
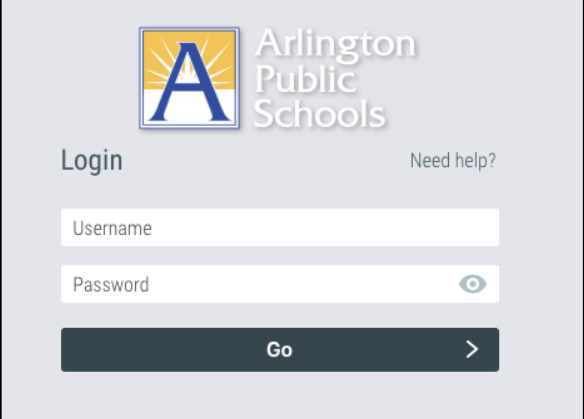


# Outlook Web Access (Email)

Arlington Public Schools uses the Microsoft Office 365 Exchange Online email platform. You can access your email mailbox by following the instructions below.

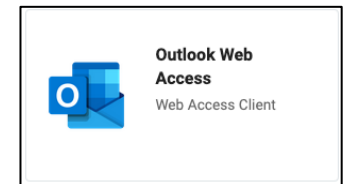
## 1) Log into MyAccess

- You can access MyAccess by clicking on the MyAccess icon  on your desktop.
- You can also access MyAccess by opening your browser and typing in the following address: [myaccess.apsva.us](https://myaccess.apsva.us)
- On the MyAccess login screen, enter your student ID and password and click **Go**.



## 2) Open Outlook on the web (accessing your mailbox)

- Once logged into MyAccess, locate and click on the “Outlook Web Access” icon. Clicking on the Outlook Web Access icon will open your email mailbox and place you in the inbox of your email account.



## General Outlook Tips

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### Sending, Receiving, and Forwarding Emails


Visit [this link](#) to learn how to create, reply to, and forward email messages in Outlook on the web.

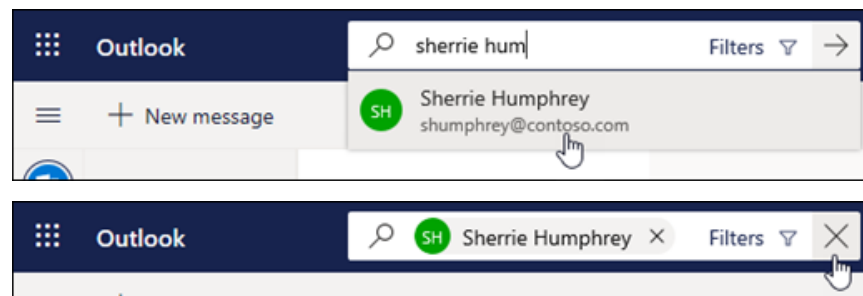
### Email Account Folders

By default, your account starts with these folders:

- **Inbox** Incoming messages arrive in your inbox unless you've created an [inbox rule](#) to redirect them to another folder, or they're identified as junk email.
- **Junk Email** Messages that have junk email characteristics but that aren't blocked by a spam filter before they reach your mailbox will automatically be moved to this folder. Learn more about how to [Filter junk email and spam in Outlook on the web](#).
- **Drafts** If you start writing a message but don't finish, it will automatically be saved to your Drafts folder. You can come back to the message later to continue editing it, and then send it.
- **Sent Items** By default, a copy of every message you send is put in your Sent Items folder.
- **Deleted Items** When you delete a message, it's moved to the Deleted Items folder.

### Searching for A Message

1. In the **Search** box in Mail, type what you want to search for (a contact, subject, part of a message, or name of a file) and press **Enter**.
2. When you're done with the search, select  **Exit Search** in the **Search** box or choose any folder in the navigation pane to exit the search.



Student email address will be the Student Identification Number plus @apsva.us.  
Staff and students can email and look-up students by either ID number or name.

Student emails will show by name in staff inboxes.

Student emails are allowed for internal access only. Students will not be able to engage outside entities nor will outside entities be able to engage them.