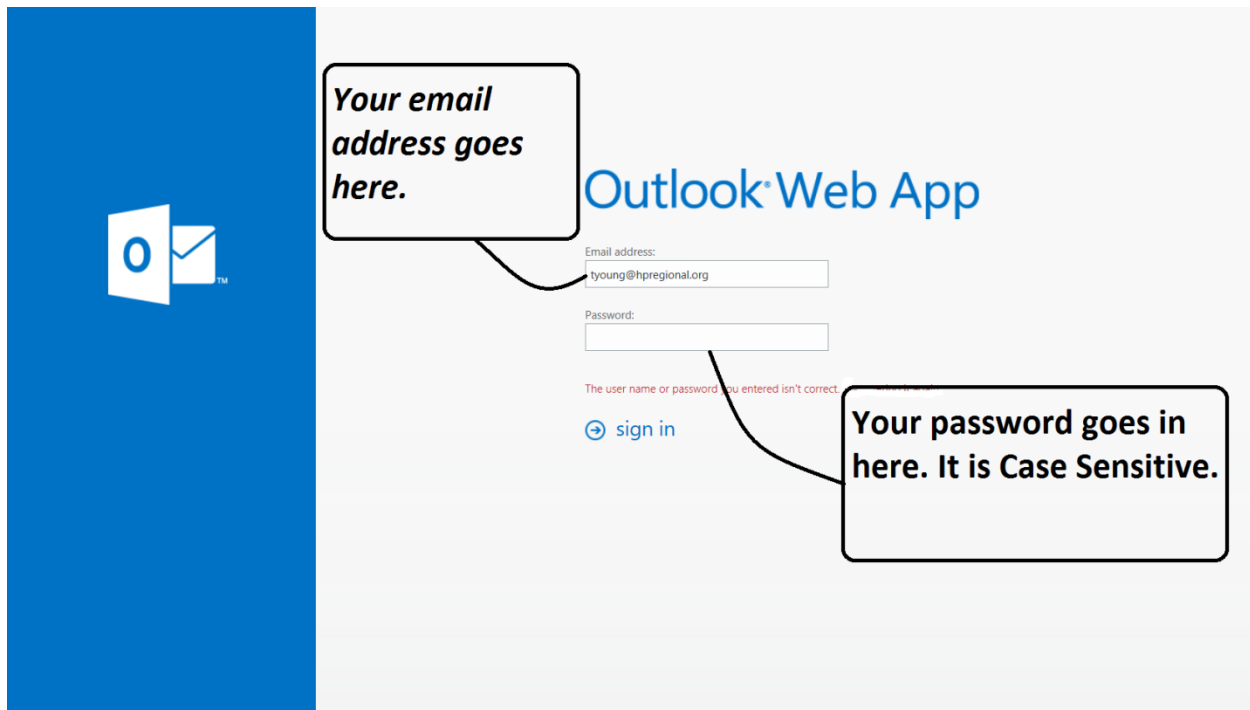


Email Access:

Step One: Navigate to School Website: (<http://www.hpregonal.org>)

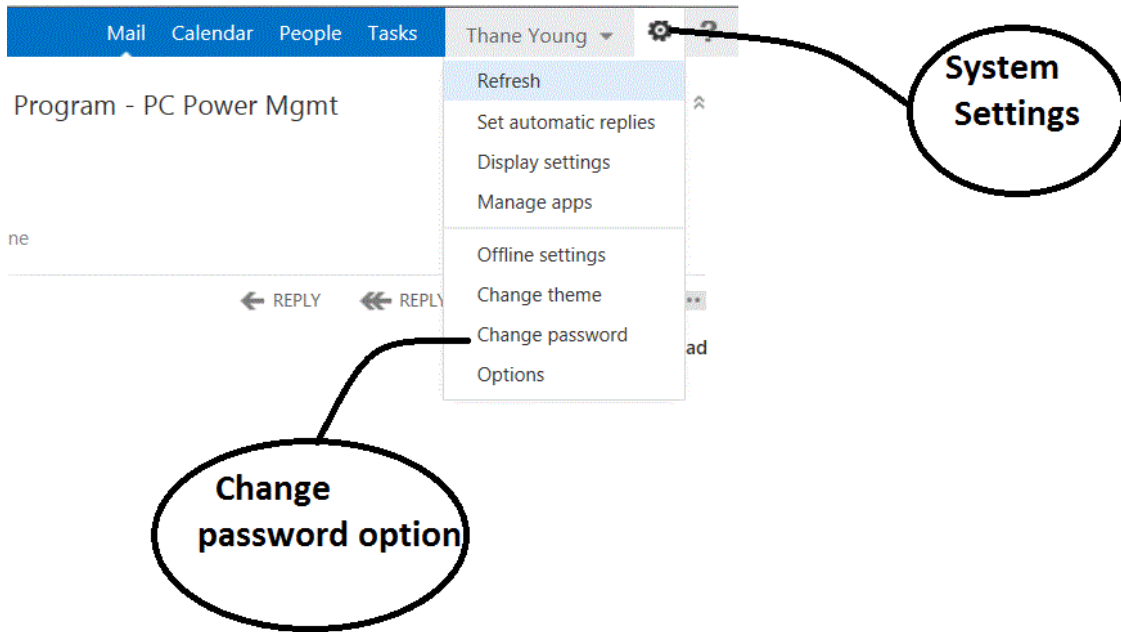
Step Two: Click on the 'Staff' link, then click on the 'E-mail System' link.

Step Three: You will be brought to the email login screen:



Step Four: Please enter the Email address and Password combination that has been given to You in the appropriate fields. Click the 'Sign In' link or just hit the Enter key on your keyboard.

Step Five: After accepting the time and location setting defaults for first time login, you may change your password. In the upper right and corner, click on the Settings icon: it is a graphic of a 'gear'. Then, select the 'Change Password' option. Your password must be a combination of: 1.Uppercase 2.Lowercase 3.Number or Symbol. Your password may NOT contain any portion of your name or it will generate an error. If you chose a password that does not conform to the requirements of the combination, it will generate an error.



Please feel free to contact Thane Young at 973.875.3101 ext 1267 should you have any problems setting your email up.