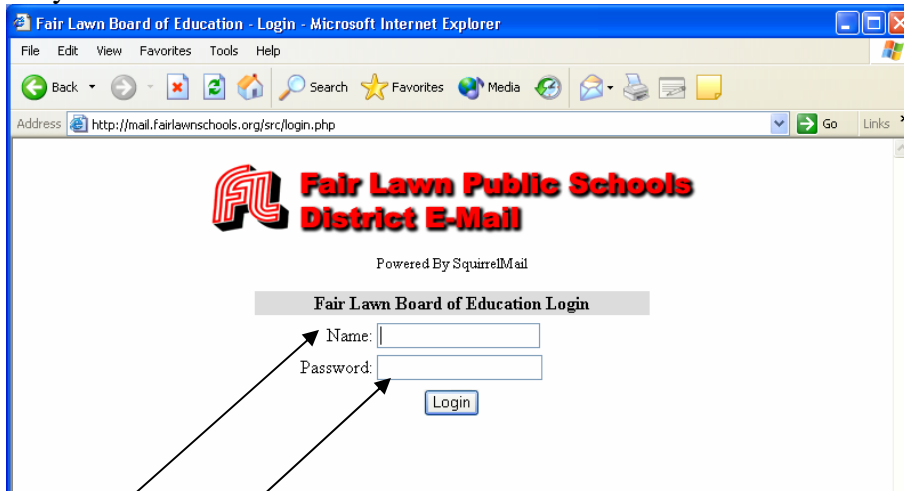


Fair Lawn Board of Education E-Mail Informational Guide

To log on to your email:



Type in your username: This is the first letter of your first name followed by your complete last name.

Type in your password: The temporary password has been set to read up to the first six letters of your last name.

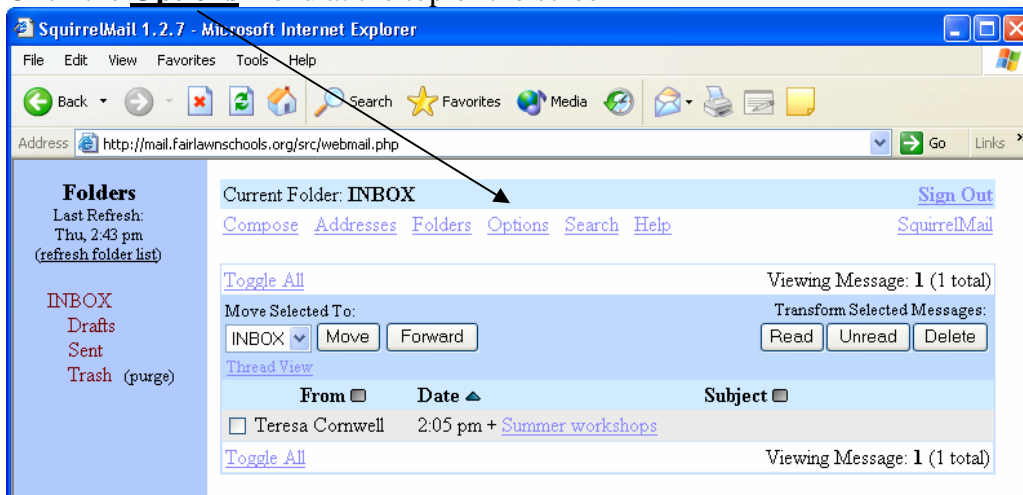
Example: John Astalapasta

Username: jastalapasta
Password: astala

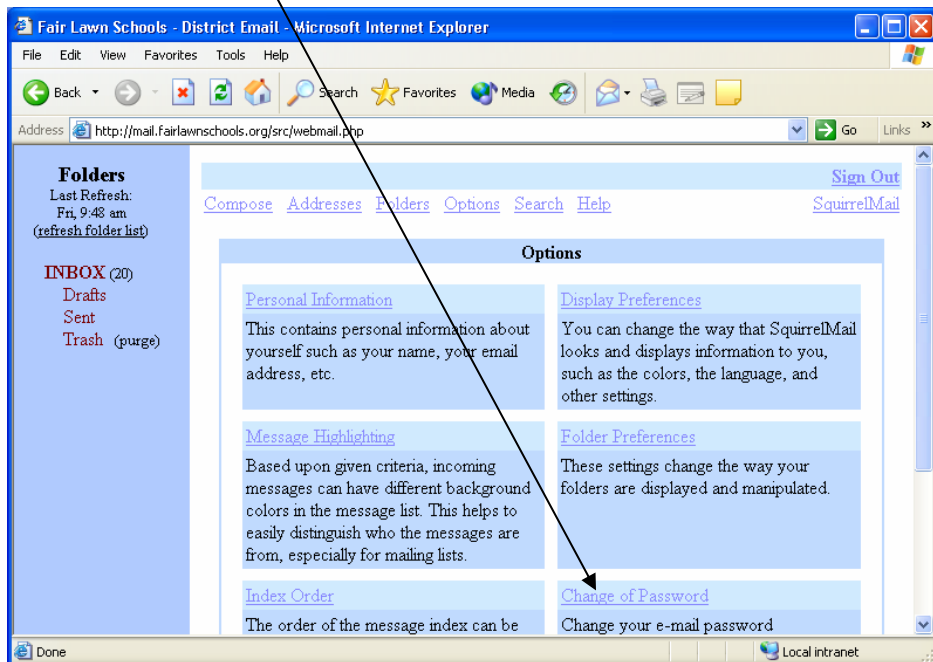
PASSWORD – CHANGING YOUR PASSWORD

Once you have successfully reached your e-mail box, you must change your password.

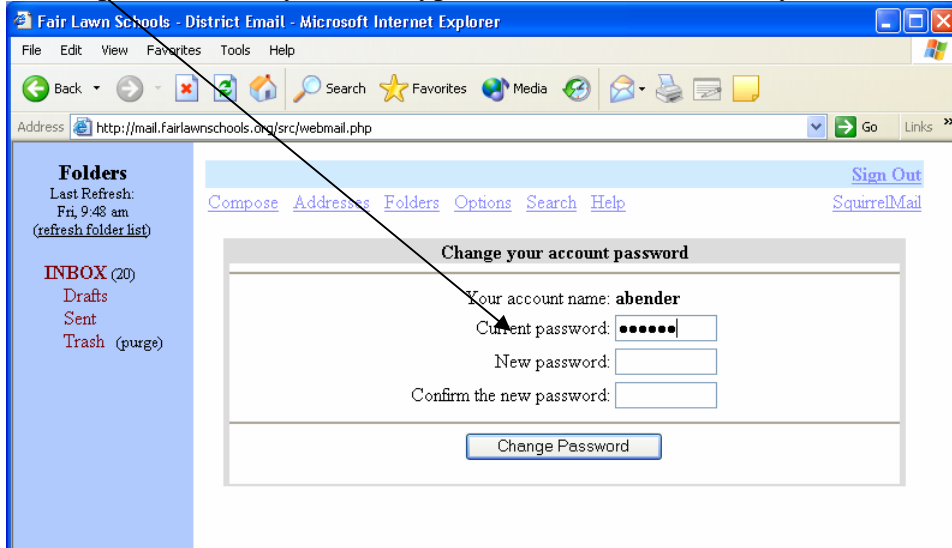
Click the **Options** menu at the top of the screen



From the Options Menu
Select **Change of Password**



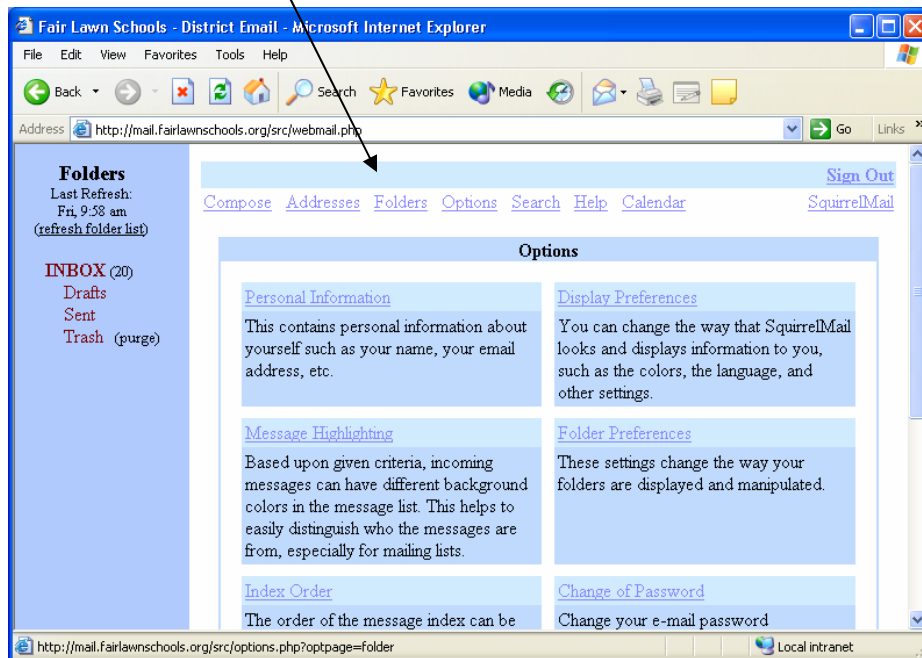
In the Current password box you must type in the first six letters of you last name.



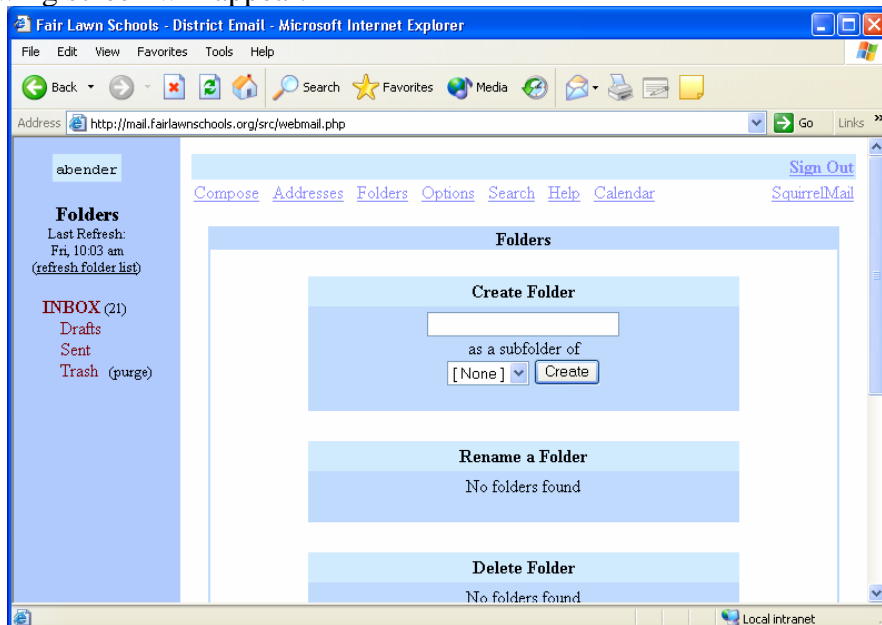
Type in an entirely new password; do not use your previous password.

To retrieve folders

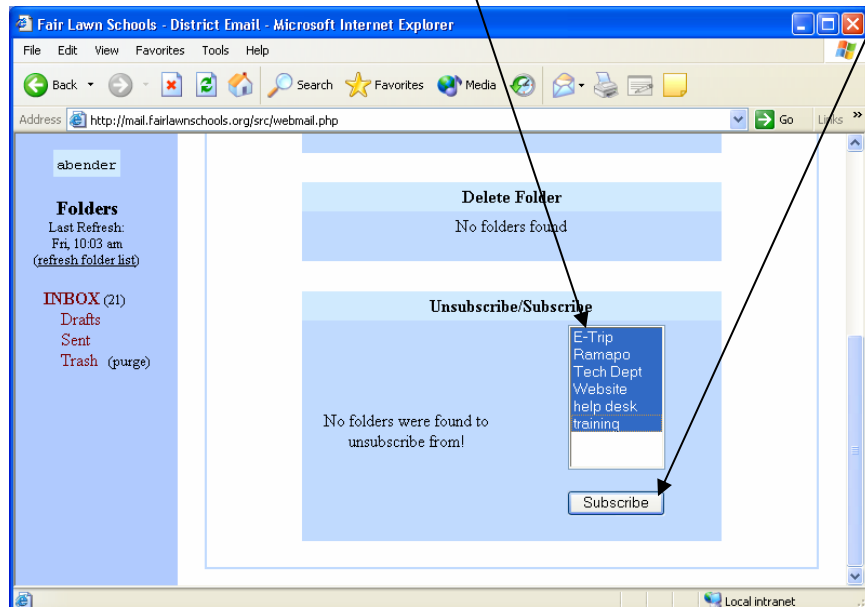
From the Menu bar select **Folders**



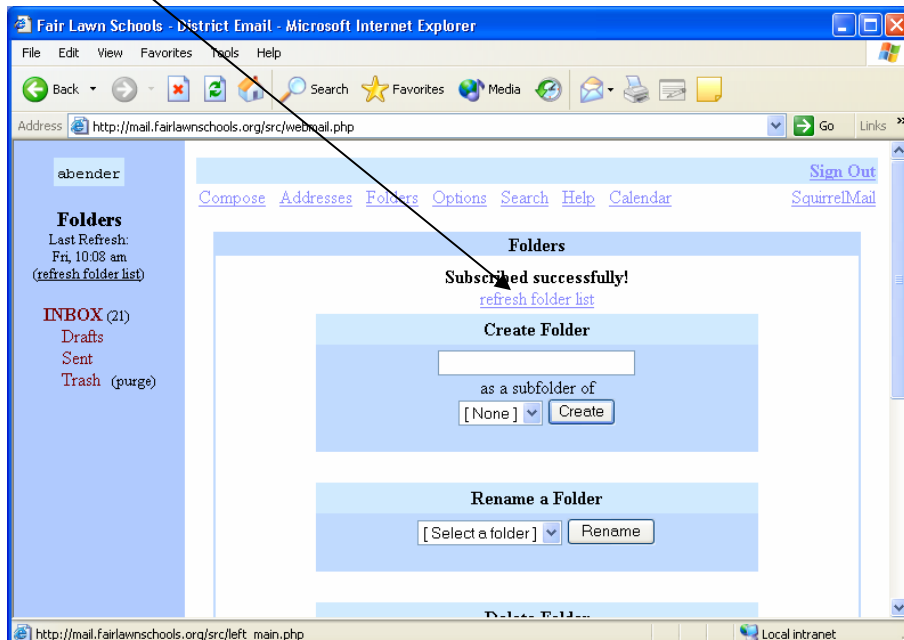
The following screen will appear.



In the section that shows your old folders highlight the folders and select **Subscribe**



Select **Refresh the folder list**.



Once you have refreshed your folder list they will become visible on the left side.

