

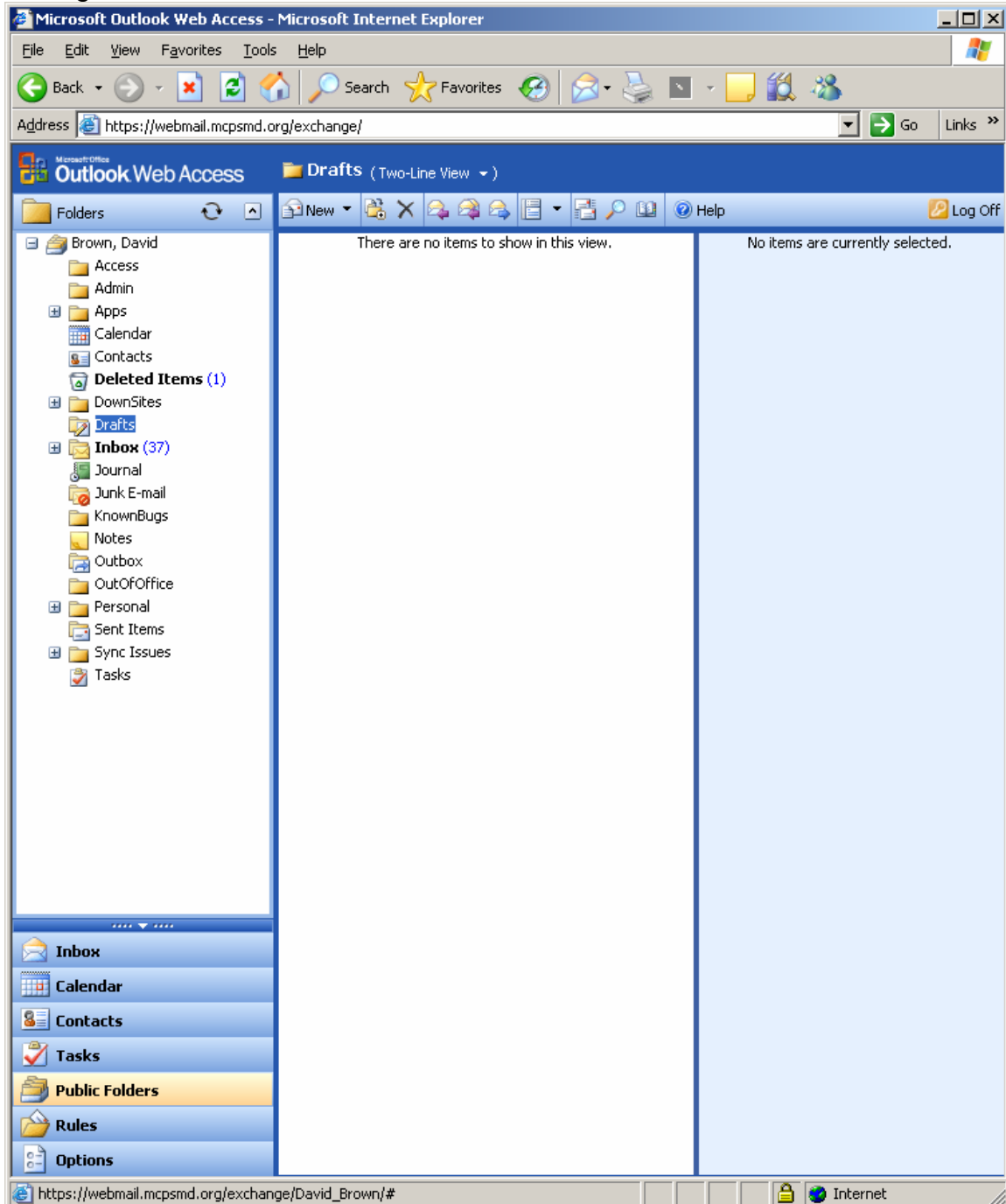
Finding your school Private Folder in Outlook Web Access.

1. First, you must have been granted access. This is normally done by the media specialist in Elementary Schools, and by the USS in middle and high schools.
2. Open a Microsoft Internet Explorer Browser.
3. Go the www.mcps.k12.md.us. This should bring up the MCPS home page.

The screenshot shows the Montgomery County Public Schools website. The browser window title is "Montgomery County Public Schools, Rockville, Maryland - Microsoft Internet Explorer". The address bar shows "http://www.mcps.k12.md.us/index.cfm". The website header includes the MCPS logo and navigation tabs: HOME, ABOUT US, SCHOOLS, COMMUNITY, FOR PARENTS, FOR STUDENTS, FOR STAFF. The main content area features a "School Calendar" for July 2006, a news article titled "Two High Schools Shelter Displaced Residents" with a photo of a Red Cross volunteer, and a sidebar with "QuickNotes SIGN UP TODAY!", "Free Online SAT Prep Course", and "SHORT CUTS" including "How To Enroll", "Jobs: Work With Us", "School Calendar", "Inquiries and Complaints", "Curriculum", "Homework Help", "Most Requested", "Parent Guide", "Board of Education", "Emergency Information", "GET IN TOUCH", "Contact Us", "Call Center - Centro Telefónico", and "BOARD OF EDUCATION".

4. Click on the FOR STAFF tab.
5. Click on the link for Outlook email.

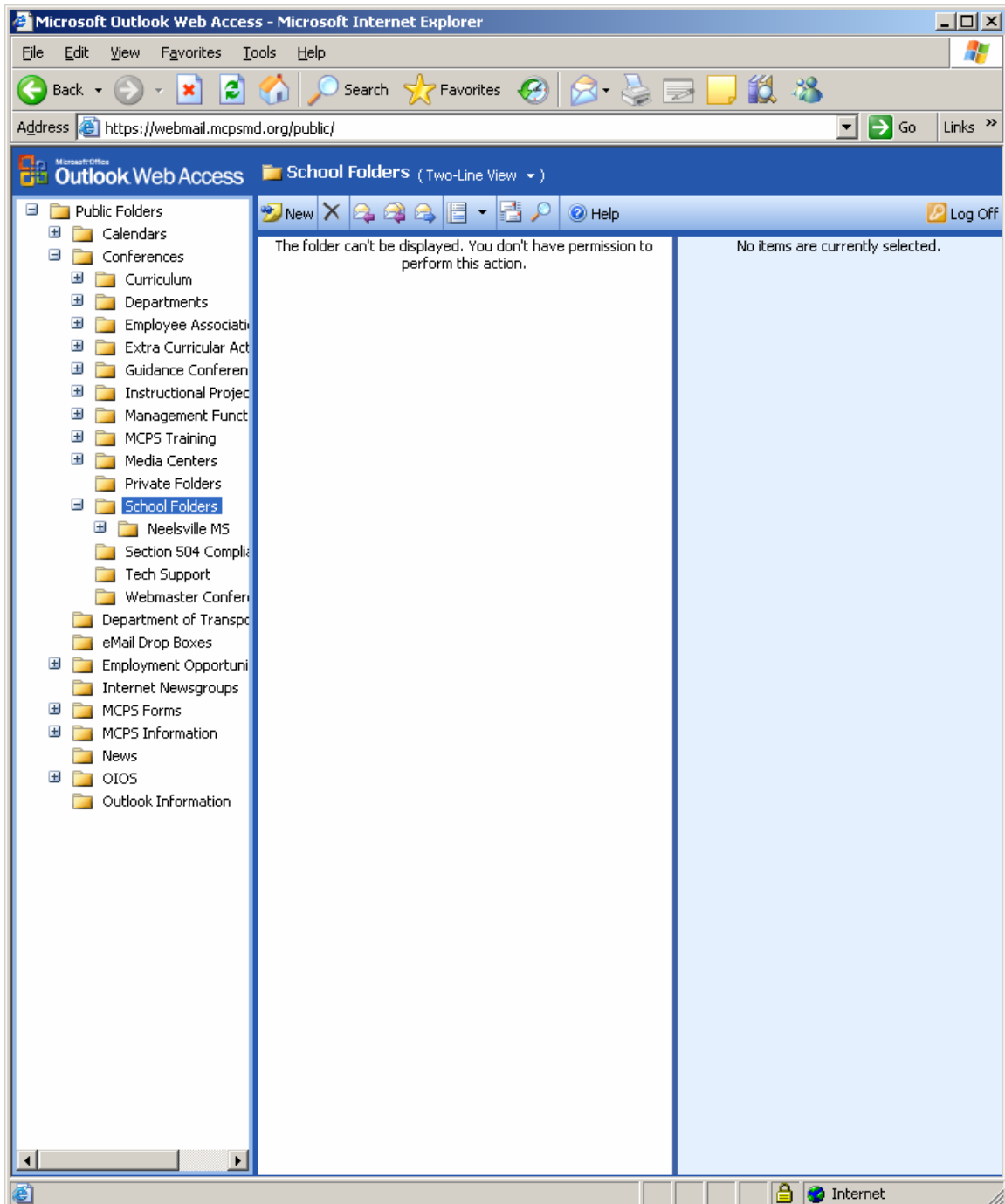
6. Log in.



7. Click on Public Folders (lower left section of window). A new window should open. If not, you probably have pop-up blockers on which must be disabled.

8. In the new window, in the pane below Outlook Web Access, you should see Public Folders. To the left of Public Folders, there is a box. If nothing is visible below and indented to the right of Public Folders, click on the box next to Public Folders. This should cause the subordinate folders to become visible.

9. Similarly, expose the subordinate folders of the Conference Folder and then the subordinates of the School Folder. Your school private folder should now be visible



10. Click on the school private folder to view the list of messages in the folder.