

**Office of the Superintendent of Manhattan High Schools**  
**Assistant Principals of Special Education Meeting**  
**December 19, 2002**

**Using Outlook Web Access (OWA)**

[Outlook Web Access \(OWA\)](#)

<https://mail.nycboe.net>

**To login:**

**Username:** district\**(your account alias)**

**Example:** district\**hcourse**

**Password:** **welcome**

**Click OK**

**Tips:**

- Remember to only type the word **district** in username screen
- Bookmark the OWA website
- Log off from OWA (click Log off button)
- To read your email make sure you are in the Inbox section of OWA
- Move your mouse over the icon to see what each one does
- Click on the Check for New Messages to see new messages each day
- To delete message highlight the message to be deleted and **click the X icon**
- To delete all messages in your delete folder click on the Empty deleted items folder (waste basket icon)**

**How to find a person in OWA?**

- To find a person in the OWA system that you want to write an email to, click on **new** and then, click on **to**
- A Find Names screen will appear**
- Type in the last name, first name of the person**
- At the bottom of the click find**
- The OWA email name will appear, click on the person you are looking for**
- The person's email address will appear in the to area of your email
- You are ready to type your message

If you forget the OWA address, go to our district's website [www.mhss.org](http://www.mhss.org) there is an OWA link.

The first time you go in you will be prompted to change your password:

**Enter your username: example (rabdalla)**

**Your default password: welcome**

**Change password: use the same you have for personal email at home or something you will remember**

**Confirm : re-enter new password**

**Domain will be: district**

**It will take about 10-15 minutes to use your account after you change your password.**

