

How to Access Your School Email From Home

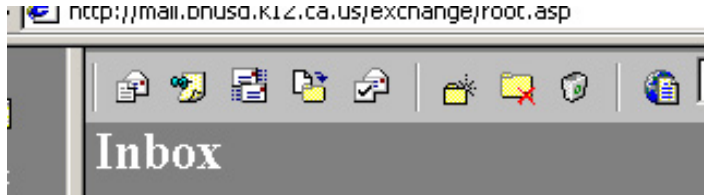
- Log in to the Internet
- Type in <http://mail.bhusd.k12.ca.us> at the web address box & hit Enter
- Click on the underlined link "Outlook Web Access"
- At the Log in box, type in your school username (usually your first initial and last name without any spaces)
- A dialogue box will appear asking for your username and password. Type in your school user name again and your school internet password
- You can now read your mail (NB – attachments should be saved on your computer's hard drive in order to be read)

This frame is what you will see along the left hand side of your screen:



- Inbox will allow you to view your mail
- Calendar will allow you to keep appointments
- Contacts will allow you to save new contact information
- Find Names allows you to find any teacher's email in BHUSD
- Public Folders is best used when connected to the server in school
- Options mainly affects those who use the Calendar
- Log Off is what you click on to leave the email program

This toolbar is what you see at the top of your email screen:



- the furthest left button is used for creating a new message
- next is a button to create a reminder note
- third is the "send/receive" button
- fourth, click on this to move an email to a folder
- click on the fifth button to delete an email that you have checked into the recycle bin
- the next button will allow you to create a new folder
- the button following will delete a folder for you
- finally, clicking on this button will delete all of your emails and folders which you have deleted to your recycle bin

If you have any questions, please contact Ann-Marie Fine.