



BOARD OF EDUCATION OF THE CITY OF NEW YORK

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Email Logon Procedures

This document describes the logon process for the district offices when accessing the exchange 2000 email system. The following procedures are outlined in this document:

- Accessing Email using Outlook 2000 (Client)
- Accessing Email using Outlook Web Access (OWA)

Using Outlook 2000 (Client)

1. Logon to your computer, if necessary, as you would normally.
2. Double-click on the Microsoft Outlook icon  on your desktop, or from the **Start** button, choose **Programs**, and then click on **Microsoft Outlook**.

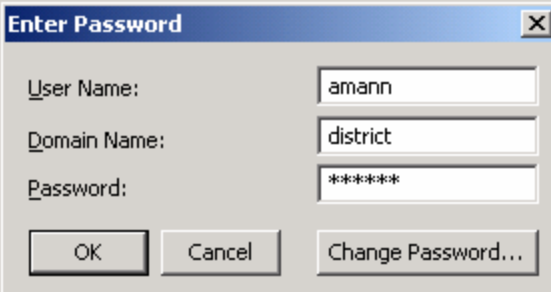
The logon process for accessing Email is described below.

3. Type in the appropriate information as outlined in the table below. Information in **bold**, must be entered as indicated. Information in *Italics* must be replaced with actual user information. (Note: For the Domain Name, enter the word **district** alone, without any district number.)


Field Name	Information to Enter
User Name	<i>your user account</i>
Domain Name	district
Password	<i>your password</i>

Correct Domain Name: **district** Incorrect Domain Name: **district 78**

Screen Shot Example:



Using Outlook Web Access (OWA)

1. Logon to your computer, if necessary, as you would normally.
2. Double-click on the Internet Explorer (browser) icon  on your desktop, or from the **Start** button, choose **Programs**, and then click on **Internet Explorer**.

The logon process for accessing Email is described below:

3. In your browser's **Address** field, type in the URL for the OWA server:

<https://mail.nycboe.net> (If connected to VLAN2.)

(**Note:** you *must* type the **https://** as part of the address, including the additional **s**. You might want to **Add to Favorites** this site at any computer you will be doing repeat access via OWA.)

4. Type in the appropriate information as outlined in the table below. Information in **bold**, must be entered as indicated. Information in *Italics* must be replaced with actual user information. (Note: For the district part of the User Name, enter the word **district** alone, without any district number.)

Field Name	Information to Enter
User Name	district \ <i>your user name</i>
Password	<i>your password</i>

Correct User Name: **district\uname**

Incorrect: **district 78\uname**

Screen Shot Example:

