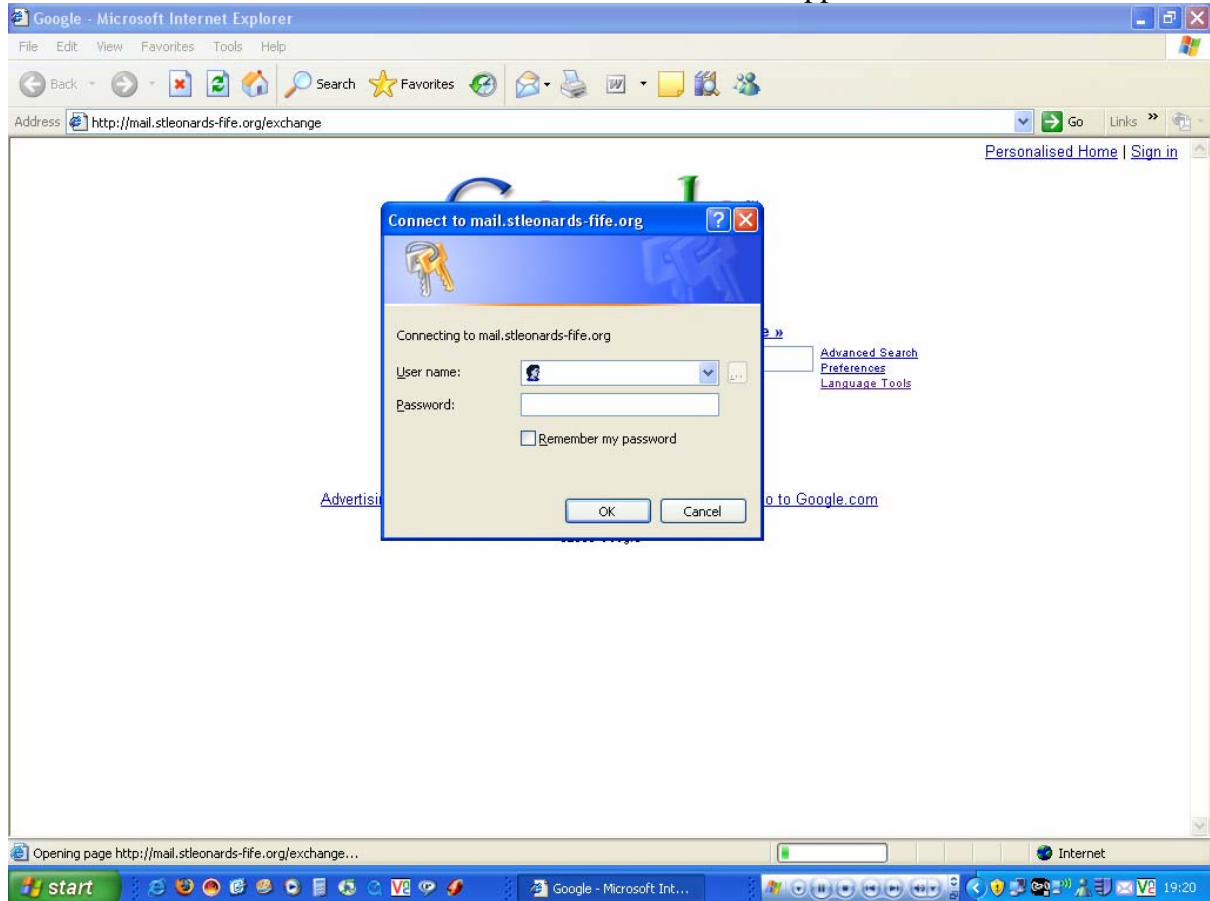


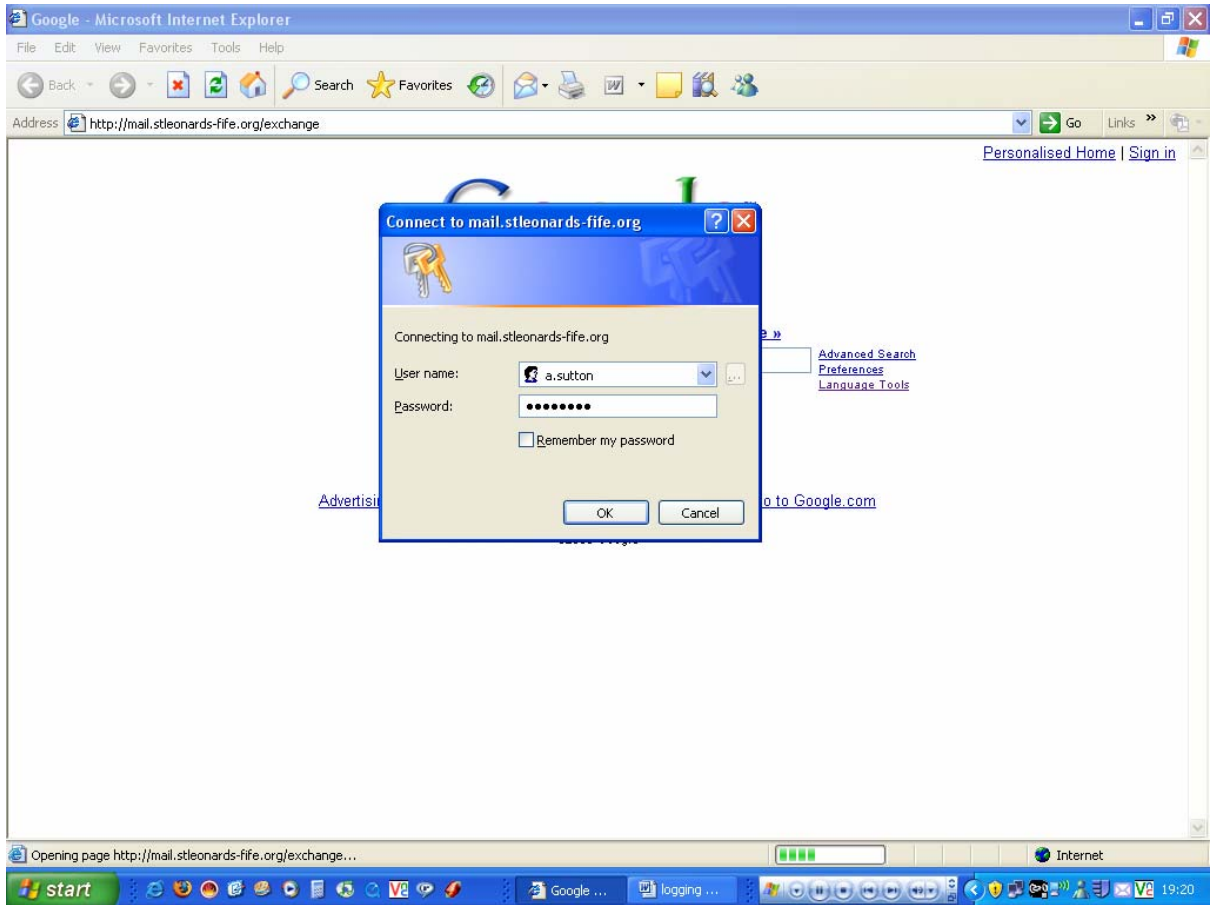
Accessing your School Email from Outside the School Network

Internet Explorer.

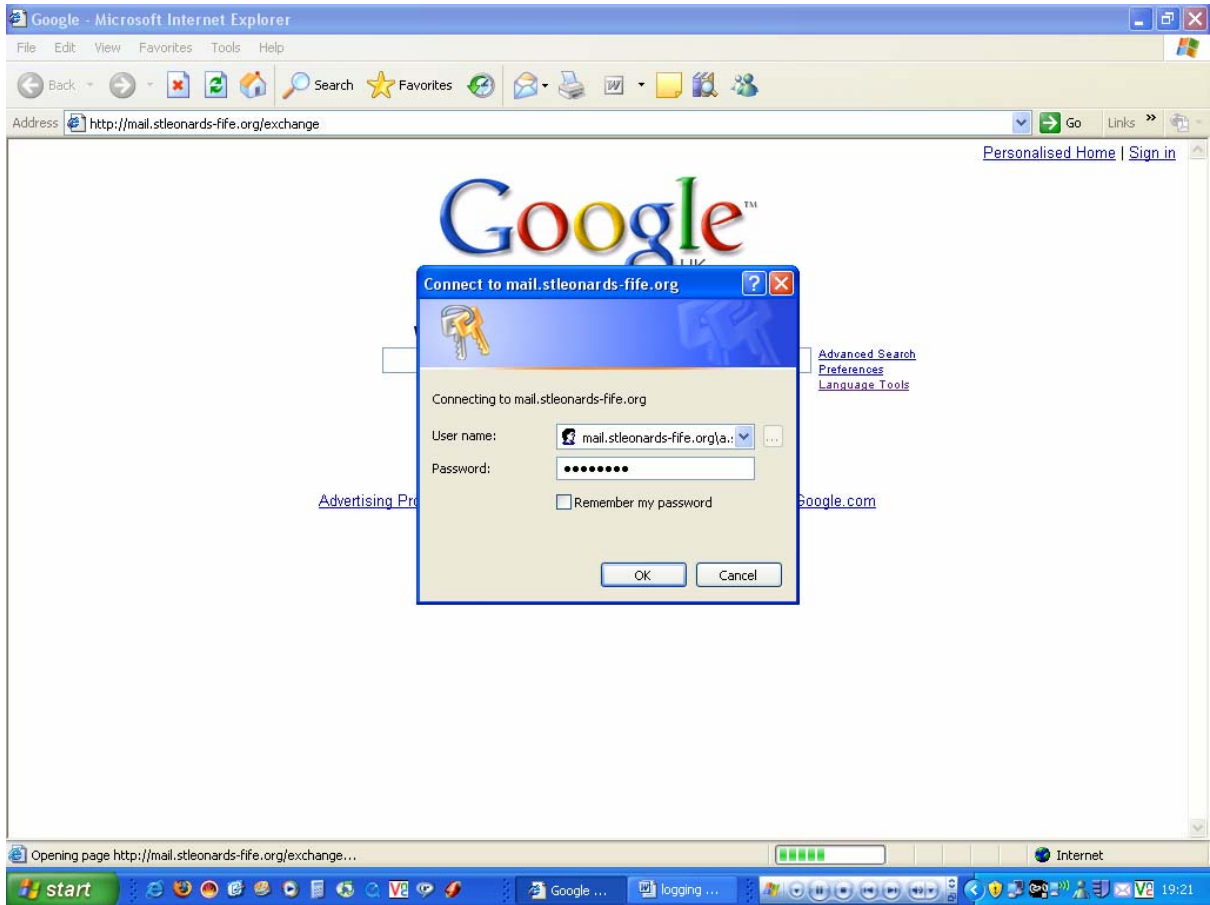
1. Enter into the address bar of Internet Explorer (IE) the URL- <http://mail.stleonards-fife.org/exchange>
2. Once IE has resolved the URL an authentication box will appear.



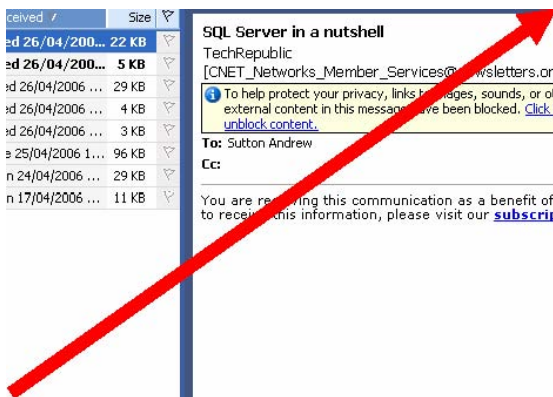
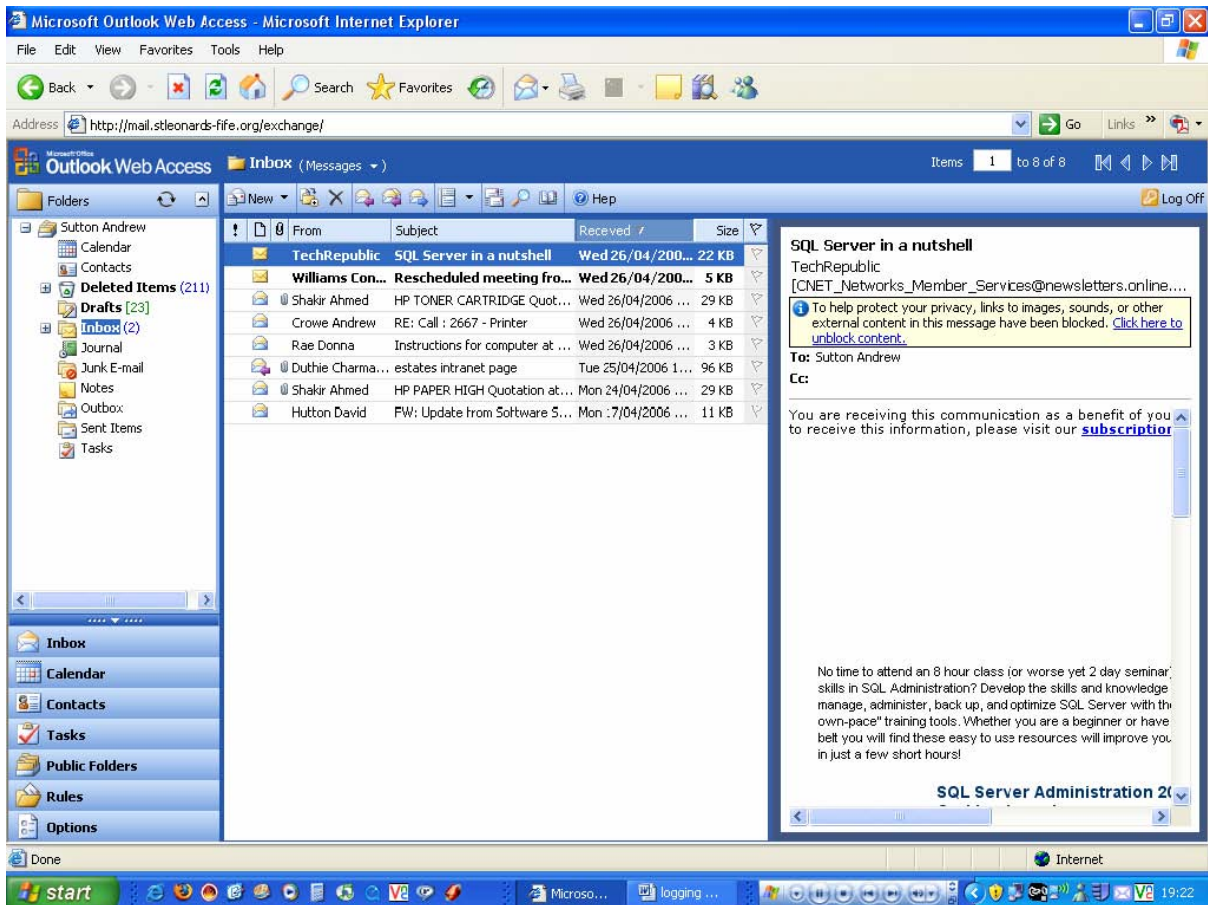
3. Enter your School account user name and password. And press OK.



4. If the authentication box reappears with the user name highlighted scroll back along the information and remove mail. (the word 'mail' and the dot (.) that separates 'mail' from stleonards-fife.org\username) and press OK

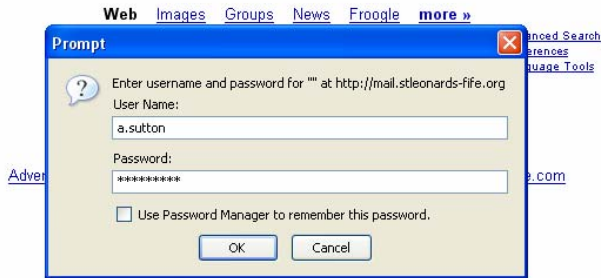


5. You should be able to see just your mail box. If you have access to more than one mail box, the additional mail boxes will not be seen.

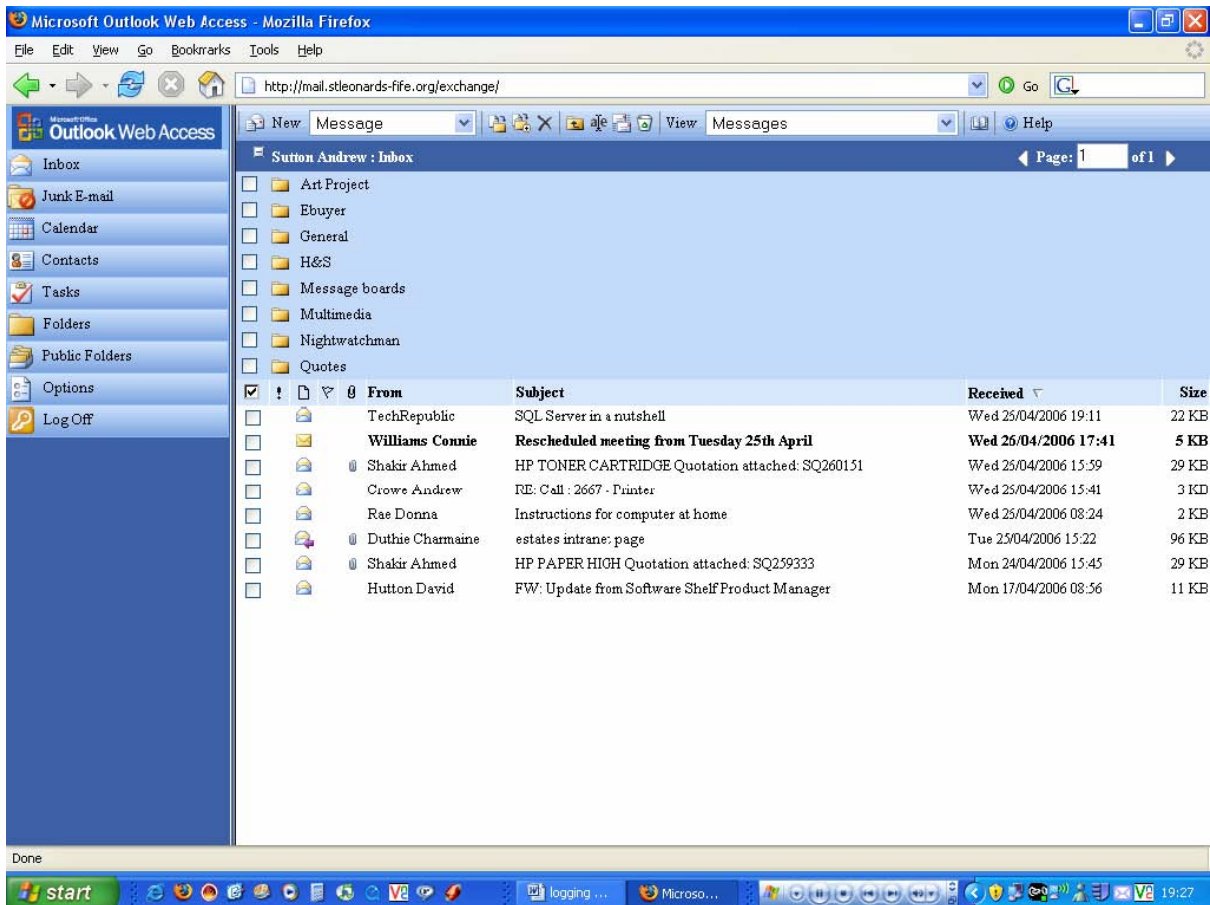


6. To exit external access to Outlook 2003 please use the Log Off button in the top right hand corner. Once logged off a splash screen will appear. Select Close to return to IE.
Firefox

1. Enter into the address bar of Firefox the URL- <http://mail.stleonards-fife.org/exchange>



2. Enter your School User Name and Password and press OK and the access to your mail box should be gained.



3. To exit external access to Outlook 2003 please use the Log Off button on the left hand side. Once logged off a splash screen will appear. Select Close to return to Firefox.