

Outlook Web Access E-Mail Instructions (must use Internet Explorer)

OWA is a new way to get your school email and it allows you access to send and receive email from anywhere in the world that you can get into Internet Explorer, including here at school.

Following are some of the basic steps.

- Go to the Farmington Home Page (www.farmington.k12.mn.us)
- Click on District Information
- Click on Web Based Staff E-mail

If you are in Windows 98 or 2000 you will see three fields to fill in:

Username: type in your username

Password: type in your password

Domain: type in isd192



If you are using XP you will only see two fields to fill in:

Username: type in isd192\your username (ex: isd192\clarson)

Password: type in your password

Some pointers:

- You click on NEW to send a new message.
- If you're sending to someone in the district, you may type part of the person's username and then click on the little person with a red checkmark and the computer will look for the address and will accept it if you typed it correctly.
- To send to more than one person, use a semicolon and no space vs. a comma.
- You can send attachments by clicking on ATTACHMENTS, OPEN the file,
- ATTACH the file, and then CLOSE which will take you back to your email.