

# ***About The System***

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As part of the Information Renaissance Plan, on Monday, June 17, 2002, the Office of Information Technology (OIT) will establish a new District electronic mail (e-mail) system for instant delivery of official school District messages. The system will be accessed via *Microsoft Exchange 2000* and will replace the current mainframe e-mail (CICS) system. This Internet based tool for e-mail will provide you private access to your personal e-mail account so that you can view your mail from any Web browser. The use of the mainframe e-mail system will continue as necessary for approvals and other archived messages.

## ***Overview***

The following activities can be accomplished in *Outlook Web Access* using *Microsoft Exchange 2000* and are explained in this documentation.

- Incoming mail can be read, discarded, printed, forwarded or filed.
- Outgoing mail can be created, revised, sent, and filed.
- The use of the Calendar to create and track appointments.
- The use of Contacts as your e-mail Address Book for the people you regularly communicate with.
- Maintenance guidelines are defined to assist you in filing important e-mail messages and keeping your e-mail below the mailbox storage space limit.

# How To Use The System

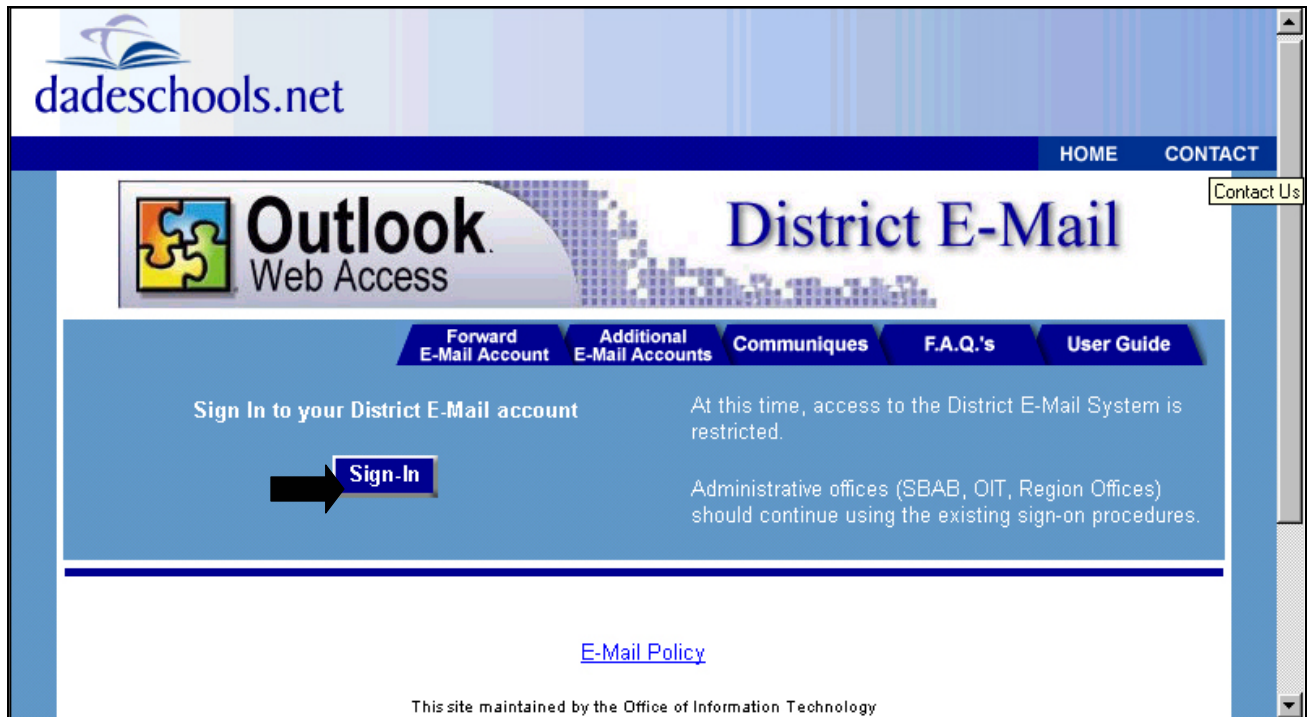
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## Getting Started

Before you can begin to use the *Outlook Web Access* to view your District E-Mail, your computer must have access to the Internet.

### What You Do

Go to <http://districtemail.dadeschools.net>. (Or, find the link on the [dadeschools.net](http://dadeschools.net) home page.)



To sign in to your District E-Mail account,

- ▼ Click **Sign-In.**

The **Enter Network Password** screen will be displayed.

**Note:** The *M-DCPS E-Mail Policy* is located at the bottom of each web page.