

Lynden School District IT Guide: Accessing Email through the Website

The Lynden School District maintains its own email server for district-related communications. This email server is accessible to all computers within the district.

The email server is also accessible from offsite via multiple connection options. The two primary options are:

- Via the web-browser. Connection via the web browser is covered in the sections below.
- Via an application (app). Configuration and connection of apps is covered in other documents.

Multiple Web Browsers Notice

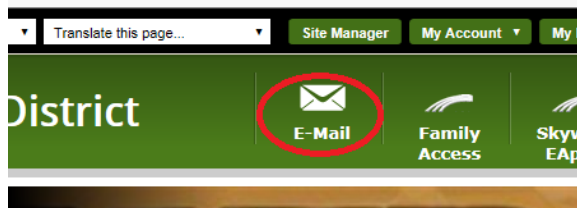
Note: There are multiple web browsers, each has its strengths and weaknesses and most can be configured with some type of compatibility or emulation mode. This makes it difficult to cover the issues around all possible connectivity cases.

The document below assumes you are connecting with either Internet Explorer (IE) desktop or Chrome. Users of other browsers should be able to deduce the correct steps from these descriptions.

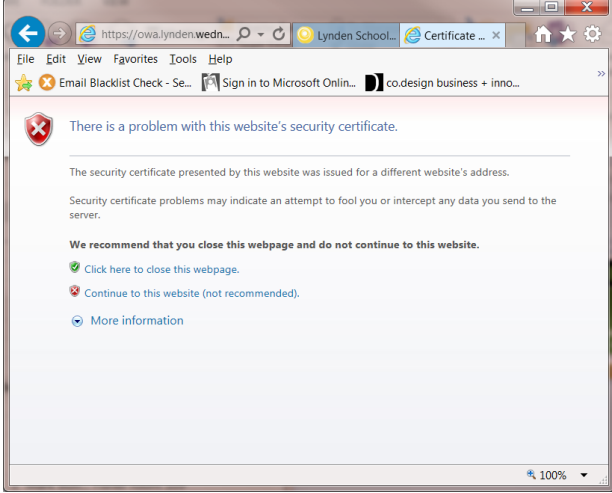
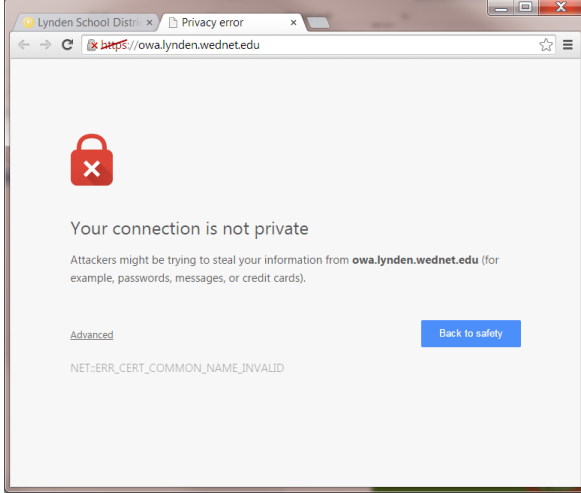
Connecting to the website

Connecting to the website can be easily done via the URL: <https://owa.lynden.wednet.edu>

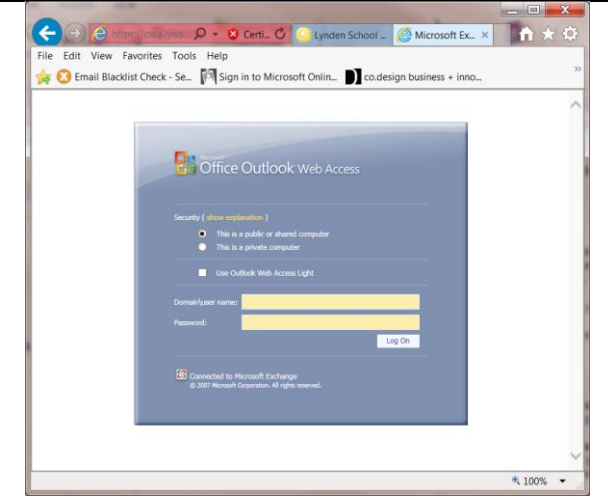
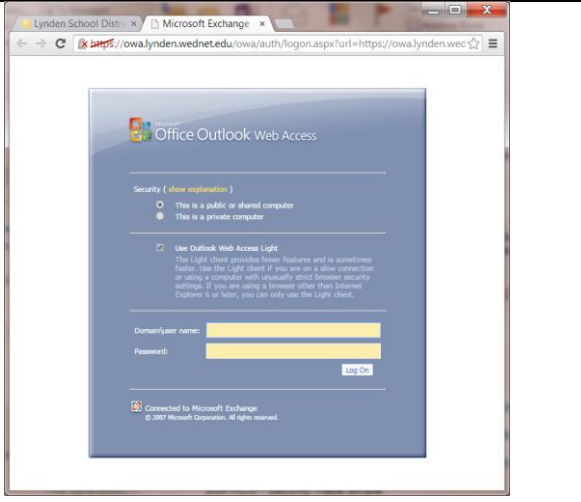
Since it is not always easy to remember the site name, it is also accessible from the school page. Click on the “E-Mail” icon or word from the main page.



Since the school district self-signs their web certificates, the browser will be unsure if the website is accurate and will show a warning screen:

IE warning screen	Chrome Warning Screen
	
<p>Click: Continue to this website</p>	<p>Click: Advanced Then click: Proceed to owa</p>

Once connection has been made to the website, it will show a standard login screen:

IE login screen	Chrome login Screen
	

Log in with the same id and password used on district computers.

Warning: passwords are required to be changed every 6 months. If your password has expired, the email website will be unable to log you on. You will have to come in to a district computer and log in so that the password can be changed.

Using Email from the web browser

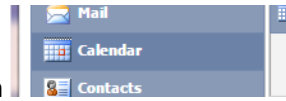
The screenshot displays the Microsoft Office Outlook Web Access interface in a web browser. The browser's address bar shows the URL <https://owa.lynden.wednet.edu/owa/>. The interface includes a search bar, navigation links for Mail, Calendar, and Contacts, and a list of folders on the left side. The main area shows a list of emails with columns for From, Subject, Received, and Size. A red circle highlights the 'New Message' button, with the text 'Create a new email' written below it. A red arrow points to the 'Click to view all folders' link, with the text 'See all folders' written next to it. At the bottom right, a red arrow points to the 'Multiple Pages' link, with the text 'Multiple Pages' written next to it. The page number 'Page: 1 2 3' is also visible.


From	Subject	Received	Size
lynden-mail-rele...	Quarantine Summary: [1 message(...	12/8/2014 3:00 PM	4 KB
Diana Bedlington	RE: Not to techie	12/8/2014 2:48 PM	7 KB
Sophos Support	RE: [#4834003] question about of...	12/8/2014 1:41 PM	6 KB
Sophos Support	[#4834003] question about off-si...	12/8/2014 1:39 PM	3 KB
LHS998893	pics	12/8/2014 1:39 PM	268 KB
LinkedIn	Mark: Foot Locker, Inc., Teach Fo...	12/8/2014 1:33 PM	132 KB
Katy McCoard	ATTENTION: NWRDC Modified phone...	12/8/2014 1:05 PM	9 KB
Unknown External...	Voice Mail (11 sec) from Unknown...	12/8/2014 12:42 PM	17 KB
Mark Brossow	RE: password for Chris' voice ma...	12/8/2014 11:46 AM	6 KB
Terry Bugas	FW: ASVAB program	12/8/2014 11:09 AM	11 KB
Shelly Williamso...	RE: ASVAB program	12/8/2014 10:59 AM	11 KB
Mark Brossow	RE: password for Chris' voice ma...	12/8/2014 10:57 AM	4 KB
Terry Bugas	RE: ASVAB program	12/8/2014 10:55 AM	7 KB
Shelly Williamso...	ASVAB program	12/8/2014 10:53 AM	6 KB
Linda Block	password for Chris' voice mail	12/8/2014 9:43 AM	3 KB
Mark Butler	aruba hardening guide	12/5/2014 5:02 PM	845 B
Mark Brossow	Click on the link	12/5/2014 4:21 PM	2 KB
Max Anderson	ipad app	12/5/2014 3:26 PM	3 KB
Chadd Little	Camera Software	12/5/2014 3:11 PM	3 KB

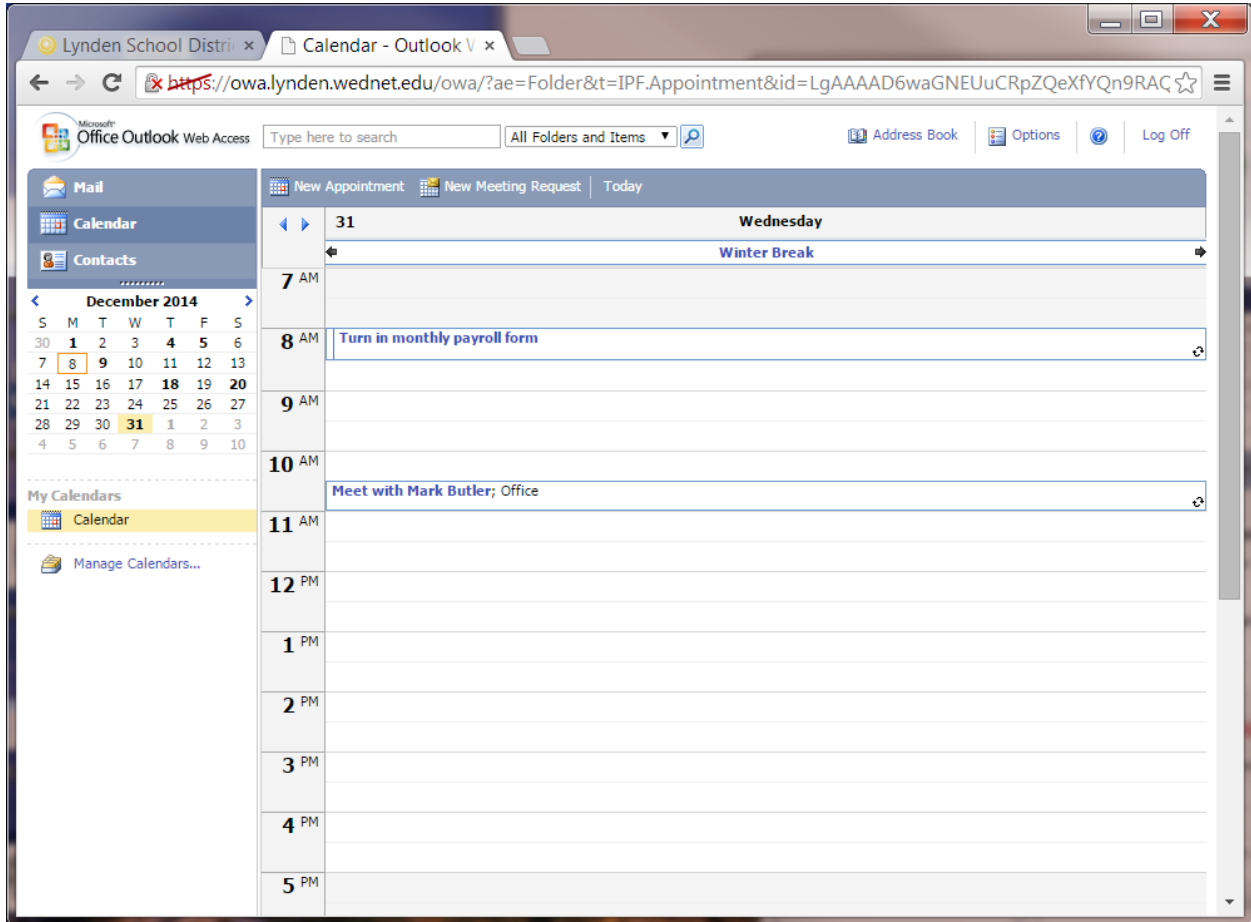
The browser-based version of email allows you all the same features as the client-based.

Note that there is a list of pages at the bottom and to see more of a folder, you may need to click through the pages.

Using the Calendar from the Web Browser



The calendar is also available through the web browser. By clicking on  in the left menu, you can bring up the calendar view:



Here you can view, create and delete meetings and appointments.

Special note about IE compatibility Mode

Internet Explorer (IE) is especially difficult to troubleshoot due to the various versions in use, some of which are incompatible with the website:

- IE8 (used on Windows XP computers)
- IE9,10, 11 (Desktop) in regular mode
- IE9,10 , 11 (Desktop) in compatibility mode
- IE11 (Windows 8) Modern

If you experience strange display artifacts on links that do not function when clicked on, try upgrading the browser or switch compatibility modes.