

Accessing the District's E-mail System

We will demonstrate how a new user will access the District's e-mail system. In this example, the new user's name is Albert Einstein. Albert was issued the User ID, 1999991, and E-mail Address, AlbertEinstein@palmbeach.k12.fl.us.

Accessing E-mail

The District's e-mail system can be accessed by going directly to <http://mail.palmbeach.k12.fl.us/exchange> or by going to the District's home page and clicking the "District Email Web Access" button located above the menu on the left-hand side of the page. A popup window asking you for your User name or ID and password will appear, as shown below in Figure 1.



Figure 1

Albert signs on using the required format of "admin\USERID", which will be "admin\1999991". Albert must also enter his current password.

Albert will now be able to read and send e-mail in his mailbox, Albert.Einstein@palmbeach.k12.fl.us, as seen below in figure 2

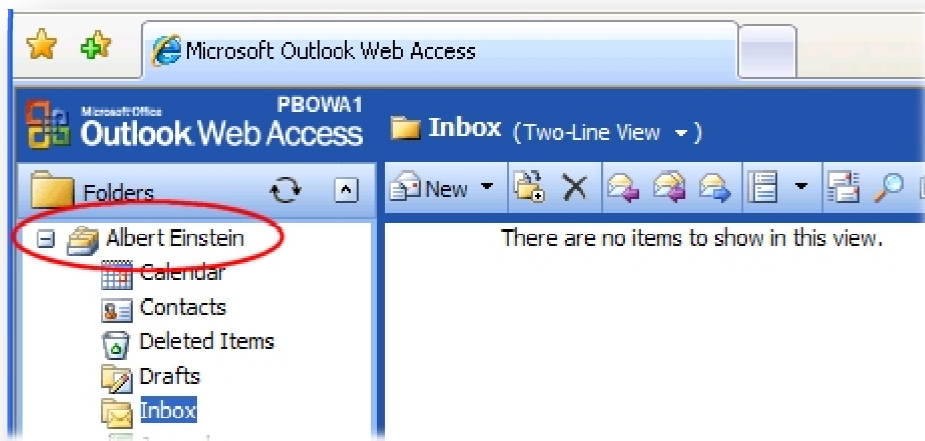


Figure 2