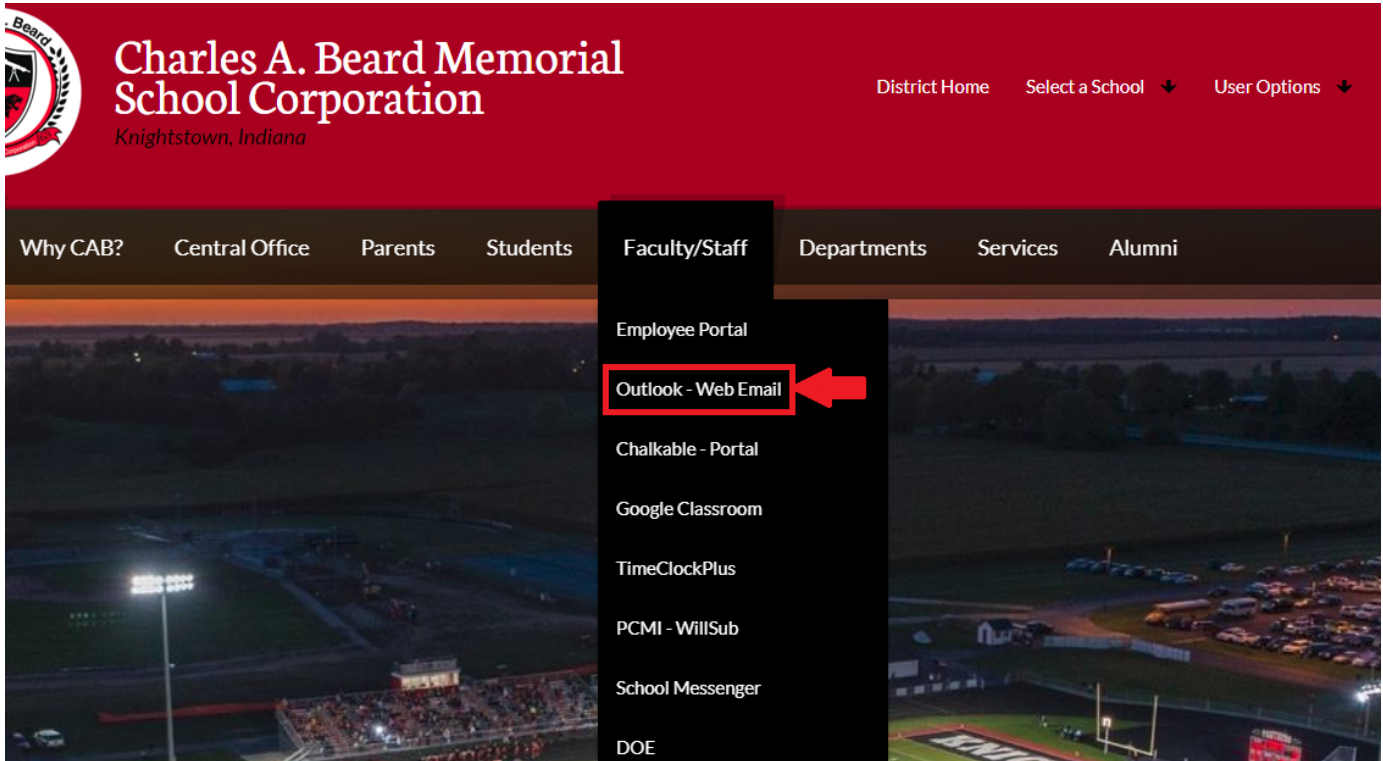


[How to Access Your E-mail from a Web Browser](#)

- From the Charles A. Beard district homepage (www.cabeard.k12.in.us), hover over the Faculty/Staff tab
- From the dropdown menu, select "Outlook-Web Email"



- On the next screen, put in your full e-mail address (*yourusername*@cabeard.k12.in.us) and your password.

A screenshot of the Microsoft Outlook Web App login screen. The page has a white background with a yellow gradient at the bottom. At the top left, it says "Microsoft Outlook Web App". Below that, there is a "Security (show explanation)" section with two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox for "Use the light version of Outlook Web App". Below the security options are two text input fields: "User name:" and "Password:". To the right of the "Password:" field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."