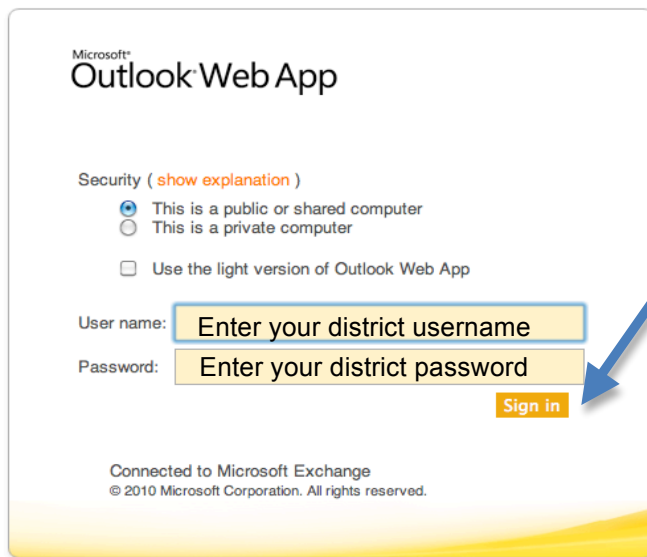


How to Access OPUSD Webmail

Webmail allows you to access your district e-mail account from any computer via any internet browser.

- There is a **DISTRICT WEBMAIL** link on
 - the district homepage under **SITE SHORTCUTS**
 - every school site's homepage under **SITE SHORTCUTS**
 - or you can enter the url directly <https://webmail.oakparkusd.org/owa> (you can bookmark this url, add it to your toolbar or drag it to your dock)

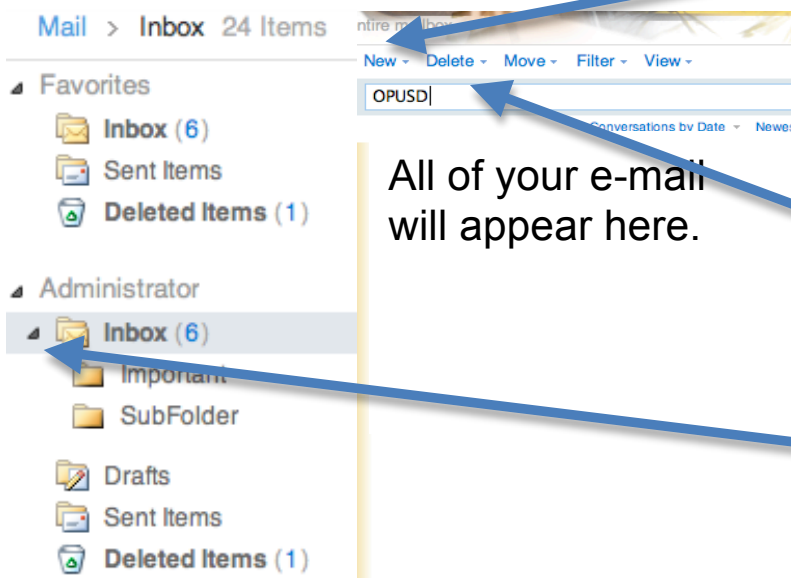
All of these will take you to the following screen:



1. Enter your usual district username & password.

2. Click **SIGN IN**.

3. Click on **NEW** to create a new message.



All of your e-mail will appear here.

4. Highlight a message and click **DELETE** to delete it

5. If you have made mail folders in your inbox and they are not showing, click the triangle next to **INBOX** to expand the folder.