Frequently asked questions

How and when will I access my new email account? Starting the morning of your cut-over date, you may access your mail after 7:00 AM by using a web browser: (no W.W.W.)
https://webmail.pittsford.monroe.edu/owa

How do I login? For current PC users and Mac users at our secondary schools, you will use your existing AD (Active Directory) computer network login.
(Last name"space"First name)
Your password for email will be your AD (Active Directory) password.

For Mac users at the elementary schools, please use your name as it appears on your pay stub. Your temporary password will be ChangeMeNow. (All one word)
PLease, change your password after first login. Keep your data and our network secure.

Will all of my data be transferred over to the new system? That is our goal based on our testing. We are asking that you delete any unnecessary email before the Friday of your cut-over date. (once you delete your email please make sure to empty your trash. Right click on trash, select empty trash)

Will my contact list be accurate? Yes, if you synchronize your address book within the Lotus Notes Client with iNotes.

Please conduct this exercise before the Friday of your cut-over date if you would like your address book to migrate over to the new system. This is probably the most important action you can take to make sure that your information will be available for you in Outlook Web Access.

From the Actions pull-down menu in Lotus Notes - Select Synchronize Address Book - Click OK when prompted.

Here are some of the benefits:

- OWA is a web based application; extra software is not required to be loaded on District or home computers; OWA is accessible from any computer with an Internet connection using a web browser
- OWA integrates with Active Directory; same network login for PC and some Mac users
- OWA is easier to use based on feedback from our test users; intuitive design
- OWA will eventually be integrated with our phone system; you will be able to hear your voice messages within your email inbox as .wav files
- OWA will eventually support a greater number of PDAs, Palms and cell phones (need to test)
- OWA allows PCSD to implement an archiving procedure that is required by New York State
- OWA provides a better user interface on a Mac platform (instead of using iNotes)
- OWA could be used to support the need for student email accounts in the future
- OWA is less expensive to maintain; annual licensing is cheaper

OWA allows the District to be more independent; we will continue to use BOCES for support, however, we will have the ability to create accounts and make changes to the system instantaneously.
Logging into Outlook Web Access

Under Security select This is a private computer.

Select Use Outlook Web Access Light if you are a teacher or para who uses a Mac computer and does not need a detailed calendar. The internet browser Firefox can only use Outlook Web Access Light.

Your User name is the same as your User name for your Active Directory log in. Make sure that you type in your last name, then one space, then your first name as it appears on your paycheck.

Your Password is the same as it is in Active Directory. For Elementary Teachers using a Mac your temporary password will be ChangeMeNow. (All one word) PLEASE, change your password after your first login. All others should change their passwords every 90 days or so. Remember that a great password includes numbers as well as letters. This will help to keep your data and our network secure.

Outlook Web Access (OWA) URL

Understanding the Email Display

1. Inbox
2. Outbox
3. Sent Items
4. Folders
5. Drafts
6. Deleted Items
7. Selected Items
8. Snapshot view of mail
9. Past Email
10. Calendar

Creating a Calendar Entry

Click on the Calendar Icon
Under New Icon
Click on Appointment
Fill in your appointment information and click on Save and Close to save your appointment.

Composing an Email

Under New click on Message
Compose email
Click on To...to open up our contact database. Type in last name and hit Enter on your keyboard to begin the search.

Additional information for your contact will be available including meeting availability, if you have “rights” to view this contacts’ calendar info.

This will place the name in the To... field. Select OK to return to your email

Our district groups can be found by clicking on Show other address lists, selecting All Groups

Our district groups can be selected and a list of all members is then viewable.