

Remote E-Mail Login for GISD

STEP 1:

Write down your GISD E-mail Address
FirstName_LastName@gisd.org

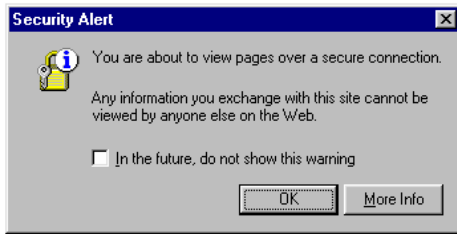
Example: GISD E-Mail Address **kelli_erwin@gisd.org**

STEP 2:

Log in to your internet service provider. In the address bar type
<http://www.gisd.org/mail> then press enter.

Each browser (Netscape Navigator, Internet Explorer, AOL, etc.) will prompt you with different security responses. The example below is using Internet Explorer. If you use a different browser, respond to the prompts by **accepting the certificate**.

When prompted with this message, click on **OK**.



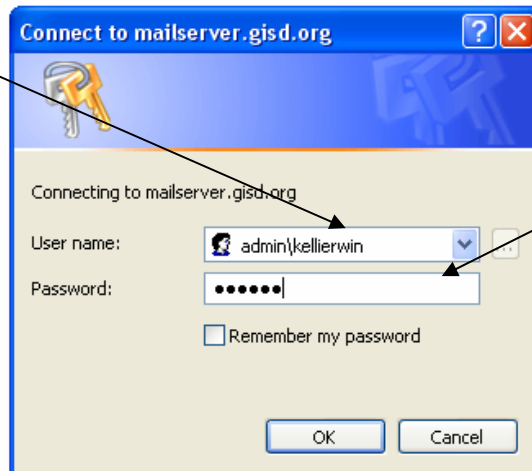
If this message displays, Click **YES**.



At the next screen, enter your username and password. Click OK.

Your domain is **admin** and your first name and last name should be without spaces.

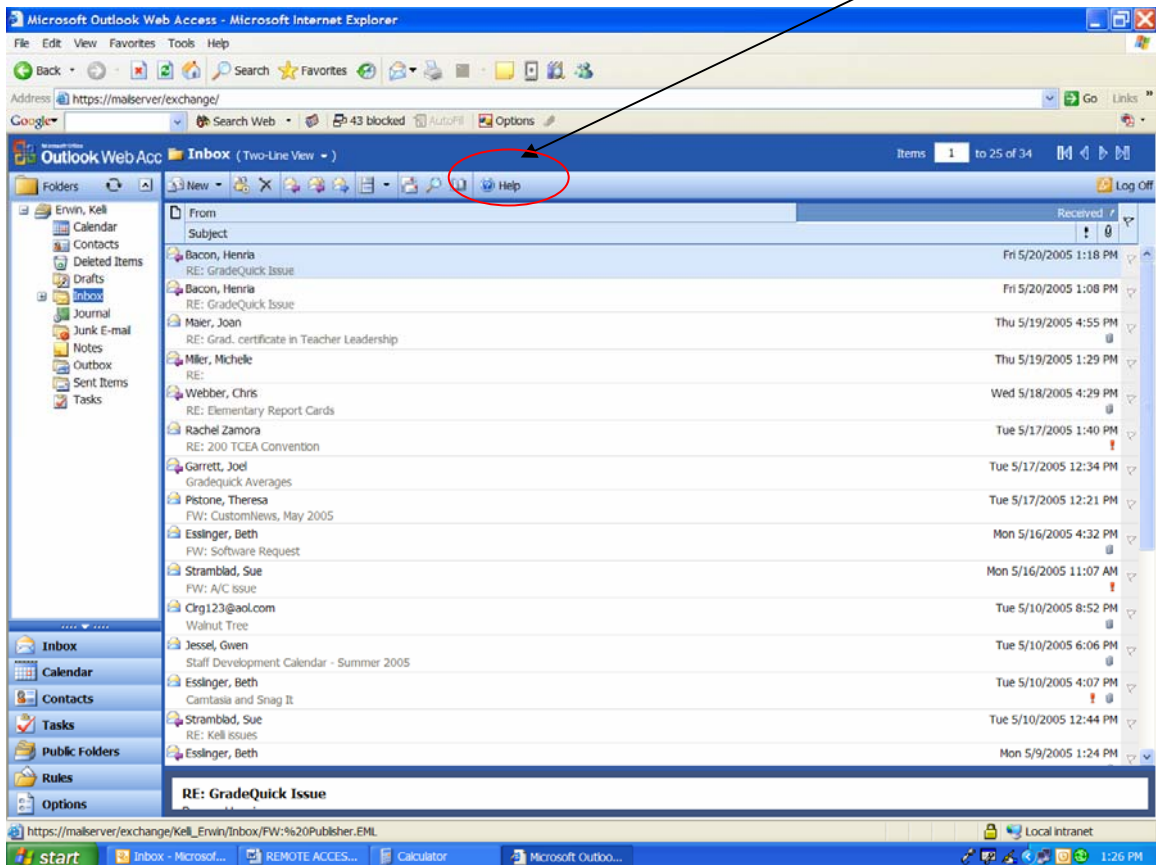
Ex. admin\kellierwin



Your password will be the same as it is at your home campus.

The Outlook Mailbox will display. See below for an example.

Using this e-mail program should be very similar to your work version, but should you have problems navigating in the program, use the Help button.



** You will not have access to items saved in your personal folders.