

2005 Email Exchange

Example Email Address

kenglert@keshequa.org



same ID as before

Background Info:

The district has installed a new in-house email exchange server. The e-mail system that this server provides will still allow you to access your school e-mail account from any computer that has a connection to the Internet (any classroom, the computer labs and even your home computer). Having an in-house server will allow the IT Staff to manage all aspects of email directly, without having to go through Edutech.

ID & Password Info:

Your email ID has not changed. It is identical to your current email account. However, we are unable to copy passwords from the old email system to this new one. Therefore, we have copied the password you use to log onto the computer network here at school as your email password. (ID = same as current email / PASSWORD – same as network)

Existing Messages:

As stated in a previous memo, you were asked to give notice if you wanted any existing email messages copied from the old system over to this new system. All existing messages have been moved, if you so indicated.

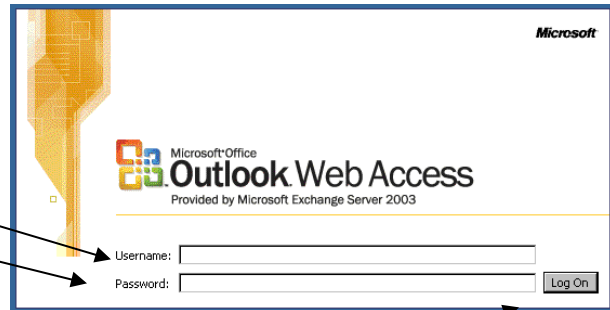
Following are detailed instructions for:

- How to Check Your Email
- What to Do With Your Messages
- How to Send a Message
- Using the Address Book

HOW TO CHECK YOUR EMAIL

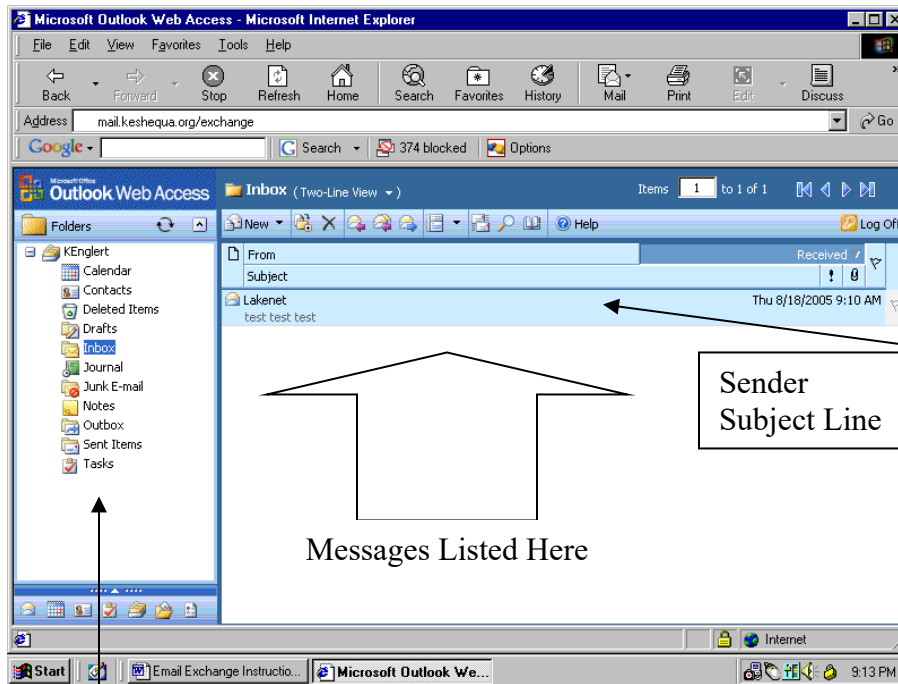
1. Start Microsoft Internet Explorer (or use the internet from anywhere)
2. Go to www.keshequa.org
3. Double-Click the Email Icon

The following log on page will come up:
Enter your Username (e.g. kenglert)
Enter your Password (email)



Click LOGON button

4. Enter your ID and Password where indicated and click LOGIN
You should see the following screen:



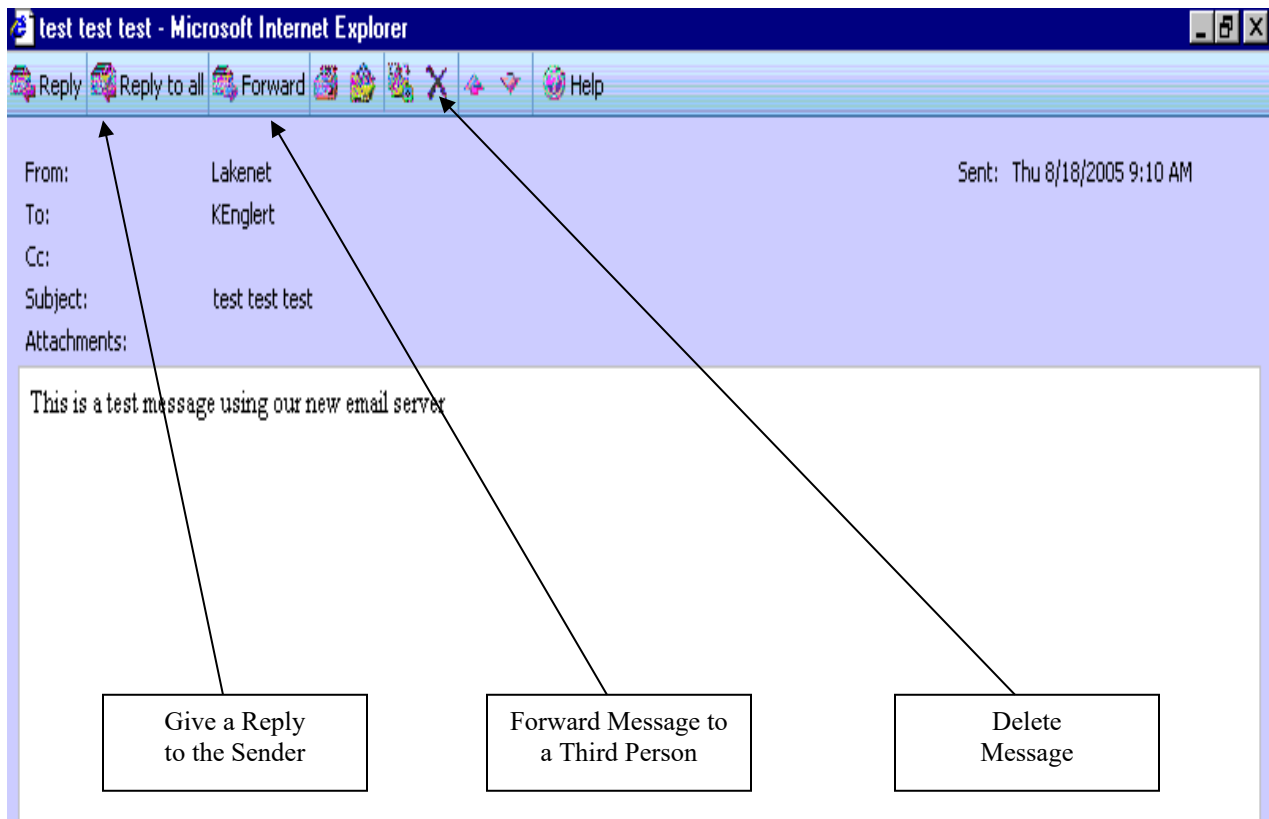
Email Task Frame

What Can You Do Now:

5. Read A Message: Double-click the envelope
6. Compose A Message: Click NEW

WHAT TO DO WITH YOUR MESSAGES

After double-clicking an envelope icon for a message,
A new window will open which displays the message:

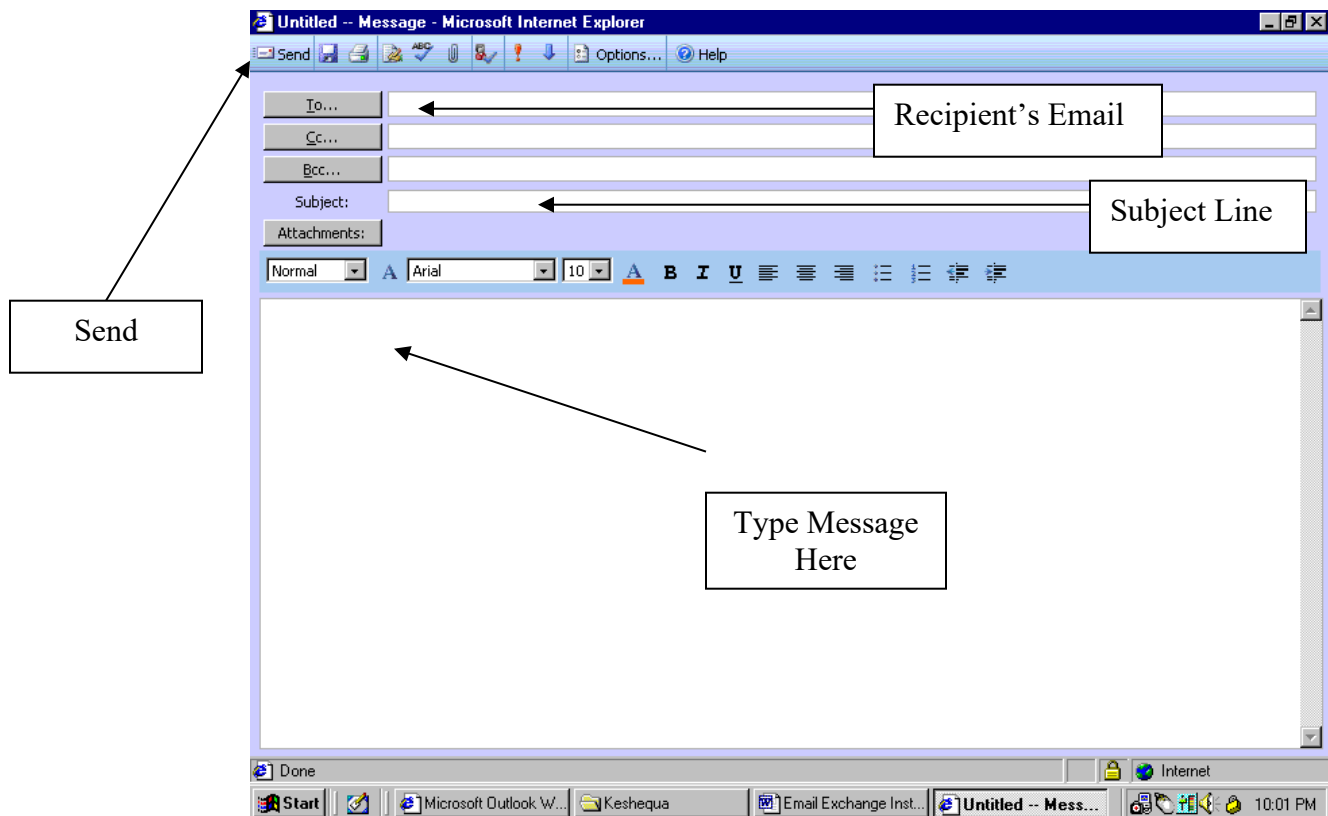


HOW TO COMPOSE A NEW MESSAGE

1. After logging into the Email system, click the NEW button.
The following screen will appear:

You must complete at least the following:

- ✓ Email address of person you are writing to
- ✓ Subject line information
- ✓ Message itself

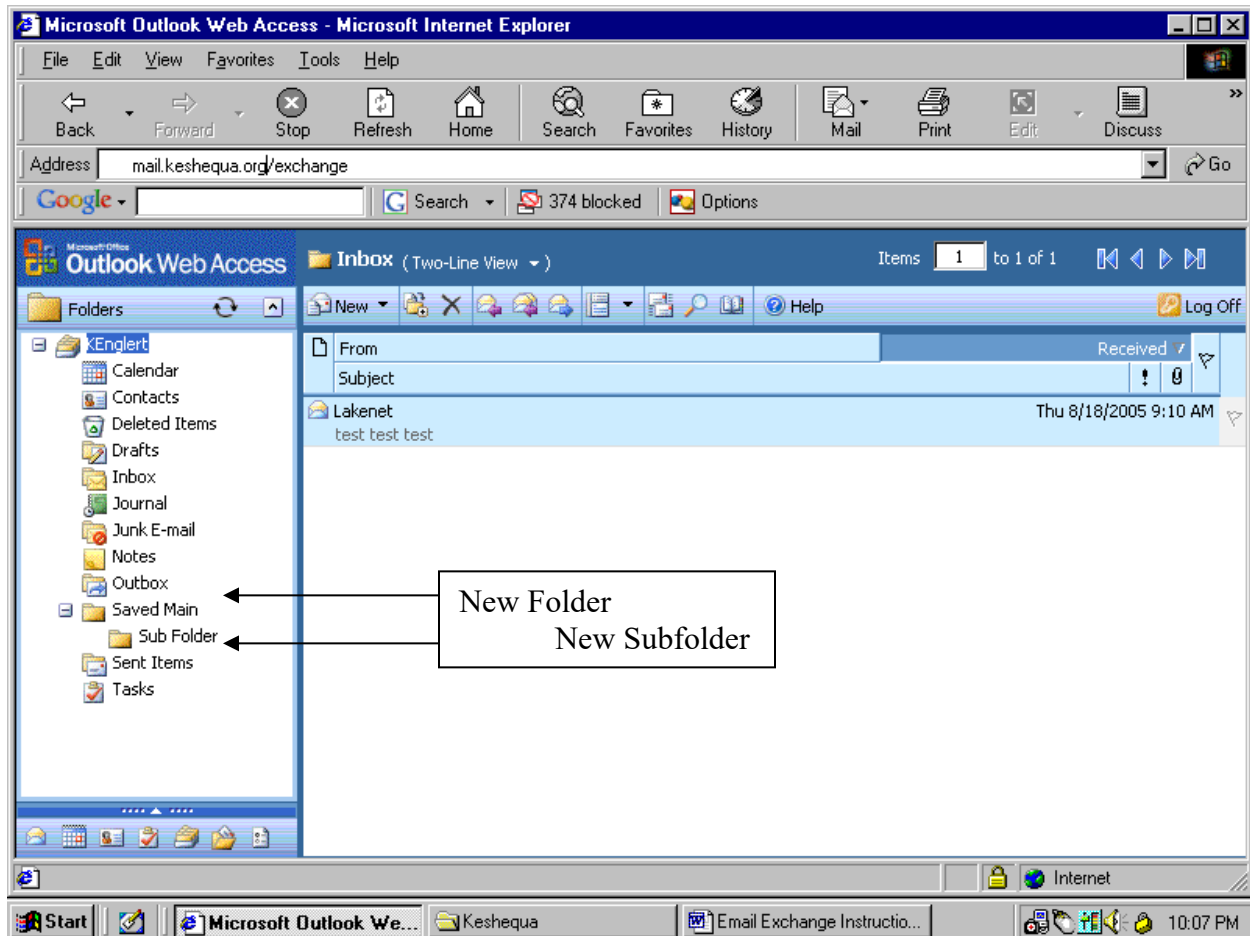


2. Then click the SEND button

SAVING A MESSAGE

1. Right-click on your mail ID
2. From the options box click “NEW FOLDER”
Give it a name

You can create as many folders & subfolders as you need



3. Click & drag the message into the correct folder or subfolder