



Appleton Area School District
Training Document
Image Version: RR6A
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Title: Accessing Webmail
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District email is accessible anywhere via Outlook web access. This is a convenience for you. You are not expected to check email at home.

1. Go to <http://mail.aasd.k12.wi.us> via the MyAASD page or external district website.



Appleton Area School District
Preparing Our Students for Their Future

The screenshot shows the Appleton Area School District website. The top navigation bar includes links for District, Our Schools, Parents, Teaching & Learning, New & Future Families, and Working in the AASD. The 'Working in the AASD' link is highlighted with a red box. Below the navigation bar, there are four columns of links: Current Employee Information, Current Employee Resources, Prospective Staff, and Retiree Resources. The 'Current Employee Resources' column includes a link for 'District Email', which is also highlighted with a red box. On the left side, there is a dropdown menu for 'Employee Resources' with a list of links including 'AASD Phone Directories', 'District Email', 'Employee Benefits', 'Employee Handbooks', 'Employee Portal', 'Health & Wellness', 'Human Resources', and 'WECAN'. The 'District Email' link in this menu is also highlighted with a red box.

2. Log in with you full district email and password.

The screenshot shows the Microsoft Outlook Web App login page. The page title is 'Microsoft Outlook Web App'. Below the title, there is a 'Security' section with a '(show explanation)' link. There are three radio buttons for security options: 'This is a public or shared computer' (selected), 'This is a private computer', and 'Use the light version of Outlook Web App'. Below the security options, there are two input fields: 'User name:' with the text 'LastFirst@asd.k12.wi.us' and 'Password:' with a masked password '.....'. A 'Sign in' button is located below the password field. At the bottom of the page, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

3. Once you are logged in you can access your email and calendar.
 - a. To log off, click on “Sign Out” in the upper right corner near your name.

