



The instructions in this guide will assist you in getting started in using your WCPSS student e-mail account.

Instructions include:

- Logging In
- Initial Sign-In Password Change (Secondary Level Students Only)
- Domino Web Access Window Overview
- Showing/Hiding the Sidebar Panel
- Logging Out

## Logging In

Log into Lotus Notes Domino Web Access from anywhere with an Internet connection by visiting: <http://webmail.students.wcpss.net/>.

1. Enter your **User name** and **Password**.

### IMPORTANT:

- Passwords are **CASE SENSITIVE**. You **MUST** type in capital letters where your password has capital letters. **PASSWORD** and **password** are not the same.
- Passwords are generated randomly initially.

Please identify yourself:

User name:

Password:

Client Type:

Web Access: Full featured web interface (good for broadband users)  
WebMail: Less features, but faster (good for dialup users)

2. Click **Sign In**.



## Initial Sign-In Password Change (Secondary Level Students ONLY)

### IMPORTANT:

- Elementary level students are **NOT** required to change their e-mail password upon initial login.
- If this is the first time you have logged into Lotus Notes Domino Web Access, you will be presented with a screen forcing you to change your initial password.

1. Type in your **Old Password**
  - This is what your initial password was set to when you logged in to the system on the previous screen.
2. Type in your **New Password**, and then type it again in the **Confirm Password** field.

**Change Password**

Your admin has required a password change before logging in. Please choose a new password.

Please enter your password information.

Old Password:

New Password:

Confirm Password:

### Password Rules:

- Passwords must be a minimum of 8 characters in length.
- Passwords must contain a mixture of characters and numbers.
- Passwords expire after 180 days.

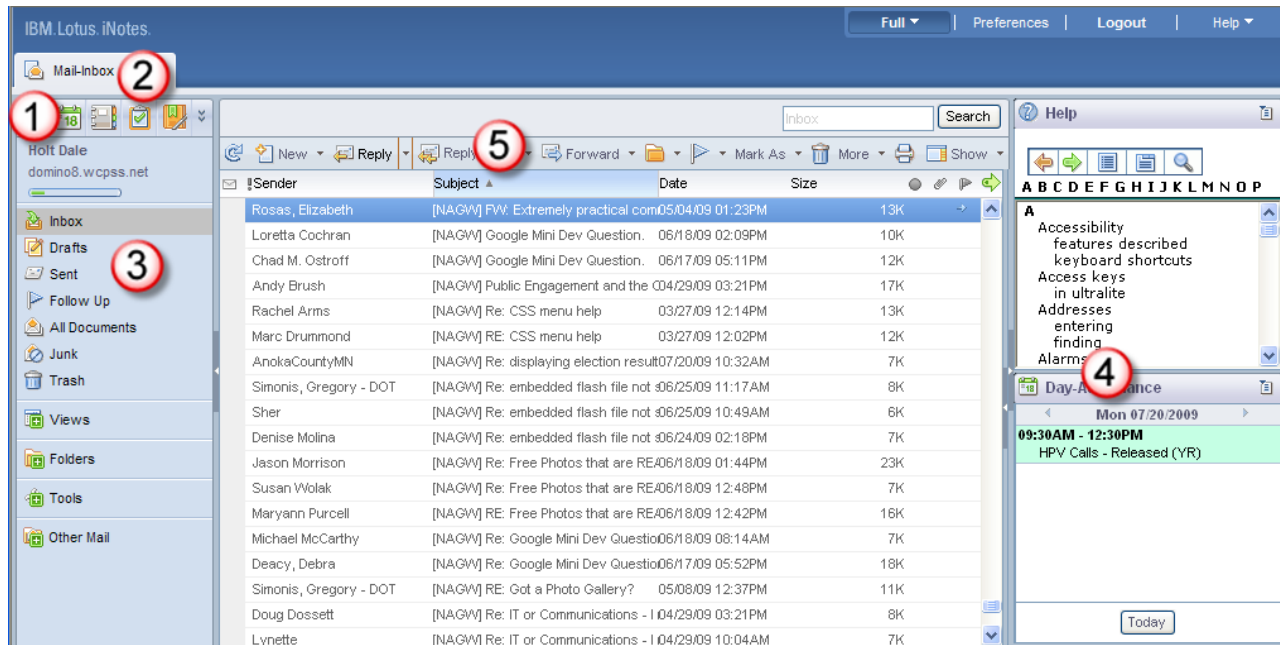
3. Click **Submit**.

### IMPORTANT NOTE:

- It will take at least 15 minutes for a password reset to take effect.



## Domino Web Access Window Overview



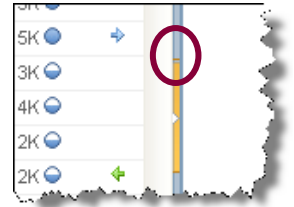
1. **Functional Area Switcher** – Use to quickly switch between the mail, calendar, contacts, to-do's and home functions.
2. **Managed Tabs** – Use to switch between different works in progress as multiple documents can be displayed simultaneously.
3. **Navigation Pane** – Use to select what appears in the main window view.
4. **Sidebar Panel** – Use to display Day-At-A-Glance and Lotus Notes Help.
5. **Action Bar** – Use to select options needed based on function you are using. (i.e., For creating, replying and or forwarding mail, creating meetings/appointments, adding contacts, etc.)



### Showing/Hiding the Sidebar Panel

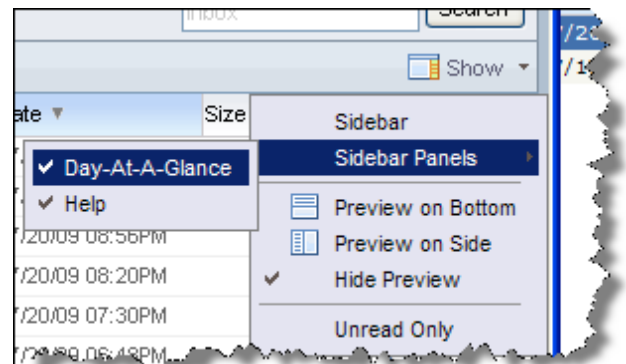
You can choose to show or hide the Sidebar panel as needed to view Day-At-A-Glance and the Lotus Notes Help feature.

1. Click the **handle** located on the right-hand side of the main window view to expand or collapse the sidebar.

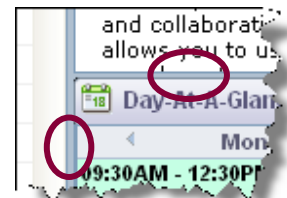


- OR -

1. Click **Show** located on the right side of the action bar.
2. Select **Sidebar**.
3. Select **Sidebar Panels**.
4. Click **Day-At-A-Glance** and **Help**.



You may adjust the sidebar panel's viewing size by using your mouse and dragging the panel bars to the **left or right** or **up and down** as needed.



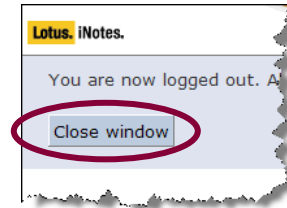


## Logging Out

1. Click the Logout link located in the upper right portion of your screen.



2. Click the **Close window** button.



3. Click **Yes**.

