

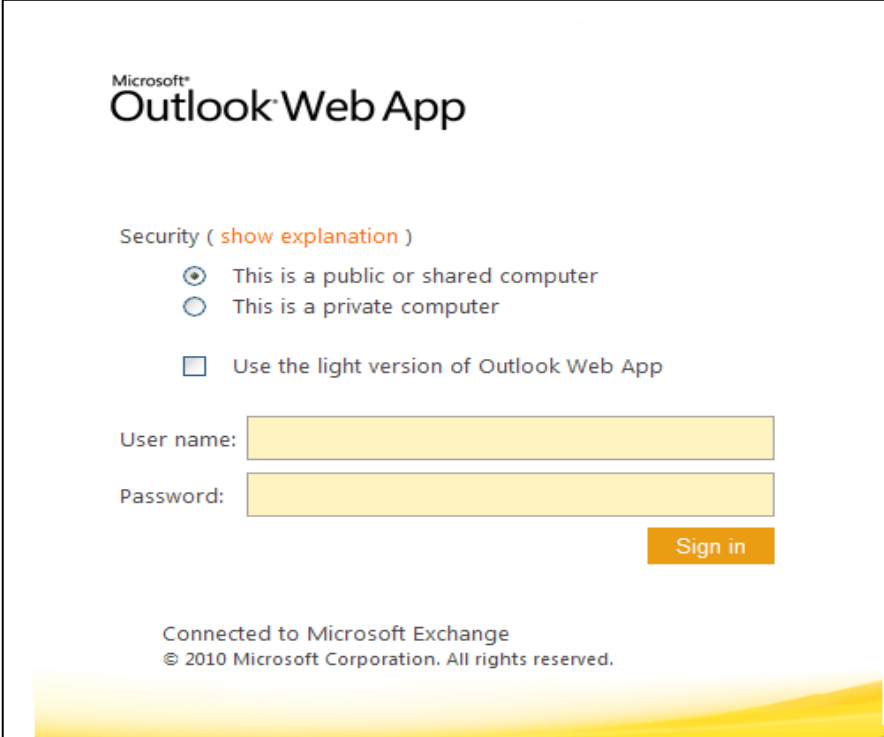
## Outlook Web App

Open your browser (i.e. Internet Explorer) and go to <https://mail.cheneysd.org/owa> or from the Cheney School District website select E-mail.

**\*\*Note: Some providers have a proprietary version of browser that is included in their software packages. If you cannot access your e-mail account with their browser you must use Internet Explorer.**

There are 2 ways you can login under Domain/username:

- ✓ jdoe
- ✓ [jdoe@cheneysd.org](mailto:jdoe@cheneysd.org)



The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft Outlook Web App". Below that, there is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox for "Use the light version of Outlook Web App". Below these are two input fields: "User name:" and "Password:". A "Sign in" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

### IMPORTANT:

Remember to Sign Out AND close the browser after you finish. When you finish Outlook Web App, be sure to click Sign Out and Close all browser windows. Logging off helps prevent someone else from using the computer to access your mailbox.

**Jon Doe ▼**  
Sign Out