

## Logging into Outlook



Connect to op-ex-sta-src

Connecting to op-ex-sta-src

User name: oprfd\ymeyer

Password:

Remember my password

OK Cancel

ONLY Log into the icon Outlook that gets delivered to your desktop at login. It may come up a minute after the rest of your disktop.

You will need to type in oprfd\  
before your user name



Connect to op-ex-sta-src

Connecting to op-ex-sta-src

User name: oprfd\ymeyer

Password:

Remember my password

OK Cancel

The initial log in will ask for your password **twice**.

Be sure your cursor is in the password blank or the computer will beep at you.

You can now open Outlook by pressing OK

To open web view of Outlook go to the faculty and staff web pages. Choose Outlook inside or outside school depending on where you are. You will only need to put your login name and password and click on ok. You will not need to put oprfd in front of your login for the web view.