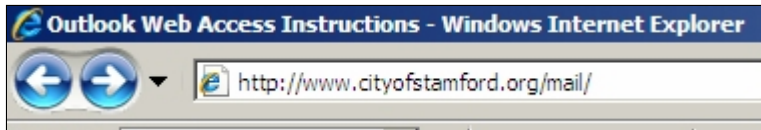


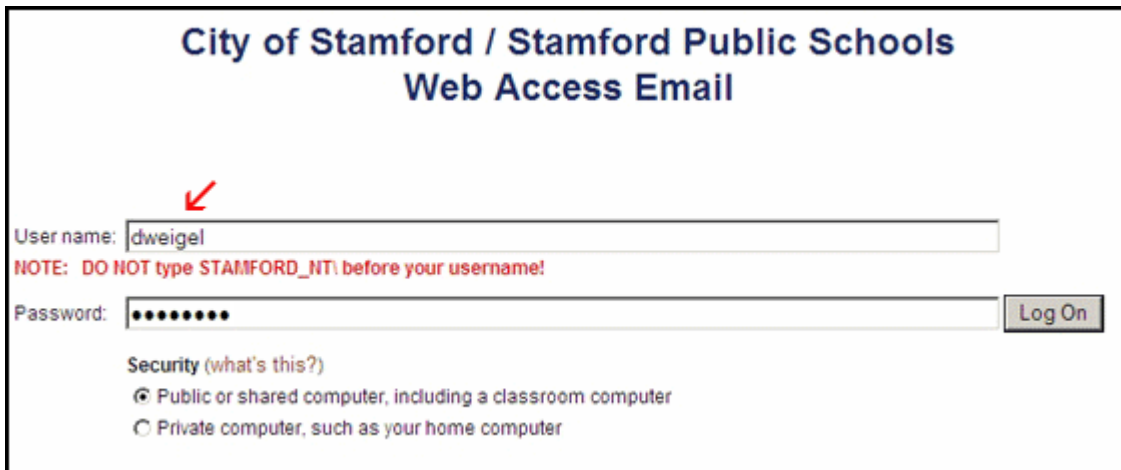
USING CITY OF STAMFORD WEB ACCESS EMAIL: QUICK INSTRUCTIONS

Type this address in your browser to get to web Outlook: www.cityofstamford.org/mail.

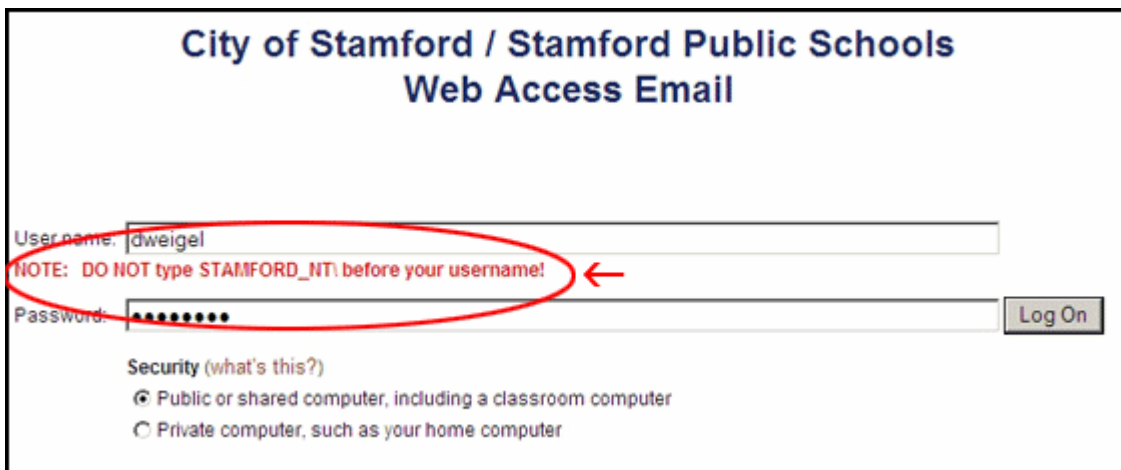
NOTE: It is highly recommended that you use Internet Explorer to view your email.



Step 1: Enter Username and Password: When you reach the screen that says "City of Stamford / Stamford Public Schools Web Access Email", you will see a place to enter your username and your password. Enter only your username in the first box. For example I would enter my username of dweigel like you see below. Then enter your password in the next box. You will not see your password, only dots or stars. This keeps your password secure.

A screenshot of the login page for the City of Stamford / Stamford Public Schools Web Access Email. The page title is "City of Stamford / Stamford Public Schools Web Access Email". There are two input fields: "User name:" containing "dweigel" and "Password:" containing a series of dots. A red arrow points to the "User name:" field. Below the fields is a "Log On" button. There is also a "Security (what's this?)" section with two radio button options: "Public or shared computer, including a classroom computer" (selected) and "Private computer, such as your home computer".

IMPORTANT: You no longer have to enter **STAMFORD_NT** before your username. (If you do enter STAMFORD_NT\ you will get an error.) Enter **only your username** in the first box. (See below)

A screenshot of the login page, similar to the previous one, but with a red oval highlighting the "User name:" field and the "NOTE: DO NOT type STAMFORD_NT\ before your username!" text. A red arrow points to the "NOTE" text. The "User name:" field contains "dweigel" and the "Password:" field contains dots. The "Log On" button and the "Security" section are also visible.

****A note on passwords:** If your password is entered incorrectly, you will get an error that states: "You could not be logged on to Outlook Web Access. Make sure your user name and password are correct, and then try again." If you continue to get this error, you may have forgotten your password or have an expired password. Please call our help desk for assistance at 977-4936.

Step 2: Set Security Level (optional): Once you have entered your username and password, you will see that you can select a "Security" level. The default choice is Public or shared computer. This is the best choice if you are using Outlook Web access on any computer that you share with other users or one that other users may access easily (like a classroom). This choice will log you out automatically after a brief period of inactivity (20-30 minutes). If you are home, you can choose "Private computer" which will allow you a much longer period of inactivity before you are logged out automatically.

City of Stamford / Stamford Public Schools
Web Access Email

User name: dweigel

NOTE: DO NOT type STAMFORD_NT\ before your username!

Password: [masked] Log On

Security (what's this?)

- Public or shared computer, including a classroom computer
- Private computer, such as your home computer

Step 3: Log On: To finish logging on to your email simply click the Log On button to the right of your password.

City of Stamford / Stamford Public Schools
Web Access Email

User name: dweigel

NOTE: DO NOT type STAMFORD_NT\ before your username!

Password: [masked] Log On

Security (what's this?)

- Public or shared computer, including a classroom computer
- Private computer, such as your home computer

****Note to Users of FireFox and Other Browsers:**

If you prefer to use other browsers such as Firefox or Netscape, you will notice that Outlook does not appear as expected. You should be able to use it, but some functionality will be missing. For best results, you should use Microsoft's browser, Internet Explorer and at least version 6.

****Note to AOL Users:**

The AOL browser does not support "session cookies" that are necessary for Outlook Web Access to function properly. You cannot use the AOL browser to get to web access. If you have difficulty accessing web outlook, try the following steps:

- Minimize your AOL browser. (Do not CLOSE the window, just minimize it.)
- Open Internet Explorer
- Type the address for City of Stamford Outlook Web Access into the address line (www.cityofstamford.org/mail)
- Log into your Outlook web access account using the steps above.

If you have difficulty accessing web outlook, try the following steps:

Additionally, we have found that AOL dial-up sometimes prevents access altogether to Outlook web access. While this appears to be an AOL problem, we still may be able to assist you.

As always, if you have any questions, please call the helpdesk at **977-4936**.

Thank you, Dulce Weigel
City of Stamford
Email Administrator