Accessing Your LRSD E-mail Through Outlook Web Access- Office XP

1. Open your Web Browser. IE5.0 or higher recommended.
2. In the address field type the following URL - [http://webmail.lr sd.org/exchange](http://webmail.lr sd.org/exchange) - then press Enter.

3. You will get the following logon box.
4. In the Username field type your lrsdorg\username - example: lrsdorg\pam.neal
In the Password field type your **password**; this will be your **firstname and the last four digits of your social security number**. Then click **OK**.

5. You will get the following screen where you will be able to access your Little Rock School District e-mail account. Using Outlook Web Access will allow you to access your school district e-mail from any computer that has Internet Access.