Opening Outlook E-mail Web Access

One of the advantages of Outlook Exchange E-mail System is that we now have access to our district e-mail, no matter where we are. All that is needed is a computer with an Internet connection.

Open your Internet browser and go to the new district website at **www.wesdschools.org**. Click on the **E-mail/ESS** link at the top right of the district homepage.



On the next web page that appears, click on the red **Webmail link** in the middle of the page.



Enter your WESD user name and password in the appropriate fields.

Hint: This is the same user name and password that you use to log onto your WESD computer.

Click on the **Log On** button. (Leave the default selections under Client and Security).



Michael Smith

FW: Security Advisory: MTIS07-073

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Reading E-mail

Outlook Webmail will open in one of three different views. To change this view, click on the Reading Pane button in the Outlook tool bar. Select Right, Bottom or Off, depending on your preference.

Reading Pane on Right

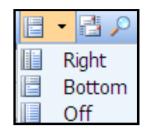
This is the most common view.

To read a message, click once on the message in the middle pane. The text of the message appears in the reading pane on the right.

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Microsoft Outlook Web Access - Microsoft Internet Explorer



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Sending an E-mail Message

To compose a new e-mail message, click on the New Message button in the toolbar.



Type in the e-mail address of the recipient, or click on the **To** button to open the address book.

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If the intended recipient is an employee of the WESD, type their last name in the appropriate field and click on the **Find** button.

Make sure the correct name is highlighted in the field, then click on the **To** button.

Click on Close.



If your message is intended for a department or group of WESD employees, enter the first few letters of the group name in the **Display Name** field, then click on the **Find** button.

Make sure the correct group name is highlighted, then click on the **To** button.

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Click on Close.

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