

Every full time employee has a Town email account.  
If you haven't already attempted to log in, please do so. Our Personnel offices communicate with  
Town employees through email.

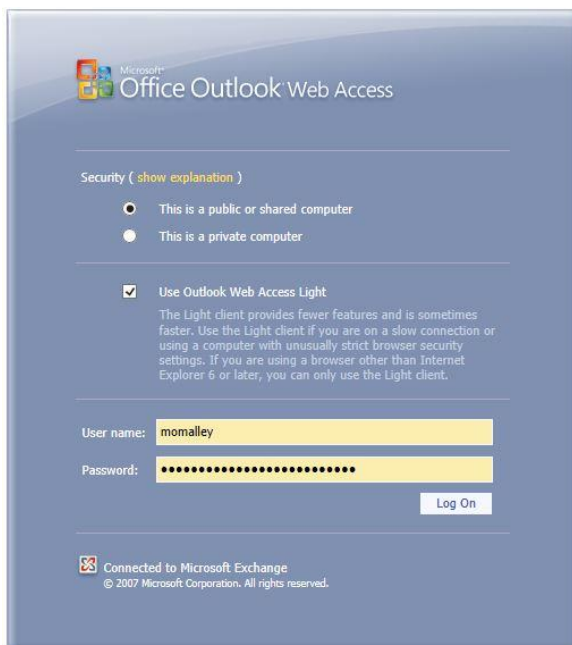
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## You have mail! Your Guide for Town Email Access

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### Login Guide for Email – (OWA - Outlook Web Access)

1. Type in any internet browser address bar: <https://owa.wakefield.ma.us>
  - Once connected you should see the following:



2. Type in your **User name**
  - first initial and last name (all lower case) ex: **momalley**
3. Type in your **Password**
  - **FOR FIRST TIME EMAIL USERS ONLY** – your password will be the last 4 of your SS# and first 4 letters of your last name (all lower case) ex: **1234omal**
  - If you are already an email user, please use your regular email password
4. Click the **Log on** button and your mailbox will open

**DIRECT DEPOSIT ADVICES** are sent from [payroll@wakefield.ma.us](mailto:payroll@wakefield.ma.us). Once you double click the pdf attachment, you will be prompted for a **Password**. This password will be the last four of your SS#, ex: **1234**

If you have any issues connection to “OWA” please call the IT Dept. @781-246-6350 or 6350 from a Town phone during normal business hours.