

Using Your MS Exchange Email Account

Your webmail account information:

Name:

Domain/user name:

Password:

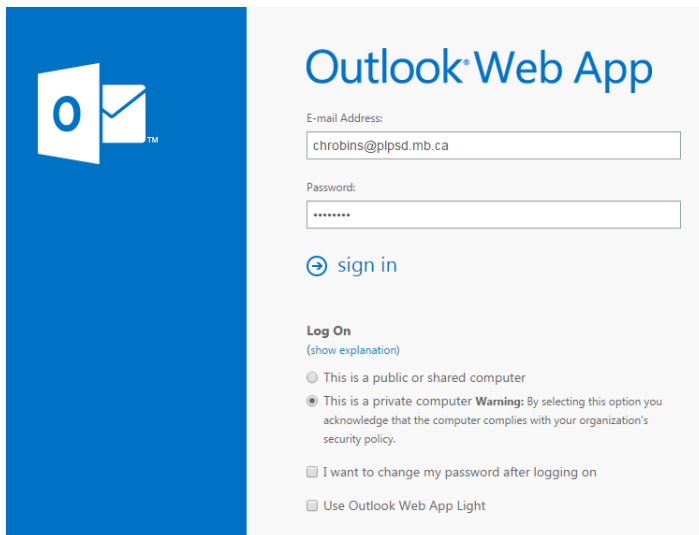
Email address:

Directions to get your webmail from any computer with an Internet connection and Internet Explorer or any other web browser: *Please note that you will need to “always allow pop-ups” on the webmail site.* You can search online for the instructions to allow pop-ups for the web browser that you use.

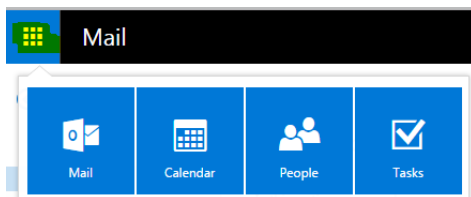
In your web browser go to <https://mail.plpsd.mb.ca>

After you logon you can change your password to something that you will remember:

1. I have a link to webmail for Portage la Prairie School Division on our division website:
<http://www.plpsd.mb.ca/news-and-links/employee> Select [Login to your PLPSD Staff Email Account](#)
2. Type in your Domain/user name and Password as given above and click on Log On.



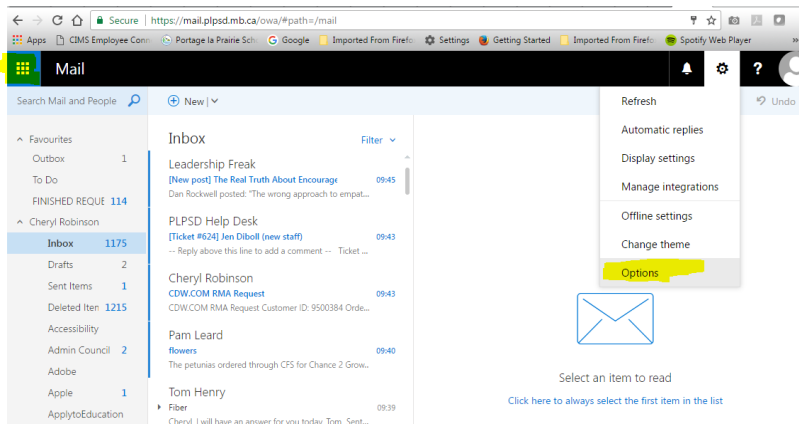
3. You will see a screen similar to the following screen.



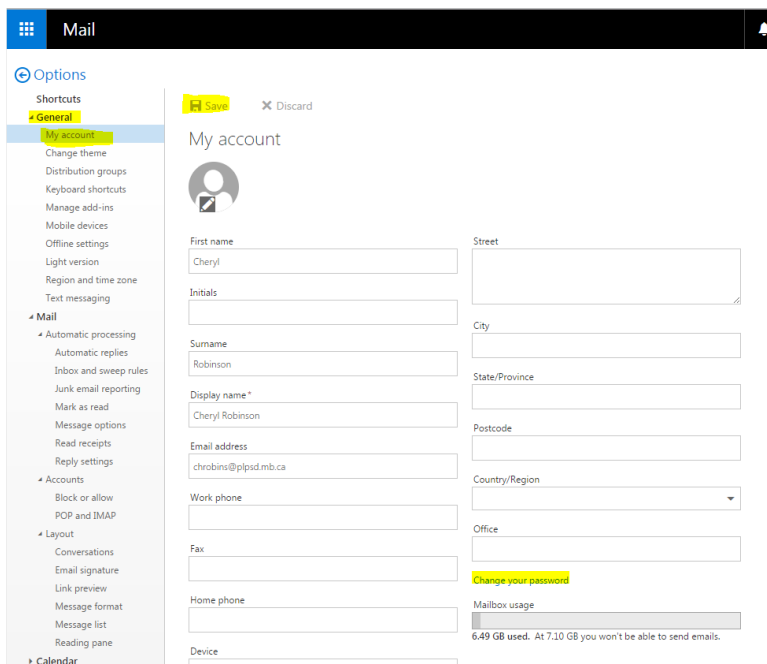
On the top Left you can click on the Grid icon to access your email, click on Calendar to access your calendar, click on People to access your Contact list or click on Tasks to access your Task list. The Mail, Calendar, Contacts, and Tasks will synchronize with the Outlook on your device(s).

On the People screen the addresses are the Global Addresses in Outlook and all of the Active PLPSD staff email addresses are in this Address Book.

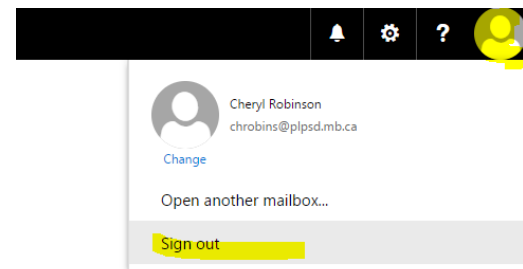
Also on the top right you have a Settings icon that will allow you to customize settings, send automatic reply messages, Change Password, etc. Choose Options to change your password



In options choose General, My Account and then Change Your Password near the bottom of the pane.



To logout of your webmail click on the Account icon in the top right corner and click on Sign Out.



If you wish to use Outlook for your email rather than the web browser, ask your school Tech Support person to set up the program for you on your school computer.

It is recommended that you change your password. Your new password should be at least 8 characters long (12 characters is a better security standard) with a minimum of one uppercase letter, one lowercase letter, and one number. Please choose a password that is not easy to guess.

If you have any questions about your email account, please contact me.

Cheryl Robinson
Technology Consultant