

If you will be using Outlook Web Access (OWA) for accessing your HCA email the instructions below identify the proper way to login to OWA.

NOTE:



Before you get started:

Be sure you have set up your HCA Healthcare 3-4 Username and Password.

If you have not, please see the how to document: ***Getting Your HCA 3/4 ID and Password..***

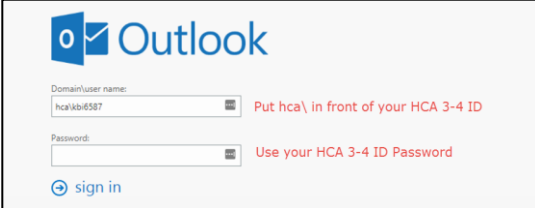
1. [Click here](#) to log in.

The log in screen appears.

2. In the Domain/user name field, type your **new HCA 3-4 ID**, preceded with **hca**.

For example: hca\ 3/4 id

3. In the Password field, type your new HCA **password**.
4. Click the **Sign in** link.



Outlook

Domain/user name: hca\kb16587 Put hca\ in front of your HCA 3-4 ID

Password: Use your HCA 3-4 ID Password

[sign in](#)