

## 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:



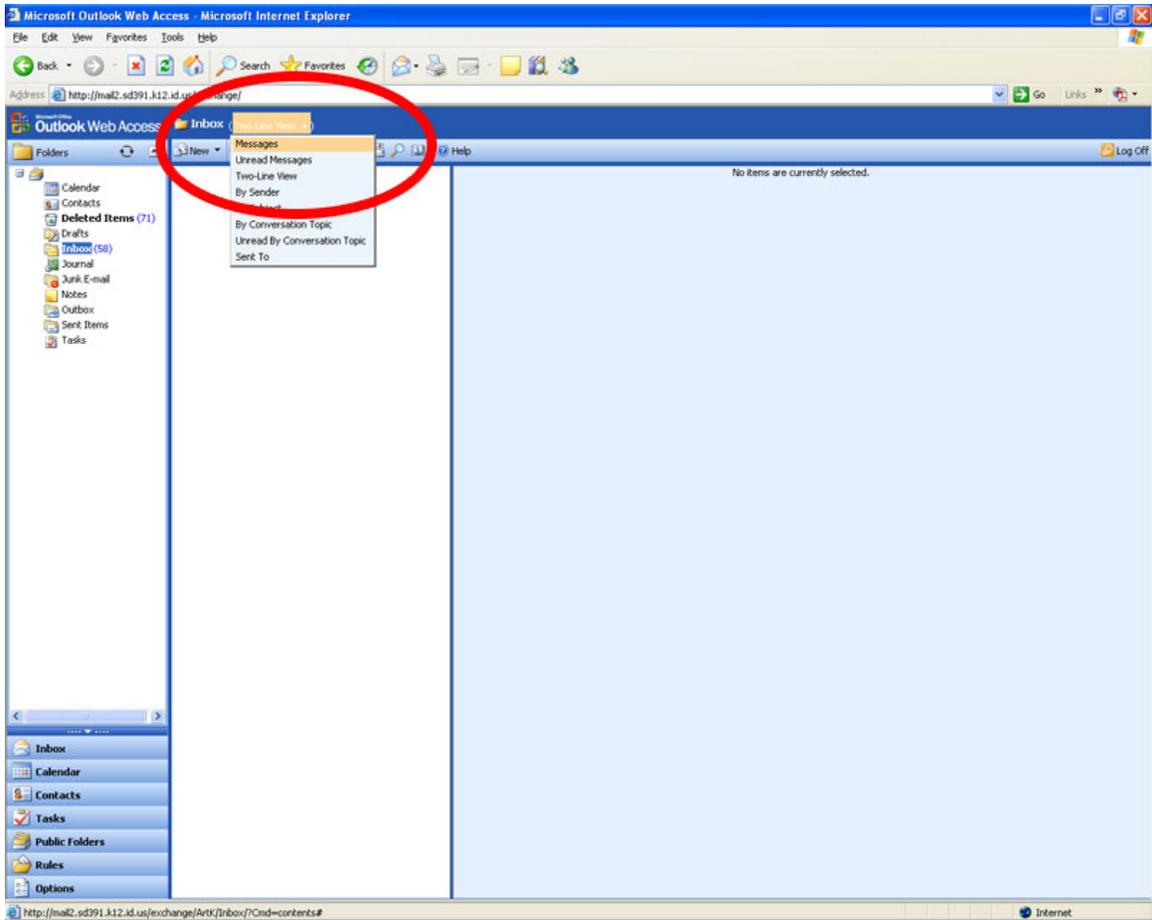
**Username:** Computer Login Name

**Password:** Computer Login Password

***Note:** If you're using a computer with an older operating system, this window may look different. You can give us call for assistance if needed.*

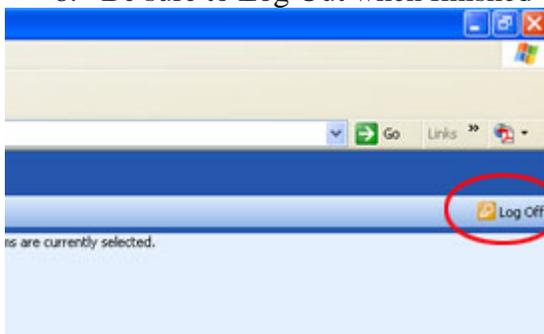
**Figure 2: Login Window**

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.



**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**