

# How to Check Your Email at Another Computer Other than Your Main Workstation

(Not the One You Use Outlook On)

1. To check your email from another computer on our network through exchange (not at your normal workstation), go to Internet Explorer and type in:  
<http://proxy/exchange/username> (Type in your actual username, not the word username.)

**OR** you can go to the ECISD web site, click on any main link such as District, Elementary, JH/Inter, or High School, and click on the **On-Campus Email** link.

The screenshot shows the ECISD website for East Chambers Elementary. The navigation menu on the left includes links like 'General Information', 'Activity Calendar', and 'On-Campus Email', which is circled in red. A Windows XP 'Connect to' dialog box is open, displaying the user name 'instructional\username' and a password field, both circled in red. The background page shows school information for East Chambers Elementary, including address, phone number, and staff list.

In the **User name** entry area, type in instructional\username (your actual username and not the word). In the **Password** entry area, type in your network password. Click OK.

2. To check your email from another computer off campus and outside our network, once again go to the ECISD web site, click on any main link such as District, Elementary, JH/Inter, or High School. This time, however, click on the **Off-Campus Email** link and enter **User name** and **password** as instructed in step 1 above.

The screenshot shows the ECISD website for East Chambers Elementary. The navigation menu on the left includes links like 'General Information', 'Activity Calendar', and 'Off-Campus Email', which is circled in red. A Windows XP 'Connect to' dialog box is open, displaying the user name 'instructional\username' and a password field, both circled in red. The background page shows school information for East Chambers Elementary, including address, phone number, and staff list.

3. Be sure to LOG OFF when finished, regardless of method of checking your email.