



South Plainfield Public Schools
Technology Office
125 Jackson Avenue
South Plainfield, New Jersey 07080

Subject: E-mail Web Accessibility

An e-mail account has been established for every staff member. This means that you can access South Plainfield e-mail from any computer that has an Internet connection.

Your e-mail address is similar to your network logon:

first initial, last name as one word. ex. **jsmith** followed by the @ sign and then **spnet.k12.nj.us**. my e-mail address is **jsmith@spnet.k12.nj.us**.

The procedure is as follows:

1. Open the Internet browser.

From any computer in the district it will be Internet Explorer



2. In the address line of your browser, type: <https://mailbox.spnet.k12.nj.us/exchange>

A login screen will appear.

Enter the same login that you use to logon to our network

Enter the same password you use to logon to our network

You can leave the Domain line blank

Click **OK** and you're in

Don't forget to bookmark the site before you close it so that you will be able to get in again without having to type the address.

For any **technology requests**, please submit a work request on our district web site.

<http://spboe.org> → click on Technology on the left side of the page, under Site Shortcuts.