

Using Your District Outlook Web Access Email Account

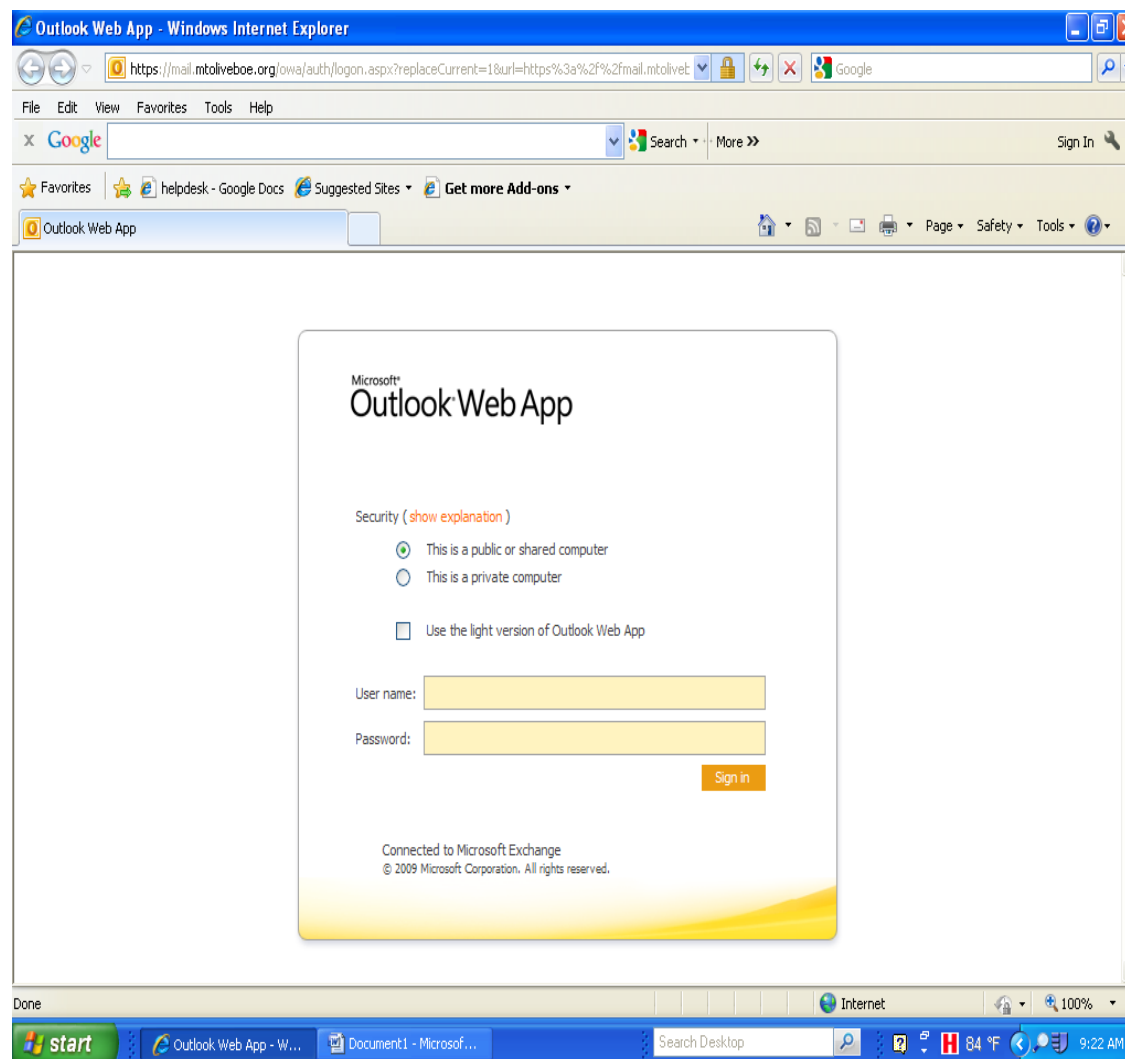
Your district email address is in the following format: `username@mtoliveboe.org`- eg. `Jsmith@mtoliveboe.org`

Getting Started:

- Open your web browser program such as Internet Explorer or Mozilla Firefox
- Go to the district email webpage at <https://mail.mtoliveboe.org/owa>
- Logon window should appear

In the LOGON window:

- It is not necessary to change the security option to private unless you are using your personal computer/device.
- Type in your User Name (your first initial and last name, no spaces) eg. `jsmith`
- Type in your email password provided by technology services



The screenshot shows the Outlook Web App interface in a Windows Internet Explorer browser window. The browser title is "Jim Neglia - Outlook Web App - Windows Internet Explorer" and the address bar shows "https://mail.mtoliveboe.org/owa/". The interface includes a navigation pane on the left with folders like "Inbox (7)", "Sent Items", and "Deleted Items (154)". The main area displays an "Inbox (63 Items, 7 Unread)" with a list of emails, including "BYOD Success: One District's Budget-friendly 3 Year Pilot Pro..." and "Altura Advantage - Jul 2012". A preview pane on the right shows the content of the selected email. The top right corner features a user profile for "Jim Neglia" with a "Sign out" link and an "Options" menu. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time "12:59 PM".

Callout boxes with arrows pointing to specific UI elements:

- Check for new messages:** Points to the refresh icon in the top right of the inbox area.
- Change e-mail/personal settings:** Points to the "Options" menu in the top right.
- ***Important*** Don't forget to sign out:** Points to the "Sign out" link in the top right.
- Access your calendar:** Points to the calendar icon in the bottom left navigation bar.
- Access your contacts:** Points to the contacts icon in the bottom left navigation bar.

*****If you need any additional instruction on accessing your e-mail, please call the Technology Services Help Desk at x8645.**