Accessing Your LRSD E-mail Through Outlook Web Access

*Instructions when using Windows 95, 98, and WIN2K*

1. Open your Web Browser. IE5.0 or higher recommended.
2. In the address field type the following URL:  [HTTP://WEBMAIL.LRSD.ORG/EXCHANGE](http://WEBMAIL.LRSD.ORG/EXCHANGE) then press **Enter**.

3. You will get the following logon box.
4. In the **Enter Network Password** box *type* your Username- your username will be your **Firstname.Lastname** make sure you have a dot between your first and last name. Your password will be your **Firstname and the last four digits of your social security number.** The **domain is lrsdorg.** Then click **OK.** You will then be taken to the following screen where you will be able to access your Little Rock School District email account. Using Outlook Web Access will allow you to access your school district email from any computer that has access to the Internet.