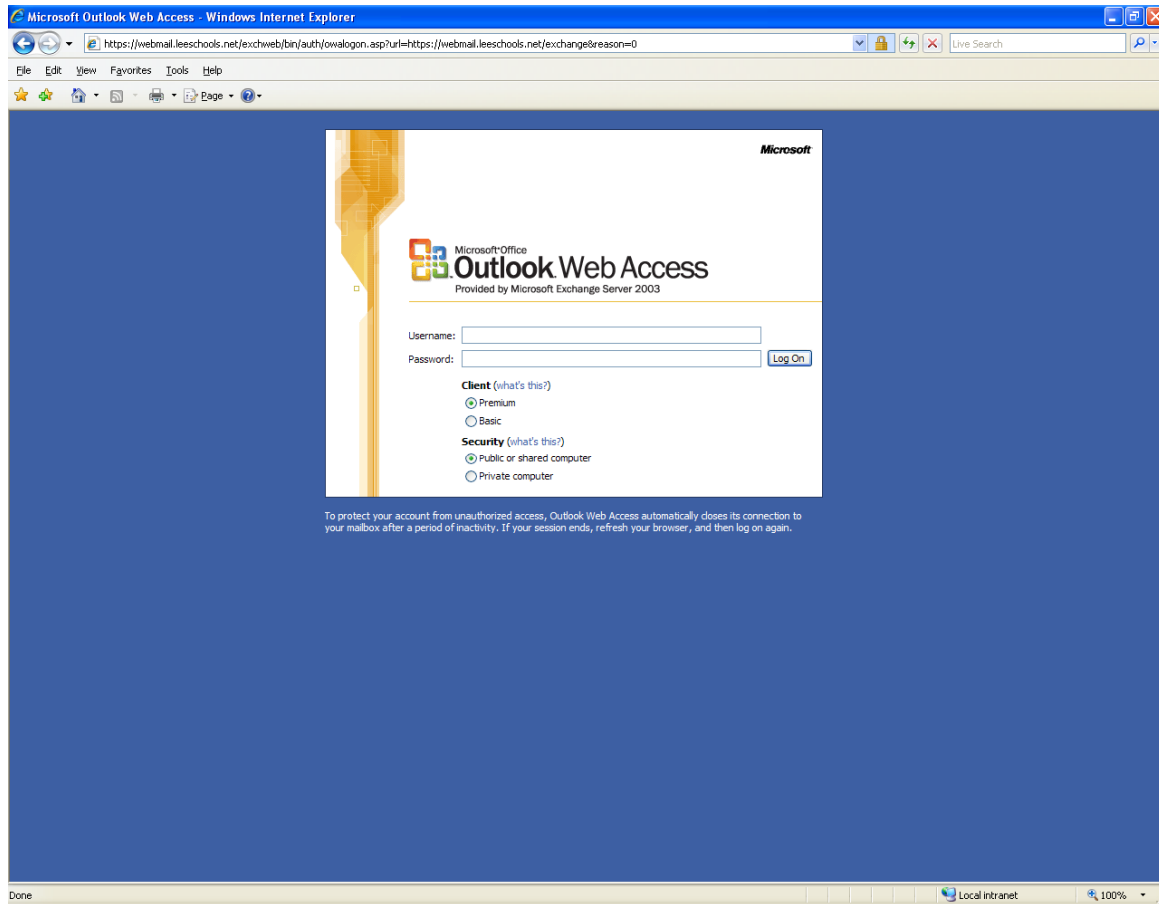


1. Go to <http://webmail.leeschools.net>

Your screen will look like this.



2. Enter your User name ex: Robpd , and your password in the fields provided.

Microsoft

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Username:

Password:

Client ([hide explanation](#))

Premium
The premium client provides all Outlook Web Access features.

Basic
The basic client provides fewer features than the premium client but offers faster performance. Use the basic client if you're on a slow connection.

Security ([hide explanation](#))

Public or shared computer
Select this option if you use Outlook Web Access on a public computer.

Private computer
Select this option if you are the only person who uses this computer. Your Exchange server will allow a longer period of inactivity before logging you off.

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

If you are on Dial-up you may want to choose “Basic” because there are a few less bells and whistles. If you select “Private Computer” it will keep you logged on until you close the browser window. Otherwise, you will have to log back in after 10-15 minutes of no activity. Selecting “Private Computer” can be a security risk if you are in a public place

Click “Log On”