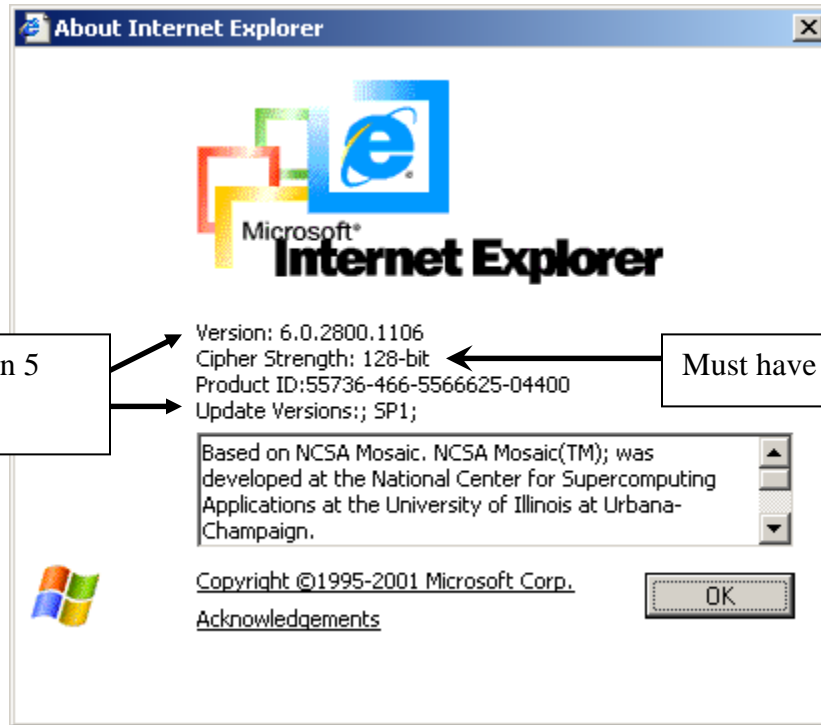


INSTRUCTIONS FOR ACCESSING SCHOOL DIVISION EMAIL FROM YOUR HOME COMPUTER WHILE CONNECTED TO YOUR INTERNET SERVICE PROVIDER

Your browser must meet the following minimum requirements:

Only Internet Explorer (IE) is supported and a minimum version of IE 5 with Service Pack 1 is required. It MUST have 128 bit encryption installed. You can verify the version of you browser by opening IE, selecting HELP and ABOUT INTERNET EXPLORER:



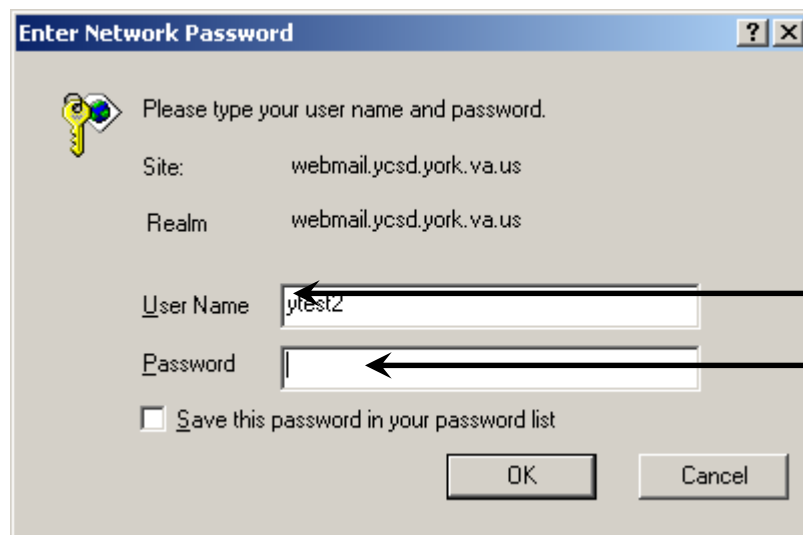
Must show at least version 5 with Service Pack 1

Must have 128 bit Cipher Strength

To access webmail go to the following URL: <http://yorkcountyschools.org/email>

You may be prompted to accept a certificate, which you must accept*(see Note)

You then be prompted with a logon screen:



Enter your username

Enter your password

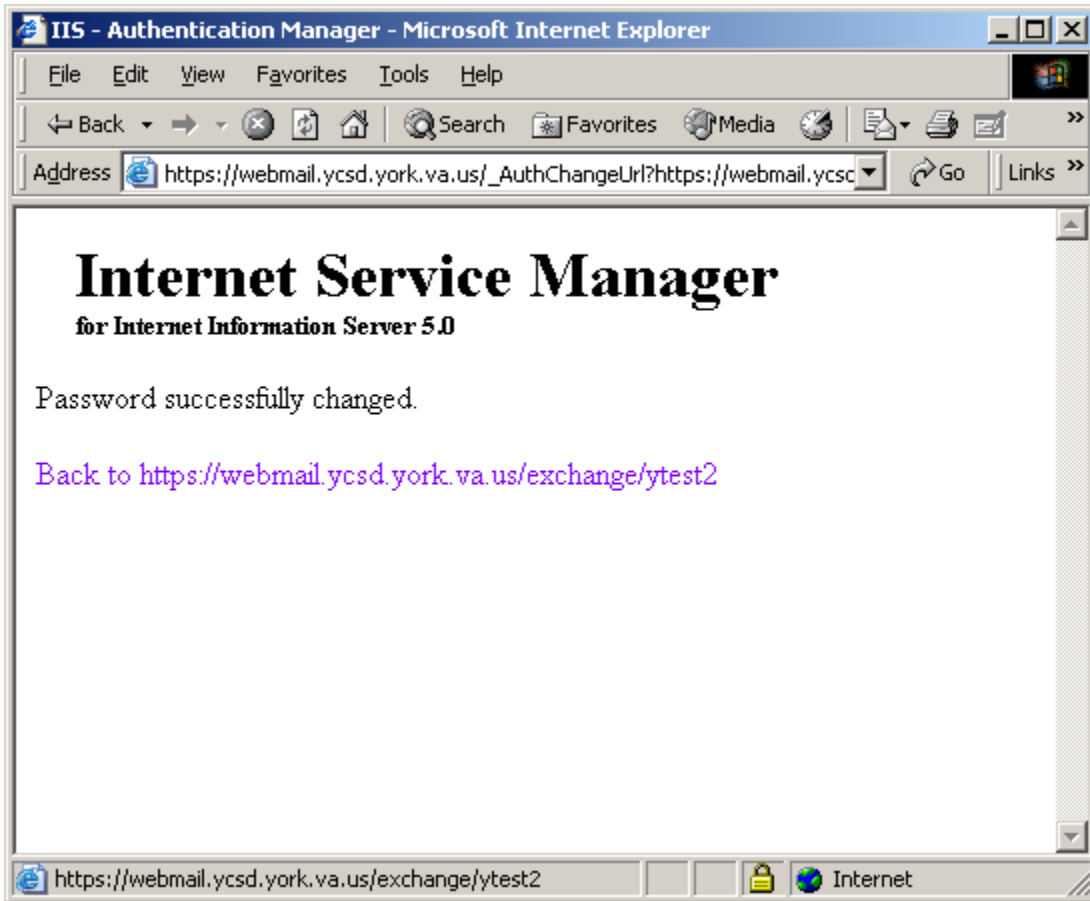
You should now be logged into the Outlook Web client. If your password has expired you will see the following screen and you must enter the correct information for your account shown in the blocks below:

The screenshot shows the 'Internet Service Manager for Internet Information Server 5.0' interface. The message reads: 'Your password has expired. You can change it now.' Below this are four input fields: 'Account' (containing 'yycsd\username'), 'Old password', 'New password', and 'Confirm new password' (all containing masked characters). At the bottom are 'OK', 'Cancel', and 'Reset' buttons. Two callout boxes provide instructions: one points to the 'Account' field with the text 'Enter YCSD\username', and another points to the three password fields with the text 'Enter your old password, then your new password and confirm it. Make sure you select OK. (Do not select RESET unless you want to clear the form to start over.)'

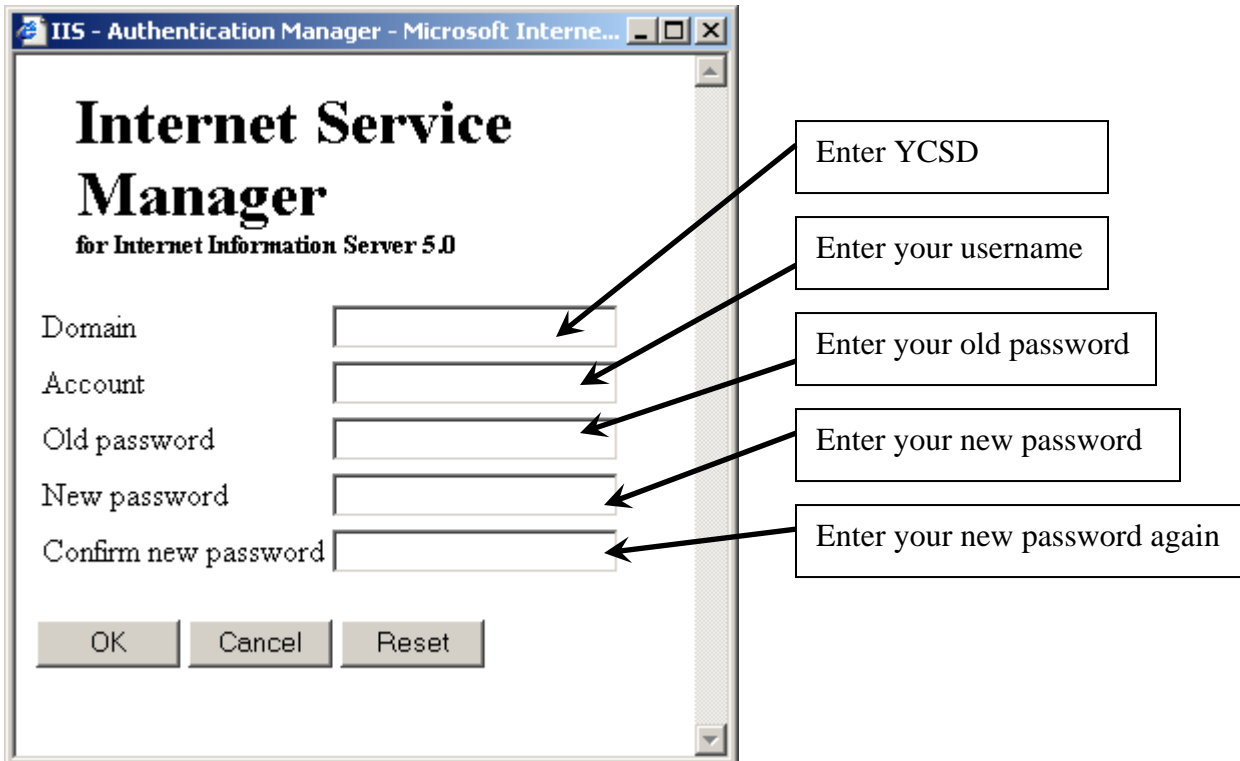
You MUST enter YCSD\ before your username to change your password if you arrive at this screen. You will not be able to change your password without it. Once you have correctly completed the above steps, you will see the following confirmation screen:

The screenshot shows the 'Internet Service Manager for Internet Information Server 5.0' interface displaying a confirmation message: 'Password successfully changed.' Below the message is a link: 'Back to <https://webmail.yycsd.york.va.us/exchange/yttest2>'

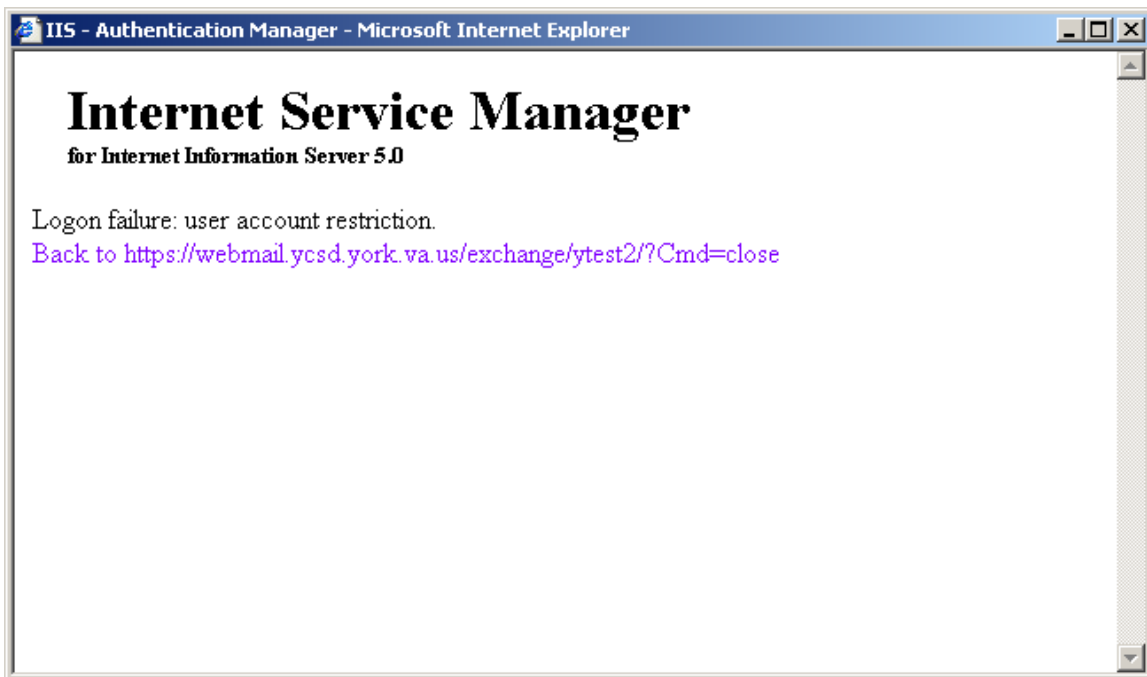
You can then place your mouse on the URL “Back to ...” to return to the logon screen for webmail. Enter your new password to access the system.



If your password will soon expire and you want to go ahead and change your password, then select the OPTIONS icon (under the Outlook shortcut bar to the left of the browser window)



Upon successful completion you will receive a confirmation message stating that your password was changed. If it was too early for you to change your password, you will receive the following error message:



Simply click on the hyperlink to take you back to your mailbox and wait until your password has aged long enough to change it.

(*Note: **What are web server SSL certificates?**

Web server certificates have become the defacto standard for organizations to deliver online trust. Web server certificates are used to authenticate the identity of a website to visiting browsers. When a user wants to send confidential information to a web server, the browser will access the server's digital certificate. The certificate, which contains the web server's public key will be used by the browser to: authenticate the identity of the web server (the website) and encrypt information for the server using Secure Socket Layer (SSL) technology. Since the web server is the only entity with access to its private key, only the server can decrypt the information. This is how the information remains confidential and tamper-proof while in transit across the Internet.)

Additional note for dial-up users: If you use a dial-up connection to your ISP, you will have up to a 3 minute wait for the connection to be established due to the SSL encryption overhead and the slower connection speed. For cable modem or DSL users the delay will be minimal due to the faster connection speed.