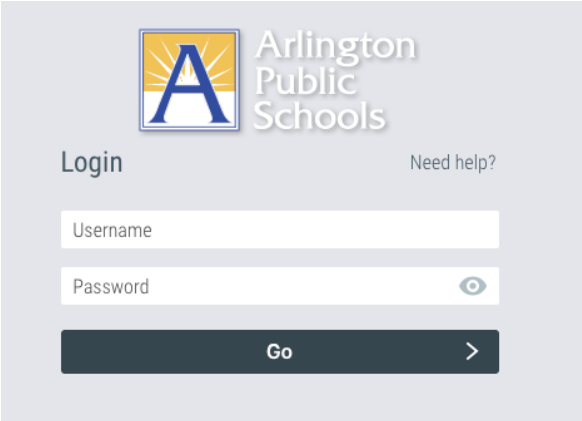


Student Outlook Web Access (Email)

Arlington Public Schools uses the Microsoft Office 365 Exchange Online email platform. You can access your email mailbox by following the instructions below.

1) Log into MyAccess

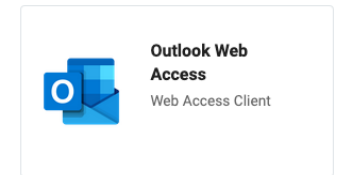
- You can access MyAccess by clicking on the MyAccess icon @ located on your desktop.
- You can also access MyAccess by opening your browser and typing in the following address: myaccess.apsva.us
- On the MyAccess login screen, enter your student ID and password and click Go.



The screenshot shows the MyAccess login interface for Arlington Public Schools. At the top left is the school's logo, a blue 'A' with a yellow sunburst. To its right, the text 'Arlington Public Schools' is displayed. Below the logo, the word 'Login' is on the left and 'Need help?' is on the right. There are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. At the bottom, there is a dark grey button with the text 'Go' and a right-pointing arrow.

2) Open Outlook on the web (accessing your mailbox)

- Once logged into MyAccess, locate and click on the "Outlook Web Access" icon. Clicking on the Outlook Web Access icon will open your email mailbox and place you in the inbox of your email account.



General Outlook Tips

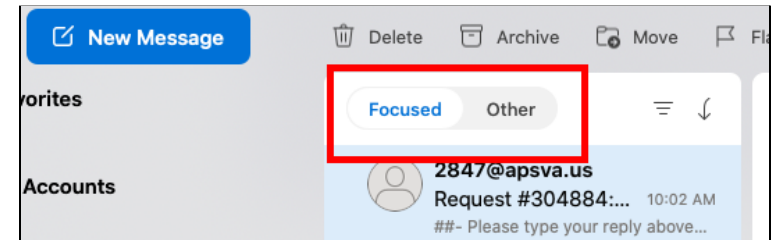
Sending, Receiving, and Forwarding Emails

Visit [this link](#) to learn how to create, reply to, and forward email messages in Outlook on the web.


Email Account Folders

By default, your account starts with these folders:

- **Inbox** Incoming messages arrive in your **Focused inbox** unless you've created an [inbox rule](#) to redirect them to another folder, or they're identified as junk email.
- **Other** Incoming messages may arrive in your "Other" inbox - you will need to click on "Other" to see those messages.
- **Junk Email** Messages that have junk email characteristics but that aren't blocked by a spam filter before they reach your mailbox will automatically be moved to this folder. Learn more about how to [Filter junk email and spam in Outlook on the web](#).
- **Drafts** If you start writing a message but don't finish, it will automatically be saved to your Drafts folder. You can come back to the message later to continue editing it, and then send it.
- **Sent Items** By default, a copy of every message you send is put in your Sent Items folder.
- **Deleted Items** When you delete a message, it's moved to the Deleted Items folder.



Searching for A Message

1. In the Search box in Mail, type what you want to search for (a contact, subject, part of a message, or name of a file) and press Enter.
2. When you're done with the search, select  Exit Search in the Search box or choose any folder in the navigation pane to exit the search.

