

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
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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