



# Pomperaug High School

Technology Department



**TO:** Teachers and Staff

**FROM:** Mike Murphy

**RE:** Staff Email

**DATE:** February 4, 2003

*Staff Email Accounts created for Windows XP Clients*

Teachers now have Region 15 email accounts provided by the district. Your email account matches your username for the computer systems at PHS. Usually this is the concatenation of your first initial and your last name. For example, my account is named mmurphy. To turn your account into an email address, add “@region15.org” (my email is mmurphy@region15.org). Your password is also taken straight form your computer account at PHS.

Teachers at Pomperaug will access email using Outlook Web Access (OWA).

Instructions for using OWA follow:

1. Open Internet Explorer
2. Type the following URL into the address line...
  - a. In school – http://mail1.rsd15.region15.org/
  - b. Out of school - http://email.region15.org/
  - c. Note that in either case **there is no www** in the URL.
3. Your account will briefly redirect to a page that asks you to log in.
4. Type your username in the proper box.

**You need to preface your username with:**

  - a. PHS and a “\” (backslash)
  - b. For example, my username would read PHS\mmurphy
  - c. You cannot use a “/” (forward slash). It must be “\” backwards.
  - d. Type your windows password.
  - e. Your mailbox should appear.

**Shortcut:**  
Click on picture of PHS on Home Page.

