
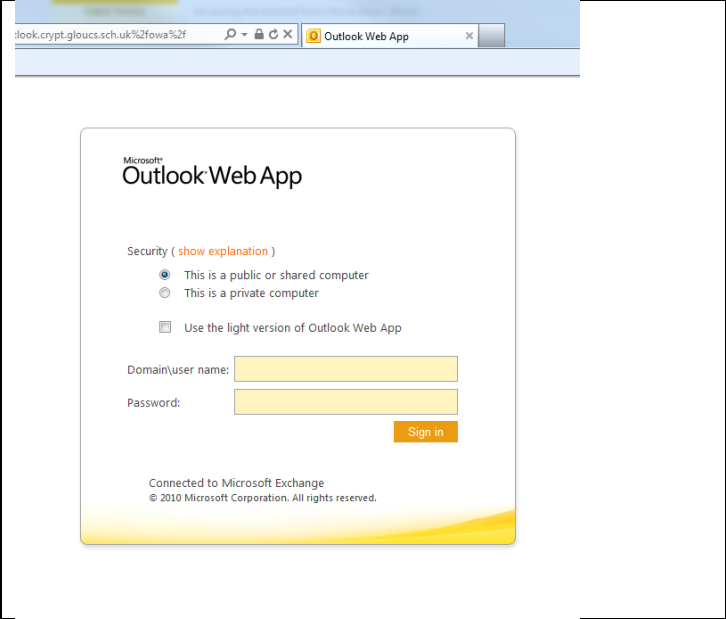
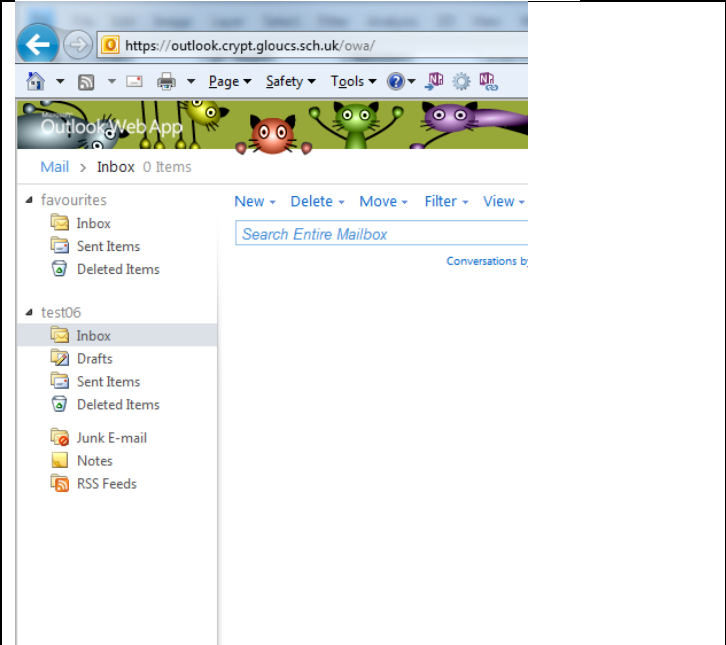


Accessing Outlook Email from Home

 A screenshot of the school website's navigation menu. At the top left, there is a 'SCHOOL SITES' dropdown menu with 'Intranet' and 'Outlook' as options. The main header of the website is 'THE CRYPT SCHOOL' with a crest logo to the right. Below the header is a horizontal navigation bar with links for 'ACADEMIC', 'PASTORAL CARE', 'CD-CIRCULAR', 'SPORT', 'SCHOOL INFORMATION', 'THE SCHOOL COMMUNITY', 'SCHOOL ASSOCIATION', 'OLD CRYPTIANS', 'NEWS', and 'ADMISSIONS'. A large banner image shows a young boy in a school uniform standing in a library.	<p>Go to the School Website www.cryptschool.org At the top left choose school sites and pick Outlook</p>
 A screenshot of the Outlook Web App authentication page. The browser address bar shows 'look.crypt.gloucs.sch.uk%2fowa%2f'. The page title is 'Microsoft Outlook Web App'. Under 'Security (show explanation)', there are two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. There is also a checkbox for 'Use the light version of Outlook Web App'. Below this are input fields for 'Domain\user name:' and 'Password:', followed by a 'Sign in' button. At the bottom, it says 'Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved.'	<p>You should be presented with a Authentication Box In here you need to put your school Username and Password. HOWEVER you need to present your username like this: crypt\username which in most cases will be crypt\firstname.lastname</p>
 A screenshot of the Outlook Web App inbox interface. The browser address bar shows 'https://outlook.crypt.gloucs.sch.uk/owa/'. The page has a colorful header with cartoon characters. Below the header, it says 'Mail > Inbox 0 Items'. On the left is a navigation pane with 'favourites' (Inbox, Sent Items, Deleted Items) and 'test06' (Inbox, Drafts, Sent Items, Deleted Items, Junk E-mail, Notes, RSS Feeds). The main area shows a search bar 'Search Entire Mailbox' and a 'Conversations by' link.	<p>You will then be presented with your emails</p>