

Information Technology Department

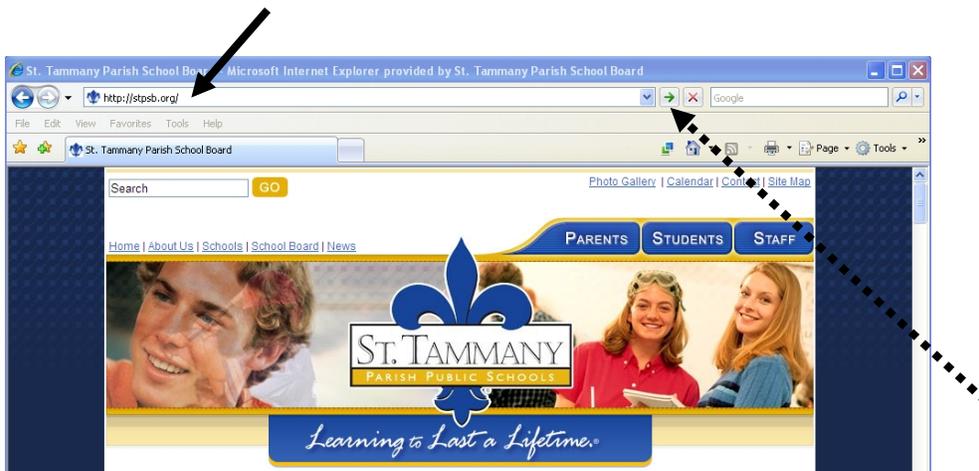


Accessing Web Based Email

** In order to access web based email or Outlook Web Access (OWA), you must be using Internet Explorer 6 or higher and have a connection to the Internet.

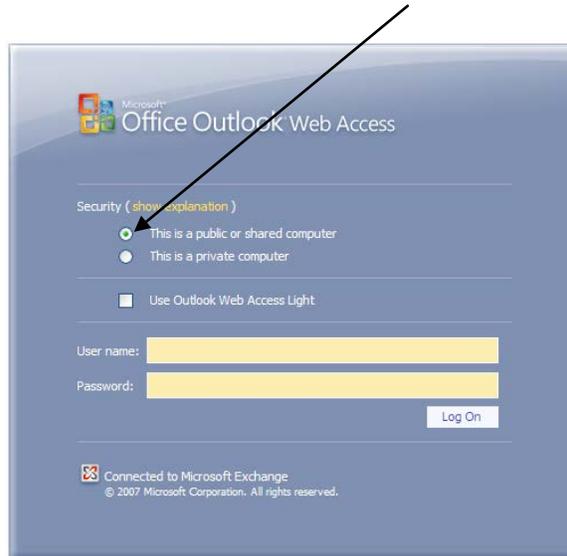
** Do not share your password with anyone, do not allow Internet Explorer to keep a copy of your password, and change your password frequently.

Step 1 In the address bar of your web browser type the following address <https://webmail.stpsb.org> or <https://mail.stpsb.org/owa>
See example and location below



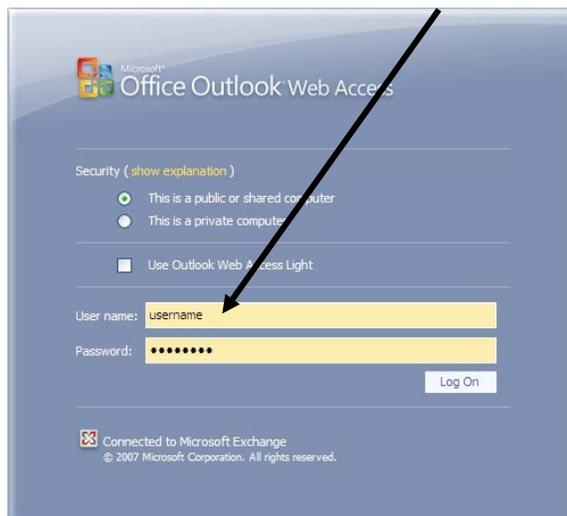
Step 2 After typing in <https://webmail.stpsb.org> or <https://mail.stpsb.org/owa>, click the GO button on your browser with your mouse or press the “Enter” key on your keyboard.

Step 3 Use the default selection “This is a public or shared computer.”



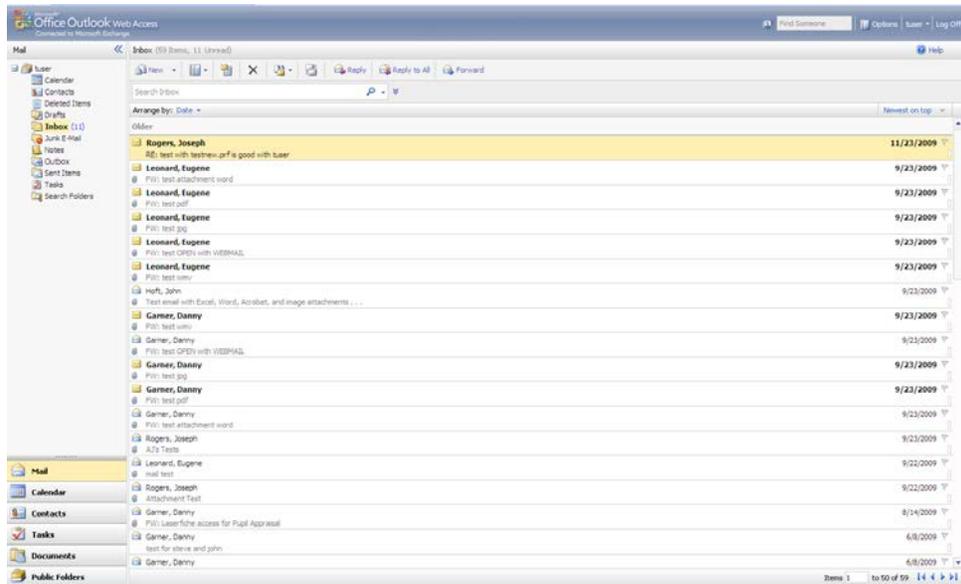
Step 4 Enter user name and password. The user name is what you log on to your machine and/or Citrix with on the STPSB network. Your password is the same password you enter to access your machine or Citrix. After entering the required information click the “Log On” button.

User name: yourusername
Password: your password (Machine or Citrix)



Step 5

Once you have successfully logged in, your mailbox will be displayed through the Outlook Web Access (OWA) client. It is very similar to the actual Outlook client. It will look like the example below:

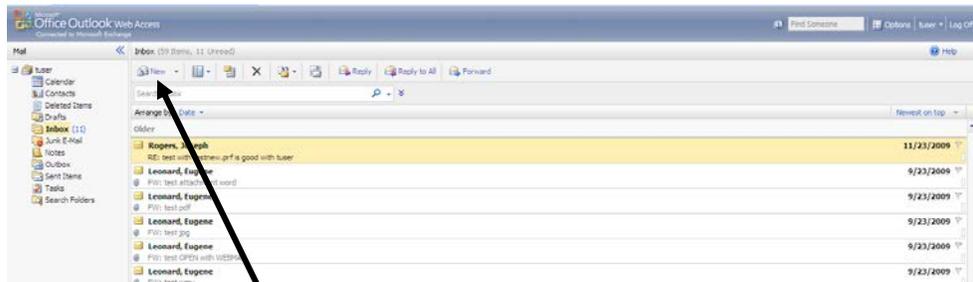


Step 6

To check a message, simply double click it. If you have the reading pane turned on, then the message will appear on the right by clicking it once.

Step 7

To create a new message, click "New" at the top.



Step 8

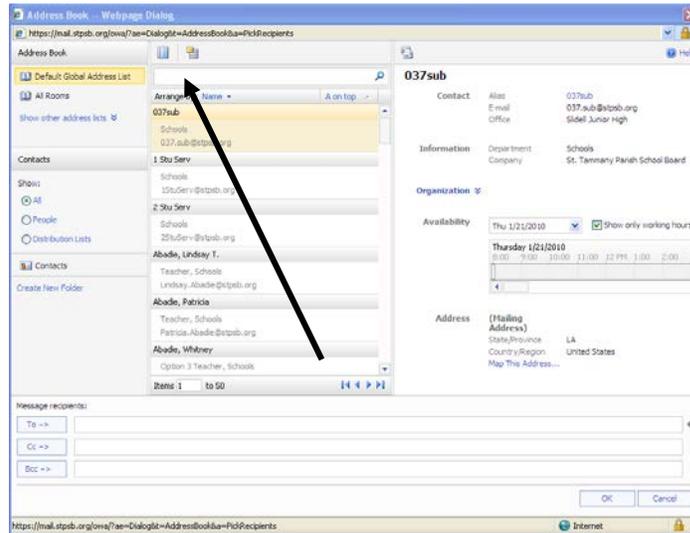
In the message page, click the "To" button.



Step 9

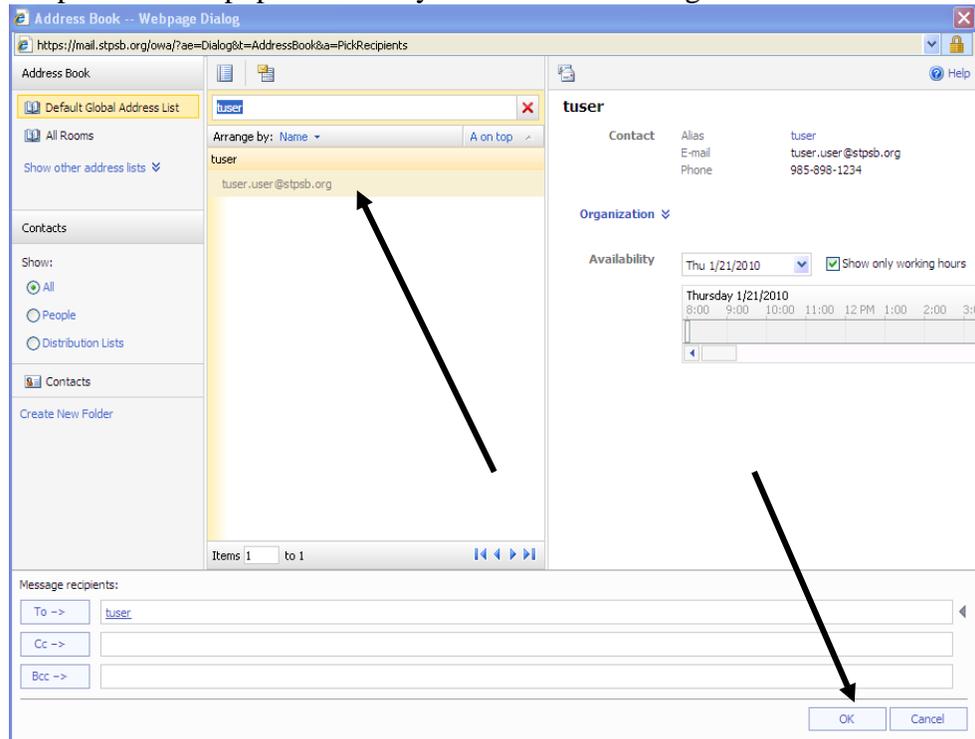
To search for a mail recipient or groups, you can search by name or by address list.

(Do Not Send to an Address List or Distribution List unless you are sure of the recipients. Also, Do Not Send to a list if you don't belong to that school and/or location.)

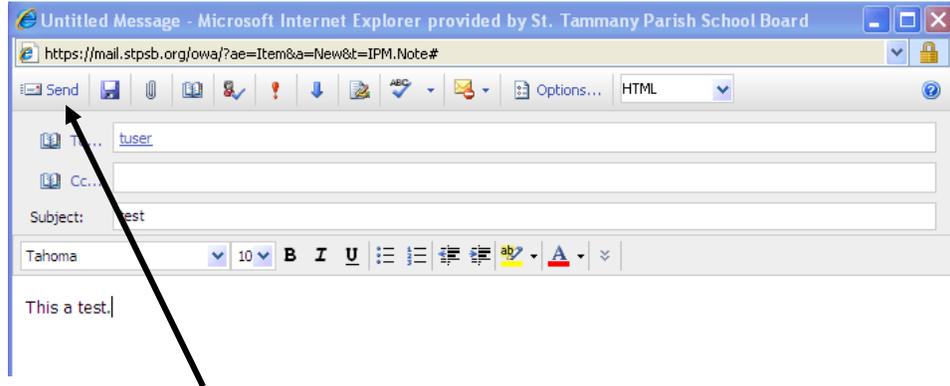


Step 10

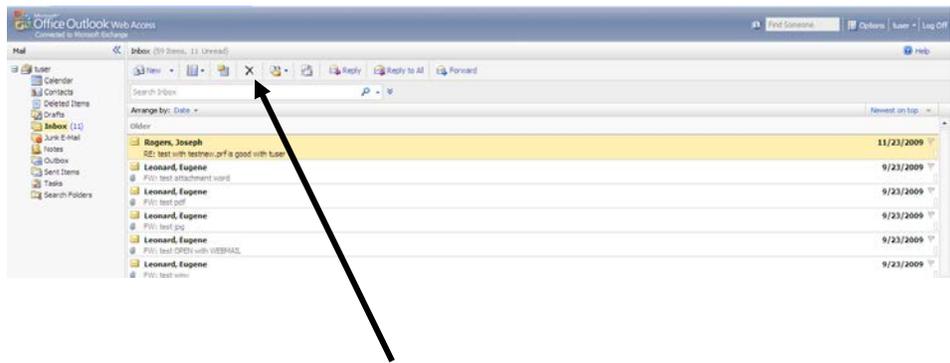
Once you have found the desired user, double-click the username. It will populate the "To" box at the bottom. Then, click OK and your email recipient will be populated into your new mail message.



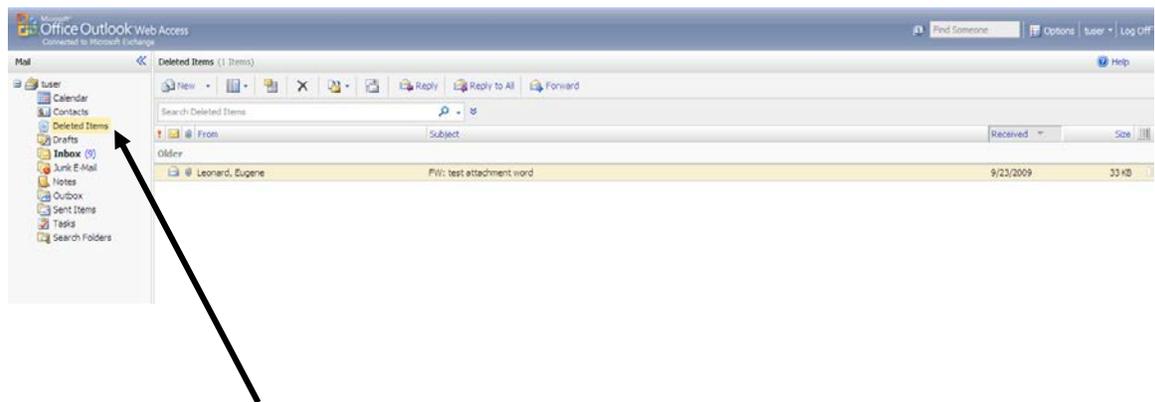
Step 11 Send your message by clicking “Send” at the top.



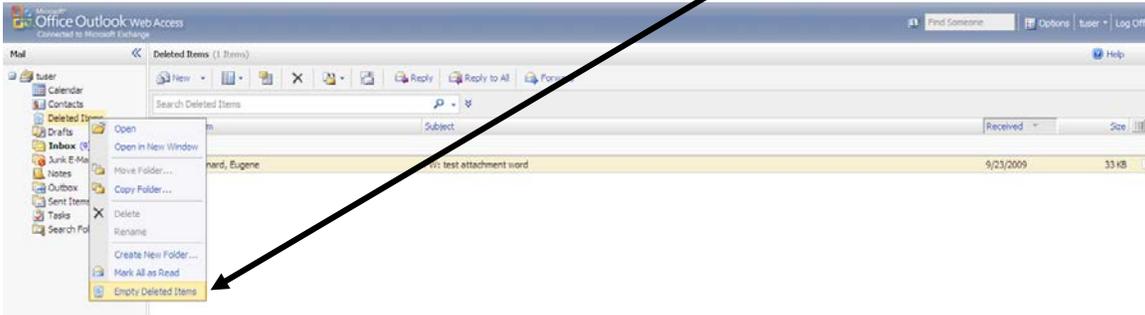
Step 12 To delete a message, simply click on the “X” at the top of the page. This does NOT actually delete the message, but puts it in the “Deleted Items”.



Step 13 To empty the “Deleted Items”, first click on the “Deleted Items” on the left-hand menu to view the items that you will be deleting.



Step 14 Then, right-click and select “Empty Deleted Items”



Step 15 To log off, simply click “Logoff” in the upper right hand corner.

