

Using Outlook Web Access

First, open up the web browser of your choice.

Go to www.coastusd.org and click on the E-mail tab at the top of the home page.

Depending on which computer you are using you may receive a message that warns you about a security risk and/or security certificate. You need to go through the steps to view, accept and add the security certificate to enable you to proceed. Once that is complete you may log in to your email account.

To log in, you will simply enter the user name and your password. [Your user name is your first initial followed by your last name.] Your password is coast#1. You can change your password after first login.

Check : [This is a public or shared computer.](#)

Log On

Set the appropriate language and time zone.

You should now be in your email account.

Instructions and more information for the following can be found on the CUSD website technology page:

<http://www.coastusd.org/index.php/district/technology>

- Detailed PowerPoint on new email program.
- Changing your password.
- Increasing the font size in your email.

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