

Webmail directions:

Created by FCPS TRT:Jamie Burch 11/02



☒ Open **Internet Explorer**

☒ Type <http://www.fcps.net> in the address bar.



☒ On the left side of the page is a list of options. Find **Teachers and Staff**.

☒ Place your mouse over **Teachers and Staff** and another menu will appear to the side.

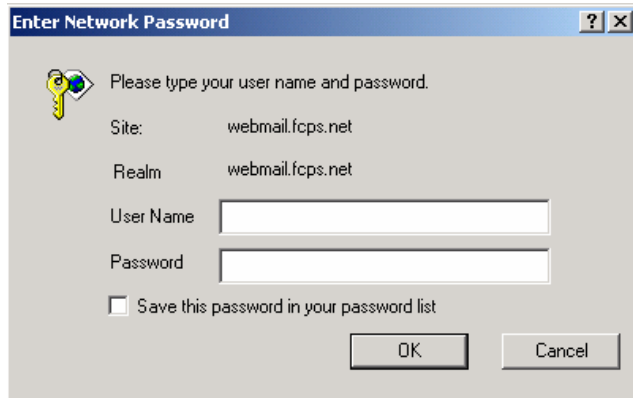
☒ Place your mouse on **Webmail(Staff only)** and click.



☒ Another page will open. In the **Log On** box you will type your entire address (ex. jdoe@fayette.k12.ky.us) then push enter or click the words **click here** below.



- ☒ Another box will appear named **Enter Network Password**.



- ☒ In the **User Name** box, type fayette/your login (ex. fayette/jdoe)
- ☒ Push tab to go to the next box.
- ☒ In the **Password** box, type your e-mail password (it's the same as it is at school)
- ☒ Click **OK**
- ☒ Your mail should open.
- ☒ To read mail, click on the sender's name, wait a second or two and the message should pop up in another window.
- ☒ To close the message, click **Close** in the top right hand corner.
- ☒ To exit, be sure that you click on **Log Off**, it's at the bottom of the list on the left hand side of your screen, you may have to scroll to see it.



- ☒ It is important that you log off so that no one else can access your mail.
- ☒ Happy e-mailing. Let me know if you have any trouble.