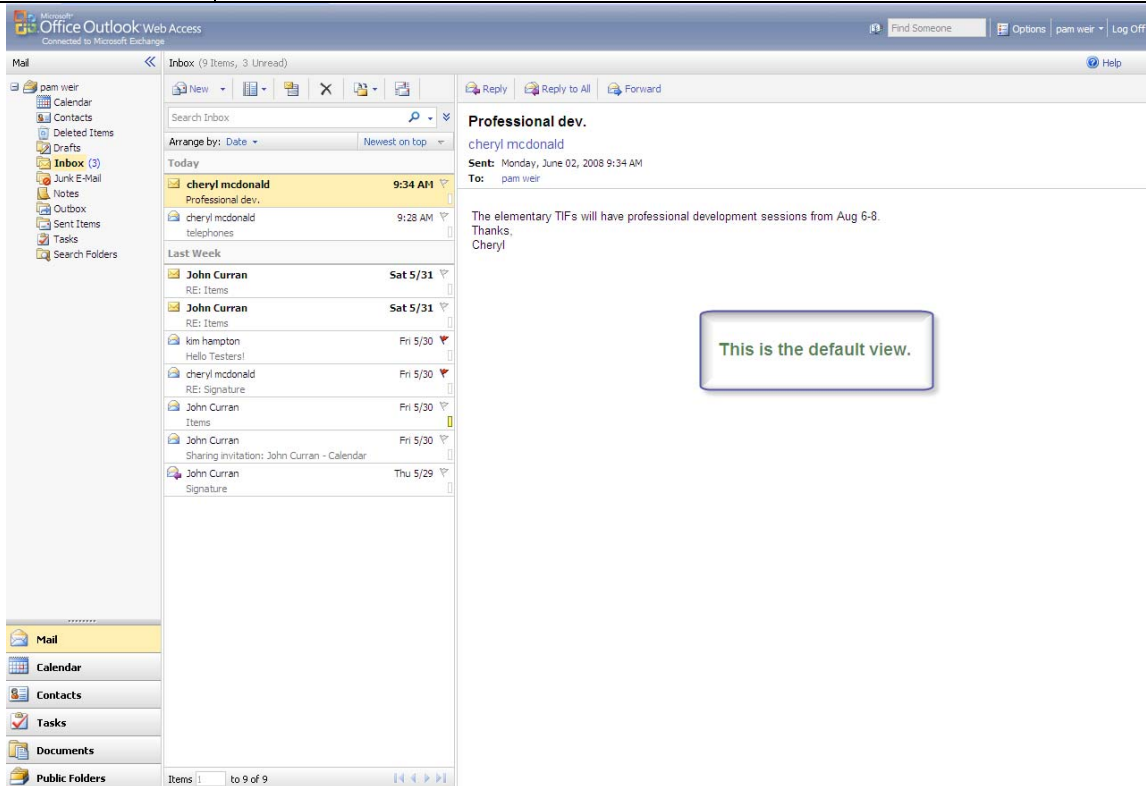
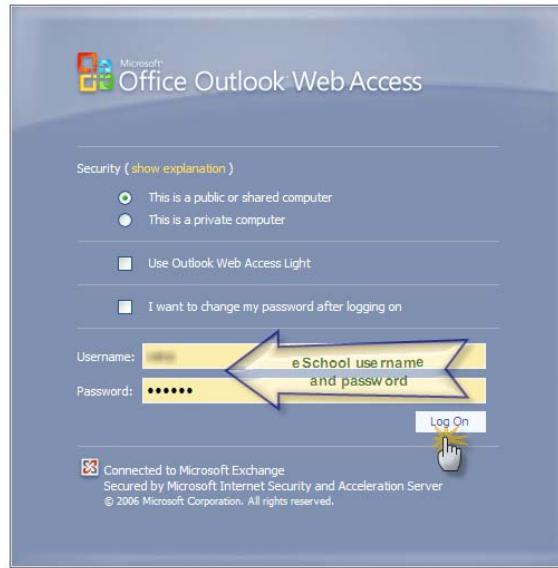


Outlook Web Access

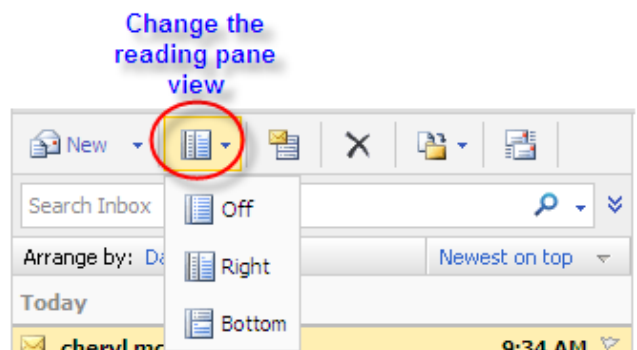
Open your web browser and go to:

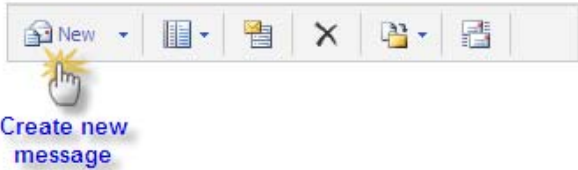
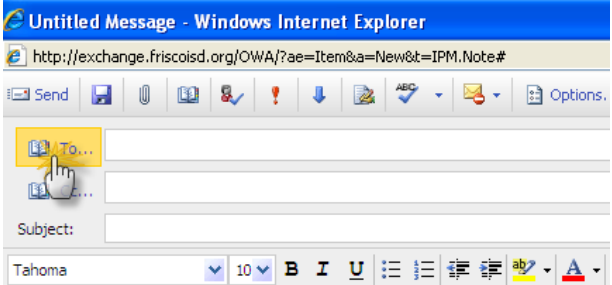
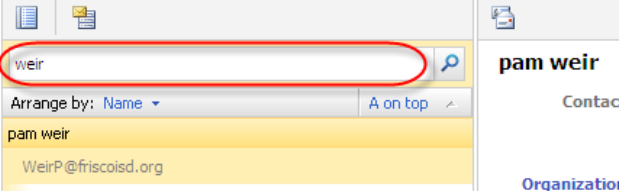
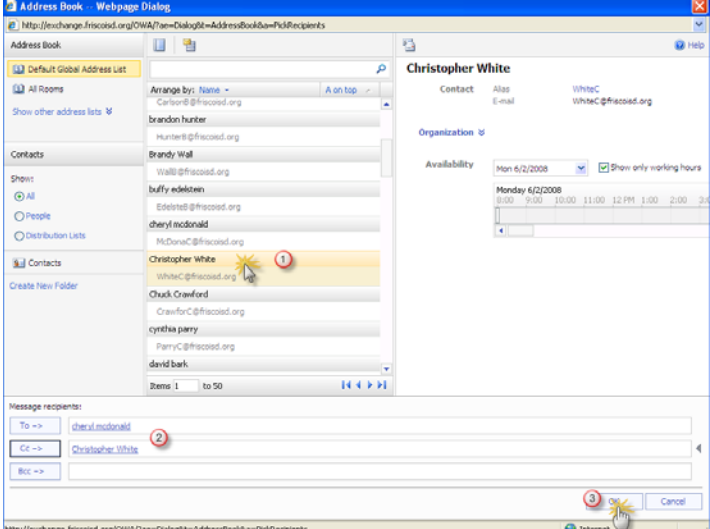

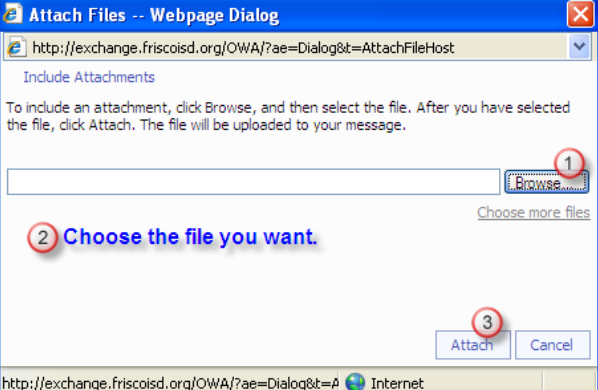
mail.friscoisd.org

Use your eSchool username and password to log in. If you do not have an eSchool password, use *frisco*.



There are three reading pane views for you to choose.



<p>Click the “New” icon to create a new message.</p>	
<p>Clicking “To” opens the address book.</p>	
<p>Type in a name in the search bar and press enter or click the magnifying glass icon to see a list of matching names.</p>	
<p>Double click the name, and it will appear in the “To” field</p> <p style="text-align: center;">OR</p> <p>Single click the name and click “To” “Cc” or “Bcc”</p> <p>Click OK when finished</p>	
<p>Click the paperclip icon to attach a document</p>	
<p>Browse for the file you want to attach.</p>	
<p>Click send when finished.</p>	