

## How to check work email (from anywhere) using a web browser


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You can check your work email anywhere / anytime you have an Internet connection. Almost any web browser will work, but Internet Explorer is preferred.

Use the following URL to access webmail.

<https://webmail.birdvilleschools.net/exchange>

Input the same username and password that you use on your work computer to login. Click the Log On button.



The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo and the text "Office Outlook Web Access". Below this is a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (unselected) and "This is a private computer" (selected). There is also a checkbox for "Use Outlook Web Access Light" which is unchecked. Below the security options are two yellow input fields: "User name:" and "Password:". To the right of the password field is a "Log On" button. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

**\*\* When viewing email via webmail, you will see all your folders EXCEPT personal folders you have created on your work computer. This is normal.**