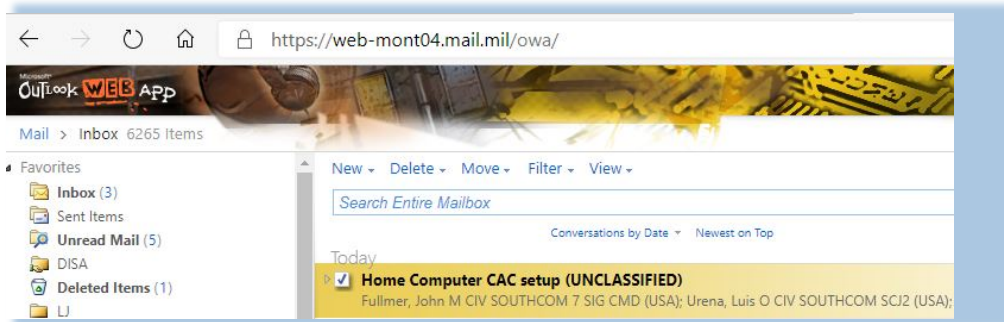# ADDING AN OMB TO OWA (Personal Computer)

Open OWA select the Authentication certificate enter PIN select ok. At the splash screen select ok. If you haven't don't so before select the link that reads Https://web-montXX.mail.mil/owa (the XX will be the exchange server you're associated with. See example below:

My Malbox below:

You will need to know the full email address of the OMB you will be looking at:

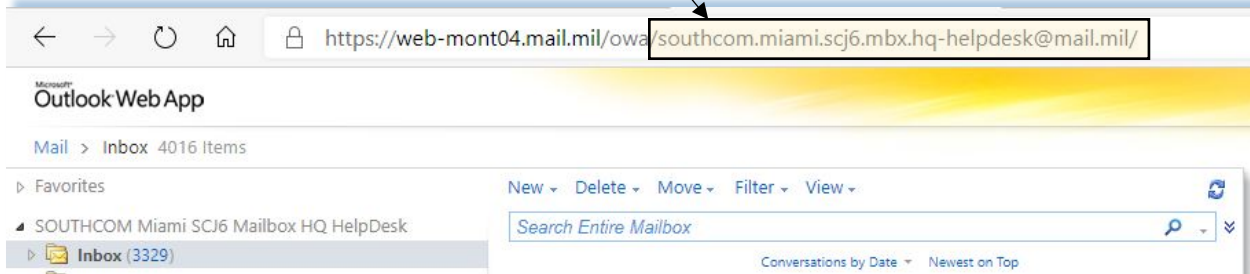Example: southcom.miami.scj6.mbx.hq-helpdesk@mail.mil

If you do not know what it is exactly you can look it up in the address book and copy the email address once you find it.

Next you will append the OMB email address in full to the end of the current URL that is listed for your mailbox in OWA.

In this example: "https://web-mont04.mail.mil/owa/ (Append here)" after it will look like the below:

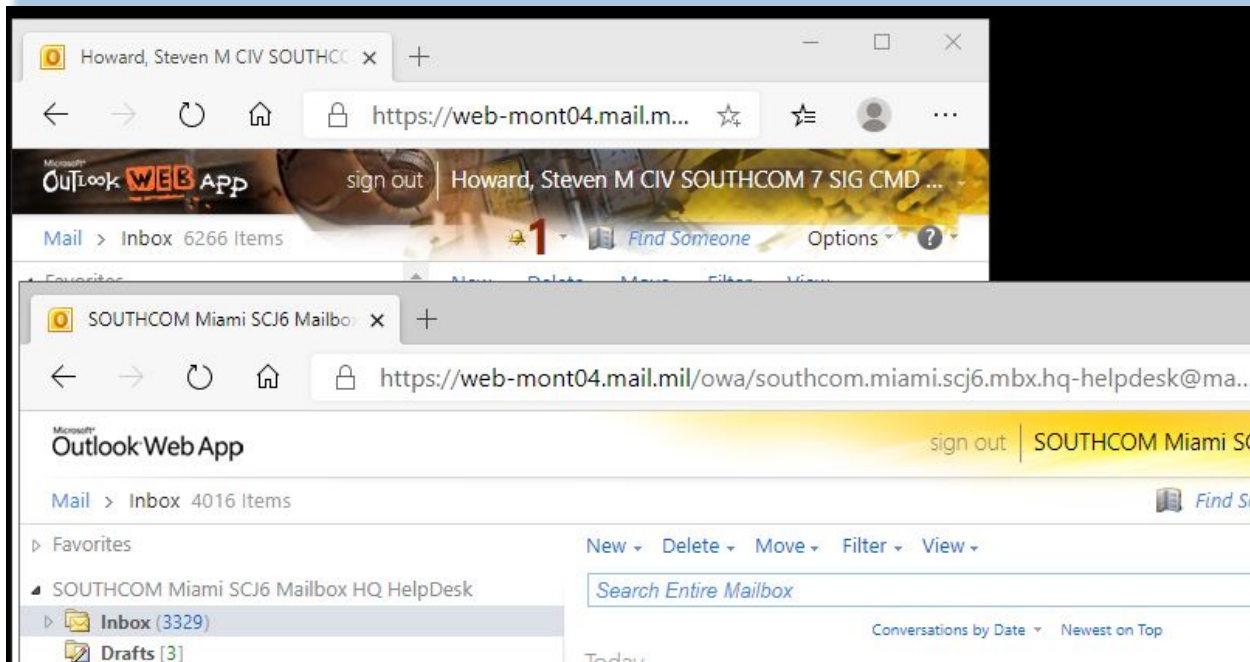https://web-mont04.mail.mil/owa/southcom.miami.scj6.mbx.hq-helpdesk@mail.mil

When prompted select your Authentication certificate and enter your pin. Once this is done you will be able to send and receive email from that OMB.   **Appended portion**

If you need to see your mailbox as well you can either open a new window or tab and access your mailbox (You cannot have multiple OMB's showing) you are allowed I OMB and your own mailbox.

In this next Picture you can see I have both opened. (2 Separate windows)

If any assistance is needed please call the Help Desk at Ext 1234…