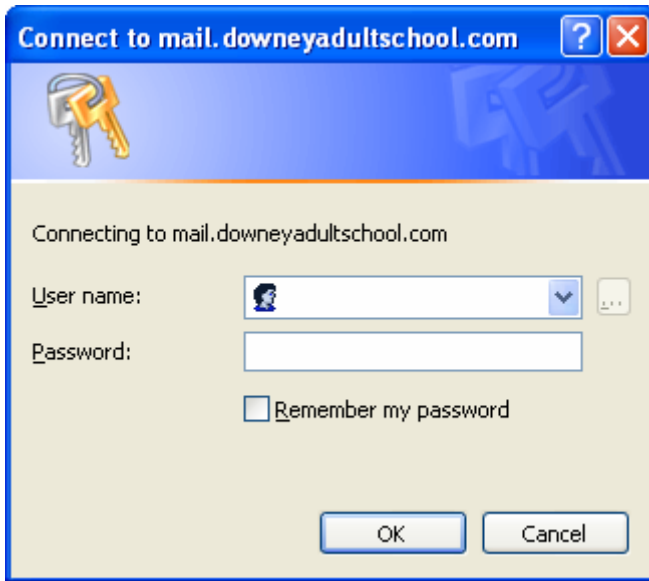


Using email directly from the Internet

You can use any browser but Internet Explorer works best
Go to mail.downeyadulthoodschool.com

- On Windows XP machines, you will see the following screen
 - Type your email address in the “User name” box, i.e. *gstott@downeyadulthoodschool.com* and press “Tab”
 - All user names are first initial, last name, no spaces
 - User names and passwords are not case sensitive
 - Type your password in the password box
 - If you do not know your password please contact Gary.



- On Windows 98 & ME machines you will see the following screen
 - Type your user name in the “User name” box, i.e. *gstott* and press “Tab”
 - Type your password in the “Password” box and press “tab”
 - In the “Domain” box type *downeyas* and press “Enter”



- Below is an example of a user's mailbox.
- To send a message to anyone from this program, you must type their complete email address in the "To" box, i.e. gstott@downeyadultschool.com
- All of the Outlook email functions are available here. (send, reply, forward, calendar, tasks, contacts, etc.)

