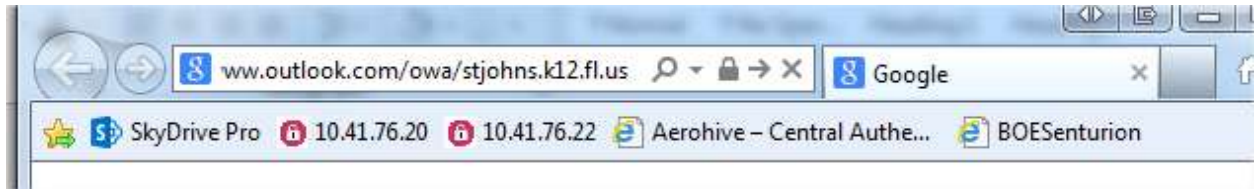# SJCSDInfoTech

Sign in to Outlook Web App (OWA)

First things first, what is OWA?

Outlook Web App (OWA) is a web based email client that lets you use a compatible Web browser to access your Office 365 mailbox from any computer that has an Internet connection.   OWA can be used to read and send e-mail messages, organize contacts, create tasks, and manage your calendar.   It does not require you to configure complex client software and you don't even need Microsoft Office on the computer.

Access OWA from your district-provided pc from a school/district building-

1. Launch Internet browser*(Note- Internet Explorer 9 does not contain spell check, Chrome browser is not currently supported from district networks)* and access the following link:

SJCSD Office 365 OWA Link - https://www.outlook.com/owa/stjohns.k12.fl.us

2. You will be automatically logged in to OWA using your STJOHNS credentials (e number) in the background. The "Outlook Web App loading" (figure 1) screen will display briefly before you are taken to your OWA Mailbox (figure 2).
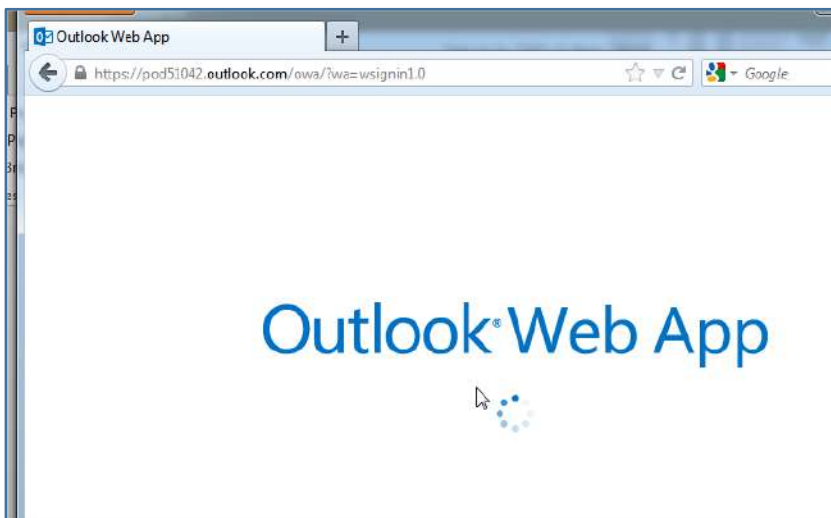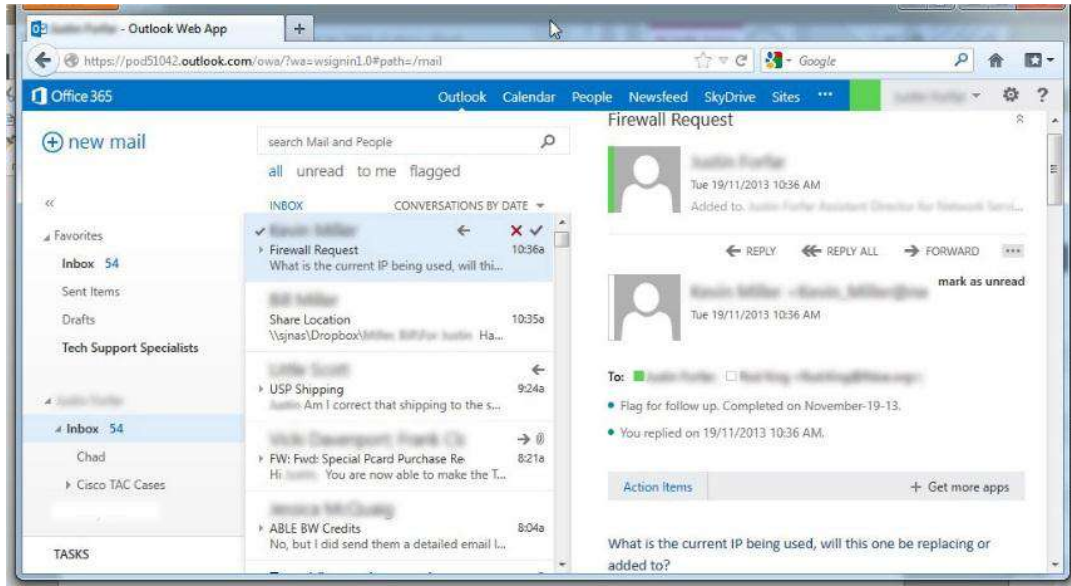
Figure 1

Figure 2

Access OWA from home or another non-school/district building-

 1. Launch Internet browser *(Note- Internet Explorer 9 does not contain spell check, Chrome browser is not currently supported from district networks)* and access the following link:

SJCSD Office 365 OWA Link - https://www.outlook.com/owa/stjohns.k12.fl.us

3. A sign-in page will display. Enter your STJOHNS credentials (e number and password) and click "Sign In"

4. After clicking "Sign In", a sign-in progress screen (*figure 3*) will display briefly before taking you to your "Mailbox" (*figure 2*). You are now logged into OWA. You are now signed in to OWA.
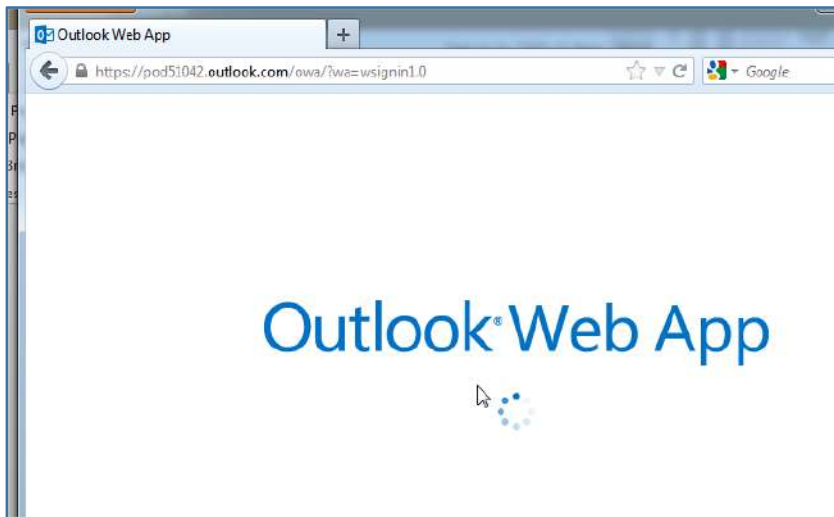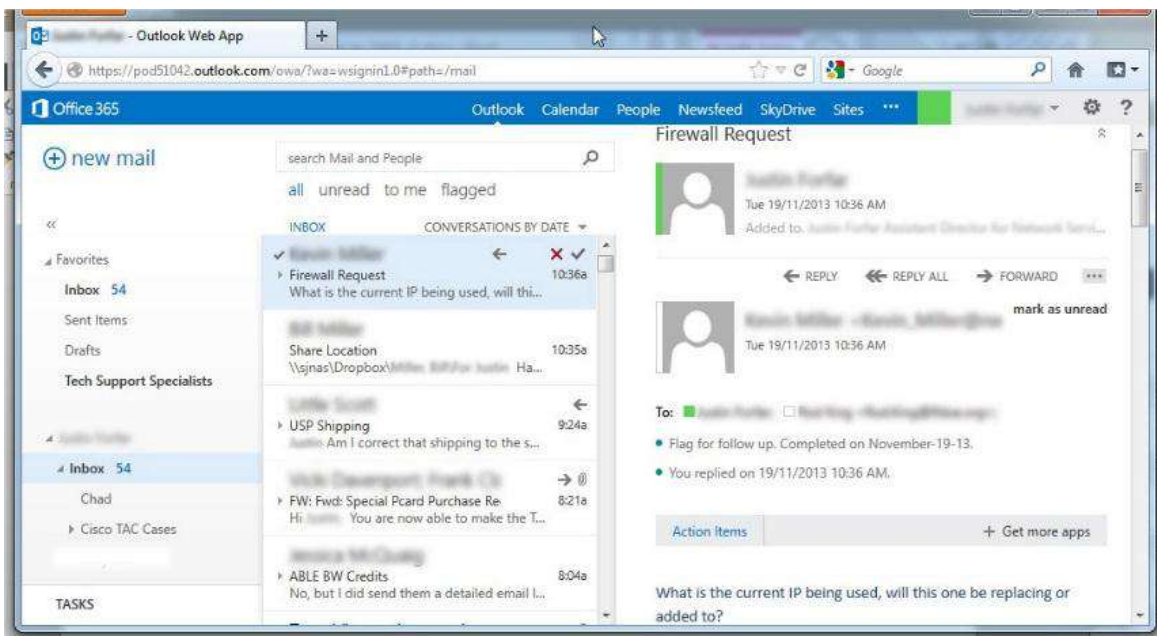
Figure 3

Figure 4

Need assistance with this

If you require technical assistance with this process during the hours of **7:30 AM** and **4:30 PM**, **Mon-Fri**, please contact the Information Technology Help Desk at **904-547-HELP(4357)**, if at home or outside the district, or **1HELP (14357)** from inside any district building. If you need assistance outside of normal business hours, please submit a WebHelpDesk ticket at **https://WebHelpDesk.stjohns.k12.fl.us**.