



Remote Email and PC Access

You can remotely both your email and PC from anywhere in the world with **Outlook Web Access** (email access) and **Remote Web Workplace** (remote PC access).

If you want to access your emails please obtain the following information:

1. Username – Triumph can provide this
2. Password – This is the password you use every day to login to your computer
3. Server address – Triumph can provide this

If you want to access your PC remotely please obtain the following details:

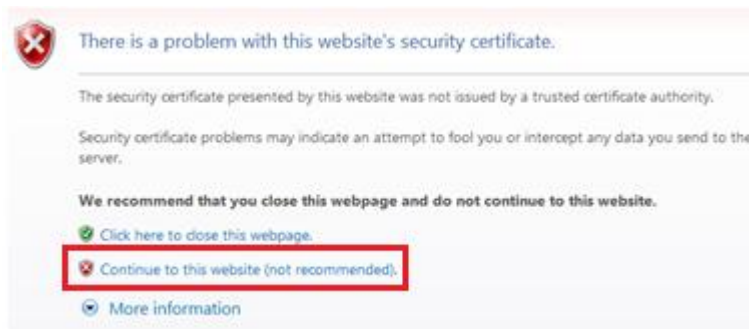
1. Username – Triumph can provide this
2. Password – This is the password you use every day to login to your computer
3. Server address – Triumph can provide this
4. PC Name – Triumph can provide this

Outlook Web Access – Email Access

1. Open up the **Internet Explorer** and type in your **Server Address** (provided by Triumph) in the address bar at the top and then press **enter**.



2. You may get a message saying **There is a problem with this website's security certificate**. If you do, this is normal. For the first message just click **Continue to this website**.



If you use **Firefox** you may get a message saying **This connection is untrusted**. If you do click **I Understand the risks > Add Exception > Get Certificate > confirm security exception**. This step will only have to be done the first time you access your emails.

3. Now enter your **username** and **password** at the prompt and click **Logon**

Remote Web Workplace – Remote PC Access

1. Open up the **Internet Explorer** and type in your **Server Address** (provided by Triumph) in the address bar at the top and then press **enter**.



2. You may get a message saying **There is a problem with this websites security certificate**. If you do, this is normal. For the first message just click **Continue to this website**. Please use **Internet Explorer** and not **Firefox** for Remote Web Workplace as Firefox will not work.
3. Enter your **username** and **password** and click **Logon** or press the blue arrow.
4. Click **Connect to client desktops** or **Connect to a computer**
5. Select your computer from the list and choose **connect**, if you are prompted for your username and password again please re-enter this. Click **connect** again if asked.
6. If you get the following message please contact Triumph.

