

# Microsoft Outlook/Email Accessing Email

From the Internet, type in the following URL address in the top left area

<https://email.mayfieldschools.org>

Microsoft  
Outlook Web App

Security ( [click explanation](#) )

- This is a public or shared computer
- This is a private computer

Use the light version of Outlook Web App

Domain/user name:

Password:

Sign in

Connected to Microsoft Exchange  
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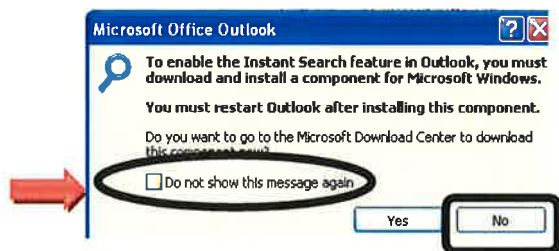
- When prompted to enter your name you must type **MFCSD\** before your username. (make sure it is the backslash – generally found by the backspace key)  
(ex: mfcسد\smith)

- In the second box type in your network password  
If you are new and have not set up your password yet, you will need to do so on a computer at the school, otherwise you will not be able to get your email from home.

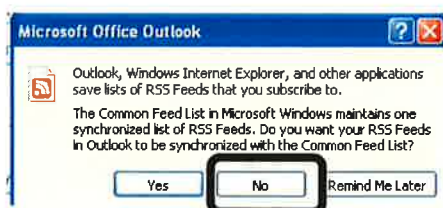
You can also access your email from the Mayfield Web page under STAFF  
[www.mayfieldschools.org](http://www.mayfieldschools.org) / STAFF / Outlook Email

## You will get three pop up boxes:

1) Ignore the one that says something about **Light Version** (just click **NEXT** or **OK**)



2) To disable the Instant Search Feature  
**Check the box:** *Do not show this message again*  
And click **NO**



3) For Outlook Window Internet Explorer / RSS feeds  
Click **NO**