

# Student Email using Outlook Web Access

Keep your password **private**

**Step 1** – Open an Internet Explorer browser window.

**Step 2** – In the address field type:

<https://mail.lwsd.org/exchange>

**Step 3** – When prompted enter your student username and password.

Example:

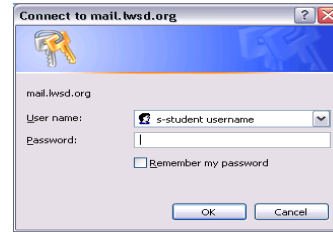
User name: s-jadoe

Password: DonnuT23

*Do not check the box to Remember my password*

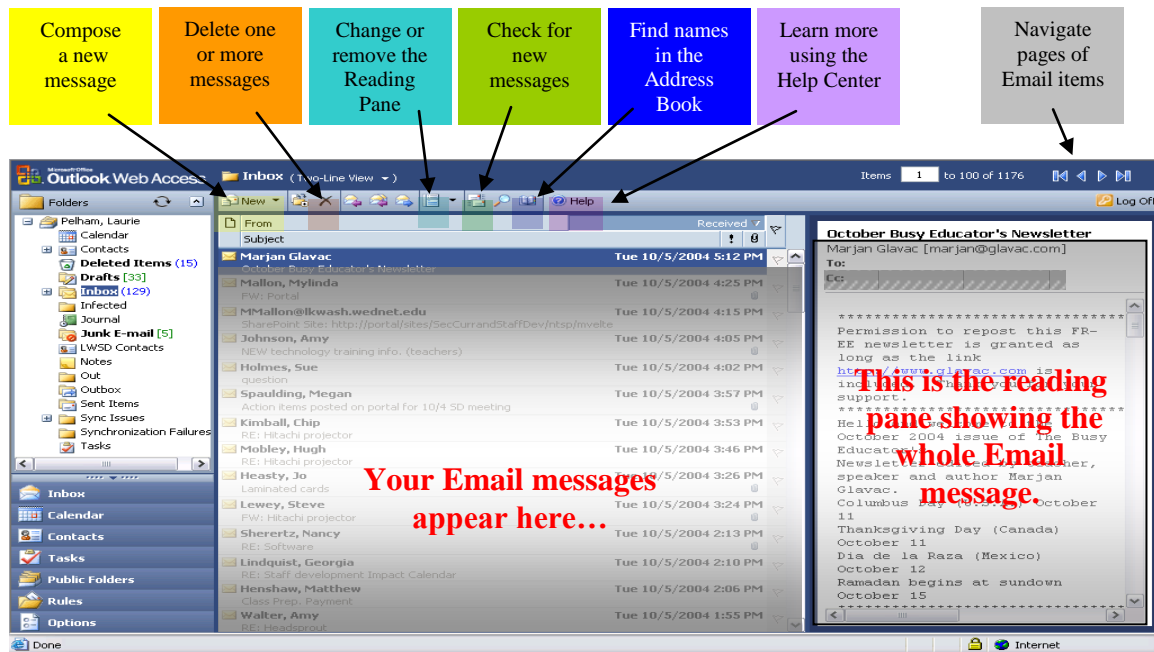
Click OK.

Please clean out your e-mail folders frequently. Delete and permanently delete messages you no longer need. Sent messages must also be emptied.



Your password

To change your password select ctrl/alt/delete and choose change password. (You must be on a **school** computer to do this.)



**Compose a new message**

**Delete one or more messages**

**Change or remove the Reading Pane**

**Check for new messages**

**Find names in the Address Book**

**Learn more using the Help Center**

**Navigate pages of Email items**

**Your Email messages appear here...**

**This is the reading pane showing the whole Email message.**

Always **log off** or close the browser window when done.