

# Lotus Notes Domino Web Access 8.5 Conversion

All WCPSS staff and student e-mail accounts will be converted to Lotus Notes Domino Web Access version 8.5 during the weekend, August 14 – 16, 2009.

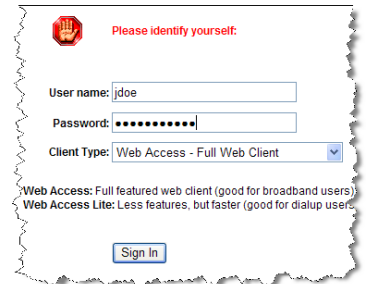
Below are instructions for logging in for the first time.

## Logging In

1. Using Internet Explorer, type <http://webmail.wcpss.net/>

- OR -

via the **Intranet > E-mail**

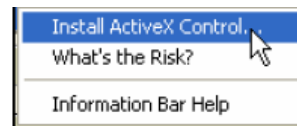


**NOTE:** You may be prompted to install ActiveX Control. If so, follow steps 2 -5 to install ActiveX.

2. Click the notification banner to install ActiveX Control.



3. Click **Install ActiveX Control**.



4. Click **OK**.



5. Click **Install**.

