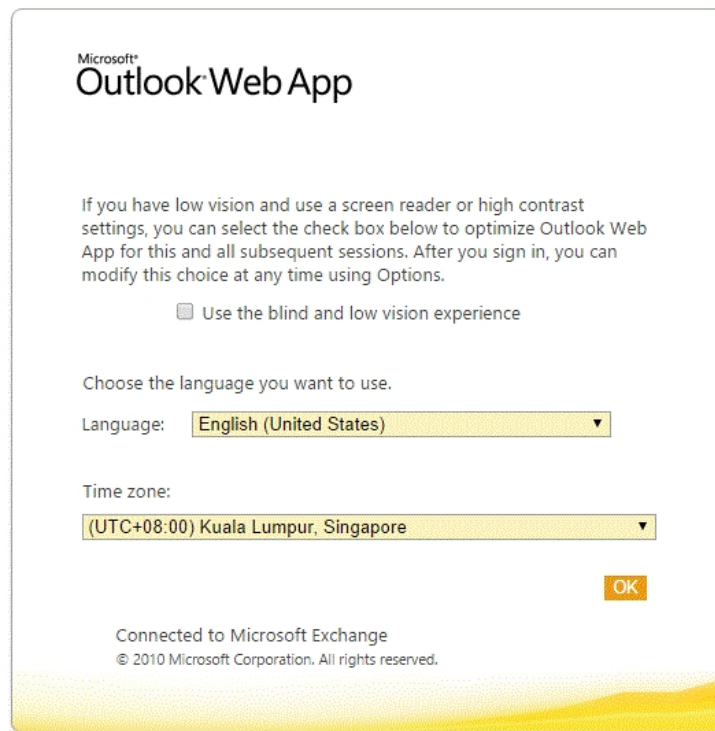
3. This is normal as the BEDB Webmail is now encrypted hence web browsers are not able to identify it. They all work the same way in that you need to either click on **“I understand the risks” for Mozilla Firefox** or **“Proceed to mail.bedb.com.bn (unsafe)” Google Chrome**. The privacy warning below 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”

A screenshot of the Microsoft Outlook Web App login interface. At the top, it says "Microsoft® Outlook Web App". Below this is a "Security (show explanation)" section. It contains two radio button options: "This is a public or shared computer" and "This is a private computer". The "This is a private computer" option is selected. Below these options is a warning message in red: "Warning: By selecting this option, you confirm that this computer complies with your organization's security policy." There is also a checkbox option: "Use the light version of Outlook Web App". Below the security section are two input fields: "Domain\user name:" with the text "bedb\test.user" and "Password:" with a masked password "*****". To the right of the password field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved." The interface has a yellow gradient background at the bottom.

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



Microsoft®
Outlook Web App

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

☐ Use the blind and low vision experience

Choose the language you want to use.

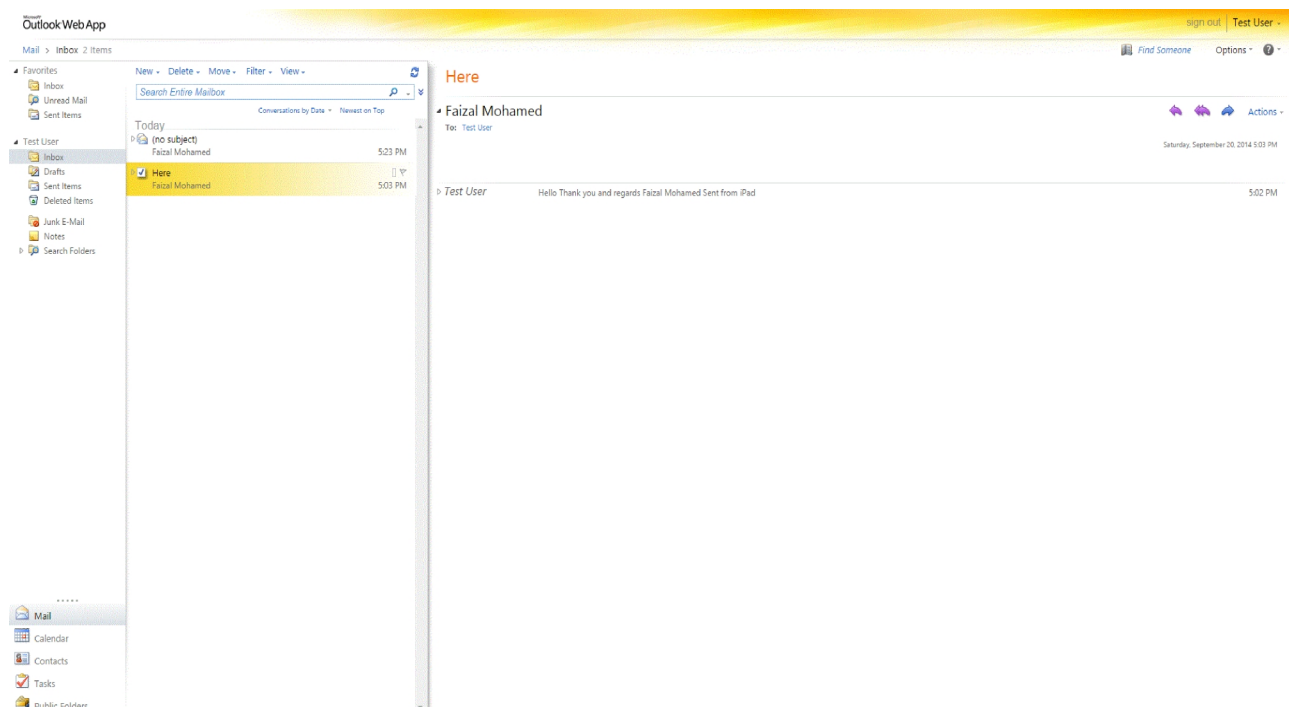
Language: **English (United States)** ▼

Time zone:
(UTC+08:00) Kuala Lumpur, Singapore ▼

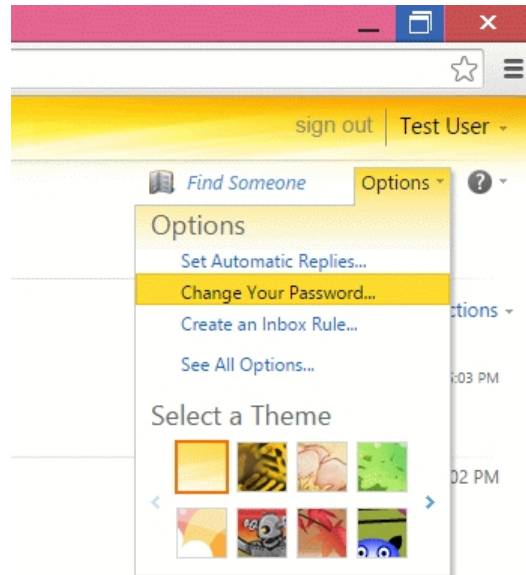
OK

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

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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