

Lynden School District IT Guide: Accessing Email through the Website

The Lynden School District maintains its own email server for district-related communications. This email server is accessible to all computers within the district.

The email server is also accessible from offsite via multiple connection options. The two primary options are:

- Via the web-browser. Connection via the web browser is covered in the sections below.
- Via an application (app). Configuration and connection of apps is covered in other documents.

Multiple Web Browsers Notice

Note: There are multiple web browsers, each has its strengths and weaknesses and most can be configured with some type of compatibility or emulation mode. This makes it difficult to cover the issues around all possible connectivity cases.

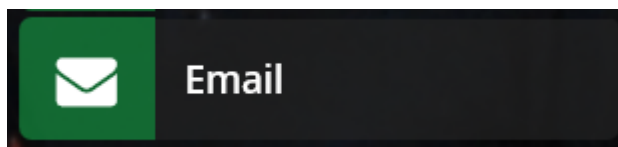
The document below assumes you are connecting with either Internet Explorer (IE) desktop or Chrome. Users of other browsers should be able to deduce the correct steps from these descriptions.

Connecting to the website

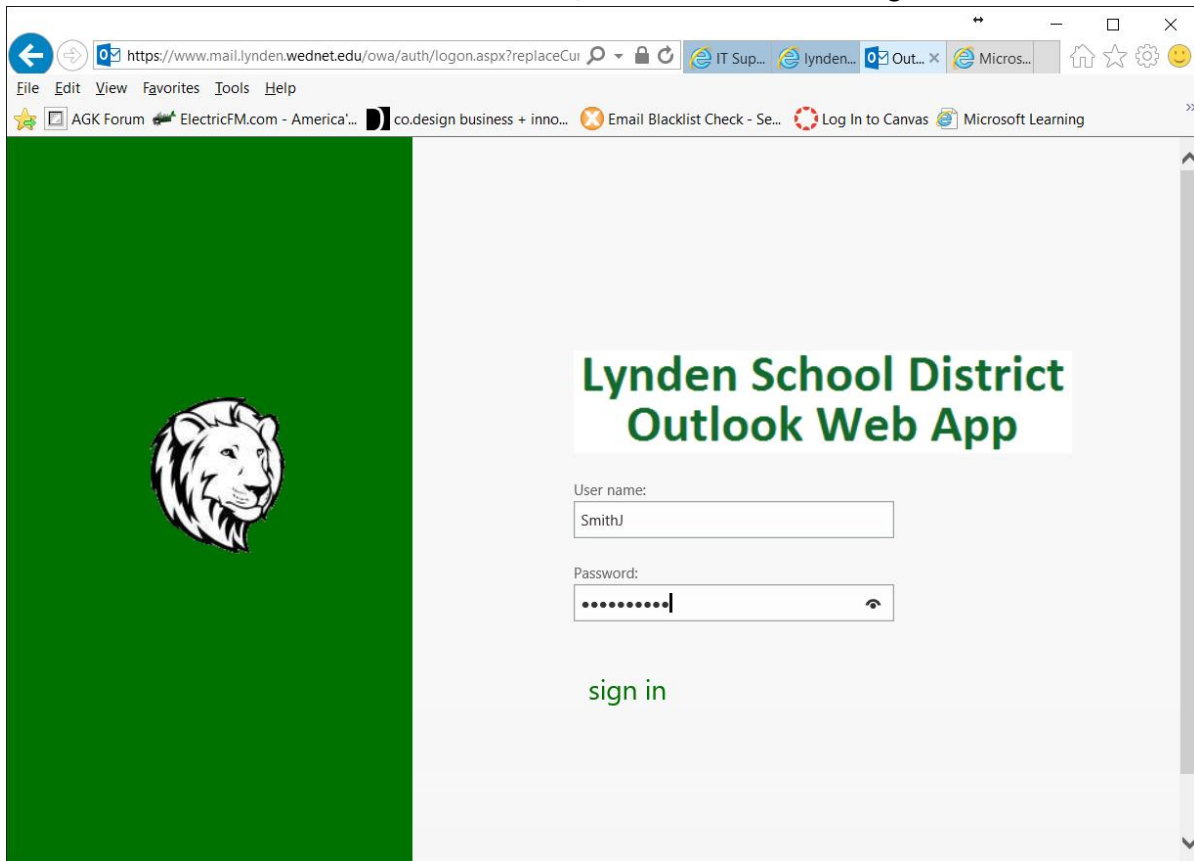
Connecting to the website can be easily done via the URL:

<https://www.mail.lynden.wednet.edu/OWA>

Since it is not always easy to remember the site name, it is also accessible from the school page. Click on the “E-Mail” icon or word from the main page.



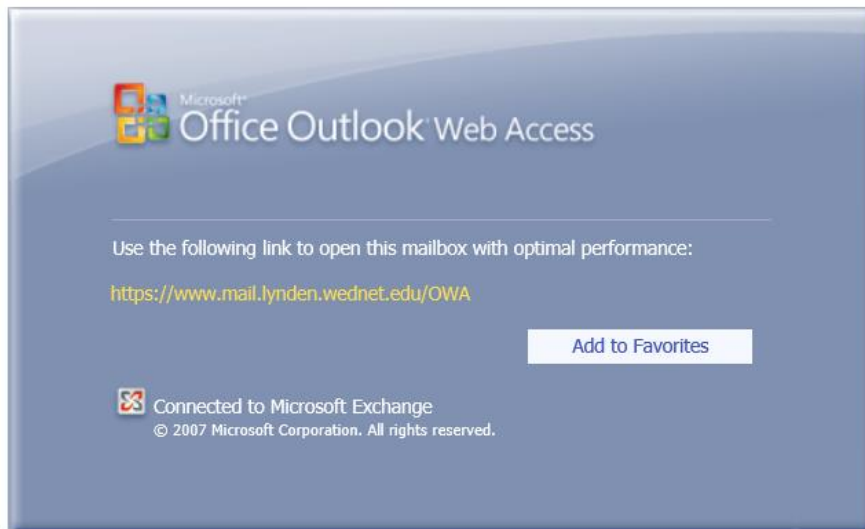
Once connection has been made to the website, it will show a standard login screen:



Log in with the same id and password used on district computers.

Warning: passwords are required to be changed every 6 months. If your password has expired, the email website will be unable to log you on. You will have to come in to a district computer and log in so that the password can be changed.

Special Note: The district is in a transition between two mail servers. Therefore, it is possible when you log in you will see a message prompting you to connect to the other server:



If you see this message, just click on the yellow link text and you will be sent to the new email server.

Using Email from the web browser

Use of the web-based email program should be familiar to staff as it is very similar to Outlook. A few things to note:

To Create a new email, click the “New mail” icon:



To select the various sections, use the tabs at the top:



To change settings, select the “wheel” in the upper right corner:

