

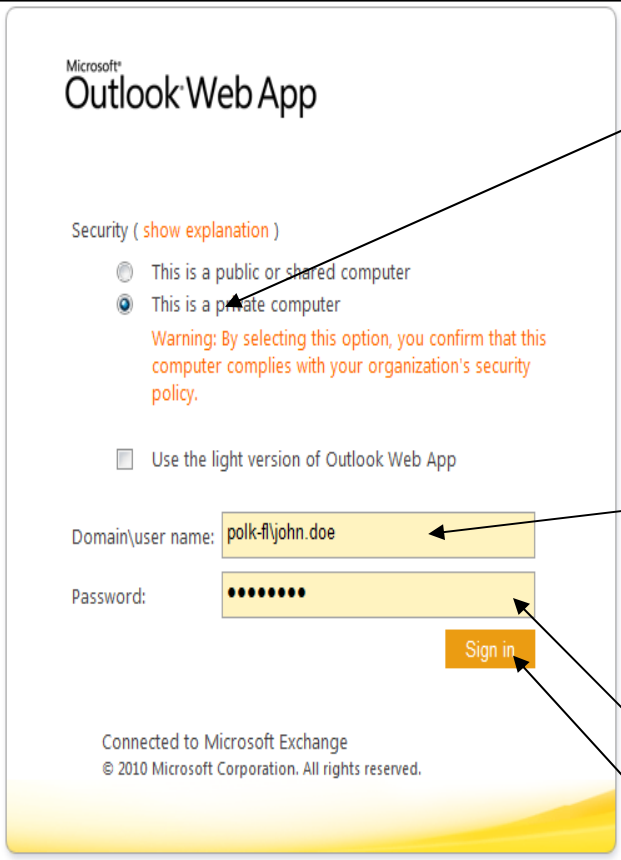
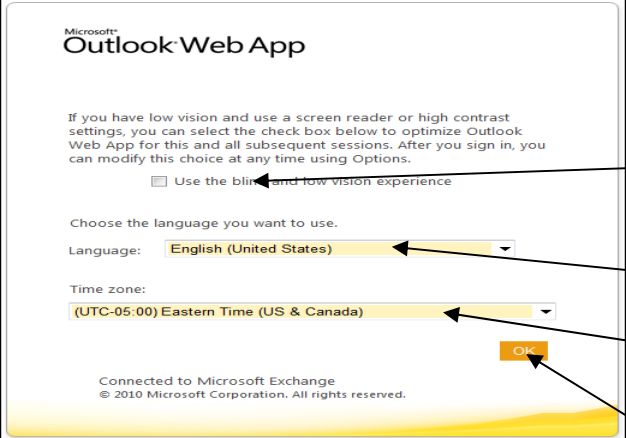
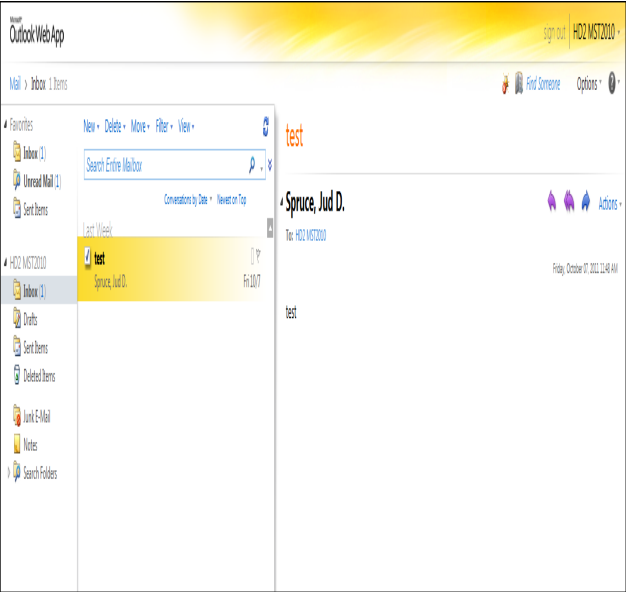


Office Outlook Web Access

Steps	Screen Displayed	Procedures
1		<p><u>From the Polk-fl.net Polk County Public Schools web site</u></p> <p>http://www.polk-fl.net</p> <p>Scroll down the page to the Quick Links Section</p>
		<p><u>From the Quick Links Section</u></p> <p>Click WebMail</p>
2		<p><u>The Office Outlook Web Access screen is displayed. To keep the connection all day</u></p> <p>Select This is a Private Computer</p> <p>NOTE: YOU MUST SELECT PRIVATE COMPUTER IF YOU WANT TO BE ABLE TO OPEN ATTACHEMENTS! SELECTING PUBLIC OR SHARED COMPUTER WILL BLOCK SENSITIVE INFORMATION!</p> <p>In the Domain\User Name field</p> <p>Type your polk-fl\firstname.lastname or firstname.lastname followed directly by the Domain name @polk-fl.net</p> <p>Example: polk-fl\john.doe or john.doe@polk-fl.net</p> <p>Type your Network Password in the Password field</p> <p>Click the Sign in button</p>

Office Outlook Web Access

Steps	Screen Displayed	Procedures
		<p><u>NOTE: The Outlook Web App screen will appear the first time you use Web Mail:</u></p> <ul style="list-style-type: none"> • DO NOT check the “Use the blind and low vision experience box! • Make sure English is <i>selected</i> • Make sure Eastern Time is <i>selected</i> • <i>Click OK</i> button
		<p><u>Your Outlook Web App screen will appear.</u></p>