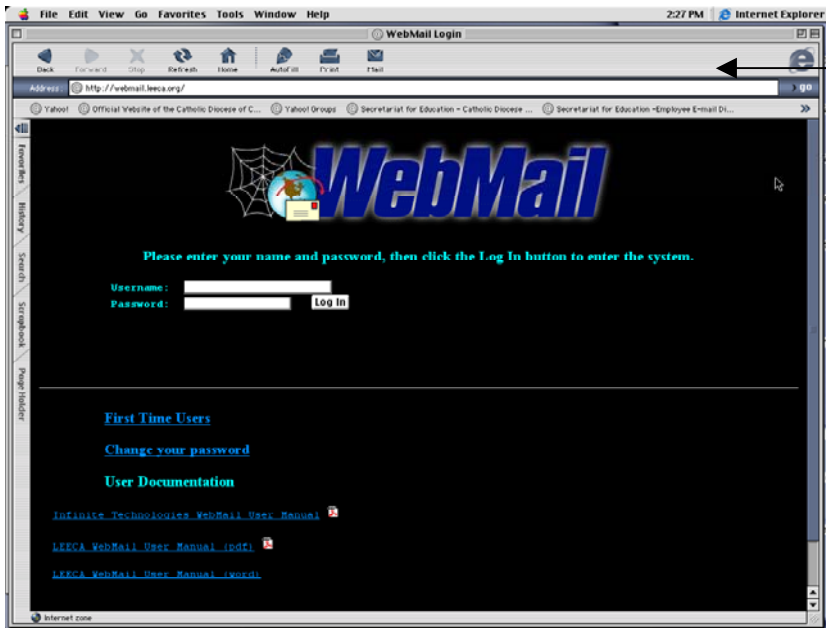


Frequently Asked Questions Concerning School E-Mail Accounts and Schools Only Web

How do I access the schools e-mail account?

1. In the address bar of your Internet web browser (i.e. Netscape Navigator, Internet Explorer) type the following address:

webmail.leeca.org



This is the login screen for your e-mail account.

2. Type in the username and password assigned to your school.

How do I access the Schools Only Web?

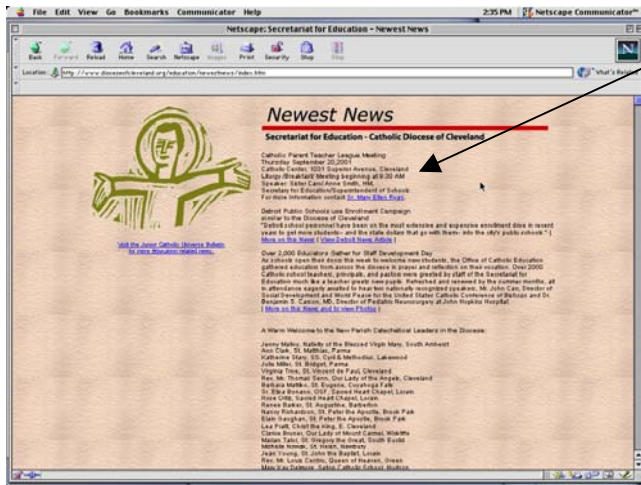
www.dioceseofcleveland.org/education/schools

username: oce

password: letmein

This is the same for all schools in the diocese. Your school specific username and password is for accessing your Webmail only!

Why do I have trouble Emailing when I click on an e-mail link?



This is an e-mail link on a web page. By clicking here you can e-mail this person.

However if you click on an e-mail link when using Netscape Navigator it will launch the Netscape e-mail program, that may not be configured for you to send e-mail. Therefore your e-mail will not be sent.

There is no way around this problem; it is the nature of the program.

E-mail links will not launch your Webmail program to send a message. You will have to write down the person's e-mail address or copy and paste the address into a new message box when sending a new message from the Webmail program.

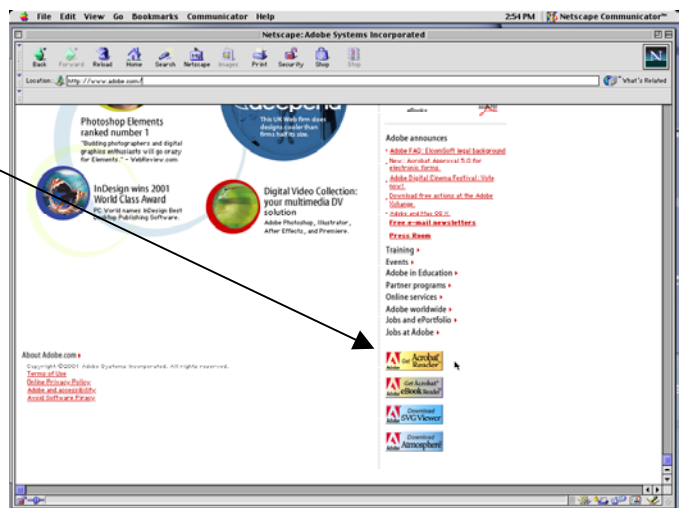
Why can't I view the .pdf documents posted on the Schools Only Web?

(.pdf = portable document format) This document format is the most universal computer file format in use today. It allows all users with Adobe Acrobat Reader™ to retrieve and print the document without altering its contents in anyway.

You most likely cannot view the documents because you do not have Adobe Acrobat Reader™ on the computer in which you are trying to view the document.

It is recommended that you download this free program by following the steps below. Most documents posted to the Office of Catholic Education web site and Schools Only Web will be in this format.

1. Open your Internet Web browser and go to www.adobe.com
2. In the lower right corner click on the icon that reads "Get Acrobat Reader"
3. At the bottom of the next screen click on "Get Acrobat Reader - free!"
4. The next screen will display three easy steps in order to download the program. It should download in a matter of minutes.



Once you have downloaded Acrobat Reader you will never have to worry about not being able to view the documents from our web site ever again!