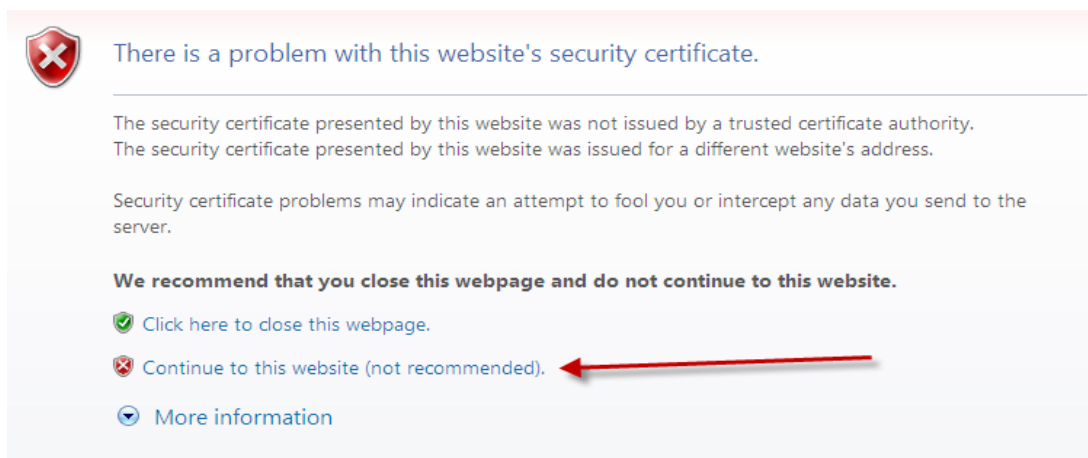
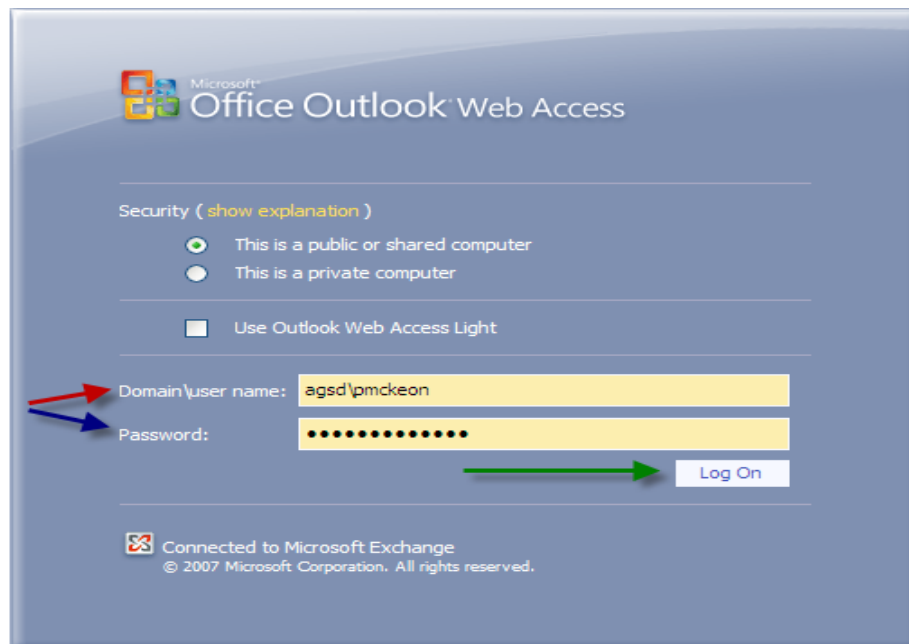


Accessing Outlook Web Access 2007

1. Go to a school directory page and click on the icon for the **AGSD Internal Mailhost**
2. If you are taken to a screen that indicates that there is a certificate error, select [Continue to this website \(not recommended\)](#). This is a temporary issue and will be resolved when our certificate is updated.

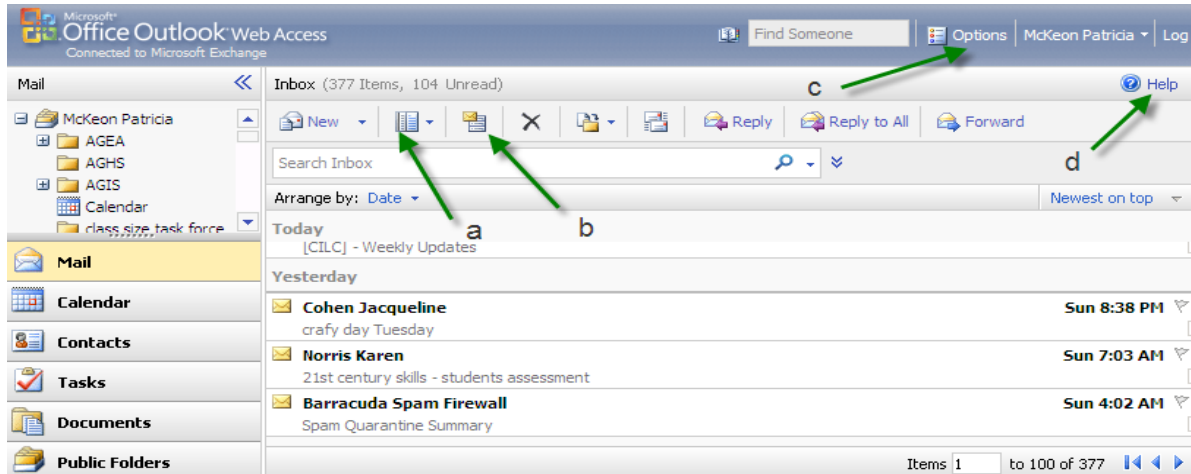


3. At the security screen enter: **agsd\username** in the Domain/Username box. Enter your district network password in the Password box.
4. Then click **Log On**.
5. Note: **This is a public or shared computer** is already selected as a default setting and does not need to be changed.

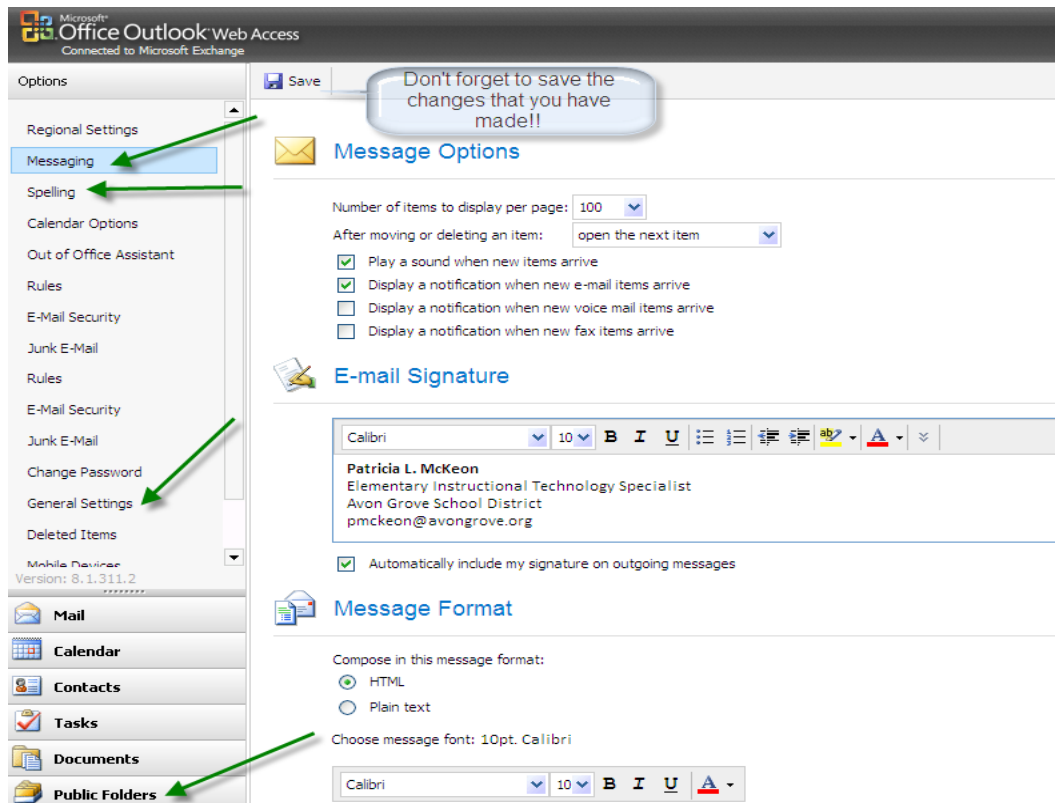


6. Your email page will then open.

7. Note: The appearance of your email page can be changed by choosing from the icons above your Inbox. The (a) **Show/Hide Reading Pane** icon and the (b) **Multiple Lines/Single Lines** icon will allow you to move or remove the preview pane or change the number of lines included with the subject preview.



8. The (d)**Help** icon to the far right provides numerous resources to help you solve your problems and learn how this email host functions.
9. The (c)**Options** button will allow you to personalize your email page in appearance and functions, such as:
- Messaging: Number of items displayed per page, Adding an email signature, Selecting a font
 - Spelling – spell checking options
 - General Settings: Changing the appearance of the page, Choosing a default email list
 - Be sure to save any changes that you have made!!



10. The **Public Folders** button contains the same Public Calendars as the past version.