Accessing Webmail:

- 1. Open Internet Explorer
- 2. In the Location Bar, type in "mail.ksd391.org/exchange" (see Figure 1).



Figure 1: Mail server URL in browser address bar

- 3. Press "Enter" on the keyboard.
- 4. The following Authentication box will appear depending on which operating system you are using:

Connect to mail	l.ksd391.org 🛛 🛛 🔀		
R	GA		
mail.ksd391.org		<u>Username</u> :	Computer Login Name
<u>U</u> ser name: Password:	Image: Remember my password	Password: <u>Note</u> : If you're system, this win call for assistar	Computer Login Password using a computer with an older operating adow may look different. You can give us ace if needed.
	OK Cancel		

Figure 2: Login Window

- 5. Click OK.
- 6. If you have correctly typed in your e-mail address and password, the Exchange interface window should come up. It will look very similar to your Outlook e-mail program. You may need to change the view (see Figure 3) to Messages or another option in order to see your mail.

Action of the state of the stat	cess - Microsoft Internet Explorer		E 6 X		
Ele Edit Yew Fgvorites I	ools Help				
😋 Back + 🛞 - 🖹 🖻 🏠 🔎 Search 👷 Favorites 🤣 🍙 - 🍃 🏭 🦓					
Agóress 👔 http://mailz.eds/91.1.12.ds.gc/me.fr.gol					
Outlook Web Access	Inbox (Testine New 1)				
Endows O F	New · Messages	5 D D D	Help Paloa Off		
Contacts Contact Contact Contact Contact Contact Contact Contact Contact Co	I New ♥ Wesages Tro-Ure View By Sender By Conversation Topic Uread By Conversation Topic Uread By Conversation Topic Sent To	<u>2</u> P 10 P	No Rens are currently selected.		
Public Folders					
🙆 Rules					
Options					
1 http://mailc.sd391.k12.kl.us/exchange/ArtK/libbox/PCind-contents#					

Figure 3: Outlook Web Interface

- 7. View, delete, or send e-mail as you would in Outlook.
- 8. Be sure to Log Out when finished with e-mail activities (see Figure 4).



Figure 4: Log Off Button