



WARREN WOODS PUBLIC SCHOOLS OUTLOOK EMAIL QUICK START GUIDE

TWO OPTIONS TO ACCESS YOUR EMAIL ACCOUNT

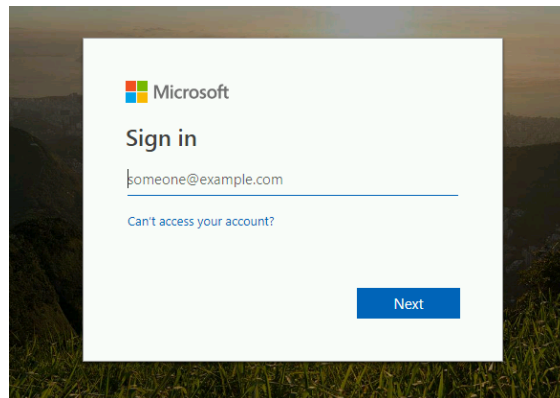
When logged into a district computer, you can double click on the desktop icon named "Outlook Email Login"



OR

You can access via a web-browser at OUTLOOK.OFFICE.COM

To LOG IN



Email address: ComputerUsername@mywwps.org

Password: Current computer login password

Note: Your password will always be synchronized with your computer login password. Whenever you change your computer login password, it will automatically sync with Outlook within a few minutes.

When composing an email, simply begin typing in the name of a district employee in the "to" or "cc" box and click "Search Directory" and then select the person you wish to email. This will save you from having to type the entire email address.

If you'd like to use a commonly used district created distribution list, simply type DL in the "to" or "cc" box and then click search directory. Select the distribution list you'd like to use.