

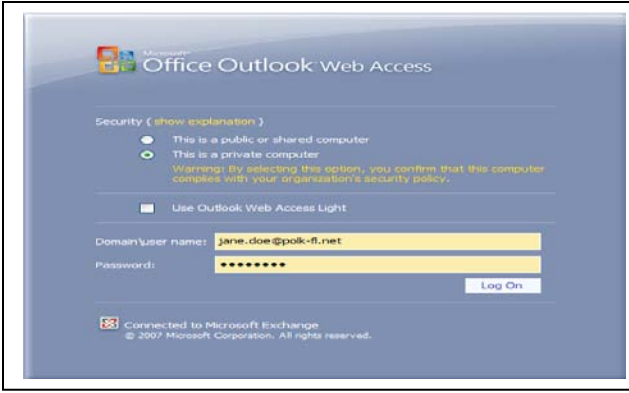



Office Outlook Web Access

Steps	Screen Displayed	Procedures
1	 	<p>From the Polk-fl.net Polk County Public Schools web site</p> <p>http://www.polk-fl.net</p> <ul style="list-style-type: none"> • Scroll down the page to the Quick Links Section <p>From the Quick Links Section</p> <ul style="list-style-type: none"> • Click WebMail
2	 	<p>The Office Outlook Web Access screen is displayed. To keep the connection all day</p> <ul style="list-style-type: none"> • Select This is a Private Computer <p>In the Domain\User Name field</p> <ul style="list-style-type: none"> • Type your Firstname.Lastname followed directly by the Domain name @polk-fl.net <p>Example: Jane.Doe@polk-fl.net</p> <ul style="list-style-type: none"> • Type your Network Password in the Password field • Click the Log On button <p>Your Office Outlook will be displayed</p>