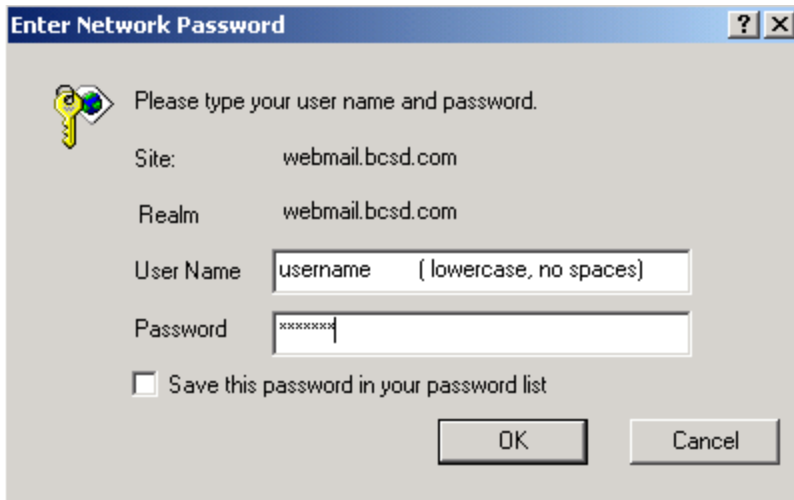


Getting Started - Logging On

Accessing Email through Outlook Web Access

1. Open your browser (i.e. Internet Explorer or Netscape) and go to: <http://webmail.bcsd.com>
2. At the prompt for User Name: enter your BCSD username and at the prompt for Password: enter your BCSD password. Then click OK.



3. Outlook will open inside your Web browser. You are now ready to use Outlook Web Access.

