

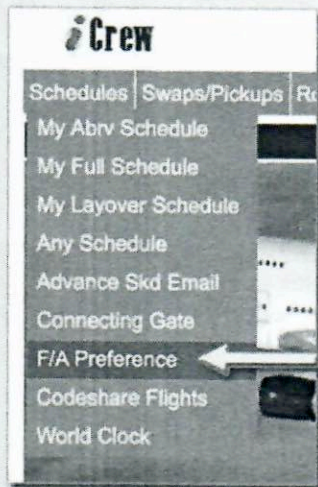
Use this guide for help finding your yearly flying summary on iCrew. Use the green arrow buttons on the bottom to cycle through the steps.

Tip: Open a new tab in your browser and switch between this tab and that one as you move through the guide.

Step 1

Log in to iCrew like you normally would.

When you get to the main menu, from the **Schedules** drop down menu, select **F/A Preference**.



X Close this window

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Step 2

- Schedule Leg Data Extract
- Restrict/Unrestrict Schedule



From this menu, select **Schedule Leg Data Extract**



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Step 3

Select **NO** for the first drop down (send schedule leg data to vendor).

Select **YES** for the second drop down (email schedule leg data to your company account).

Select **OK**.

The screenshot shows a web browser window with a navigation bar at the top containing links for 'Relation', 'Bid Info', 'Flight Info', 'Personnel', 'Email', 'IFS Portal', 'Print', and 'Help'. The main content area is titled 'Leg Data Extract' and features a small image of a hand holding a controller on the left. The form contains two sections: 'Send 2014 Schedule Leg Data to vendor:' with a dropdown menu set to 'No', and 'eMail 2014 Schedule Leg Data to your company account:' with a dropdown menu set to 'Yes'. Large, semi-transparent text labels 'NO', 'YES', and 'OK' are overlaid on the page with arrows pointing to their respective dropdown menus. At the bottom of the form are three buttons: 'F1 - Cancel', 'F2 - Previous', and 'OK'.



X Close this window

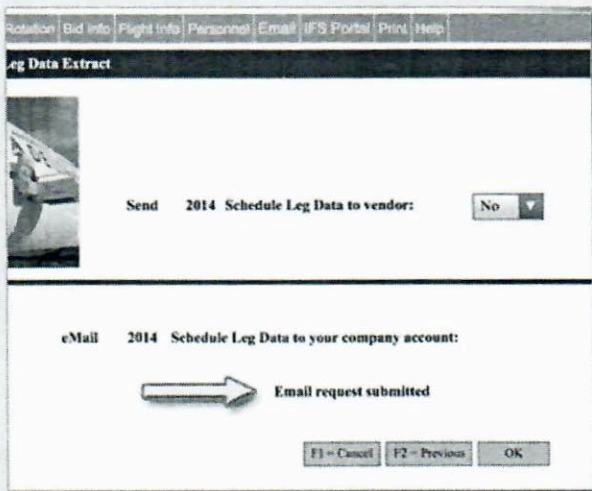
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Step 4

After clicking **OK**, you should see a confirmation message that says **Email Request Submitted**.

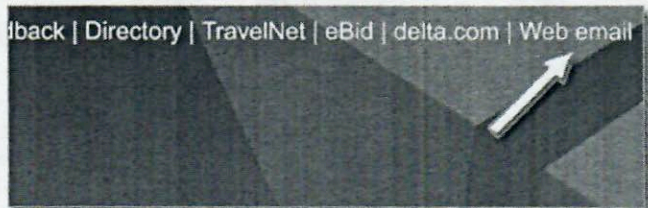
You are done with the iCrew portion of the guide.



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Step 5



Return back to the DeltaNet home page, and click on the **Web email** link on the top right of the screen.



✕ Close this window

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Step 6

You are now logging in to your company e-mail. Configure the login screen as pictured.

The **user name** is your employee number. Your **password** is the same password you use to login to DeltaNet.

Click **Sign In** to continue.

Microsoft
Outlook Web App
Security (show explanation)

➔ This is a public or shared computer
 This is a private computer

➔ Use the light version of Outlook Web App
The light version of Outlook Web App includes fewer features. Use it if you're on a slow connection or using a computer with unusually strict browser security settings. We also support the full Outlook Web App experience on some browsers on Windows, Mac, and Linux computers. To check out all the supported browsers and operating systems, click here.

➔ User name: 123456

➔ Password: ●●●●●●

➔ Sign in

