➢ Access NIH mail from the web
➢ Access NIH mail from Microsoft Outlook using a laptop (see next page)

From the internet address, type **mail.nih.gov** and hit enter key then log in using your account & password as shows below
VPN Client is required to connect to NIH server before Outlook can open your NIH mail.

1) Laptop must be connected to internet using LAN wired or wireless connection from home, school, airport, hotel, Starbucks coffee, book store, or Verizon wireless card
2) then use Cisco System VPN Client under Start/Program menu to connect to NIH server as following steps:

Select NIH_Remote_Access_VPN then click Connect icon as it shows below

Enter login ID and password then click OK button

Click Continue button when server authorizes access

After VPN connecting to NIH server, user can connect to NIH servers and/or open Outlook Email.