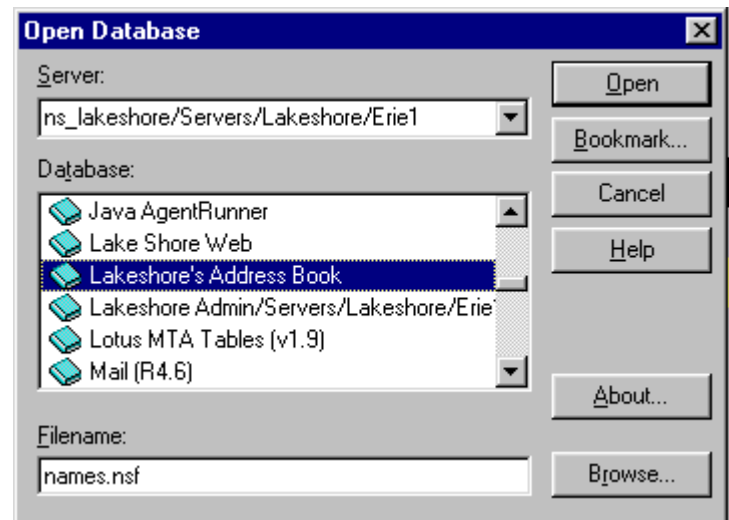


Setting up your email account for access via the Internet

To use the links from the Employee Services page, you need to use your Lotus Notes login ID and password for the web. Your User ID is also called your "Short Name". If you did not set up a password for the web version of Lotus before, you will need to do this now in order to access the information. These instructions will help you set up your account so you can access your email through any internet browser either at home or on another computer in school.

You have to be in your Lotus Notes software to do the setup steps below.

1. Log on to Lotus Notes from your designated computer.
2. Choose Database from the File menu.
3. From the submenu off Database, choose Open...
4. The dialog box (at the right) will appear. Click on the drop-down menu for the Server and choose "ns_lakeshore/Servers/Lakeshore/Erie1"
5. A new list of items will appear in the Database field. Scroll down to "Lakeshore's Address Book"
6. Select "Lakeshore's Address Book" and click on the Open button.
7. The list of people in our email system will appear.
8. Scroll down the list to find your name.
9. Double-click on your name to open your account information.



Setting up your email account for access via the Internet

The image shows a screenshot of the Lotus Notes 'Edit Person' dialog box. The dialog box is titled 'Susan Ciminelli/Admin/Lakeshor...' and has a 'Cancel' button. The main area contains a form with the following fields:

- First name: Susan
- Middle name:
- Last name: Ciminelli
- User name: Susan Ciminelli/Admin
- Alternate name:
- Short name/UserID: SCiminelli
- Personal title:
- Generational qualifier:
- Internet password: (5CBCE76C1E2E21E78E6DB82072EBB4A3)
- Preferred language:

There are three yellow callout boxes with numbered instructions:

1. Click Here first to Edit your file. (Points to the 'Edit Person' button)
2. Highlight any text in the Internet Password field and delete. Then type in your internet password. (Points to the Internet password field)
3. Be sure to click this button when you finish to SAVE AND CLOSE. (Points to a button in the bottom right corner of the dialog box)

A red prohibition sign (a circle with a diagonal line) is placed over a text box that reads: **Make No changes to any other fields. If you think there is a problem with spelling or other fields, contact Tech Services.**