







Step	Send your new queries back to your desk
1	Launch Internet Explorer Web Browser OR FireFox
2	Enter address: http://exmail.oregonstate.edu
3	Click on “Exchange Outlook Web Access” (GO TO STEP 4) or Webmail Access to ONID, ENGR and more (GO TO STEP 21)
4	For Exchange Outlook Web Access enter Domain\username: cn\ <i><your-network-login-userid></i> Password: <i><your-password></i>
5	Remember username and password are case sensitive!
6	Create “New” mail To yourself (example: Joy.Bautz@oregonstate.edu)
7	Click on the paper clip  on the tool bar, (this will open the “Attachments – Web Page Dialog box)
8	“Choose a file to attach” by clicking on “Browse...”
9	Look in: Local Disk (C:)
10	GQLOSUDW
11	STUDENT (FINANCE or HUMRES)
12	USER
13	QUERIES
14	Choose to highlight your query (.qry) and/or report (.rpt)
15	Click “Open”
16	Click “Attach”
17	For additional files, go back to Step 8
18	When completed, click on “Close”
19	The file name(s) will appear as an attachment under the “Subject” in the mail header
20	Send 
21	GO TO STEP 35
22	For Webmail Access to ONID, ENGR and more:
23	Choose your “Server”, enter your “Username” and “Password”
24	Compose New mail To yourself 
25	Click on “Attachments”
26	Click on “Browse” to “Look in” Local Disk(C:)
27	GQLOSUDW
28	STUDENT (FINANCE or HUMRES)
29	USER
30	QUERIES
31	Choose the query, click to highlight
32	Click on “Open”
33	Then click on “Attach” The mail message will show that it “Added an attachment” at the top of your window.
34	Now click on “Send Message” 
35	Back at your desk,  open your mail.
36	Two ways to get your queries: ❶ On the tool bar> File>Save Attachments OR ❷ Right click on the filename and > Save as
37	Save Attachment dialog box. Save in: Local Disk (C:)
38	GQLOSUDW
39	STUDENT
40	USER
41	QUERIES and click on “Save” 
42	Open Hummingbird BI Query. (If you had it open, close and reopen or you won't see your new queries)
43	On the tool bar, Query> Open
44	You should find your queries in the list box (your new queries will NOT have locks next to the file name)
45	Open and Run!