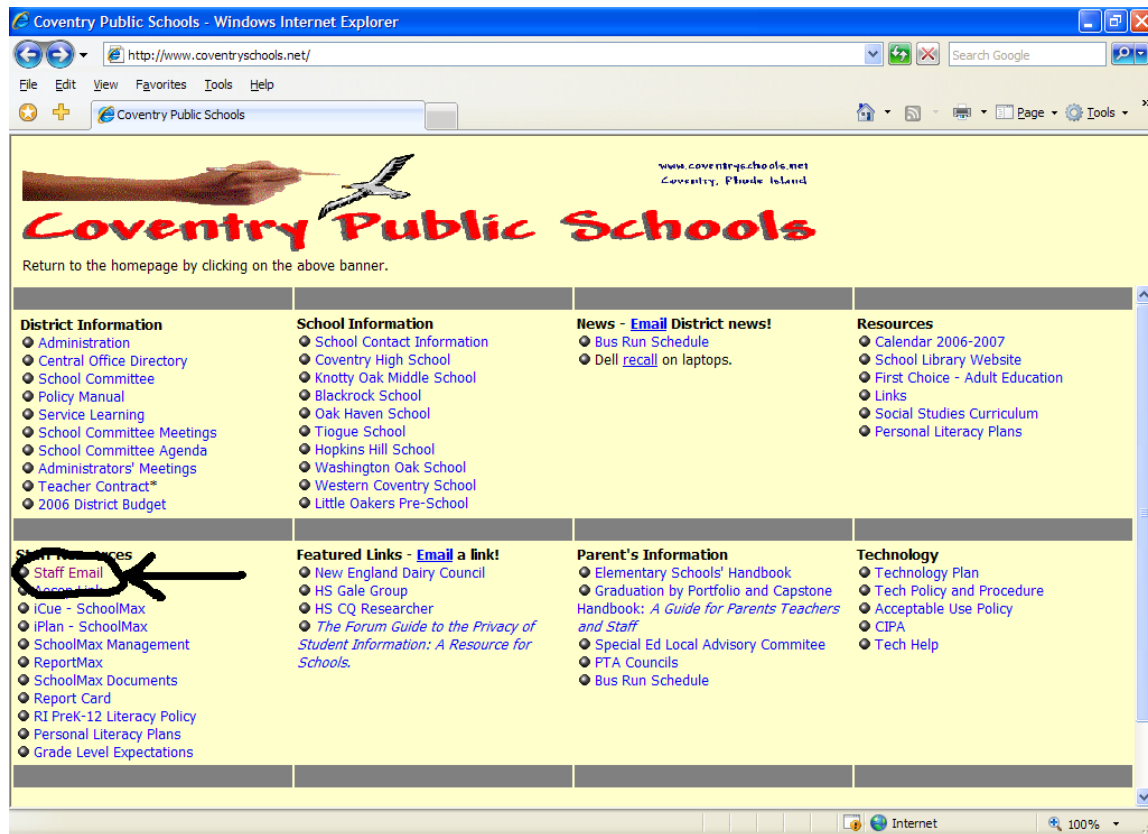


Coventryschools.net Email Instructions:

Open Internet Explorer (Firefox and Safari web browsers also work).

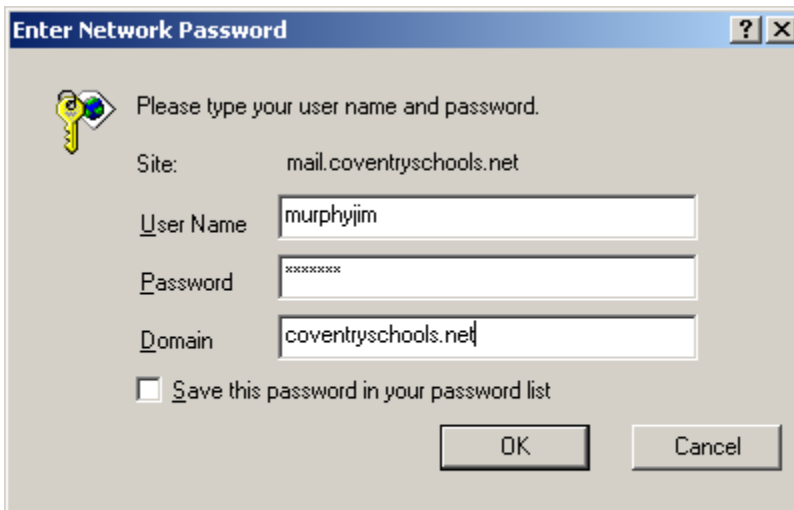
Point your browser to www.coventryschools.net. If you are on a school computer, this should be the default homepage. On the main page click on the “Staff Email” link on the lower left hand side of the page



In the following window that pops up, you are prompted for your username and password. Your username and password are the same ones that you use to log onto Windows. Unless you have asked me to change/reset it, passwords are the same as what you were using at the end of school last year.



When you enter your username, you must follow it with “@coventryschools.net.” Click “OK” and your email should open up with folders to the left, and messages to the right.



If you see three boxes when you click this link, your username will go in the first box and “coventryschools.net” will go in the third.

Hints:

- If you do not add the “@coventryschools.net”, you will not be able to logon to email.
- If you requested a password change recently, you must log onto Windows somewhere in the school before attempting to use webmail either under another user’s login or at home.
- The Windows/Email login is completely separate from the iCue login.
- Webmail is accessible from any computer that has a connection to the internet.