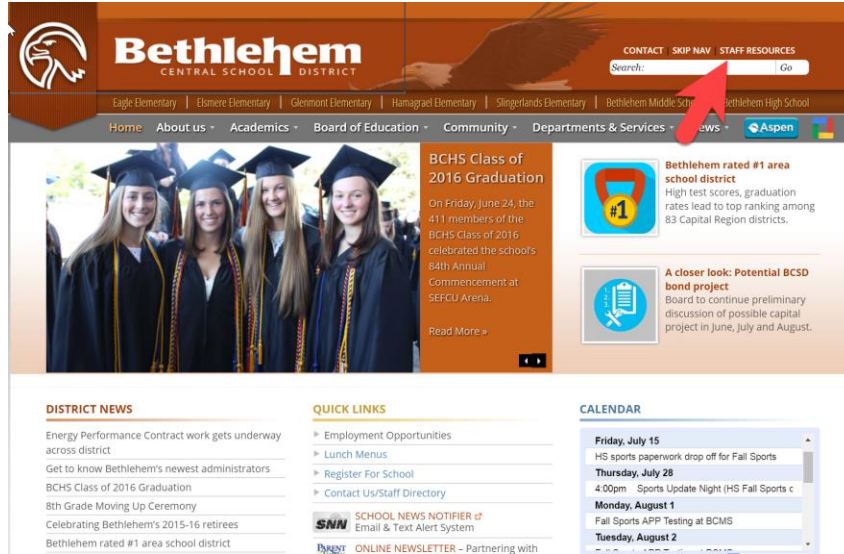


How to access BCSD mail using Microsoft OWA (Outlook Web App)

1. On the District website, www.bethlehemschools.org, click on the “Staff Resources” link in the upper right corner of the home page.



2. This takes you to the Staff Resources page where you will find the link to BCSD Webmail, click on this link.

Webmail | [Sign into BCSD Webmail](#)

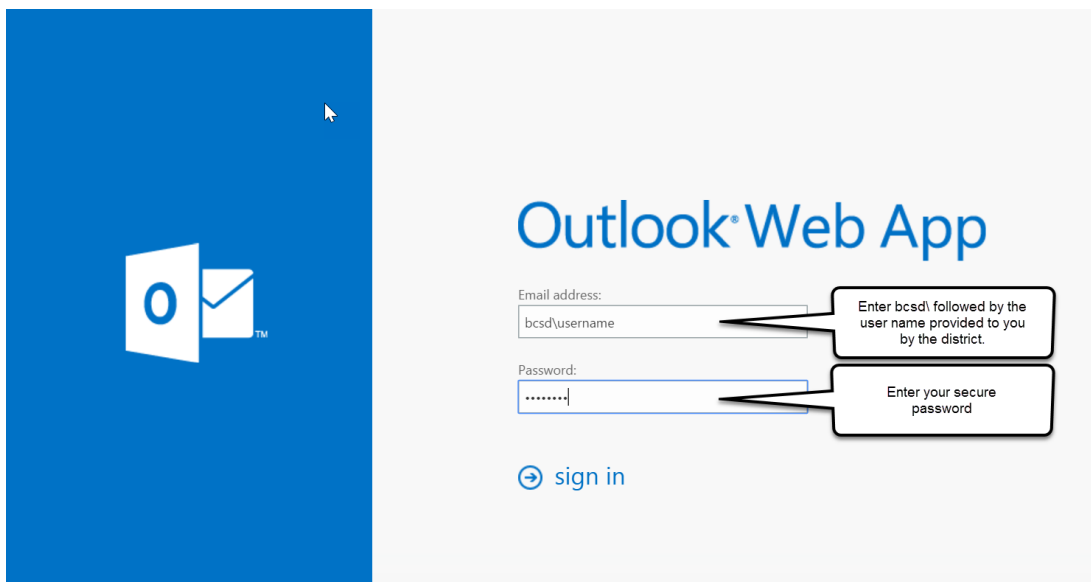


***NOTE*:** If you use the Outlook Web App (linked above) in July, you will notice a change to the way your e-mail looks. Please read more information on this here.

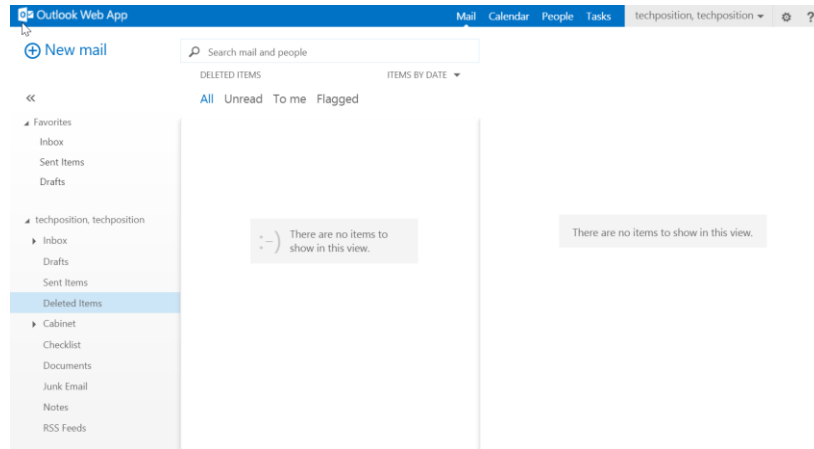
Staff members may check their e-mail from any computer with access to the Internet.

▶ [More information on using webmail \[PDF\]](#) (New to the BC staff? These directions will show you where to login using your temporary password.)

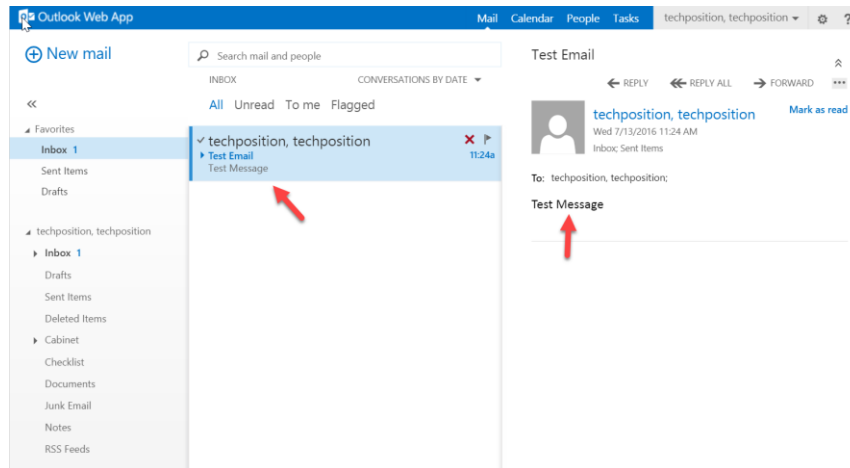
3. New Outlook Web App login screen (July 2016) below –Enter your password. (If you are new to the district, enter the temporary one you were given. You will be prompted to change it on first login).



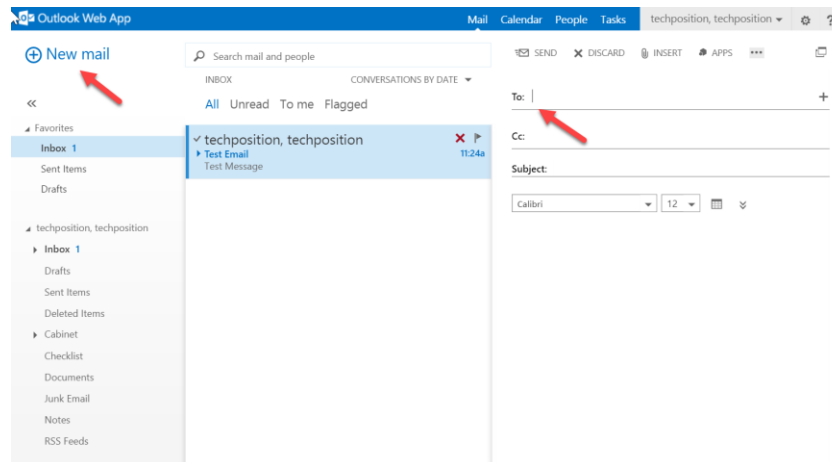
4. Outlook Web App – you now have access to all standard mail functions.



5. To read mail – click on a message in your inbox.



6. To send mail – click on “new” To read mail – click on a message in your inbox.5. To send mail – click on “new”



**Please note that your email password is now the same as your network password.
To change your password, you must do so from a computer within the district.**