

OUTLOOK FOR SUBSTITUTES

GOALS:

1. Participants will learn how to log onto district computers with their new user names and passwords.
2. Participants will take the Acceptable Use of Internet and Technology Training and quiz. <http://learn/dept/its/training/>
3. Participants will learn and practice logging into webmail.
4. Participants will learn the procedure for changing their passwords

WORKSTATION LOGON TO THE LEE CO. SCHOOLS NETWORK:

This is the initial logon screen from all District computers which grants you access to the internet, e-mail, and instructional applications.

Your initial password is set to your 9-digit Peoplesoft Employee ID #. That password is good for 90-days. You will be prompted on your screen 14-days prior to those 90-days to change your password. The new password must be a minimum of 6 characters (any numbers , letters, or characters are allowed.)



LEE COUNTY SCHOOLS WEB MAIL ACCESS:

<http://webmail.leeschools.net>

Enter the username and password. Choose Premium and Private if using a secure (private) computer, and leave the default (PrePublic or shared computer) if others access this computer.

If a password change is required the user will be automatically directed to the Lee County School District Password Change Tool, (Figure 3).

(Figure 1 – Lee County Schools Web Mail Access Logon Screen)

Microsoft Outlook Web Access - Microsoft Internet Explorer provided by Lee County School District

https://webmail.leeschools.net/exchweb/bin/auth/owalogon

File Edit View Favorites Tools Help

Microsoft Outlook Web Access

Microsoft

The School District of Lee County
Web Mail Access
Secure Login

Username:

Password:

Client (what's this?)

☒ Premium

☐ Basic

Security (what's this?)

☐ Public or shared computer

☒ Private computer

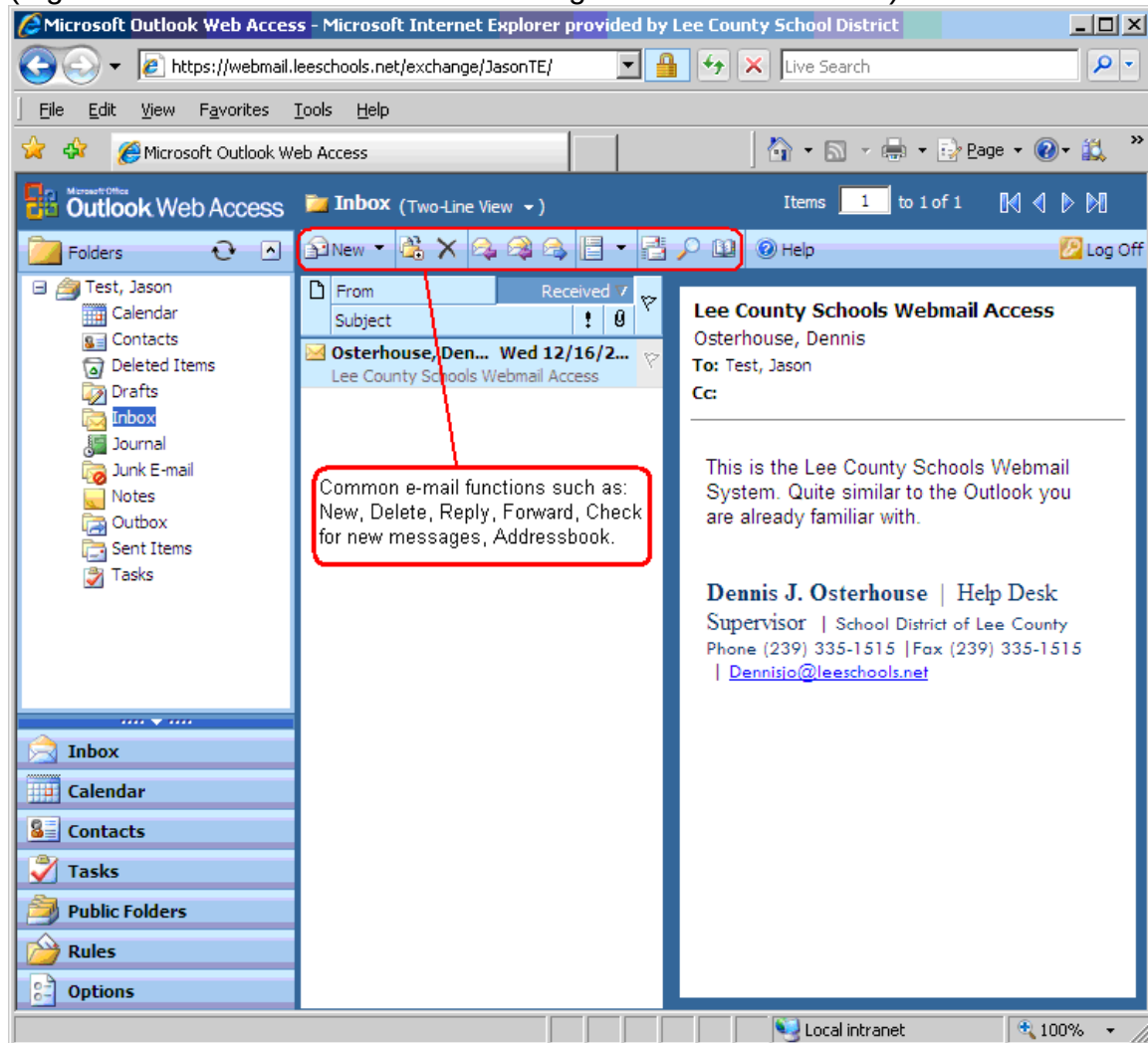
Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

Local intranet 100%

Upon successful logon the e-mail folders and messages will be displayed. Double-click on a message to open it in full-screen. Common e-mail buttons such as New, Reply, and Forward are circled below and placing the mouse over each button will display each button's function.

(Figure 2 – Web Mail Folder and Message View - Main Screen)**



**Note that pop-up blockers such as Google and Yahoo Toolbars could restrict some functions including the ability to open an e-mail. To temporarily override a pop-up blocker, hold the CTRL button down while clicking on a particular item.

RESETTING THE PASSWORD USING WEBMAIL:

Passwords expire every 90 days. If the user doesn't manually change it before the 90 days, upon logon to Webmail the user will automatically be directed to the Change Password Screen (Figure 3). Be sure that "LCSD\" precedes the account name as shown below. It should automatically be added to the beginning of the account name. Note that the new password must be at least 6 characters in length and cannot be the same as any of the last five passwords.

(Figure 3 – Lee County Schools Web Mail Password Change Tool)

The screenshot shows a web browser window titled "Lee County Schools - Password Change - Microsoft Internet Explorer provided by Lee County School Di...". The address bar shows the URL "https://webmail.leeschools.net/exchange". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The toolbar shows various icons including a home button, a search button, and a print button. The main content area displays the "Lee County School District Password Change Tool" interface. It features a heading "Lee County School District Password Change Tool" and a message: "Your password has expired. You can change it now." Below this message are four input fields: "Account" (containing "LCSD\test99"), "Old password" (containing six dots), "New password" (containing six dots), and "Confirm new password" (containing six dots). At the bottom of the form are three buttons: "OK", "Cancel", and "Reset". The "OK" button is highlighted with a red rectangular border. The browser's status bar at the bottom shows "Local intranet" and a zoom level of "100%".

Lee County School District
Password Change Tool

Your password has expired. You can change it now.

Account: LCSD\test99

Old password: ••••••

New password: ••••••

Confirm new password: ••••••

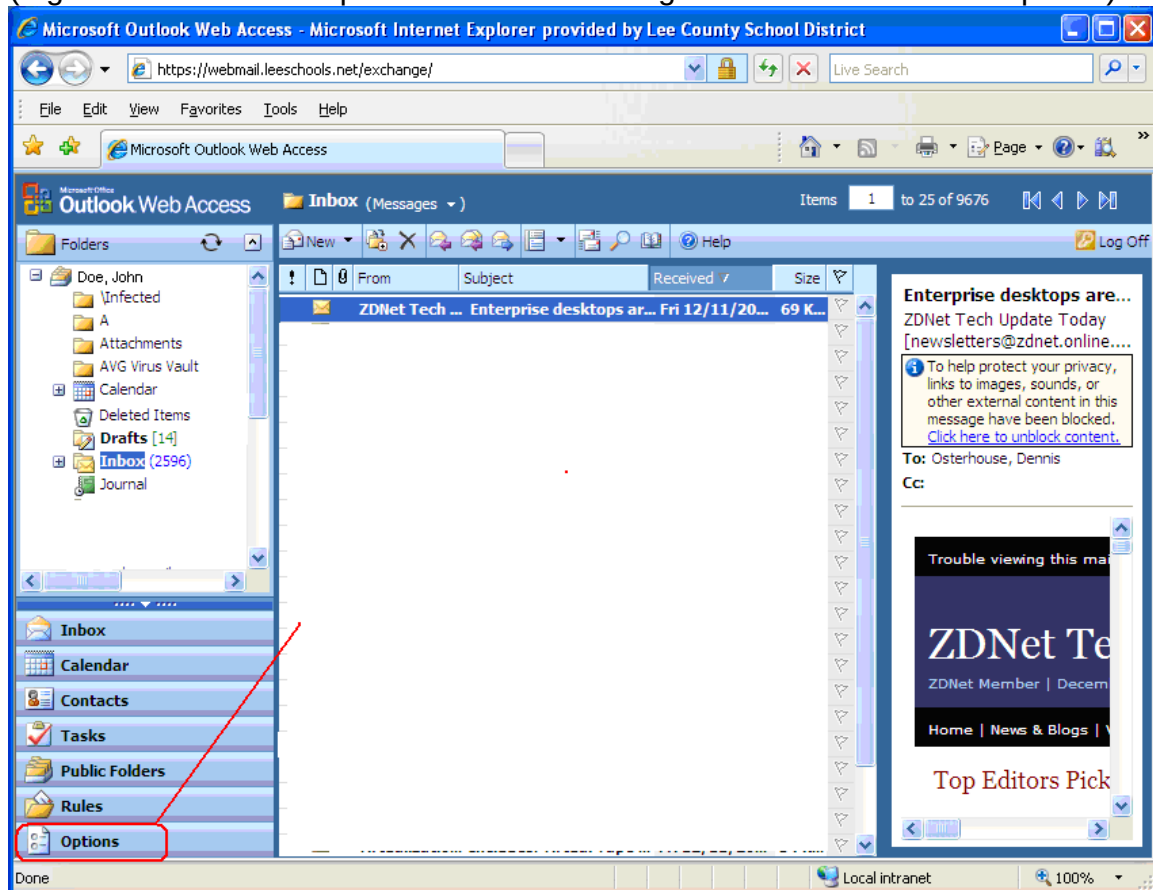
OK Cancel Reset

TO MANUALLY CHANGE YOUR PASSWORD:

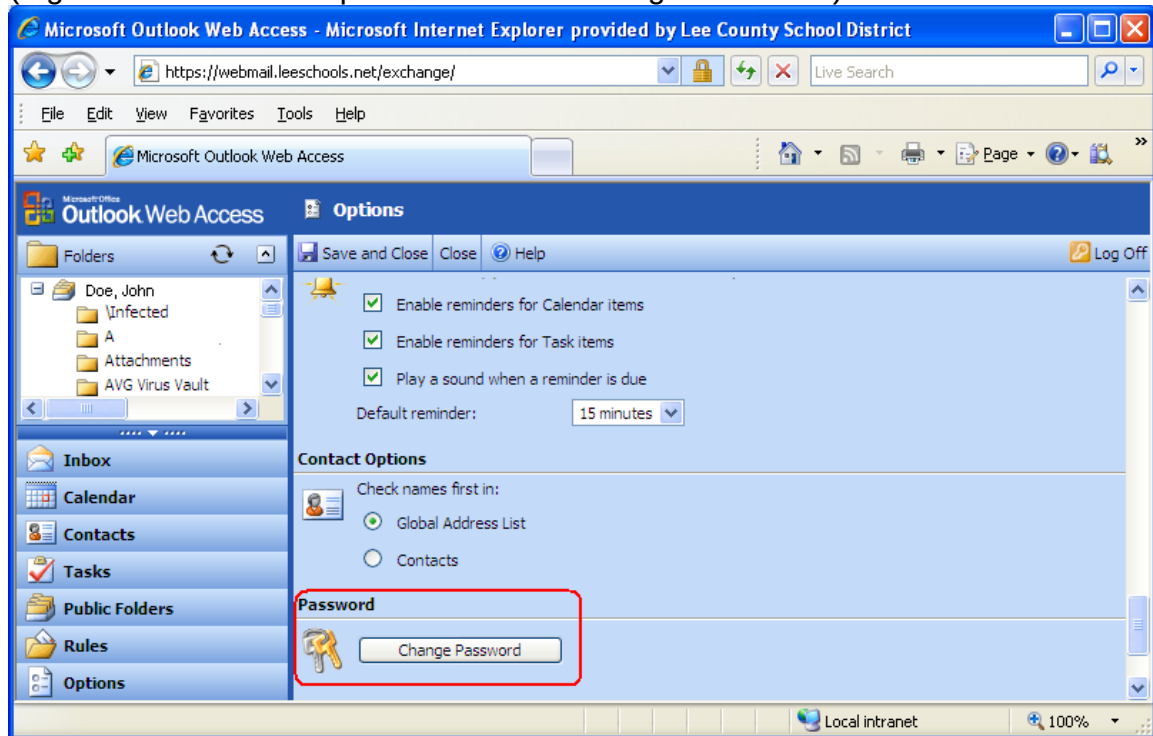
(Note that a password can only be changed once within a 10-day period.)

Once logged in to Webmail, click on the **Options** button at the lower left, then click on the **Change Password** button as shown below.

(Figure 4 – Web Mail Options Button for Change Password and other Options)



(Figure 5 – Web Mail Options Button to Change Password)



Enter “LCSD” for the Domain. Note that the new password **must be at least 6 characters in length and cannot be the same as any of the last five passwords.**

(Figure 6 - Manual Change Password Screen)

A screenshot of a web form titled 'Lee County School District Password Change Tool'. The form has a title bar that reads 'Lee County Schools - Password Change - Microso...'. The form contains several input fields: 'Domain' with the value 'LCSD', 'Account' with the value 'Username', 'Old password' with masked characters '•••••', 'New password' with masked characters '•••••', and 'Confirm new password' with masked characters '•••••'. At the bottom of the form, there are three buttons: 'OK', 'Cancel', and 'Reset'. The 'OK' button is highlighted with a red rectangle.