



## How to Log into Outlook web Access

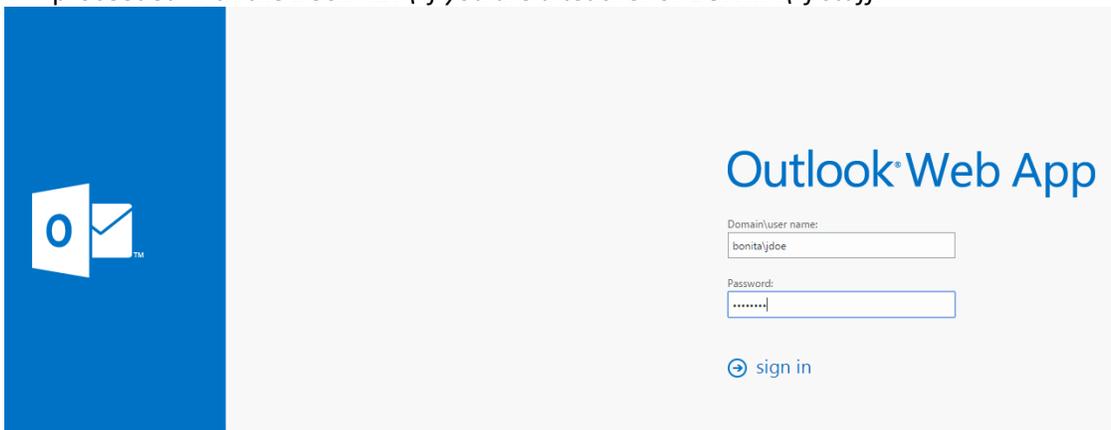


Outlook Web Access is a website that allows staff and faculty to access their emails away from their district computers.

1. If you are connected to the Internet, go to **<http://ex.bonita.k12.ca.us>** to open your own mailbox.



2. You will then be prompted for your username and password. You will need to key in your windows username proceeded with the *BUSDNET\* if you are a teacher or *BONITA\* if staff.



**Username:** BONITA\*<your windows username>*

**Password:** *<yourpassword>*

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### For Technical Support

Faculty and Staff with questions should call extension 8880 for technical support.

### Revision History

Name	Date Modified	Revision	Comments
Aaron Weathersby	05/20/2016	1.0	Document Created