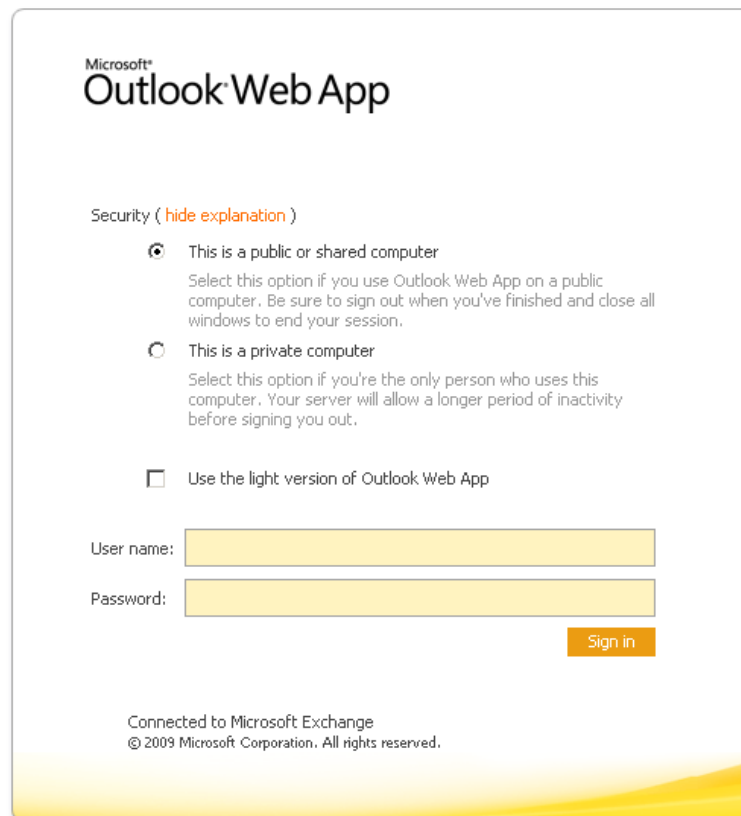


## Accessing White Plains Email through the Web or on a Smartphone

### Accessing from the Web:

From any web browser, go to <https://webmail.wpcsd.k12.ny.us>. Click **show explanation**, read the sign in page information options carefully and select the appropriate option for your location/computer. Sign on with your network username and password. The light version is only for unsupported browsers and can be disregarded in most cases.



Microsoft®  
**Outlook Web App**

Security ( [hide explanation](#) )

This is a public or shared computer  
Select this option if you use Outlook Web App on a public computer. Be sure to sign out when you've finished and close all windows to end your session.

This is a private computer  
Select this option if you're the only person who uses this computer. Your server will allow a longer period of inactivity before signing you out.

Use the light version of Outlook Web App

User name:

Password:

Connected to Microsoft Exchange  
© 2009 Microsoft Corporation. All rights reserved.

For more information on using Outlook Web App, refer to:

<http://www.microsoft.com/exchange/2010/en/my/outlook-web-access.aspx>

## Accessing EMAIL from a SmartPhone:

### Set Up Exchange ActiveSync Access to Your Mailbox

If you have a **Windows Mobile** phone or a mobile phone that supports Exchange ActiveSync, you can use your mobile phone to access your mailbox. You can access your e-mail messages, appointments and meetings, contacts, tasks, and voice mail messages on your mobile phone.

**If you have a Blackberry, Android, or other smartphone**, please refer to the documentation from the manufacturer or your wireless carrier to configure that device. Many devices that do not have ActiveSync technology will not sync all information ( for example, Calendar, contacts, tasks ).

#### How do I set up Exchange ActiveSync on a Windows Mobile 6.0 phone?

1. On the mobile phone, from the home screen, click **Start**, and then click **ActiveSync**.
2. Click **Menu**, and then click **Configure Server**.
3. Enter the server address. The server address is *webmail.wpcsd.k12.ny.us*.
4. Select the **This server requires an encrypted (SSL) connection** check box.
5. Click **Next**.
6. Enter your user name, password, and domain. The user name should include your name, the at (@) symbol, and your domain name, for example, tony@wpcsd.k12.ny.us
7. Select the **Save password** check box.
8. Click **Next**.
9. Select the check box next to each kind of information you want to synchronize with the server, and then click **Finish**.

#### How do I set up Exchange ActiveSync on an Apple iPhone?

1. If this is the first e-mail account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.
3. Tap in the **E-mail** box and enter your full e-mail address (for example, tony@wpcsd.k12.ny.us).
4. Tap in the **Domain** box and enter our network domain, *wpnetwork*.
5. Tap in the **Username** box and enter your full username (for example, *tony*).
6. Tap in the **Password** box and enter your password.
7. Optionally, tap in the **Description** box and enter a short description for the account.
8. Tap **Next** on the upper right corner of the screen.
9. Tap in the **Server** box and enter *webmail.wpcsd.k12.ny.us*. If you are running software version 3.0, see below for instructions on how to find your server name.
10. Select the **This server requires an encrypted (SSL) connection** check box.
11. Tap **Next**.
12. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to **OFF**.
13. Tap **Save**.

#### Basic settings for other phones and devices.

**Server:** webmail.wpcsd.k12.ny.us

**Domain:** wpnetwork

GG@FYei jfYX. M'g