- 1. Open a web broswer and go to: <u>www.nmsbvi.k12.nm.us</u>
- 2. Click on the "For Staff" button



- 3. Scroll down to Quick Links
- 4. Under Campus Email, Click "Off Campus".

()	http://www.nmsbvi.k12.nm.us/s	tafilimi	P ▼ C 8 how to rebuild a disk on dell p Ø NMS8VI Staff	* 3333	- □ ×		
<u>File</u> <u>E</u> dit × Find: rel	<u>View Favorites Lools H</u> elp build	Previous Next 📝 Options 🗸					
K.	MSBVI	NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPA ALAMOGORDO + ALBUQUERQUE + STATEWIDE OUTREACH	NRED	TOP WORK PLACES 2015	Â		
*	Home						
Ť	Birth to Three	Q. Oviala Links					
1	Preschool	TO QUICK LINKS					
**	School Age						
0	Statewide	Campus Email	MvPortal	Staff Events			
	Resources	Access your Campus Email here.	Access your MyPortal account here.	schedule of upcoming staff events.			
	IRC			.lune 1stlulv 24th			
	Foundation	■' On campus	d 'On campus	Summer Hours			
Ó	Photos	Grif Campus	Gff campus	12 Month Staff will work their chosen Summer schedule. 8hr days (M-F), 9hr days (M-Th. 1/2 day F), or 10hr			
i	For Staff			days (M-Th)			
	Contact						
₽ T	raining/Education		_				
		Monthly Calendars					
f	You 🔽	NMSBVI Residential Programs 1900 N. White Sands Boulevard, (575/800) 437-3505 Employment opportunities Campus M	: Alamogordo, NM 88310 4ap Terms & Conditions of Use Accessibility	h: NM 87123	v		

- 5. In the Windows Security window, type your <u>username@nmsbvi.net</u>
- 6. In the password section enter you network password.
- 7. Click the "OK" button

Windows Security		x
The server mail password. The s	.nmsbvi.k12.nm.us is asking for your user name and server reports that it is from mail.nmsbvi.k12.nm.us.	
Fairest	?????@nmsbvi.net ••••••• Image: Second	
	OK	

8. Your email should be displayed as shown below.

Outlook WebApp		sign out
Mail > Inbox 750 Items		Find Someone
 Favorites 	New 🔹 Delete 🔹 Move 🖌 Filter 🔹 View 🖌 😴 🛛 Reply All 🛛 Forward	
Deleted Items (57)	Search Entire Mailbox	
 Twite, Trevor 	Arrange by Date * Newest on Top	
Inbox (118)	Today	
Drafts [4]	Arcserve Webcast: Your Peers Have Spoken - 7/8 1:00 PM ET	
Deleted Items (57) Infected Items	E: Vendor Add and W9	
 Items to keep ITWOs Completed 	Sierra, Desmond Fat Daddy	
🧓 Junk E-mail 📃 Notes	Kevin O'Connor (CDWG) acrserve meeting	
 RSS Feeds Security logs 	Inotspam@nmsbvi.k12.nm.us Email Summary for trevortwite@nmsbvi.k12.nm.us	
	Yesterday Yesterday Tyler Technologies Infinite Visions Patch Release Notice	
	Pifer, Scherie Vendor Add and W9	
	Constraints Research Constraints Resource Manager	
	Soistman, Wilmer (Will) FW: Information on our Destiny Resource Manager	
Calendar	Cuatt, Robert (Rob) Re: Shared Folder	
Contacts	Re: Your NMSBVI Account Setup	
Tasks	Carl Lyle, Elizabeth (Beth) Shared Folder	
Public Folders	Contract Web-1 Alein	

9. If you email will not open up as shown in the image above please contact your supervisor and ask them to submit an ITWO.