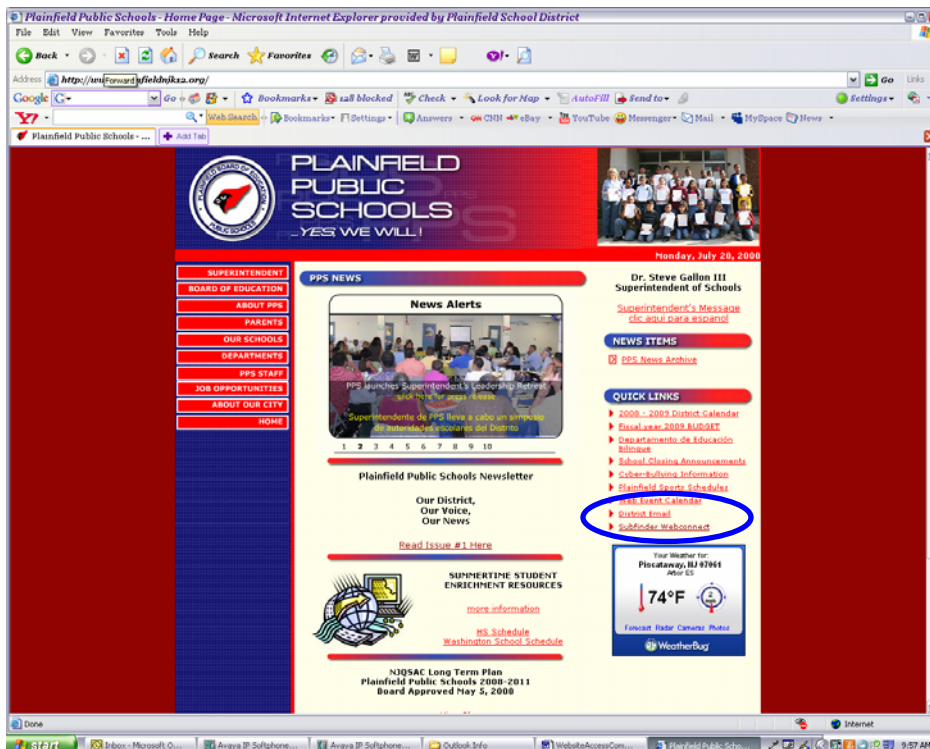


How to Access Outlook Email via the Internet

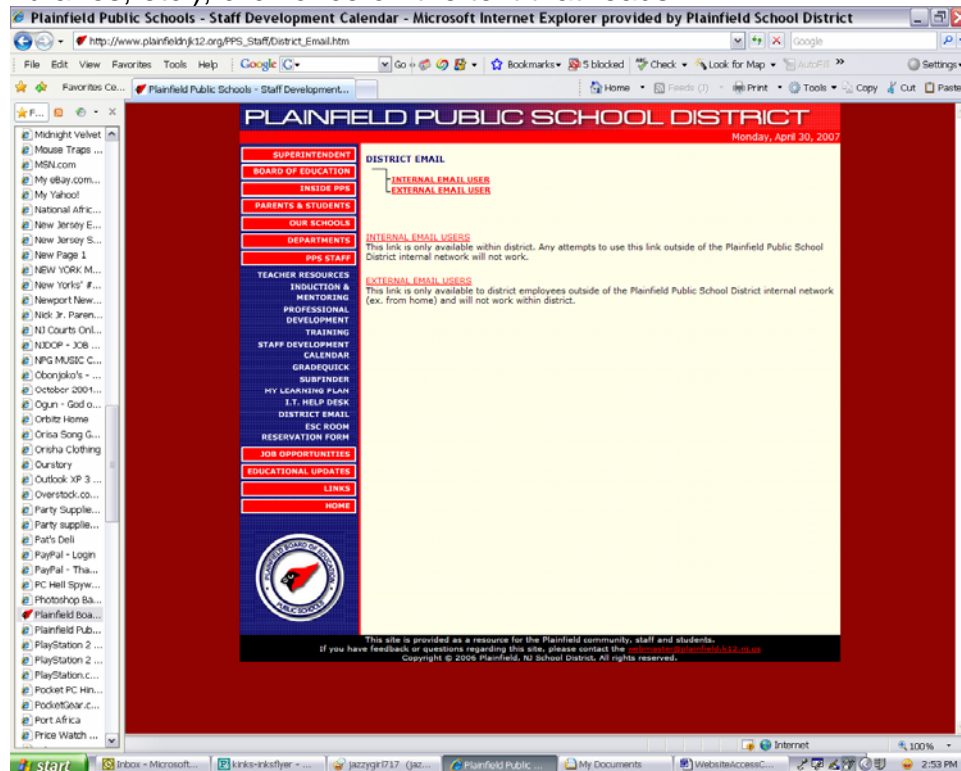
District email accounts can be accessed from any PC with an Internet connection. Double click on the [Internet Explorer](#) icon on the desktop to open the browser



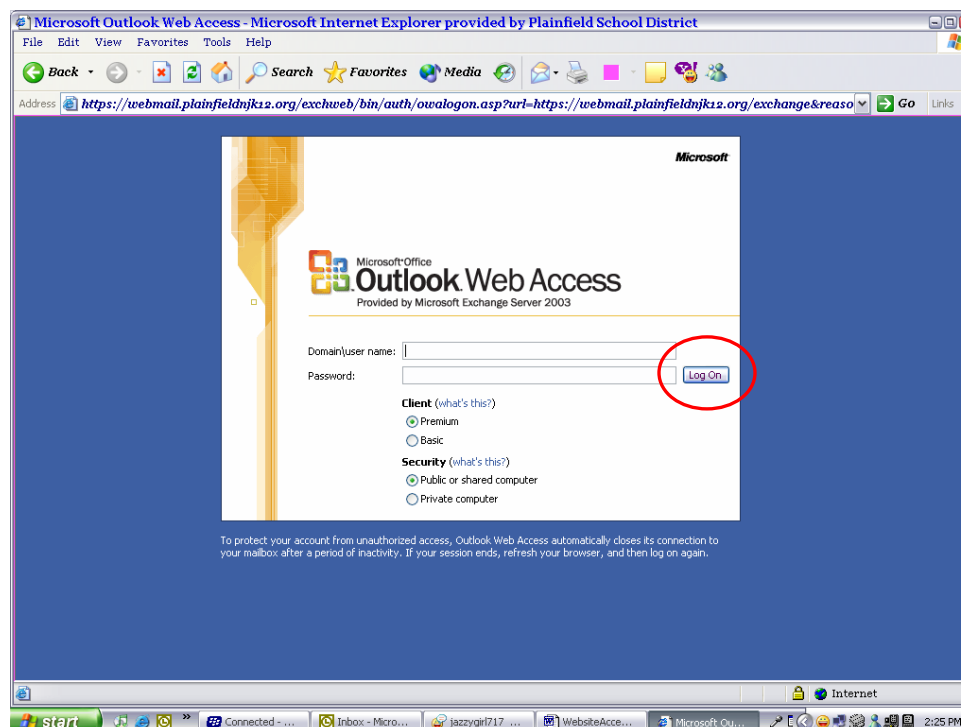
Enter the Plainfield Board of Education website (www.plainfieldnj12.org). Click once on the [District E-Mail](#) link on the right hand side of the screen.



From *inside* the school district (schools and administrative buildings), click once on the text that reads **INTERNAL E-MAIL USER**. From *outside* the school district (i.e., homes, libraries, etc.), click once on the text that reads **EXTERNAL E-MAIL USER**.

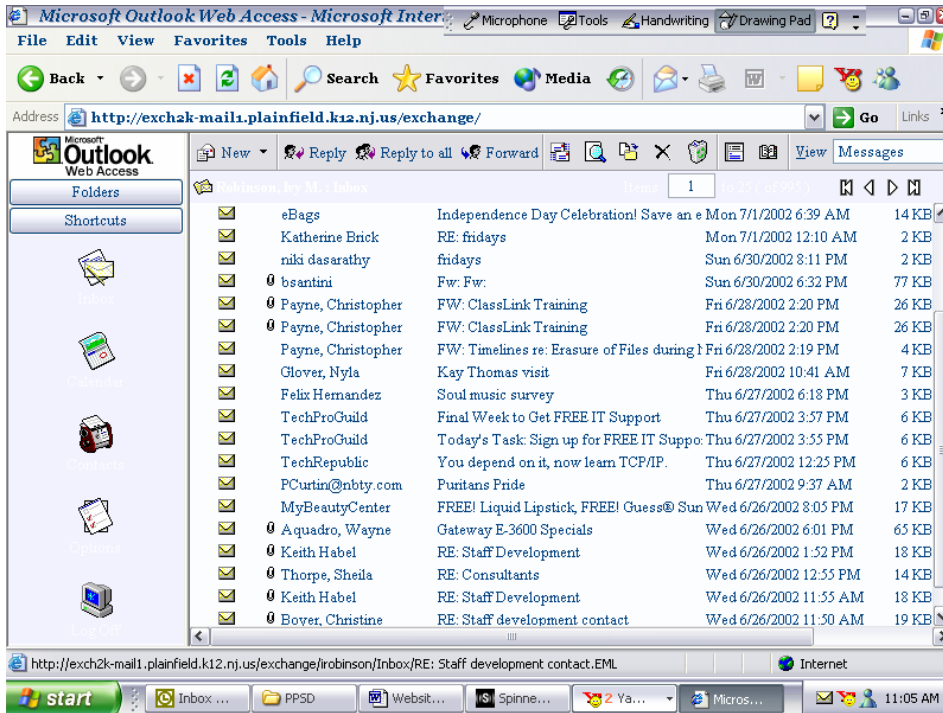


The following information must appear in the appropriate fields:
Domain\user name: plainfield\your username
Password: your current password

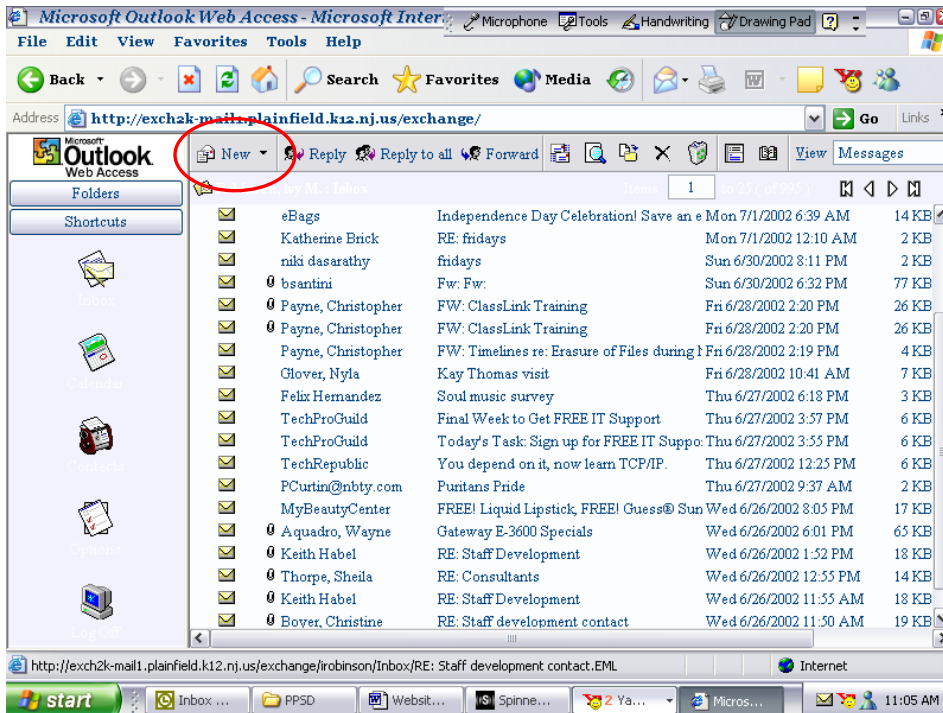


Click once on the *Log On* button.

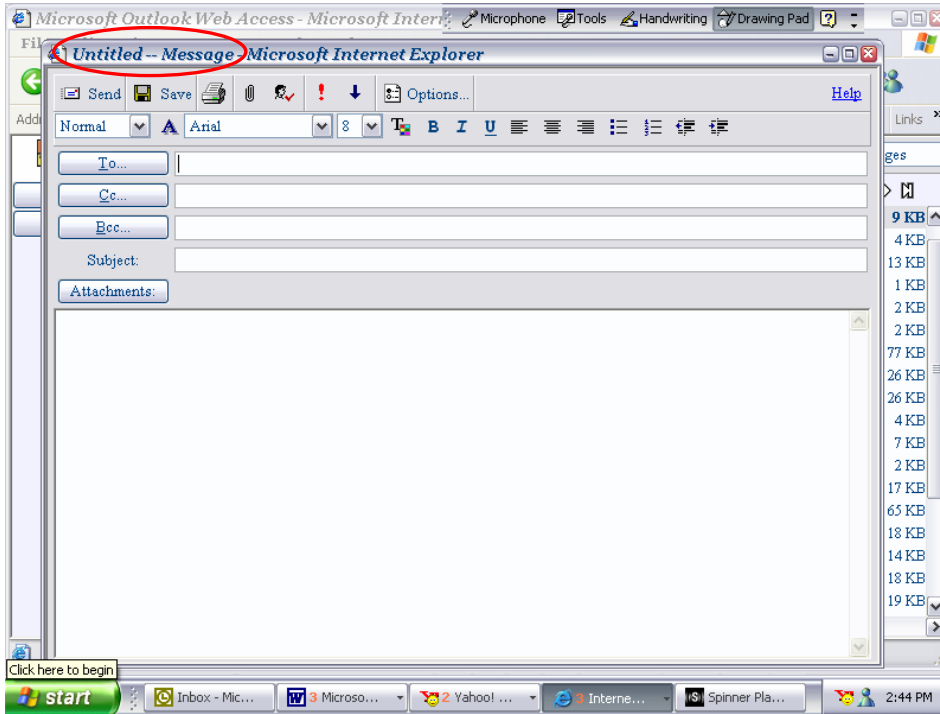
Your *Inbox* will open



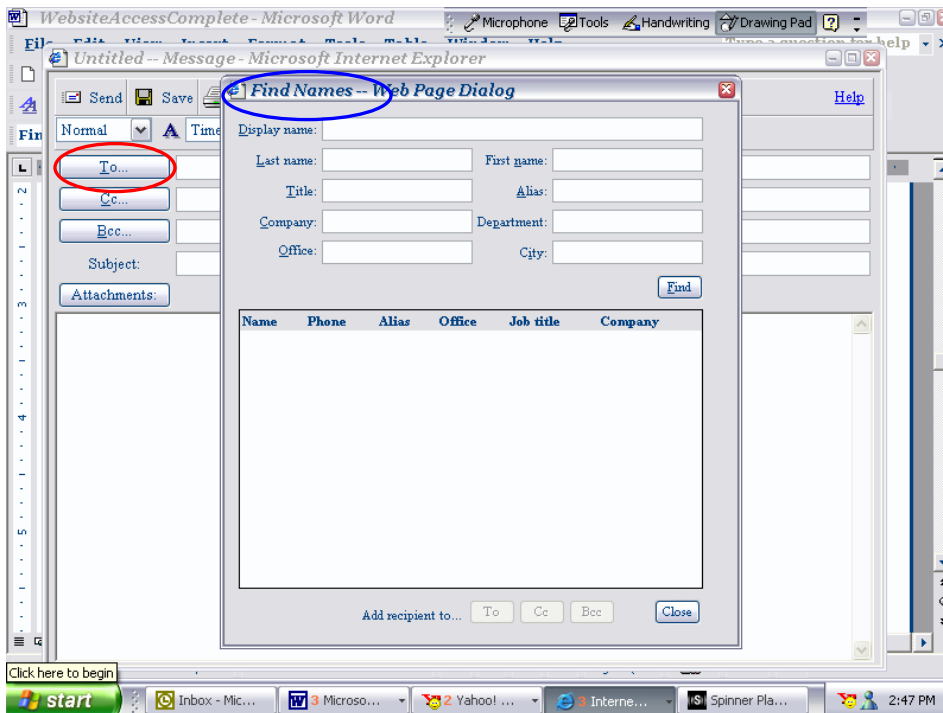
To send messages to district employees, click once on the **New** button



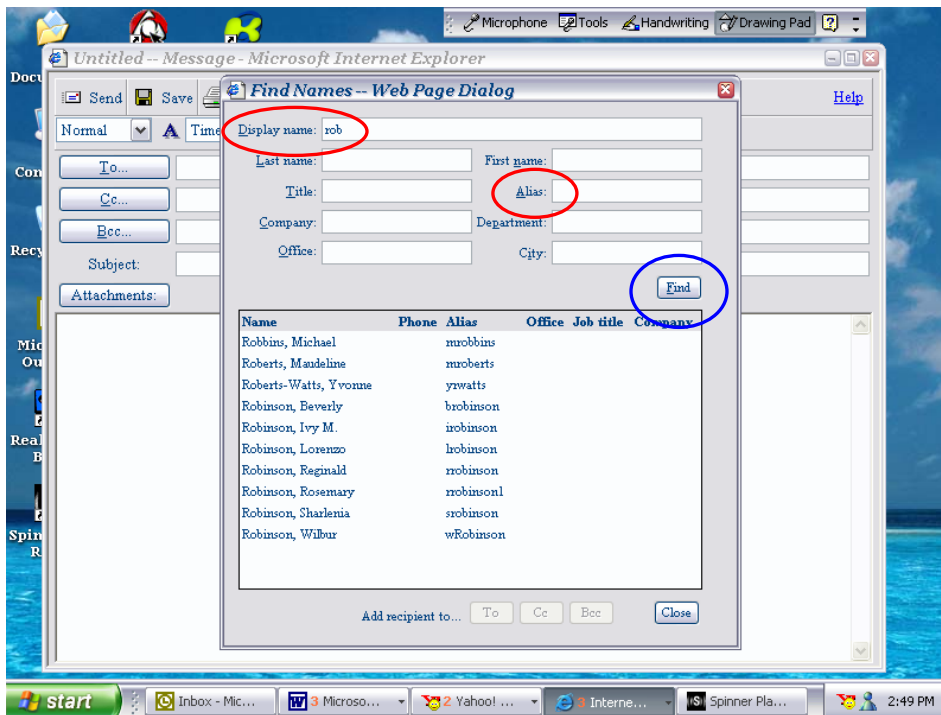
An *Untitled message* window will open.



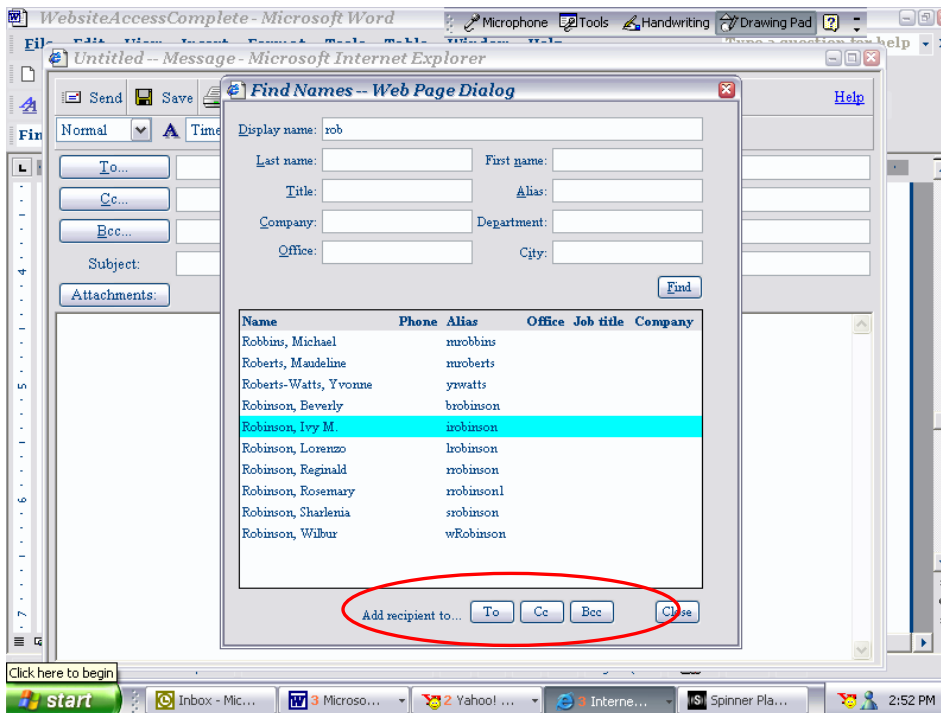
Click once in the **To...** button. A **Find Names** - window will open



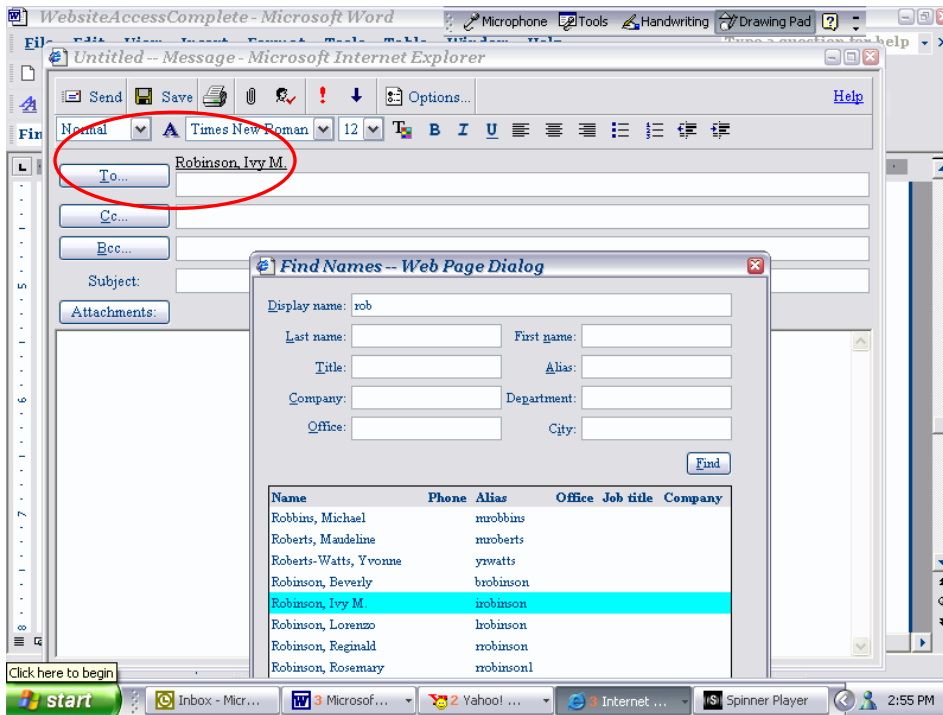
Type in the first few letters of a person's last name or the name of the district Distribution List you want to receive your message in the **Display name** field. (If you know their user name, you may type it in the **Alias** field.) Click once on the **Find** button. A list of names will appear



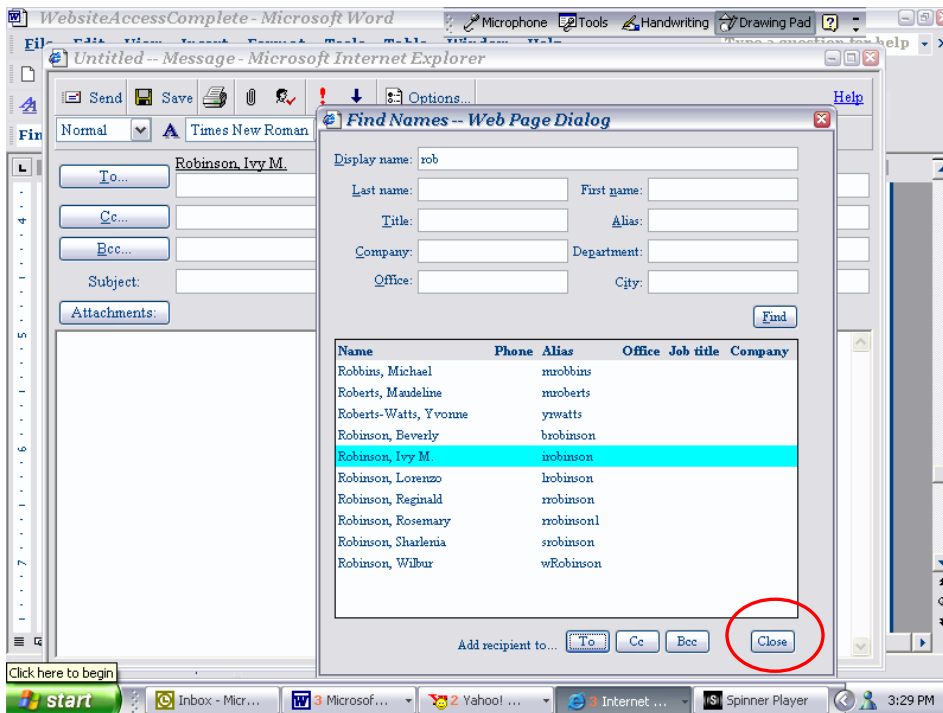
Click once on the user's name you wish to email then on the **To...** **Cc...** or **Bcc...** buttons next to Add recipient to...



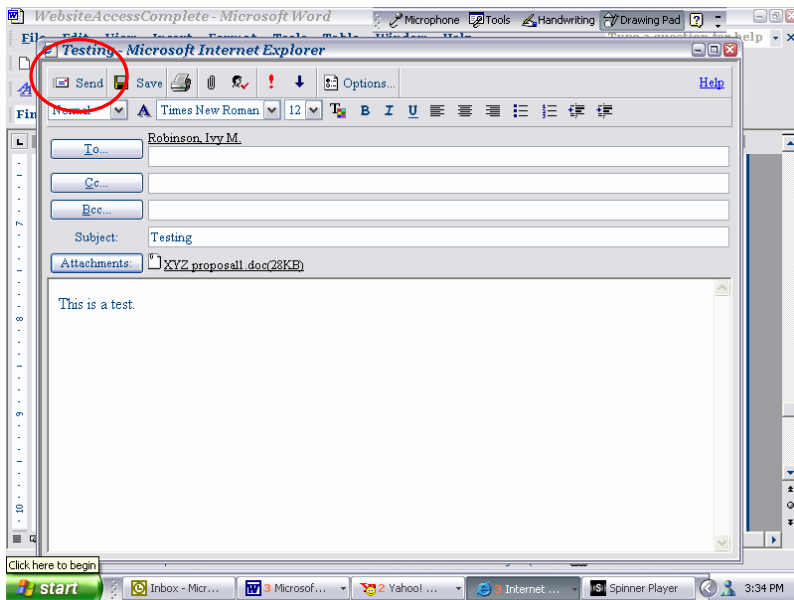
The name will be added to the appropriate field. Continue to select as many recipients as you wish



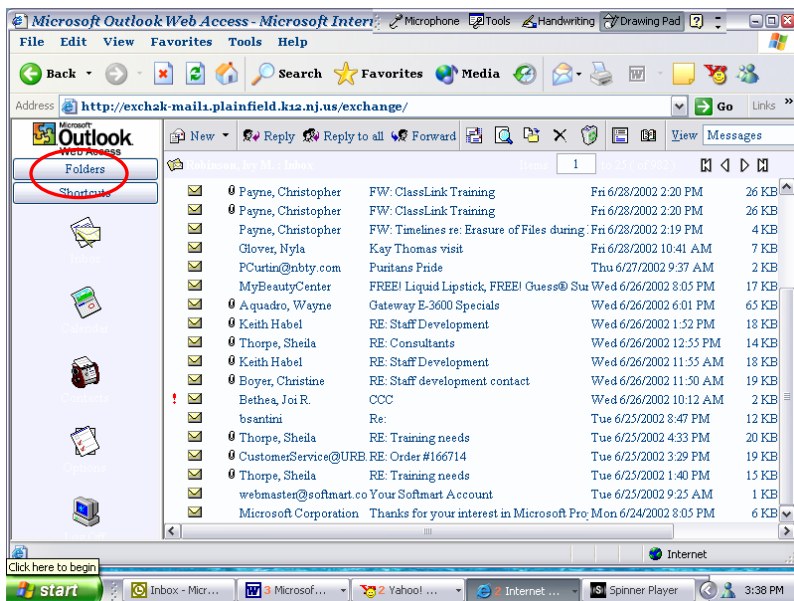
When you have selected the desired recipient(s), click once on the **Close** button to close the *Find Names* window.



You may then enter the Subject, include Attachments and compose your message. After composing your message, click once on the **Send** button in the top left corner to send the message.



The contents of the *Sent Items*, *Calendar*, *Contacts* and *Deleted Items* are accessible via web access email by clicking on the **Folders** button on the Outlook bar



Click on the desired folder to view its contents. User created Distribution Lists are not available via the Internet.

Please contact the Information Technology and Support Services Help Desk at (908) 731-4200 x5555 if you experience any problems.