

Butler Public Schools Email System

From this point forward, you will need to use the web version of your email. This enables you to access your email from anywhere, at any time, without waiting for an individual machine configuration.

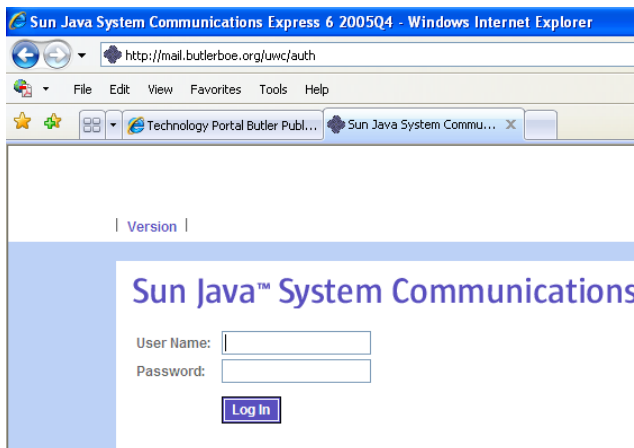
Log on to the Email System

1. Open Internet Explorer ←
2. Type in **http://mail.butlerboe.org** and hit Enter (NOTE! No 'www')
3. Type in your user name: This will be firstinitiallastname

Please note your email user name is your first initial, last name, all one word, all lowercase. For example: ehornor



Type in your password & Click Login



Once you are in the system, you may read your email by clicking one time on the subject.

Other notes:

Please remember to “empty” your trash on a regular basis. Also remember that a copy of everything that you send is stored in the SENT folder. Please delete these files (moves them to the trash) on a regular basis and then “empty” the trash as well.