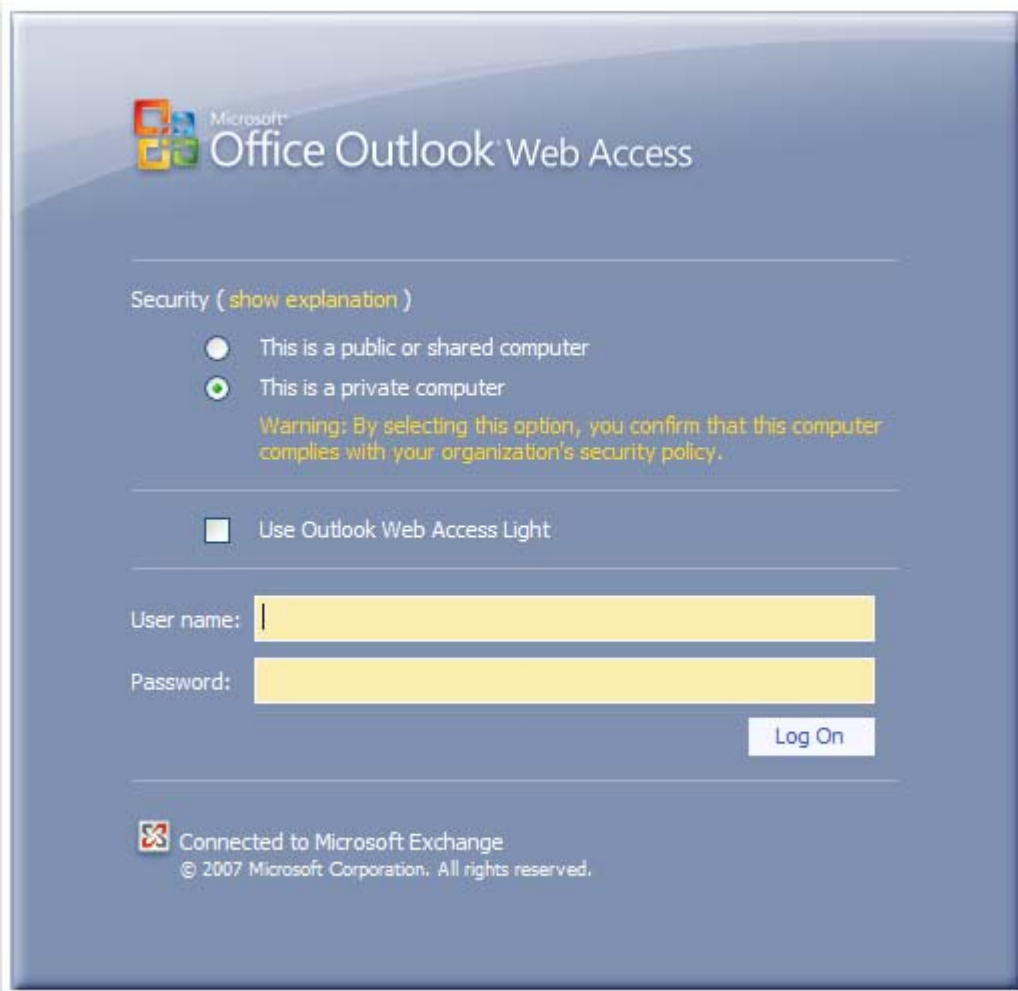


Accessing the District e-mail system through the web page:

(Convention: whatever you have to type, will be written in **bold**. When you have to replace something with a different value [e.g., your user name], it will be ***bold and italic.***)

Whether you are inside or outside of the district has no bearing on how you log into the e-mail system. It only changes the access path, so we need these two different entries.

Clicking one of two access links will open a login window:



Microsoft Office Outlook Web Access

Security ([show explanation](#))

This is a public or shared computer

This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Use Outlook Web Access Light

User name:

Password:

Log On

Connected to Microsoft Exchange
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So you have two lines there: your user name and your password. The user name **must** be entered in a format of ***user name*** (if your name is Jane Doe, then this would most likely be srcs\jdoe) or as ***user name@srcs.k12.ca.us*** (e.g., jdoe@srcs.k12.ca.us). Then enter the ***password*** in the appropriate line.

With some older systems (Windows 2000 and older) you may be required to enter the information in a three-line format:

- User name: **User name** (e.g., jdoe)
- Password: your **password** (e.g., A6eram50nn+a9Damac#1c#Mu51k)
- Domain: **srcs**

Important to all users who used previously the sr_exchserv or any other domain (with the exception of srcsdo_domain):

As you are transferred from your domain to the srcs domain, and your mnachines have to be joined to this domain, we had to change your passwords. Your new password is now your birthday and your birthmonth in a **ddmm** format (e.g., if you are born on July 2, your password would be 0207. If you are born on April 21, your password would be 2104 etc.)

If you need any technical assistance whatsoever, please call Bea Gonzales at 5411 or anybody else in the IT Department. We are here to assist you!