

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: <u>http://webmail.students.wcpss.net/</u>.

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.

۲	Please identify yourself:	-
User name:	username	
Password:	••••••	11
Client Type: Web Access: Full fi	WebAccess - Full Web Client v eatured web interface (good for broadband users)	L.
vvepmall: Less fea	Sign In	

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.

Cł	nange Pass	word	
You befo pass	r admin has required a re logging in. Please c sword.	a password change choose a new	
Plea Old Password:	ise enter your passwo	ord information.	
New Password:			
Confirrm Password:			
Su	ıbmit Cancel		

#### **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**

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Mail-Inbox 2					
		~		Inbox Search	🕜 Help 🗈
Holt Dale	🎯 👌 New 🔻 🚑 Reply 🔹	😹 Repli (5) 🖙 Forward 🝷 [	📄 🔹 🕨 🔹 Mark A	.s 🔹 前 More 🔹 😝 📑 Show 🔹	
domino8.wcpss.net	Sender	Subject A	Date	Size 🛛 🖉 🖗 🗬	ABCDEFGHIJKLMNOP
	Rosas, Elizabeth	[NAGW] FW: Extremely practical co	m/05/04/09 01:23PM	13K 🔿 📩	A
	Loretta Cochran	[NAGW] Google Mini Dev Question.	06/18/09 02:09PM	10K	Accessibility features described
	Chad M. Ostroff	[NAGW] Google Mini Dev Question.	06/17/09 05:11PM	12K	keyboard shortcuts
Sent U	Andy Brush	[NAGW] Public Engagement and the	004/29/09 03:21PM	17K	Access keys
Follow Up	Rachel Arms	[NAGW] Re: CSS menu help	03/27/09 12:14PM	13K	Addresses
All Documents	Marc Drummond	[NAGW] RE: CSS menu help	03/27/09 12:02PM	12K	entering finding
😥 Junk	AnokaCountyMN	[NAGVV] Re: displaying election resu	ult07/20/09 10:32AM	7K	Alarm 🔁
📅 Trash	Simonis, Gregory - DOT	[NAGW] Re: embedded flash file no	t :06/25/09 11:17AM	8K	📆 Day-A dance 🔳
III Viewe	Sher	[NAGW] Re: embedded flash file no	t :06/25/09 10:49AM	6K	▲ Mon 07/20/2009
	Denise Molina	[NAGW] Re: embedded flash file no	t :06/24/09 02:18PM	7K	09:30AM - 12:30PM
Folders	Jason Morrison	[NAGW] Re: Free Photos that are R	EA06/18/09 01:44PM	23K	HPV Calls - Released (YR)
A	Susan Wolak	[NAGW] Re: Free Photos that are R	E/06/18/09 12:48PM	7K	
40 100IS	Maryann Purcell	[NAGW] RE: Free Photos that are R	E/06/18/09 12:42PM	16K	
Cher Mail	Michael McCarthy	[NAGW] Re: Google Mini Dev Quest	io/06/18/09 08:14AM	7K	
	Deacy, Debra	[NAGW] Re: Google Mini Dev Quest	io/06/17/09 05:52PM	18K	
	Simonis, Gregory - DOT	[NAGW] RE: Got a Photo Gallery?	05/08/09 12:37PM	11K	
	Doug Dossett	[NAGVV] Re: IT or Communications -	1 /04/29/09 03:21 PM	8K 🗐	Testar
	Lynette	[NAGW] Re: IT or Communications -	1/04/29/09 10:04AM	7K 💌	Tuday

- 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.



	Lotus. iNotes.
	You are now logged out. A
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	matter the strength and

Microsof	t Internet Explorer 🦷
2	The Web page you are viewing is trying to close the w
~	Do you want to close this window?
	Yes No

3. Click Yes.