



Technology Helper

EMAIL ACCOUNTS FOR AVONSCHOOLS.US

1. Your email account for xxxxx@avonschools.us is now active.
2. See the attached sheet for your username and password.
3. You can use the attached sheet to set up Outlook Express to check your email.
4. You can use the instructions below to change your password. (suggested)
5. You can use the instructions below to access your email via the web from anywhere.

TO CHANGE YOUR PASSWORD

1. Go to www.avonschools.us/user-password
2. Enter your account name, current password, and what you want the new password to be.

TO ACCESS YOUR EMAIL VIA THE WEB FROM ANYWHERE

1. Go to <https://mail.avonschools.us/webmail>
2. You will get a warning page that asks you to click here for SSL encryption. Do that.
3. A certificate security alert may come up. If so, click YES you want to proceed.
4. Enter your username and password.