

Directions for Outlook Web Mail Access

Notes:

- Minimum requirements recommended IE 5.01/IE 6.0 SP1
- Users who have **AOL and/or CompuServe with a Dial-up connection** are unable to access the district email website. This is due to a system change from your service provider. We are in contact with AOL and CompuServe on this issue but do not have a resolution at this time. **Please contact your Internet Service Provider to report this problem in order to expedite a resolution.** This does not effect users who have AOL Broadband connection with Comcast as the Internet Service Provider.

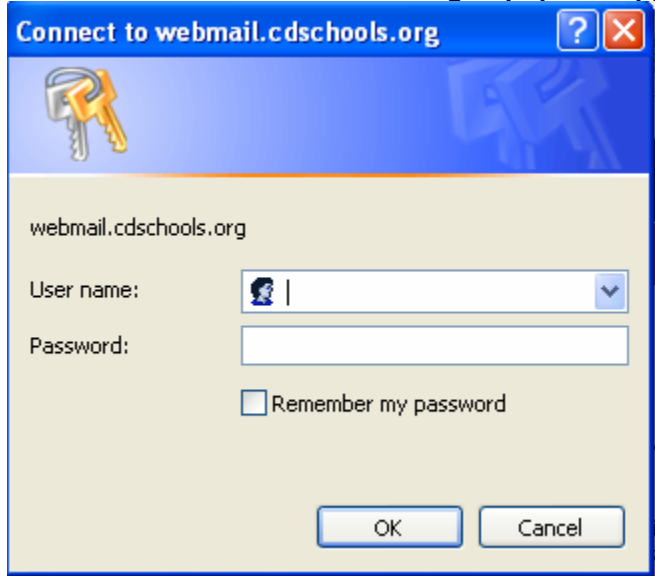
Launch Internet Explorer (IE)



With your Internet browser open, go to: <http://www.cdschools.org>

Click on the Email link in upper right corner of website

Windows XP Users: The following Popup will appear:



- In Username field: type your user name (ex: cdsd\kgrundon)
 - (Note: domain must precede username -- required)
- In Password field: type your password (ex: password)

Windows 2000, 98, Users might receive a different login screen. If so, you will log in as follows:



Enter Network Password

Please type your user name and password.

Site: webmail2.cdschools.org

User Name: kgrundon

Password: xxxxxx

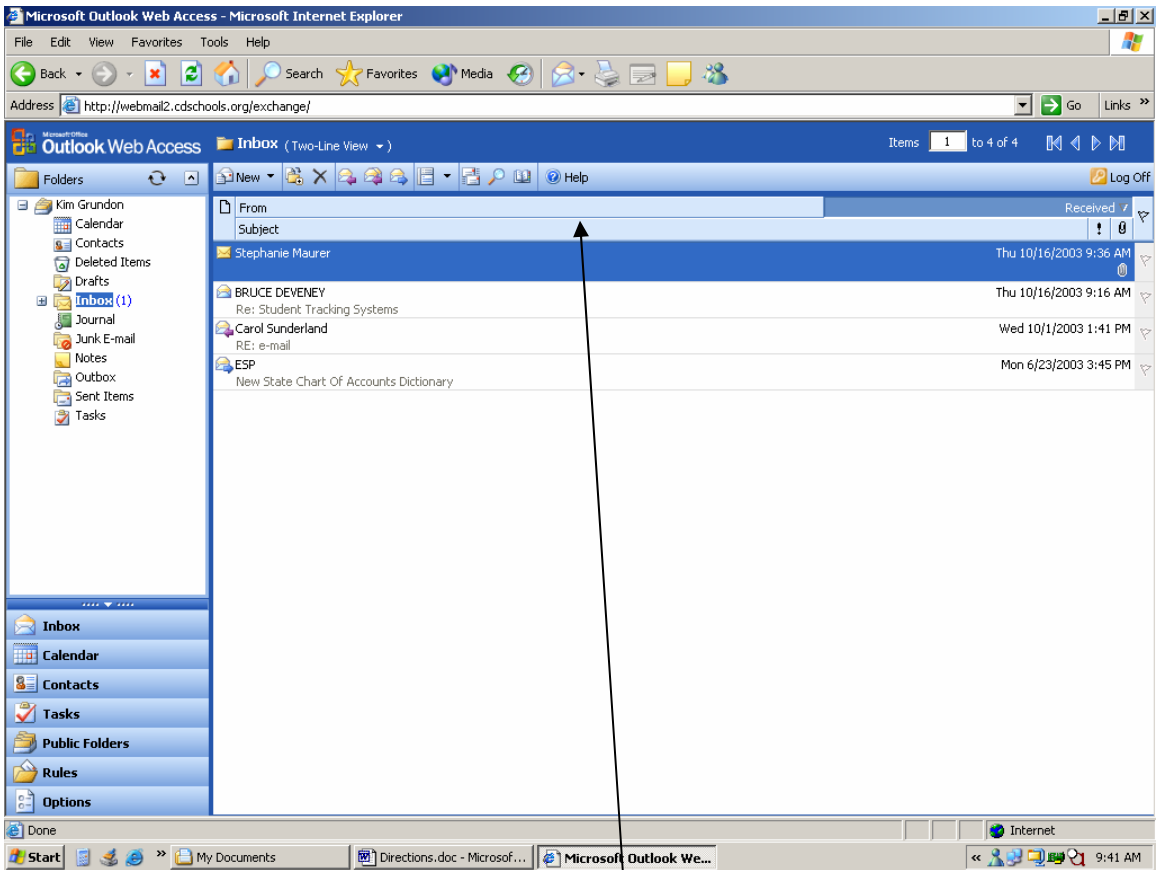
Domain: cdsd

Save this password in your password list

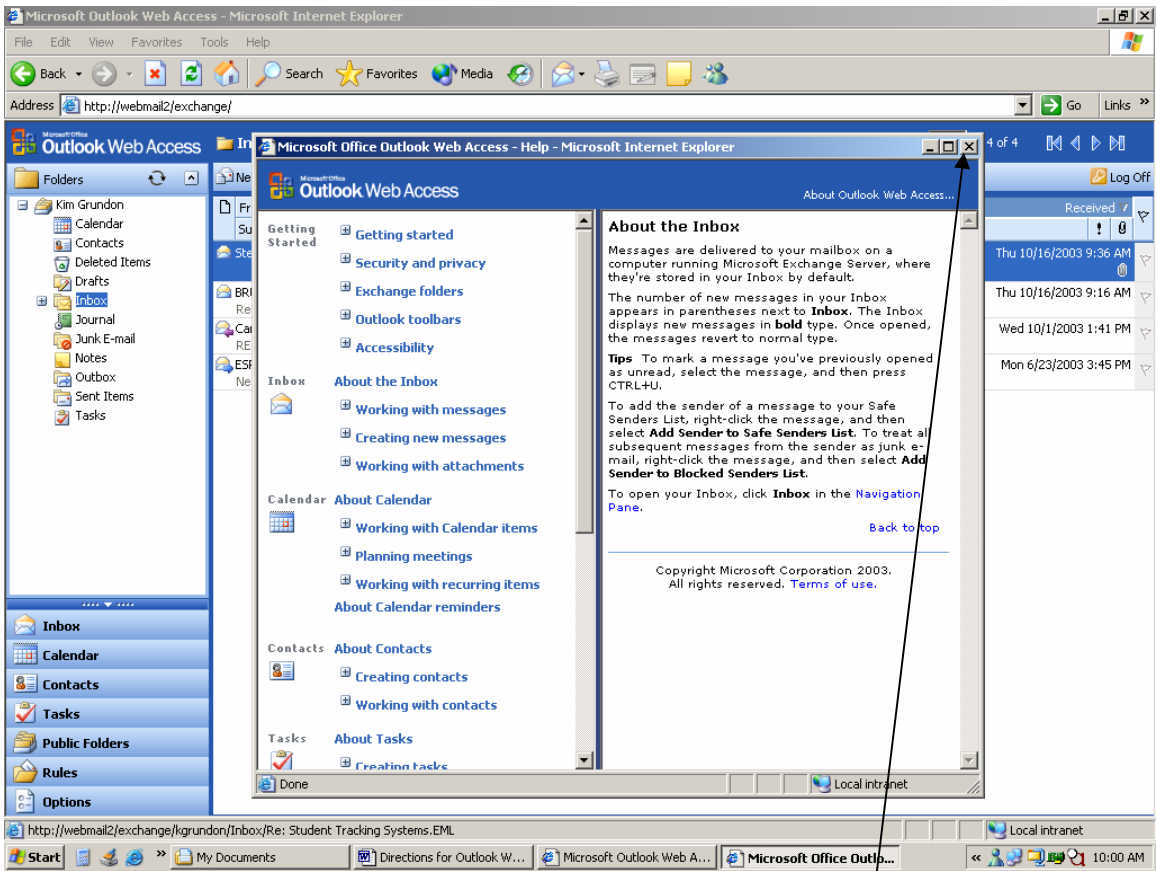
OK Cancel

- In username field, type your username (ex: kgrundon)
- In password field, type your password (ex: password)
- In domain field, type cdsd

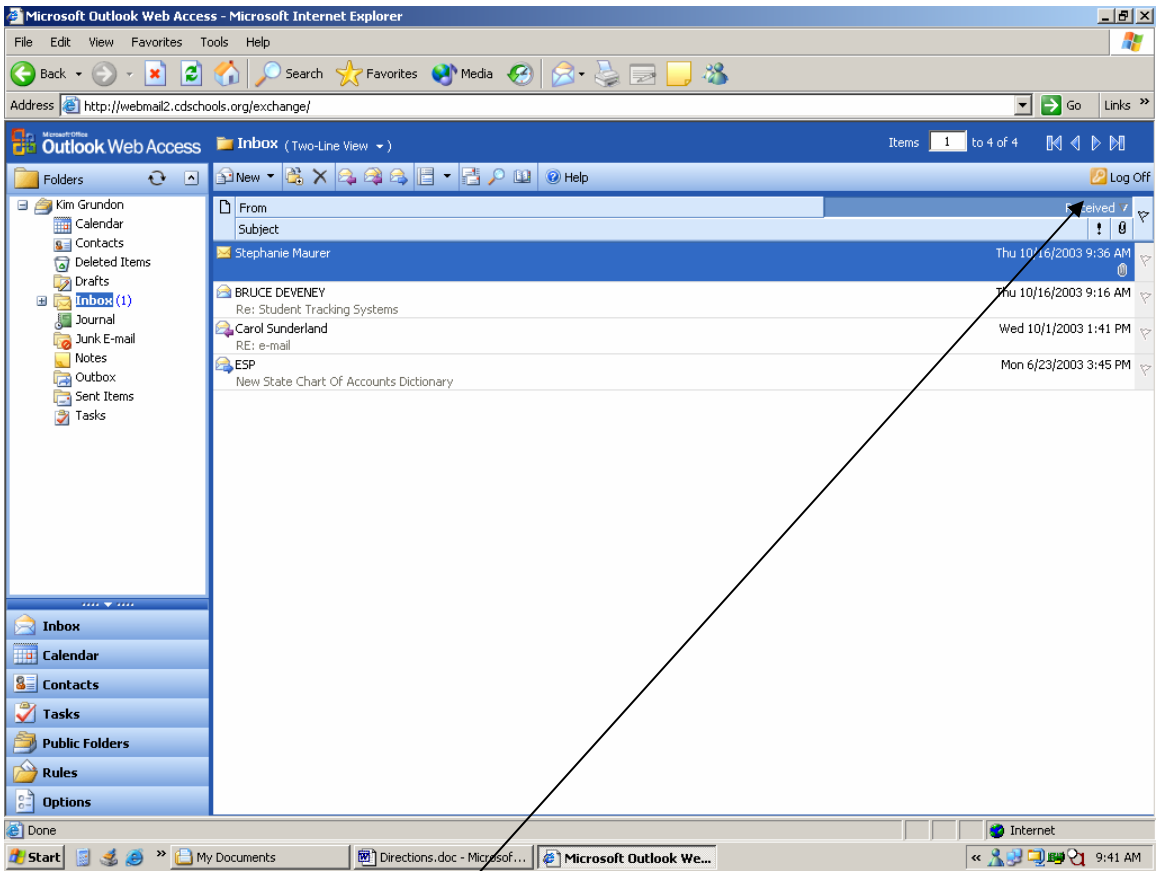
Click on OK



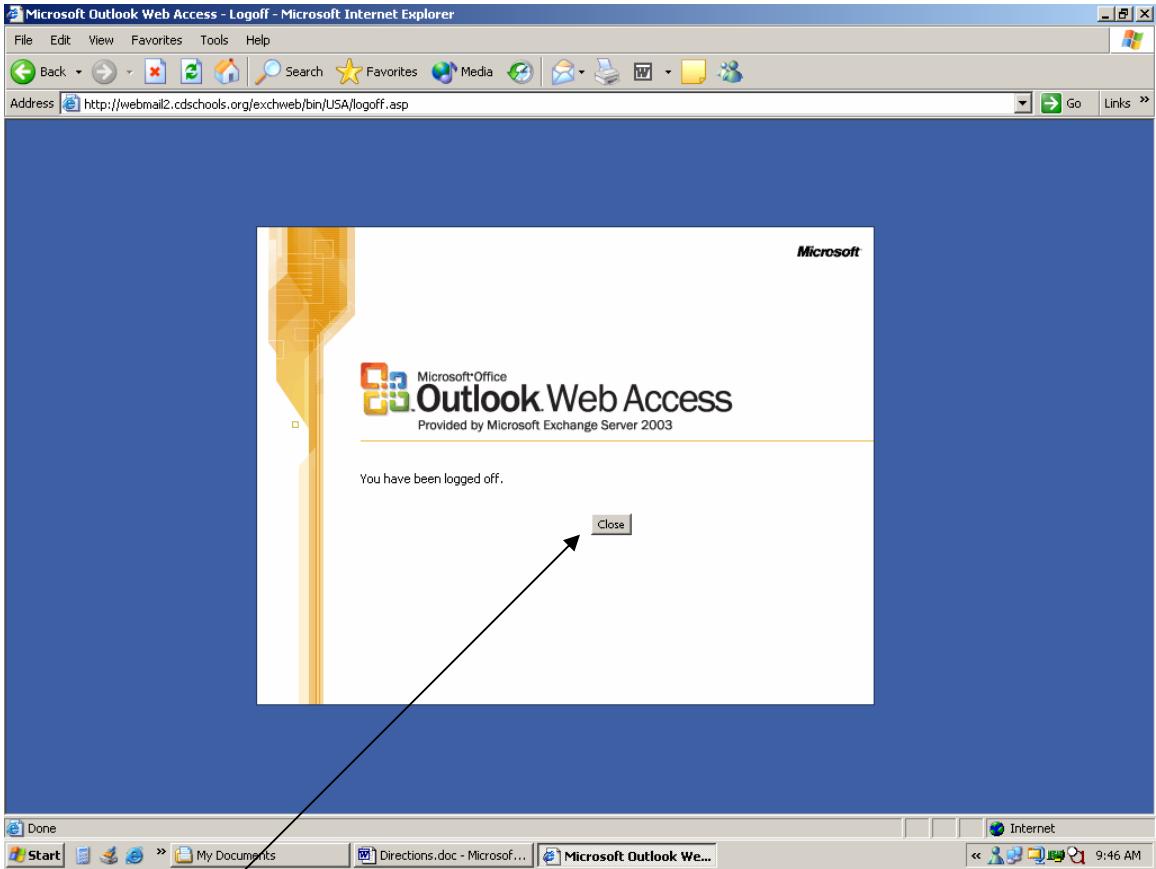
Mail box will open
Proceed to read or send mail
To access help, click on Help icon on the menu bar



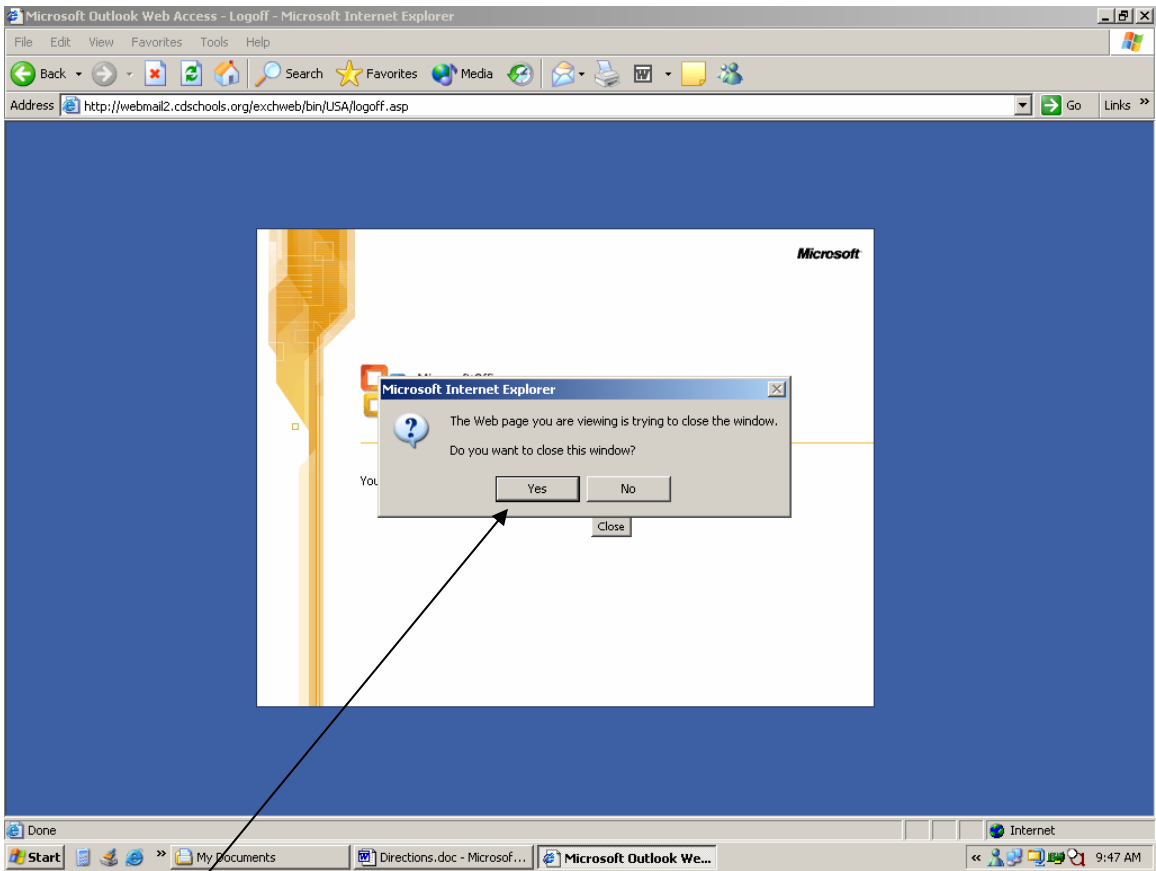
Help popup window appears
Click on topic on left to access additional information
When finished, click on X in upper right corner of popup box to exit help



When finished, click on Log Off



Click on Close



Click on Yes
This will close Internet Explorer