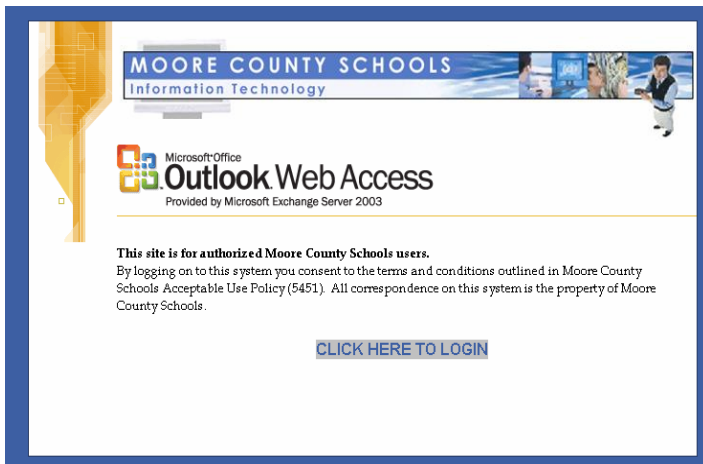




# Accessing your Email via the Web

- To access your email via the web, open Internet Explorer and type: <http://www.mcs.k12.nc.us/exchange> in the address bar.

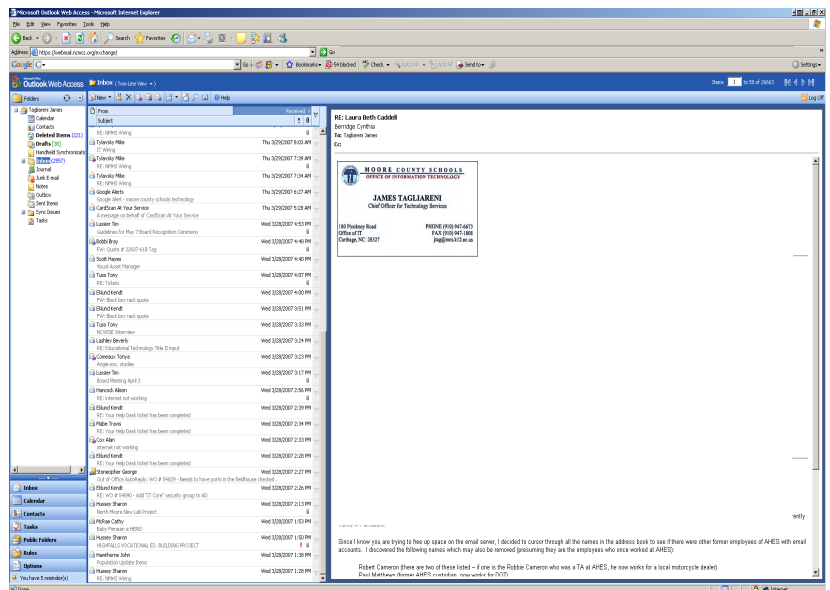


After you enter the URL address you will see this screen in your browser.

Select the **CLICK HERE TO LOGIN** button.

- You will now need to enter your Log on name and password in the space provided Then Press Enter.

Your screen will look similar to this after you enter your log on name.



(Over)