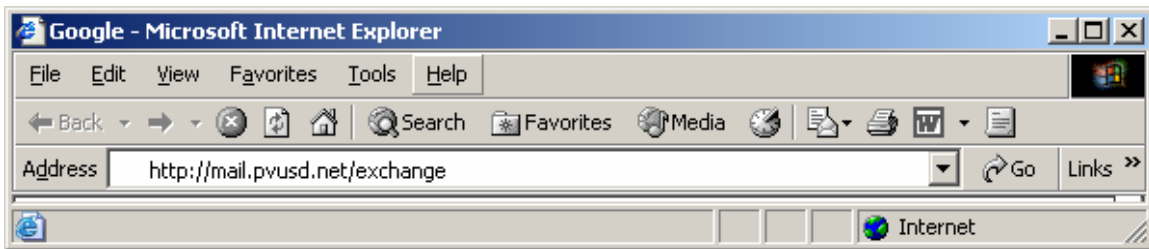


PVUSD email thru the web

Get into the internet by double clicking your browser icon.



Go to the PVUSD secure web mail login screen by typing in the address as shown below and press Enter/Return. Or you can access it on the technology page on PVUSD'S web site.



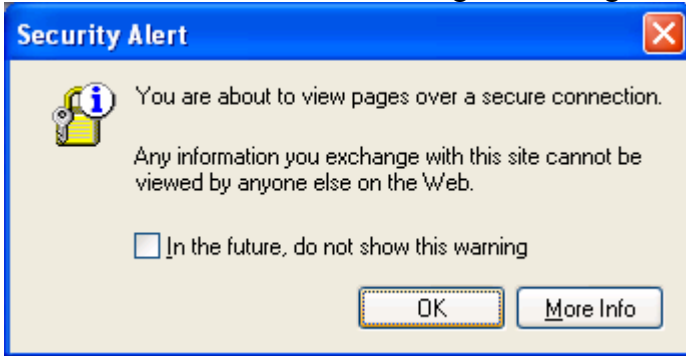
For windows 2000 clients or Macintosh clients you will have 3 fields to enter

Enter your name, password and domain as in the example below.



Click OK when finished.

For Windows XP systems the following security warnings may appear, Click OK and Yes to continue and get to the login window.

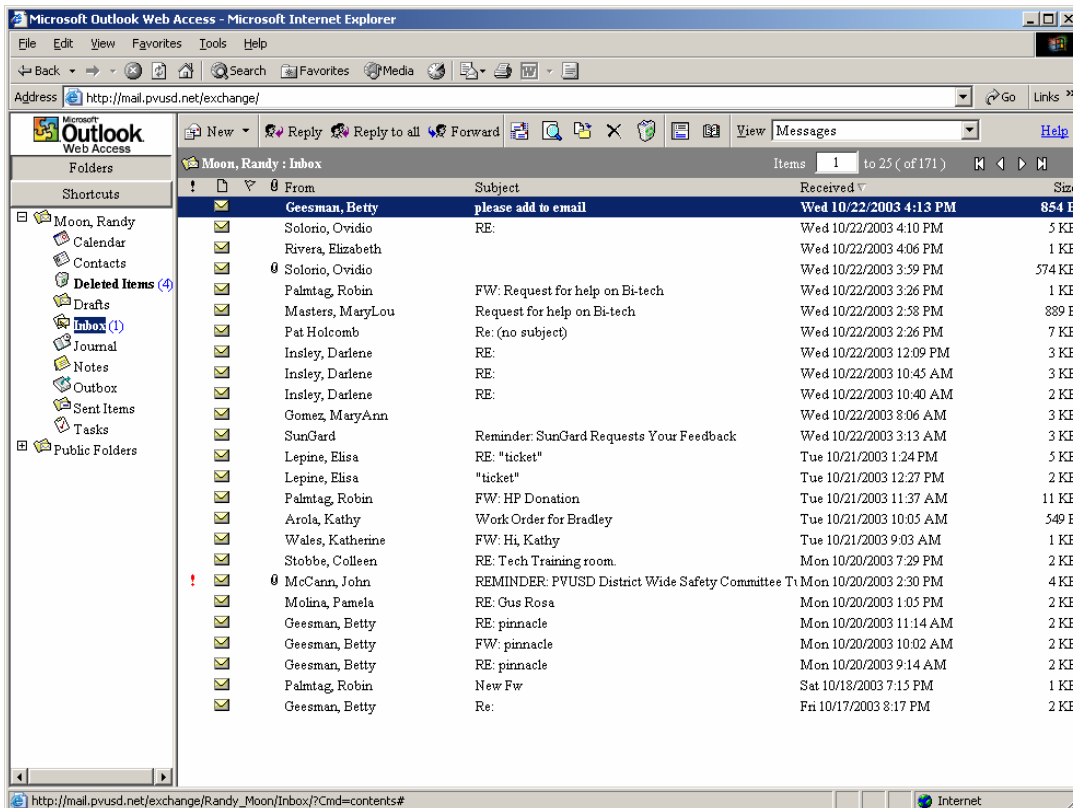


For Windows XP clients enter the user name with pvusd.net like so: Joe_Smith@pvusd.net and your password as in the example below.



Click OK when finished.

Your Web Access email should be displayed as in the example below.

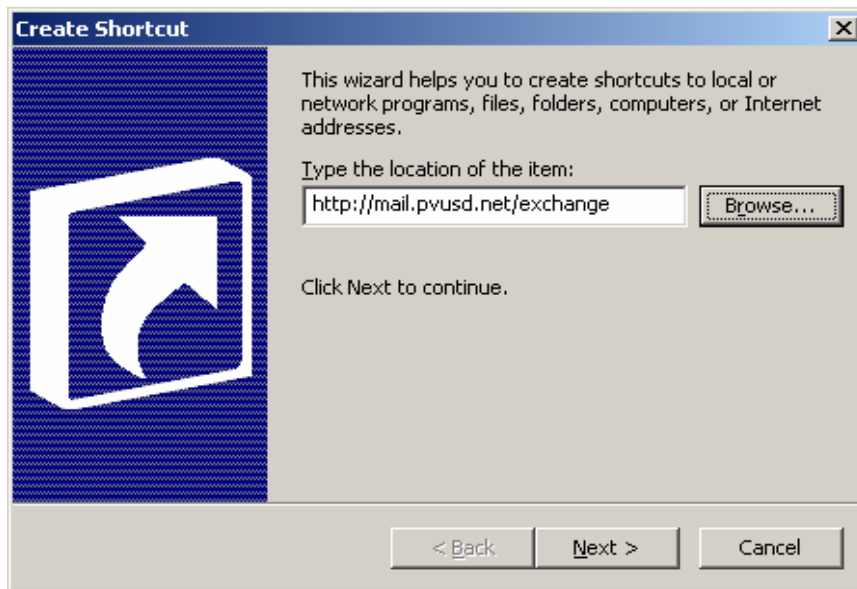


Create a shortcut icon on your desktop to access your mail by web.

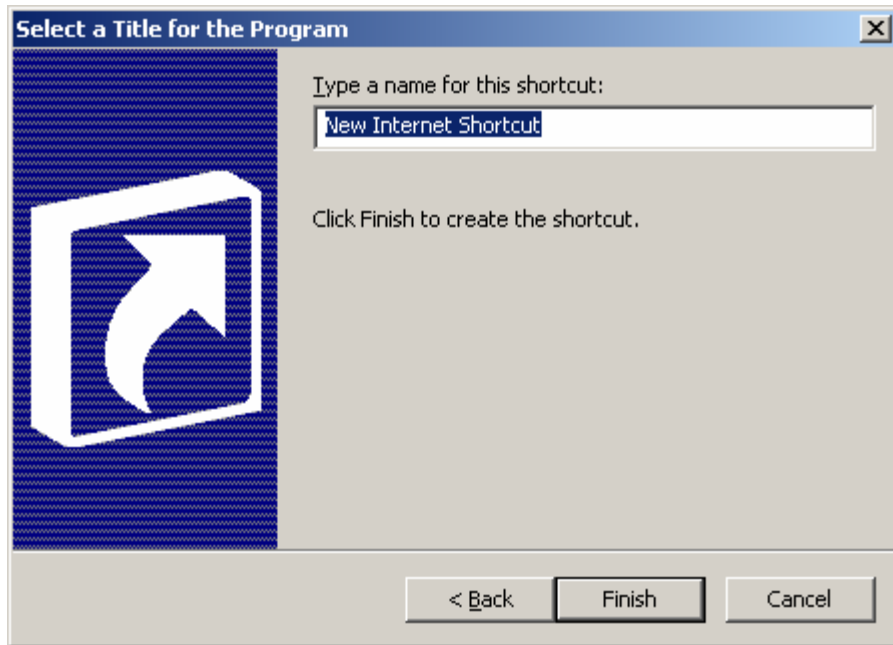
If you decide to create a shortcut for convenience, it is recommended that you remember the web address as because you can access your mail from most anywhere by this method which may be a valuable benefit to you.

Right click the mouse while on a clear area on the desktop.
Drag the mouse pointer down to NEW, this will display another menu.
Left click on shortcut, which will bring up the create shortcut window.

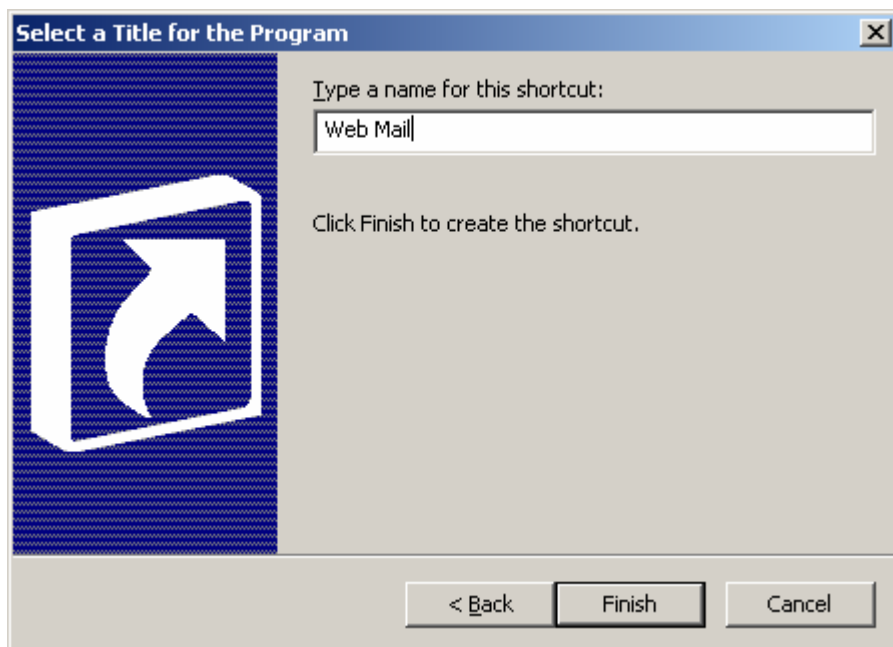
Enter <http://mail.pvusd.net/exchange> for the location of item.



Click Next to continue.



Enter a name for your shortcut.



Click on Finish.

Your shortcut icon will appear on your desk top.

Remember, you can access your email from most anywhere via the web.