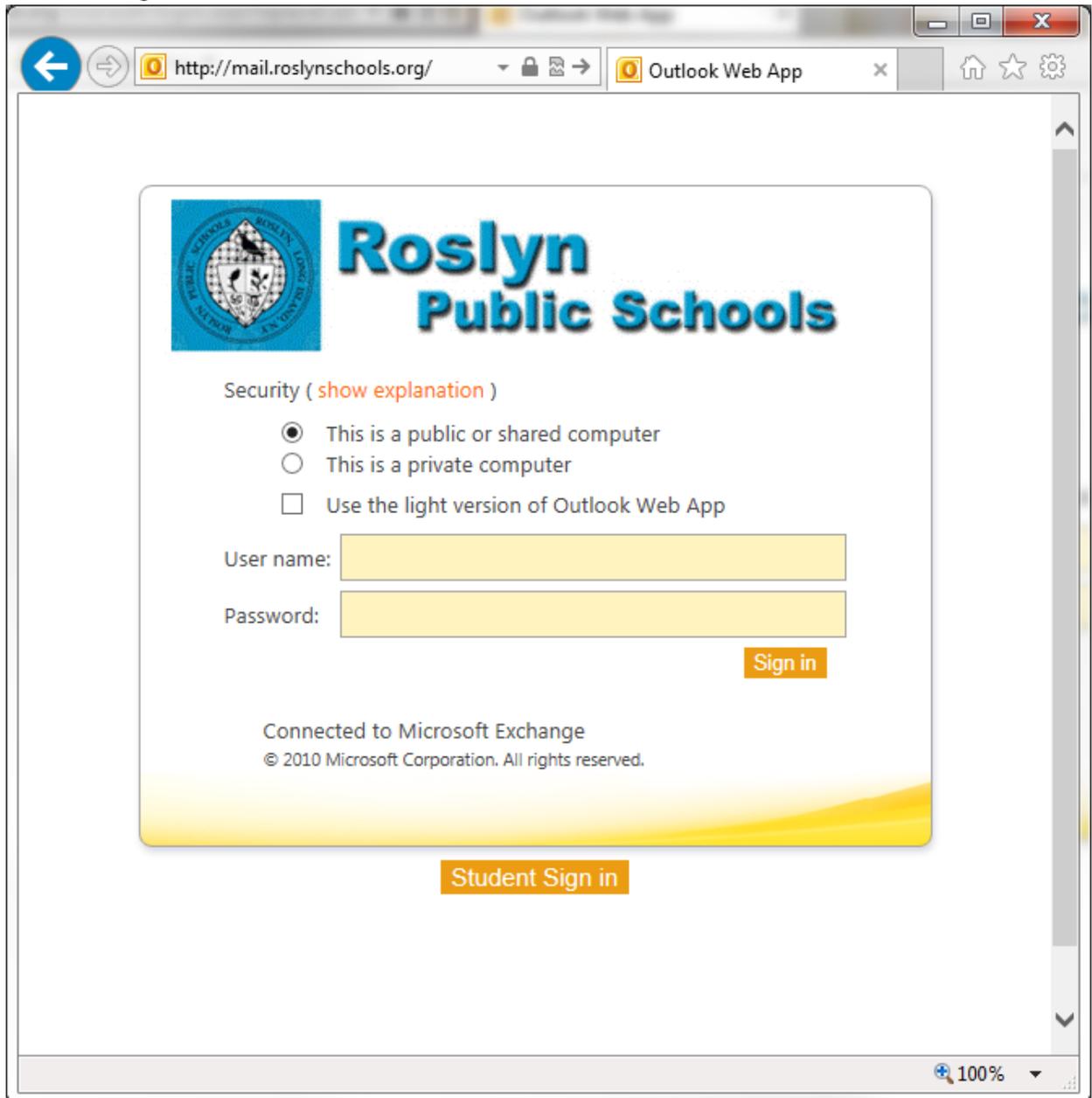


How To

Log-in To Student Email

1. Open Internet Explorer
2. From the address bar navigate to <http://mail.roslynschools.org>
3. Click the “Student Sign in” button on the bottom



The screenshot shows a web browser window with the address bar displaying <http://mail.roslynschools.org/>. The page title is "Outlook Web App". The main content area features the Roslyn Public Schools logo and the text "Roslyn Public Schools". Below the logo, there is a "Security" section with a link to "show explanation". The security options are:

- This is a public or shared computer
- This is a private computer
- Use the light version of Outlook Web App

Below the security options are two input fields: "User name:" and "Password:". To the right of the "Password:" field is a "Sign in" button. At the bottom of the page, there is a "Student Sign in" button. The page also includes the text "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved." The browser's status bar at the bottom right shows "100%".

a.

4. Enter in your user name and password
 - a. Your user name should be your first initial followed by your last name and year of graduation.
Example jlopez14

Waiting for exchange.ro... x

http://mail.roslynschools.org/



Roslyn Public Schools

Windows Security

The server outlook.roslynschools.org at outlook.roslynschools.org requires a username and password.

 User name

Password

Remember my credentials

OK Cancel

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

Student Sign in

Waiting for response from exchange.roslynschools.org... 100%

b.