# OUTLOOK FOR SUBSTITUTES
QUICK START FOR OWA v.2012

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](#).
3. Participants will learn and practice logging into OutlookWebApp (OWA).
4. Participants will learn the procedure for changing their passwords.

WORKSTATION LOGON TO THE LEE CO. SCHOOLS NETWORK:
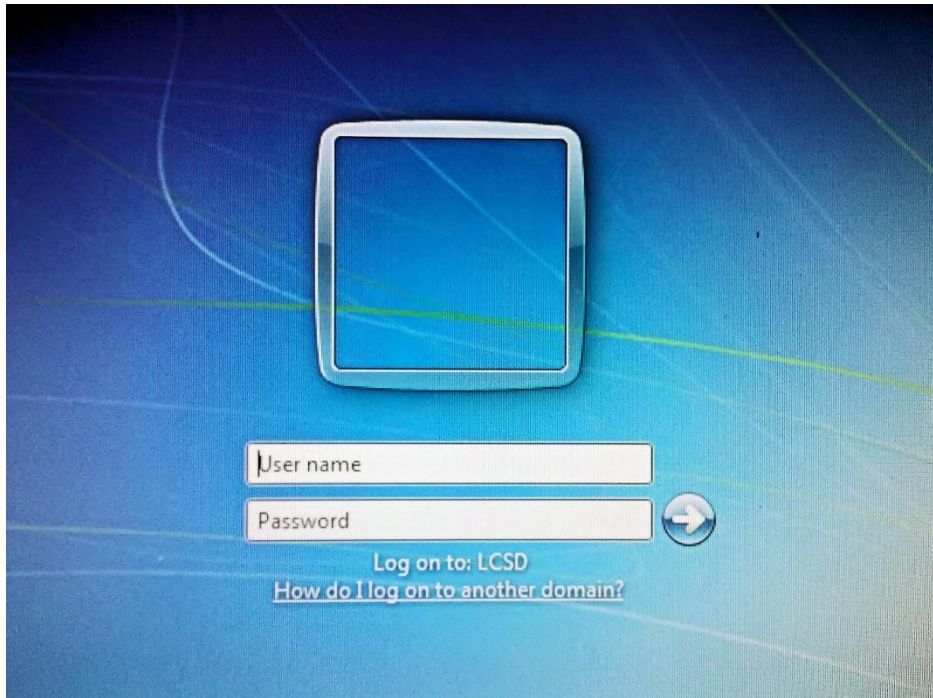
This is the initial logon screen from all District computers which grants you access to the internet, e-mail, and instructional applications.

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.) If within 90 days you haven't logged on, you will have to contact:

<div align="center">

IT Support

Lee County Public Education Building.

2855 Colonial Blvd, Fort Myers, Florida 33966

Phone: (239) 337-8221, Fax: (239) 337-8633

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 for assistance in resolving this issue. Or, sign up for the next seminar sponsored by the Lee County Association of Professional Substitute Teachers.

## ACCESS TO LEE COUNTY SCHOOLS: https://mail.leeschools.net

Enter your username and password. Select Private if using a secure (private) computer, or leave the default (public 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.

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Lee County Schools Mail Access Logon Screen

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Upon successful logon the e-mail folders and messages will be displayed:
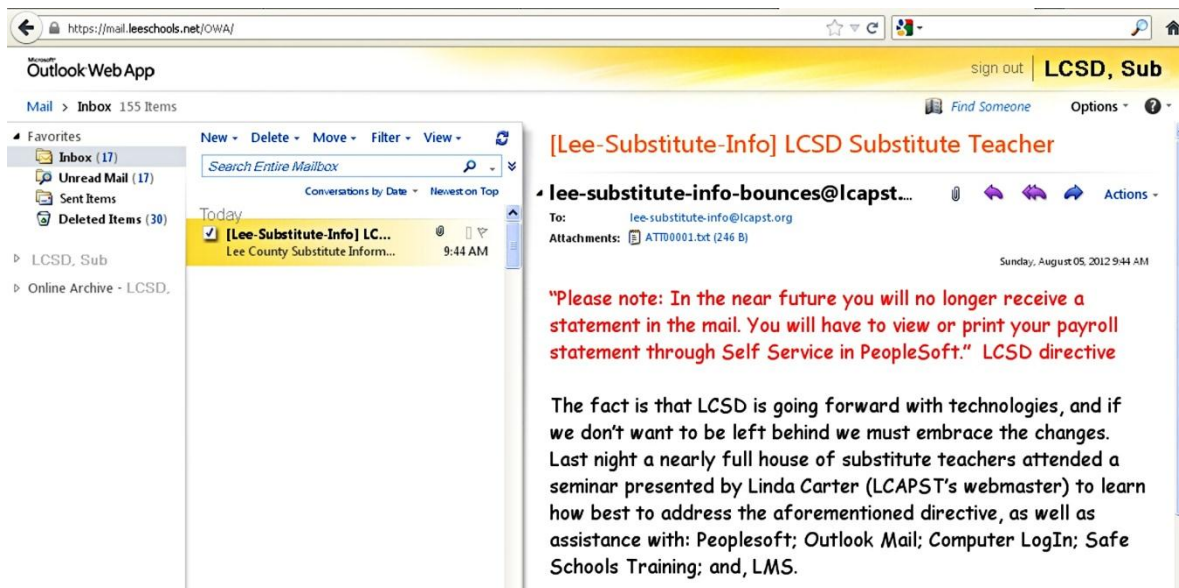
Common e-mail buttons such as New, Reply, and Forward are highlighted (in green) below and by either clicking the down arrow by the entry, or placing the mouse over the entry each button's function will be displayed.
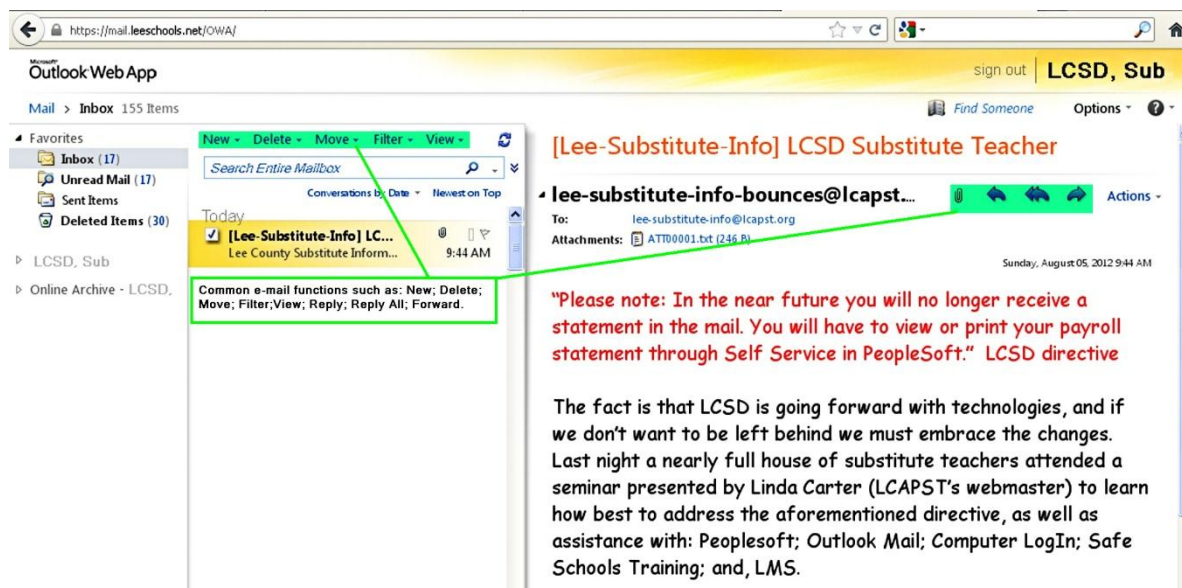

RESETTING THE PASSWORD USING WEBMAIL:

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. 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.
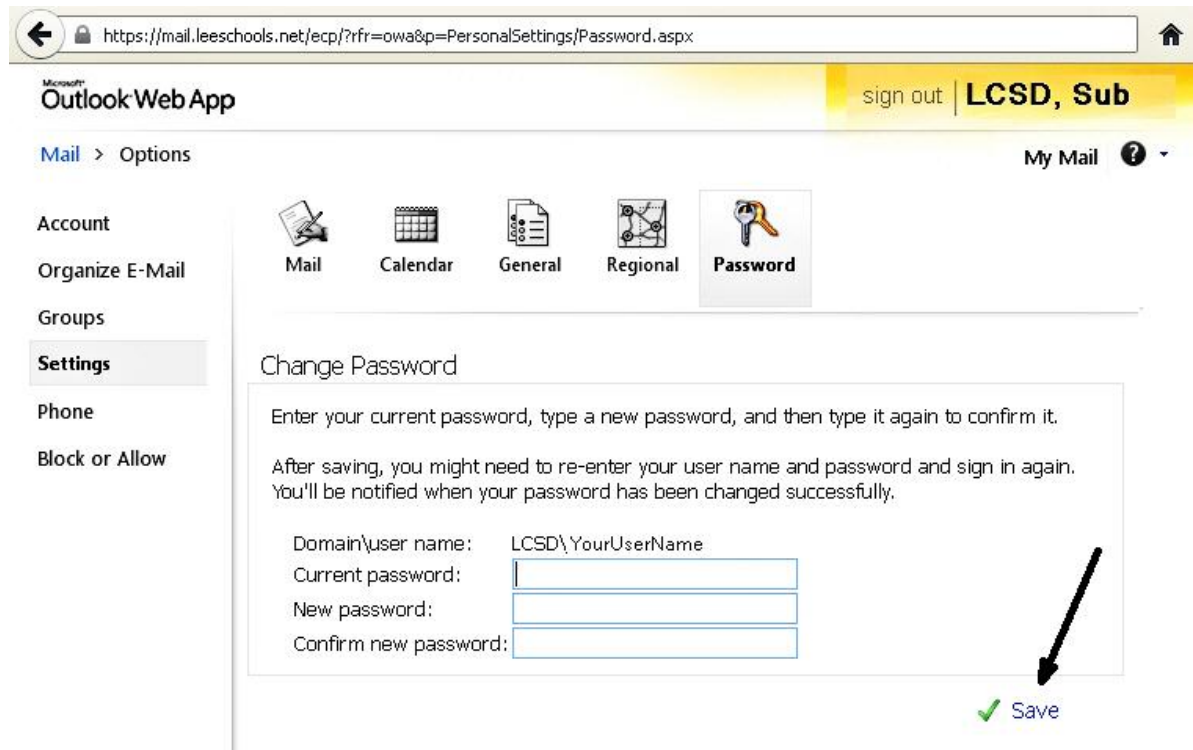
TO MANUALLY CHANGE YOUR PASSWORD:

Once logged onto OWA, click on the OPTIONS button on the upper left (black arrow), then click on the Change Password button as shown below (green arrow). (Note that a password can only be changed once within a 10-day period.)
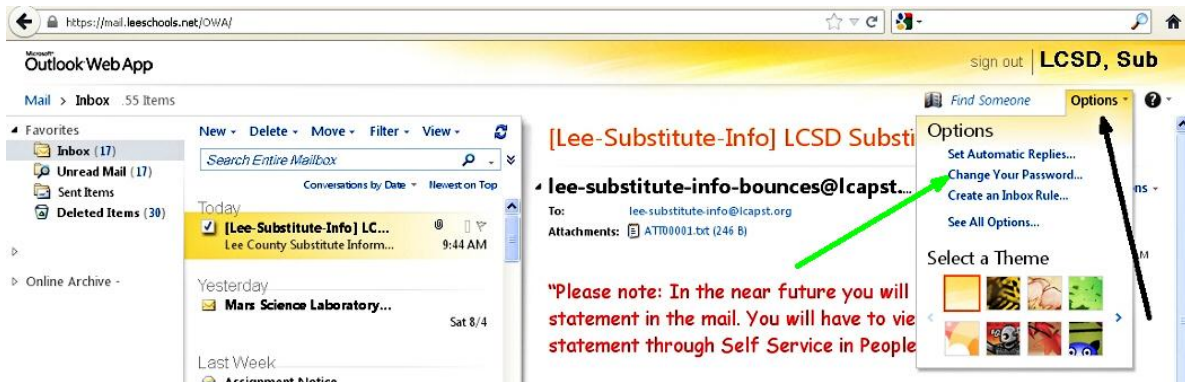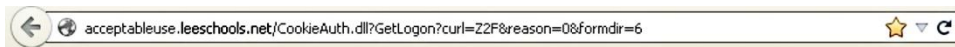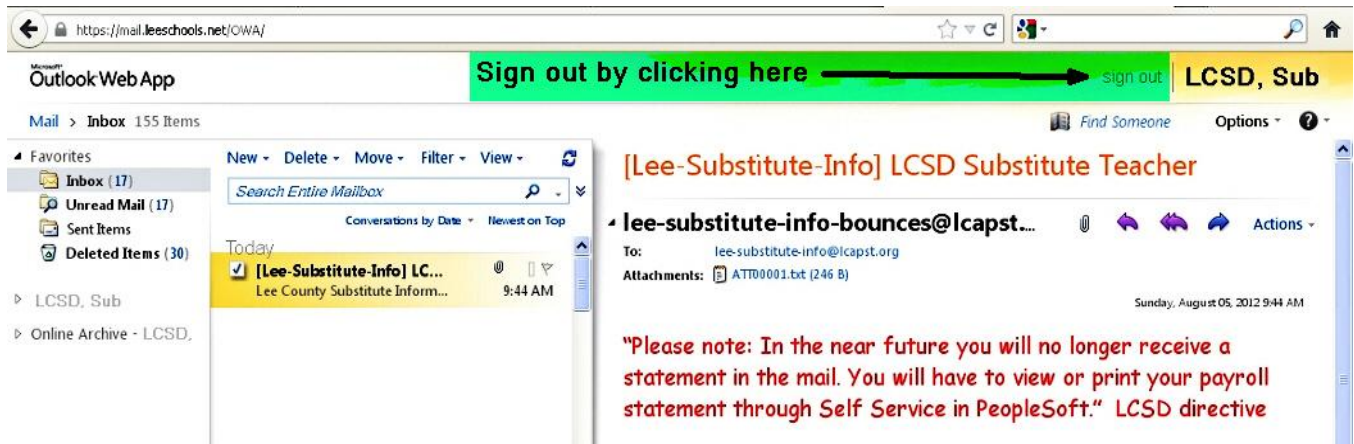

OWA Options Button to Change Password

Reminder: the new password must be at least 6 characters in length and cannot be the same as any of the last five passwords.

Manual Change Password Screen
Remember to [Save] the changes!!!

SIGN OUT FROM OWA:

ACCEPTABLE USE OF INTERNET AND TECHNOLOGY TRAINING AND QUIZ

Log in with your UserName and Password.

Browser address bar: acceptableuse.leeschools.net/training/

Training Sections

- Internet and Technology Acceptable Use
- Purpose
- Sections
- Section I
- Acceptable Use Board Policy 2.20
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Internet and Technology Acceptable Use

Internet and Technology Acceptable Use

The School District of Lee County

Keep hitting [Next] to read the policy then take the quiz. Once completed [View] your results. If you have passed, print out your certificate.

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