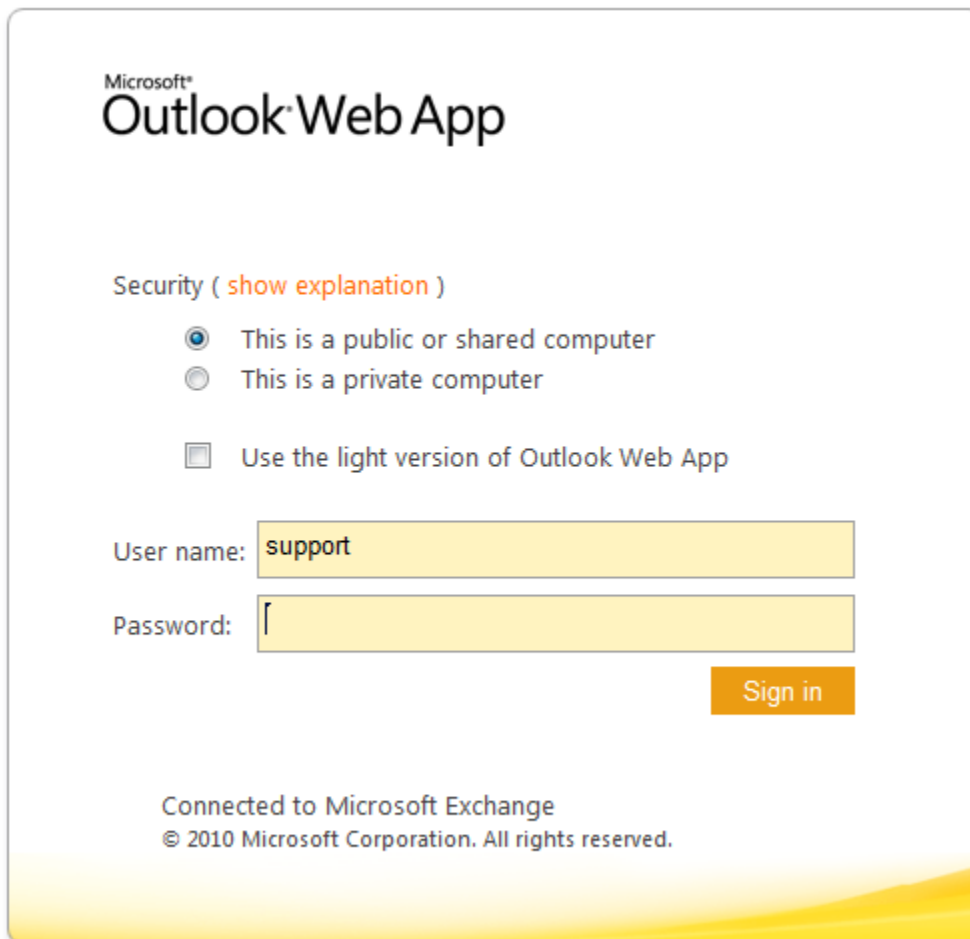


Instructions to access Outlook Web Mail

Please click on the following link or type it in your browser address:

<https://mail.andoverma.net>

Below are the screens that you will see:



The screenshot shows the Microsoft Outlook Web App login interface. At the top left, it says "Microsoft® Outlook Web App". Below this, there is a "Security" section with a link "(show explanation)". There are three options: "This is a public or shared computer" (selected with a radio button), "This is a private computer" (unselected), and "Use the light version of Outlook Web App" (unselected). Below the options are two input fields: "User name:" with the text "support" and "Password:" which is empty. To the right of the password field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

Please leave "This is a public or shared computer" option checked and type in your school username and password. Your user name should be "jsmith" not jsmith@aps1.net. If the box marked "Use the light version of Outlook Web App" is checked please uncheck it.

After you enter your username/password, please click on "Sign In" button.

This will take you to the following screen (you will only see this second screen the first time you logon to Web Mail):

Microsoft®
Outlook Web App

If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.

Use the blind and low vision experience

Choose the language you want to use.

Language: English (United States) ▼

Time zone:
(UTC-05:00) Eastern Time (US & Canada) ▼

OK

Connected to Microsoft Exchange
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Please accept the default in the above screen and click on “OK” button. Now your Web Mail should open and you should have access to send / receive e-mails.

For further clarifications call 978 623 TECH (8324) or email support@aps1.net