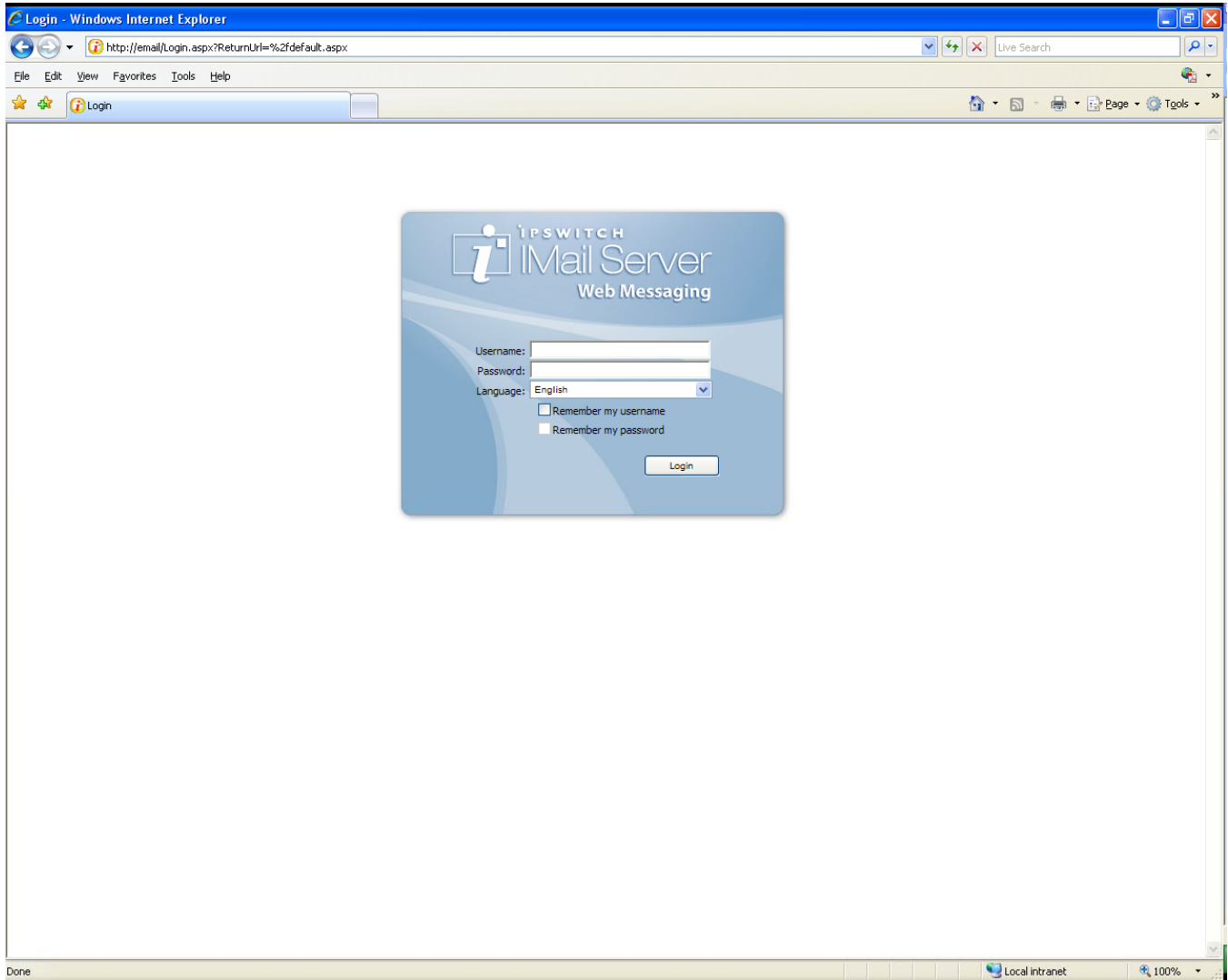
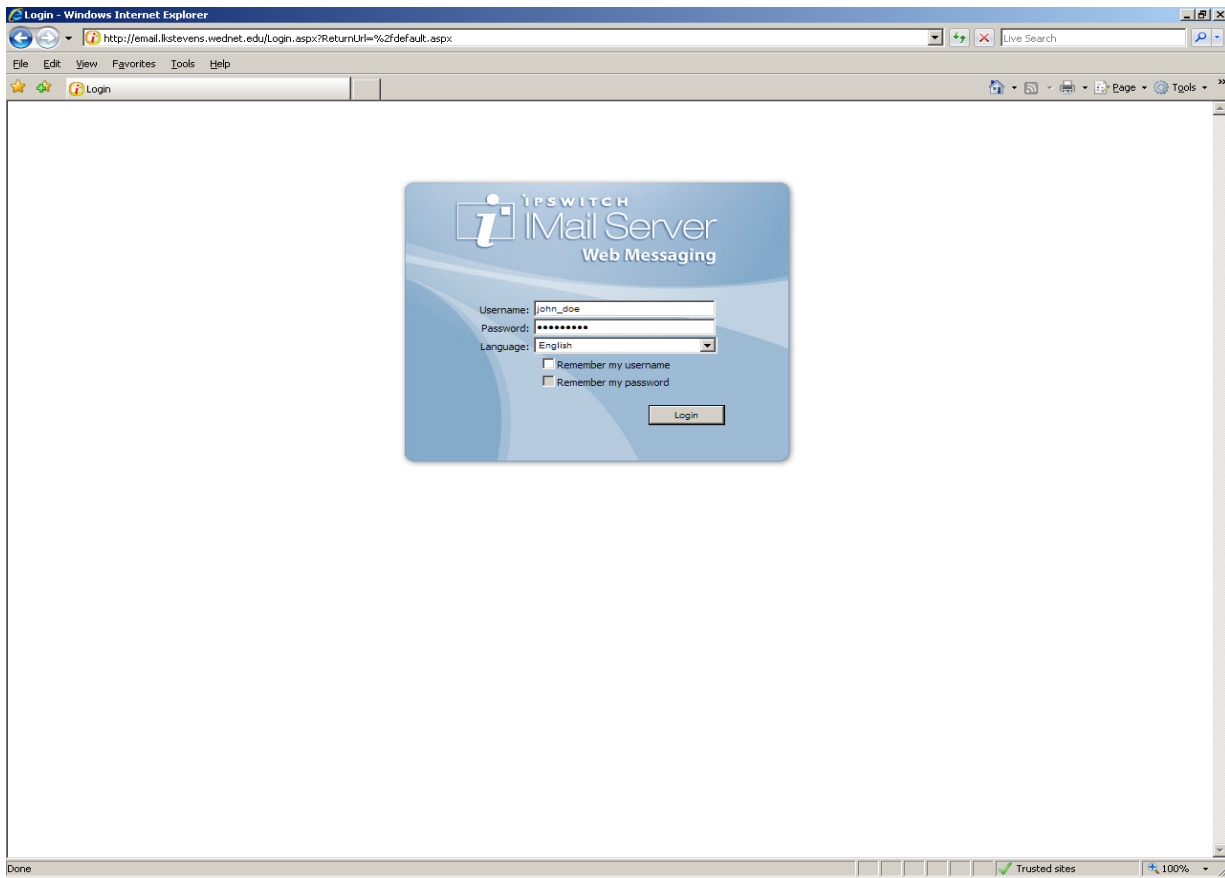


# I-mail instructions

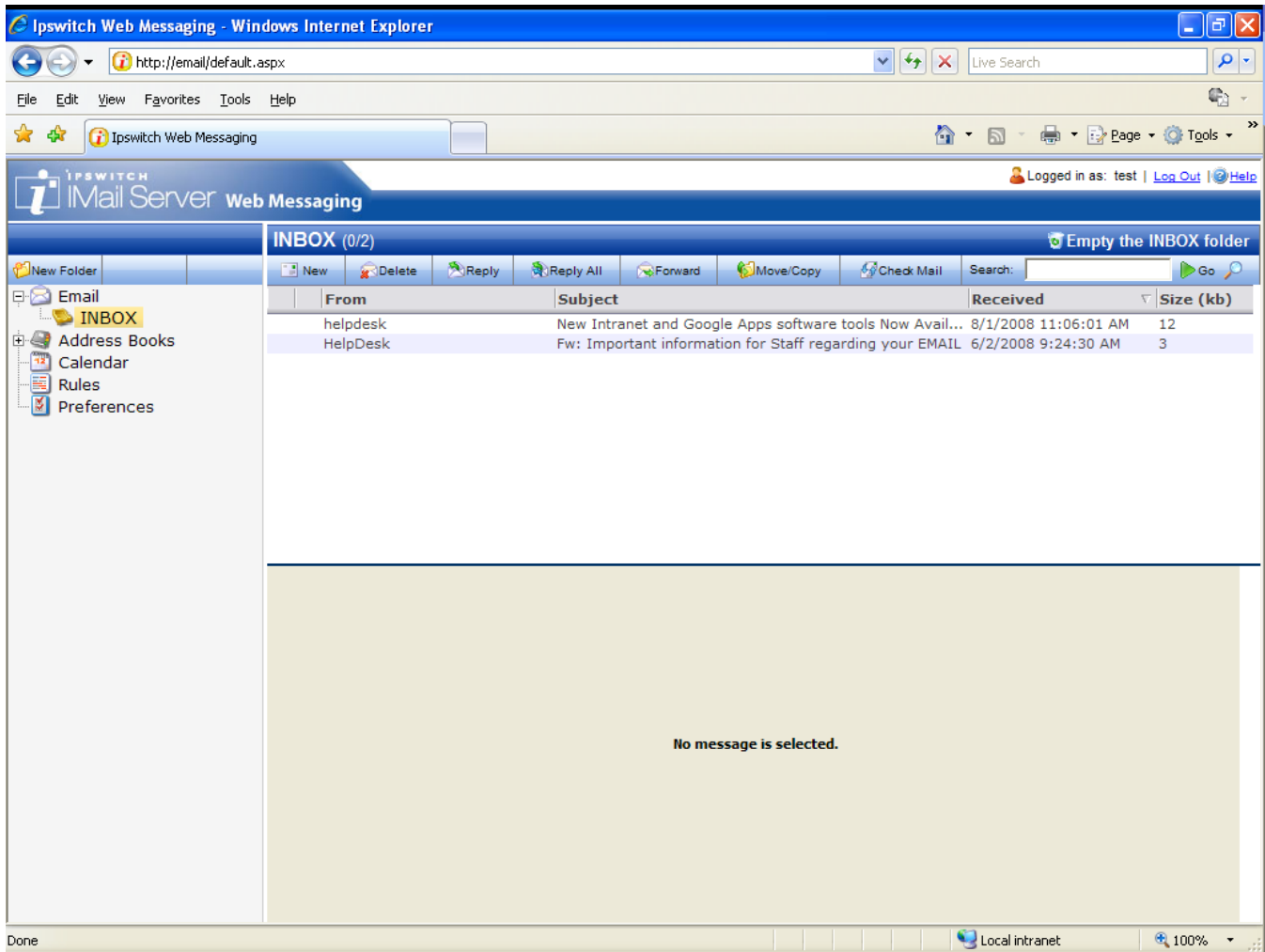
1. On any district website, click on the **I-Mail** link or go to: <http://email.lkstevens.wednet.edu>. You will see this:



2. Enter your user name and password, then click on the **Log In** button. It will look like this (remember your user name is the first part of your email address before the @ symbol; if your email address was [John.Doe@lkstevens.wednet.edu](mailto:John.Doe@lkstevens.wednet.edu), then your user name would be John\_Doe):



3. You can view your mail by clicking on any message. Once you have clicked on a message, you can reply by simply clicking on **Reply**. You can also create a new message by clicking on the **New** icon.



***\*For security reasons, I-Mail will automatically log you out after 15 minutes of inactivity. Inactivity is defined as clicking on different messages and so forth. If you would like to compose a long message, it is recommended that you type your message in MS Word, Notepad, or other text program and copy it to the new message you are composing in I-Mail.***