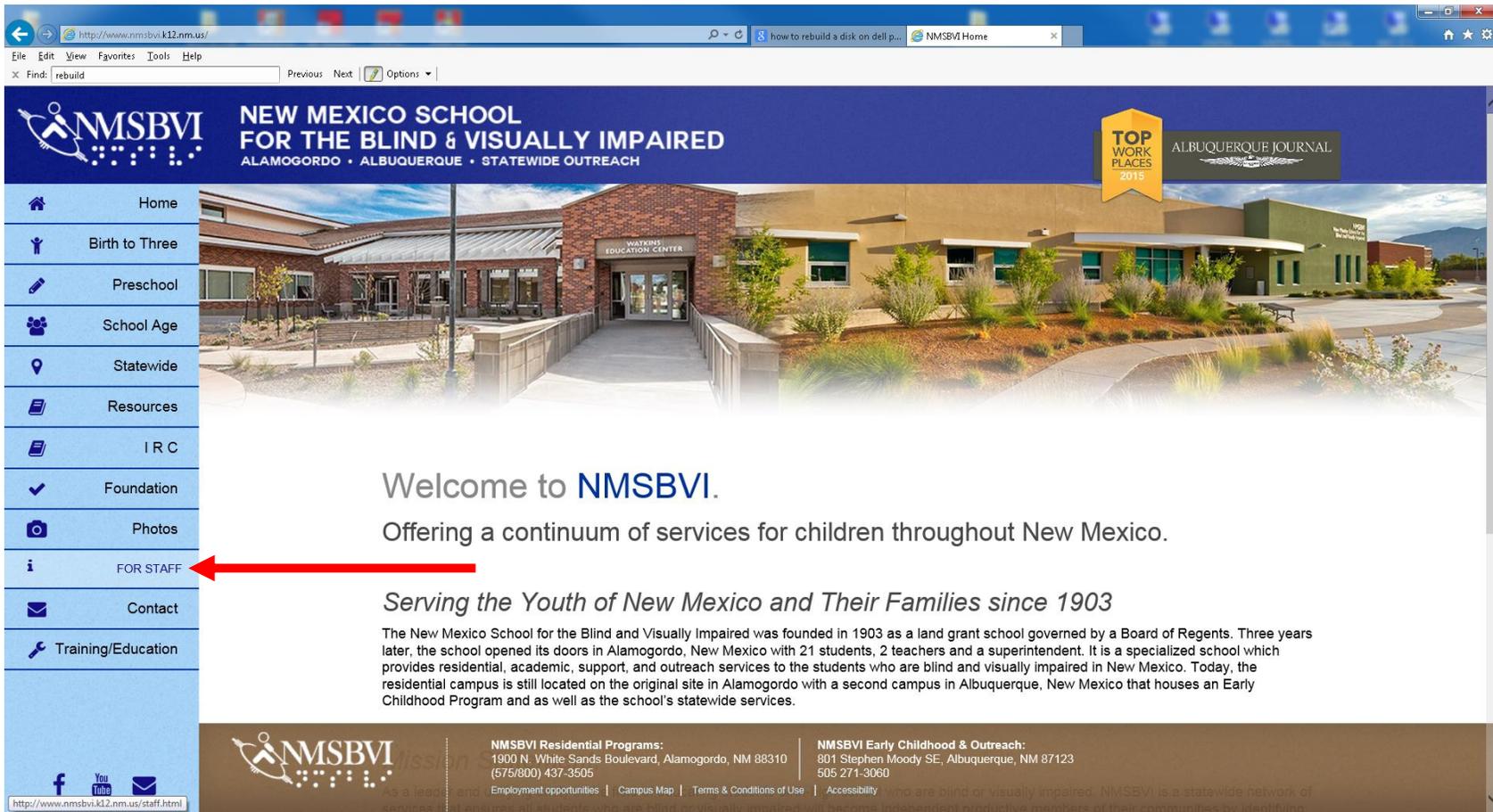


NMSBVI Off Campus Webmail

1. Open a web browser and go to: www.nmsbvi.k12.nm.us
2. Click on the “For Staff” button



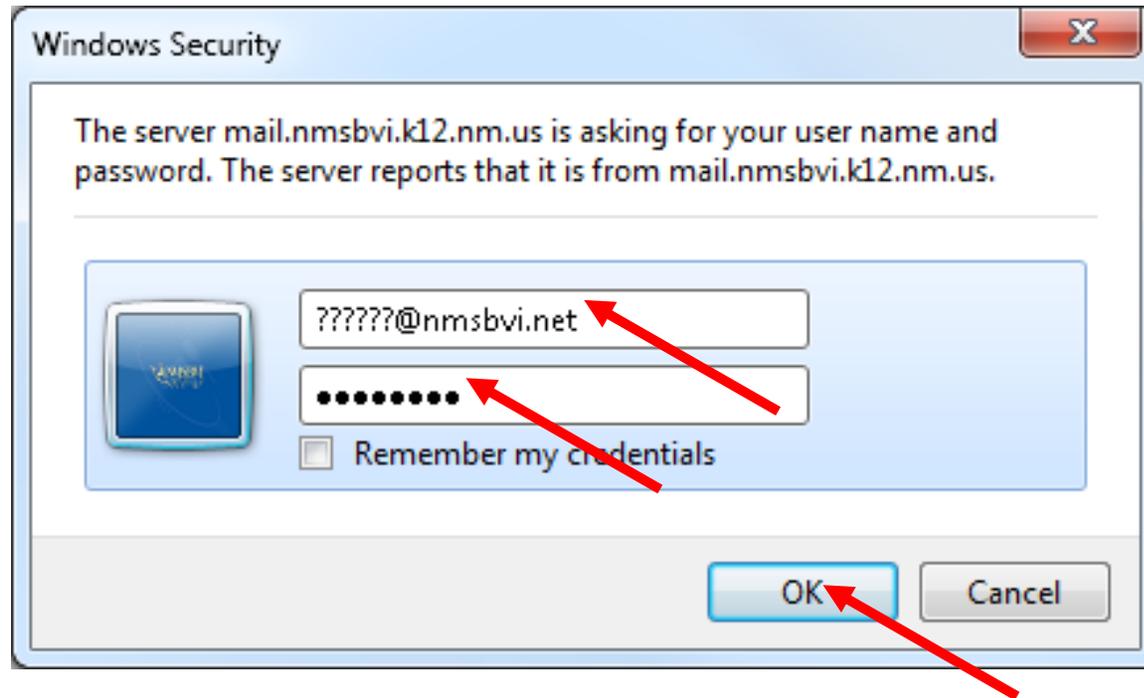
NMSBVI Off Campus Webmail

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

The screenshot shows the NMSBVI website interface. At the top, the header includes the NMSBVI logo and the text "NEW MEXICO SCHOOL FOR THE BLIND & VISUALLY IMPAIRED" with locations "ALAMOGORDO • ALBUQUERQUE • STATEWIDE OUTREACH". A "TOP WORK PLACES 2015" badge is also visible. The left sidebar contains a navigation menu with items: Home, Birth to Three, Preschool, School Age, Statewide, Resources, I R C, Foundation, Photos, For Staff, Contact, and Training/Education. The main content area is titled "Quick Links" and contains three columns. The first column, "Campus Email", has the subtext "Access your Campus Email here." and two buttons: "On campus" and "Off Campus". A red arrow points to the "Off Campus" button. The second column, "MyPortal", has the subtext "Access your MyPortal account here." and two buttons: "On campus" and "Off campus". The third column, "Staff Events", has the subtext "schedule of upcoming staff events." and lists "June 1st - July 24th" with "Summer Hours" and details: "12 Month Staff will work their chosen Summer schedule. 8hr days (M-F), 9hr days (M-Th, 1/2 day F), or 10hr days (M-Th)". Below the Quick Links is a "Monthly Calendars" section. The footer contains the NMSBVI logo, contact information for Residential Programs and Early Childhood & Outreach, and links for Employment opportunities, Campus Map, Terms & Conditions of Use, and Accessibility.

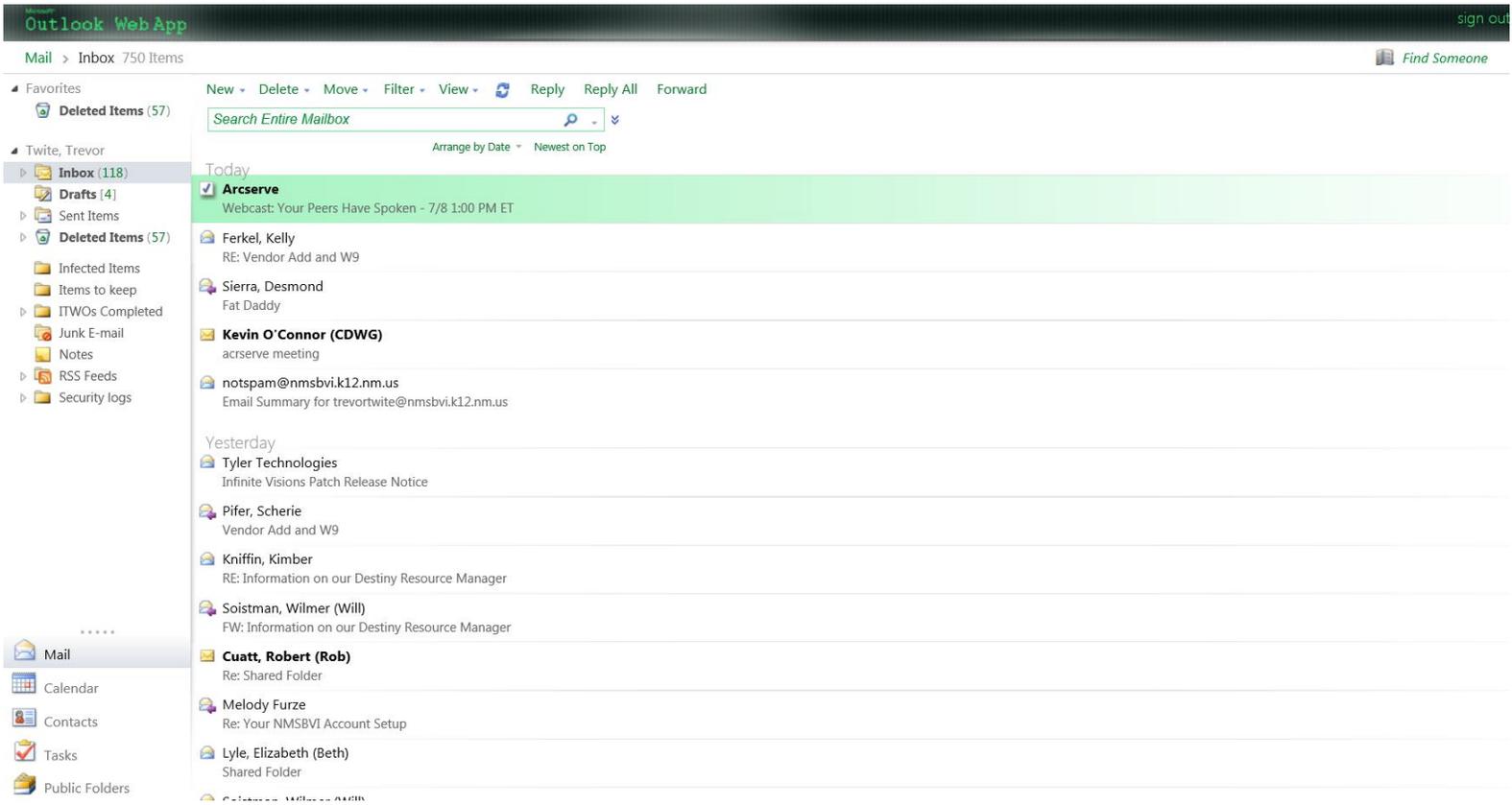
NMSBVI Off Campus Webmail

5. In the Windows Security window, type your username@nmsbvi.net
6. In the password section enter you network password.
7. Click the “OK” button



NMSBVI Off Campus Webmail

8. Your email should be displayed as shown below.



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.