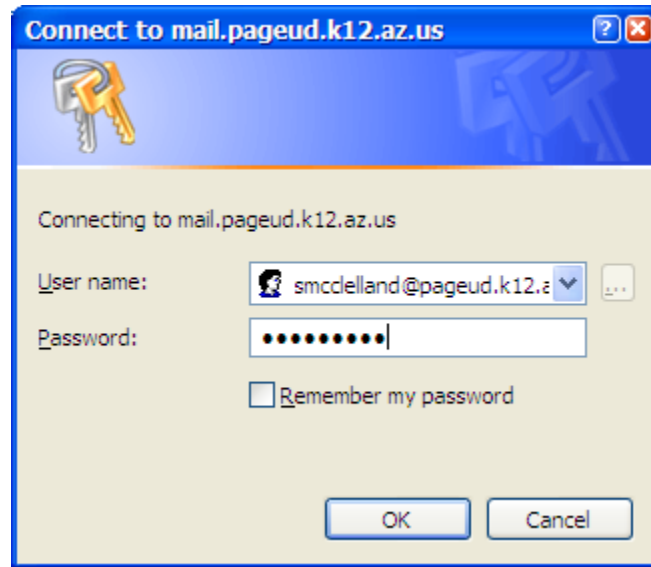


Accessing Your School Email From Home

- Open up your Internet Browser
- Type in this address:
 -  <http://mail.pageud.k12.az.us/exchange>
- Type in your email address: (i.e., smcclelland@pageud.k12.az.us) and password in the opening dialog box:



➤ Your Email will look like this:

Microsoft Outlook Web Access - Windows Internet Explorer

http://mail.pageud.k12.az.us/exchange/

File Edit View Favorites Tools Help

Microsoft Outlook Web Access

Outlook Web Access **Inbox** (Messages) Items 1 to 25 of 94

From	Subject	Received	Size
Mildred Fuller		Wed 10/18/2006 12:27 PM	2 MB
rhonda.flores@pearson.com	Registration Received for 10th Annual Users Conference	Tue 10/17/2006 8:24 AM	2 KB
Rhonda Mallahan	Error	Mon 10/16/2006 11:44 AM	3 KB
Customer Service (FSC)	Follett Software Company	Fri 10/13/2006 1:53 PM	6 KB
Taylor, Valerie	Student Distribution troubleshooting	Tue 10/10/2006 1:25 PM	37 KB
Microsoft	TechNet Flash: Arm Yourself for Success ... Right Choices...	Wed 10/4/2006 9:47 PM	121 KB
Teona Combs	FW: SASI Subscription List	Thu 9/21/2006 2:24 PM	21 KB
Customer Link Admin	SASI Subscription List	Thu 9/21/2006 1:54 PM	26 KB

Mildred Fuller

This message was sent with high importance.
Attachments can contain viruses that may harm your computer. Attachments may not display correctly.
The sender of this message has requested a read receipt. [Click here to send a receipt.](#)

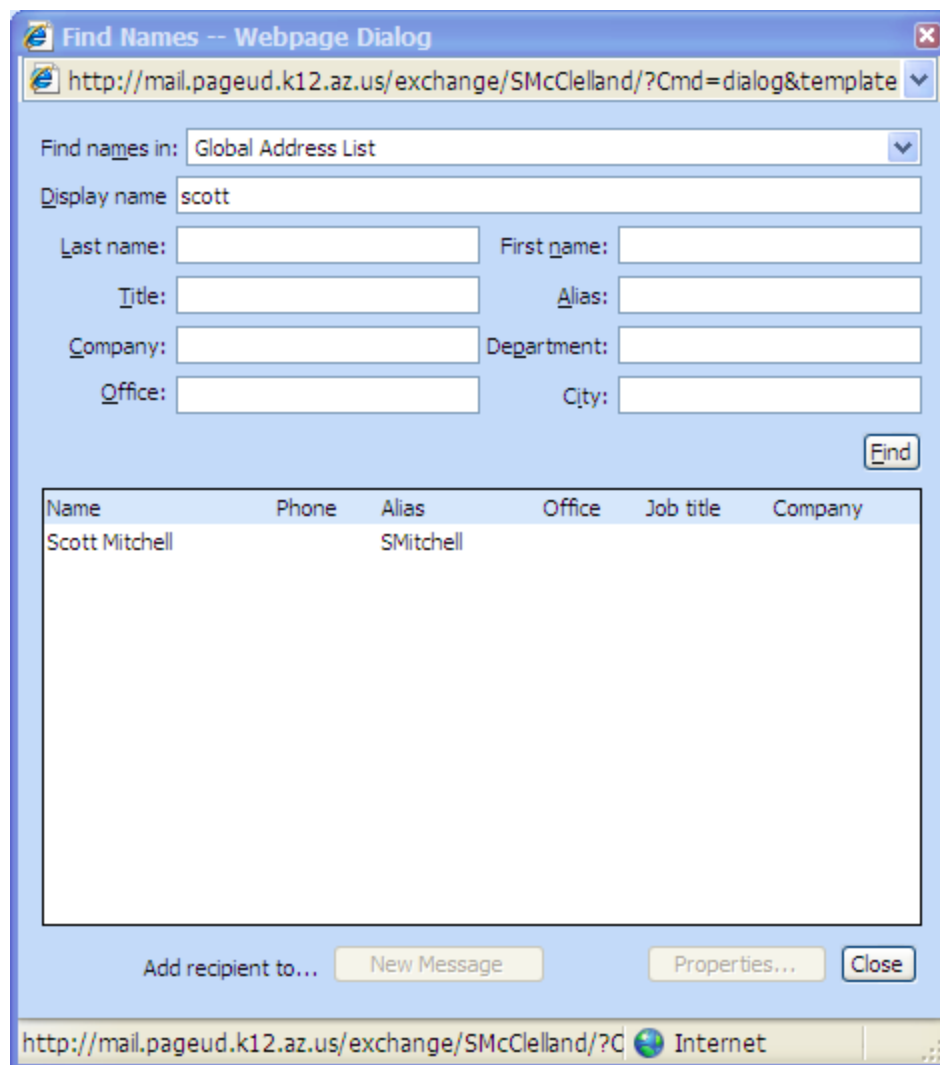
To: Suzanne McClelland; Dave Wilmes
Cc: Elouise Goatson

Attachments: Student Atom Tab 4.bmp(2MB)

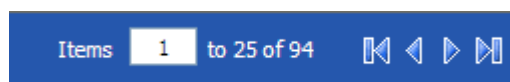
Here are the changes I had requested last year, thanks in advance for all your time and kind attention, have a wonderful week!

Inbox
Calendar
Contacts
Tasks
Public Folders
Rules
Options

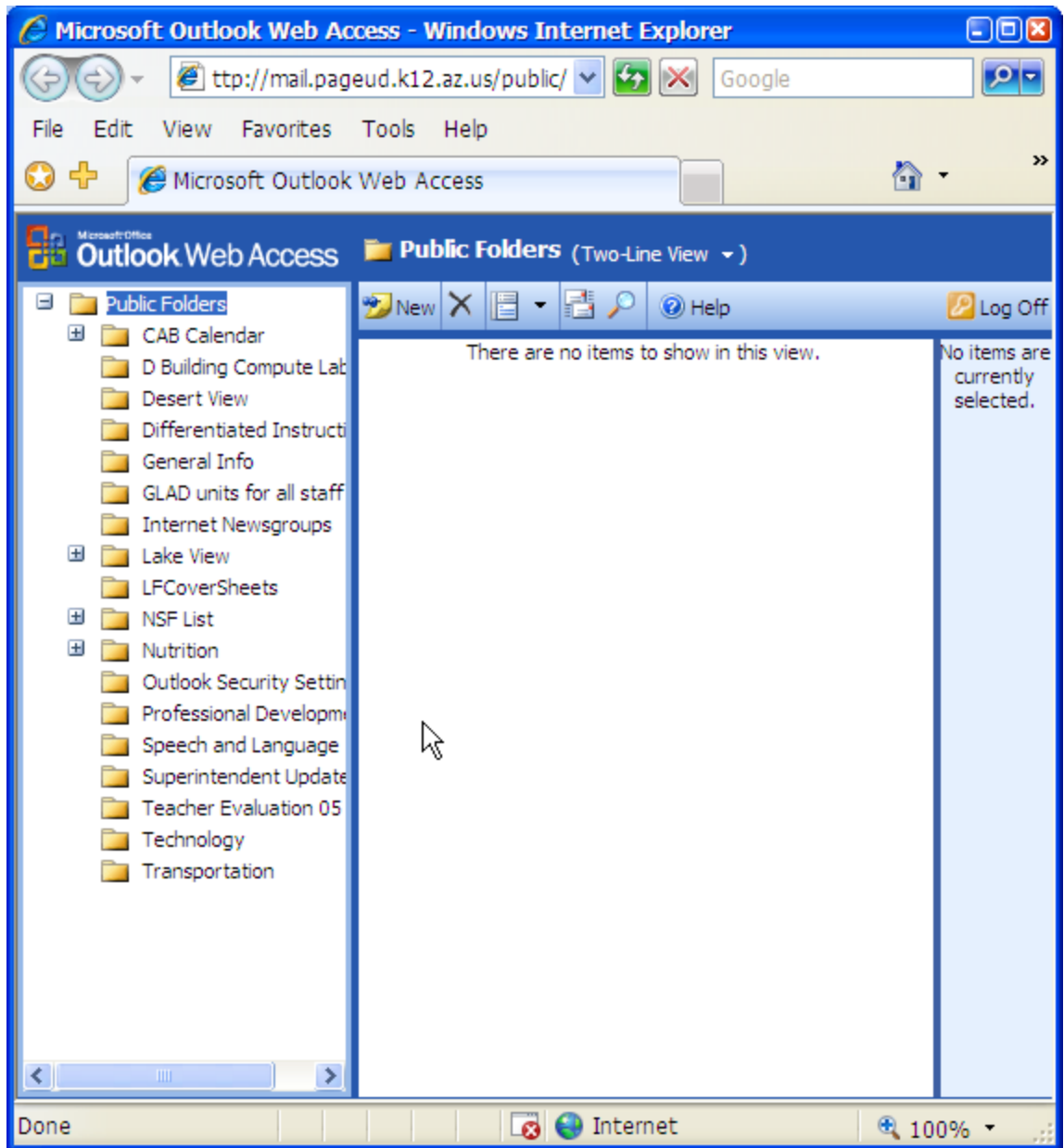
- Using the find button for users in the Global Address Directory:



- Scrolling through your email:



➤ Public Folders



➤ Rules:

- You cannot modify any current rules that you may have created or are running

➤ Options

➤ View Contacts

➤ View and Add to your Calendar

➤ Saved Email:

- You are not able to access your saved email from home. So, if you have rules that are running that are pointing to folders in your saved email you will not be able to view those incoming emails
- Suggestion: If you know that you will be checking your email frequently while you are off campus, out of town on business, vacation, etc. make sure that your email is closed. If your email is closed it will not process any rules that point to your saved email folders; therefore you will be able to read, respond, or delete any emails that your receive.