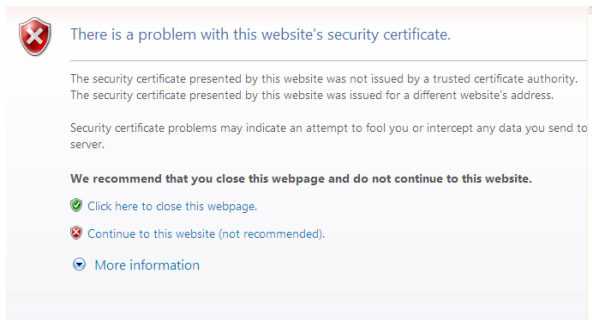


INSTRUCTIONS TO ACCESS EMAIL (OUTLOOK WEB APP)

1. When you log in to your computer - Check Workstation Only box.
2. **Do NOT use Groupwise.**
3. To access email, open Internet Explorer
4. Go to: **https://mail.wbrschools.net/owa**
5. If you receive a Certificate Error page, continue to website.

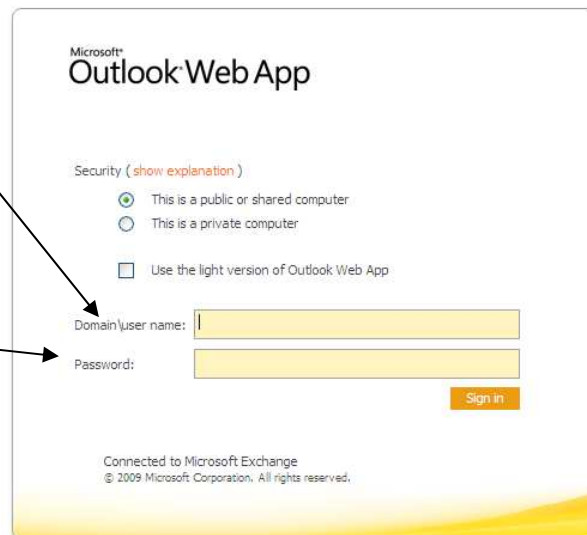


6. Login using Domain\user ID
The domain will be wbrsb
User name will be your first
initial, last name

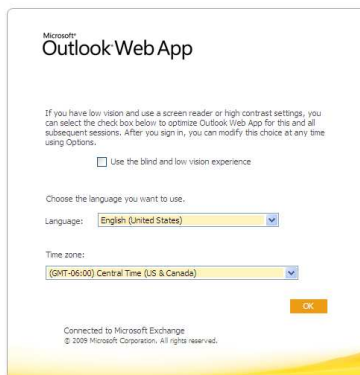
Example: wbrsb\jgutekunst

Password: *Password1*

(This will be your password
until you change it.)

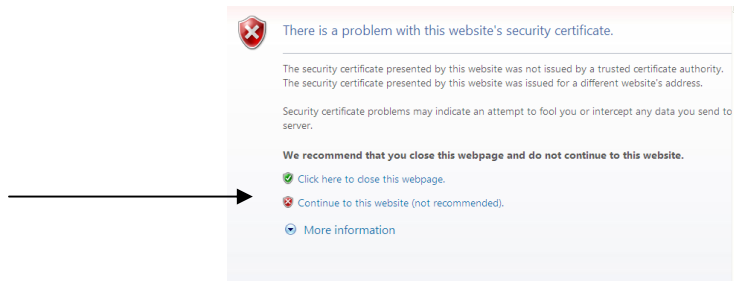


7. When you see this screen, click OK.
(Please note that changing the language is
an option.)



INSTRUCTIONS TO ACCESS EMAIL (OUTLOOK WEB APP)

8. Anytime you get a certificate error, continue to the website.



As soon as possible, someone will come by and set up your computer for the network.

**This is a work in progress and some files have not all transferred yet.

-----TO GET EMAIL FROM OUTSIDE NETWORK -----

To connect to mail from outside of network (or from home)

<https://mail.wbrschools.net/owa>