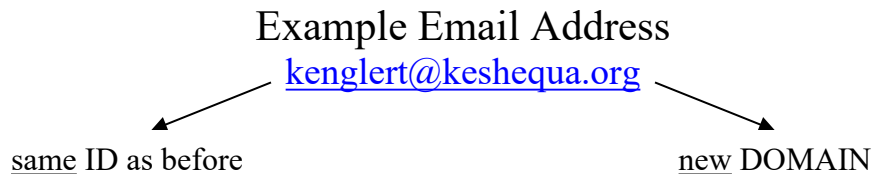


NEW ** KCS Email ** NEW



Background Info:

The e-mail system that Edutech is now providing 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). The program is called GroupWise.

ID Info:

Your email ID has not changed. It is identical to your ID for logging onto the computer network (first initial last name – kenglert). Because of duplicates however, some IDs are differentiated by a number at the end (e.g. rgreene2@keshequa.org).

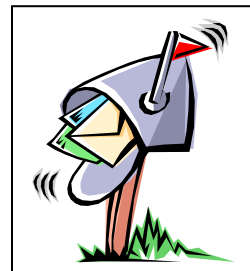
Password Info:

Your email password has been changed back to the initial default of email1. You will have to change this however. Your email password can be any word, number or combination. It can match your network password or your voicemail password if you wish. It is totally up to you. I will not have access to these passwords, therefore it needs to be something you will remember.

Following are detailed instructions for:

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

Let's Begin!



HOW TO CHANGE YOUR PASSWORD

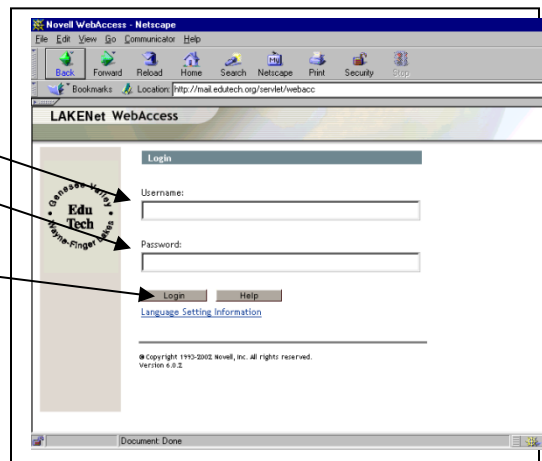
1. Start Microsoft Internet Explorer (or use the internet from anywhere)
2. Go to **www.keshequa.org**
3. All three school pages on our web site have a link to this new e-mail system.
Go to a school page and Click on *KCS EMAIL (New System)*

The following log on page will come up:

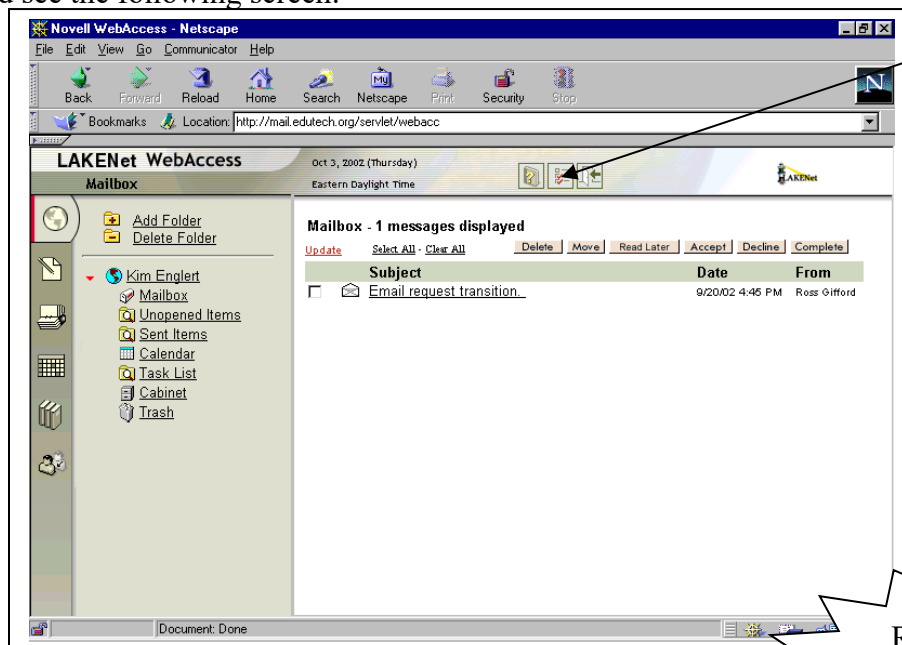
Enter your Username (e.g. kenglert)

Enter your Password (email)

Click LOGON button



You should see the following screen:

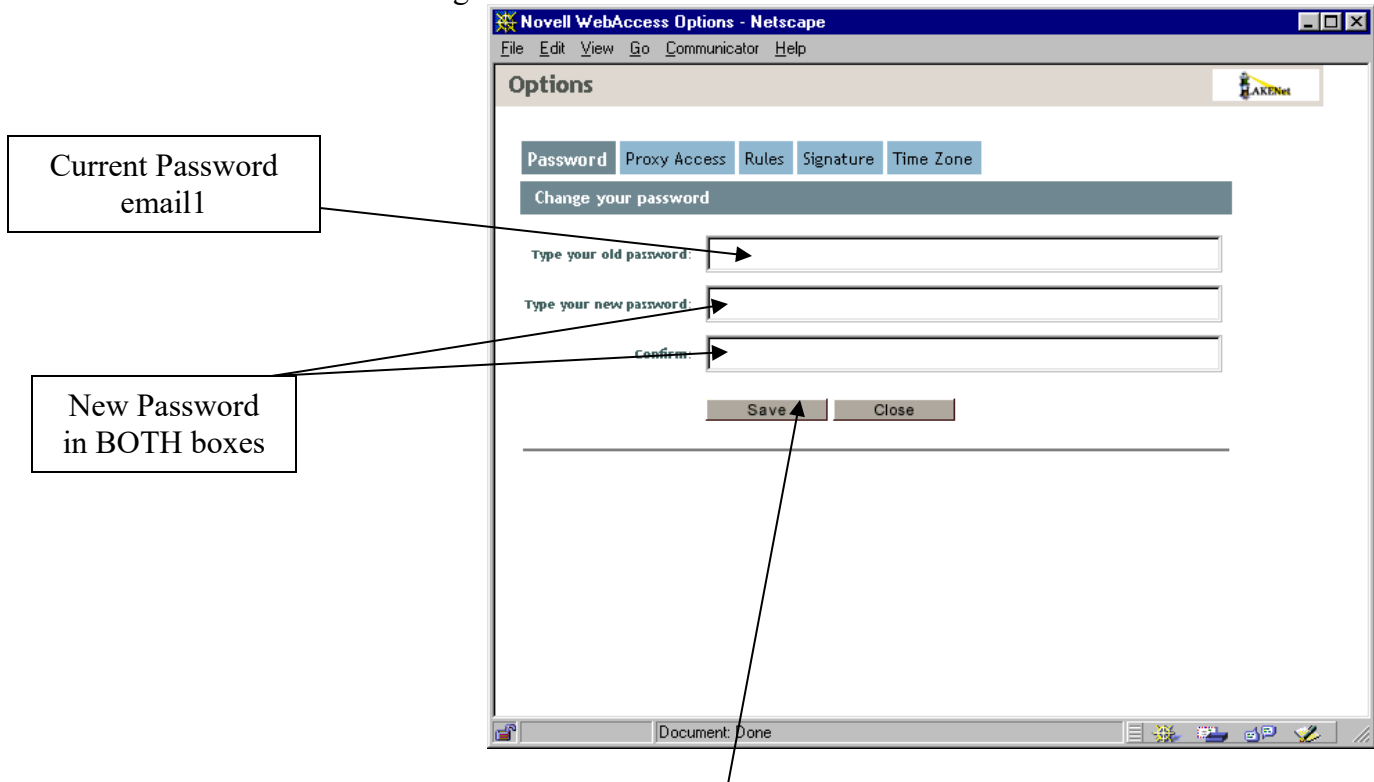


Options Button

REMEMBER
Passwords *ARE*
CaSe-sensitive

4. Click the OPTIONS button

You will see the following screen:



Type in the indicated information and then click the SAVE button.

You should get a confirmation
that your password has been changed successfully.

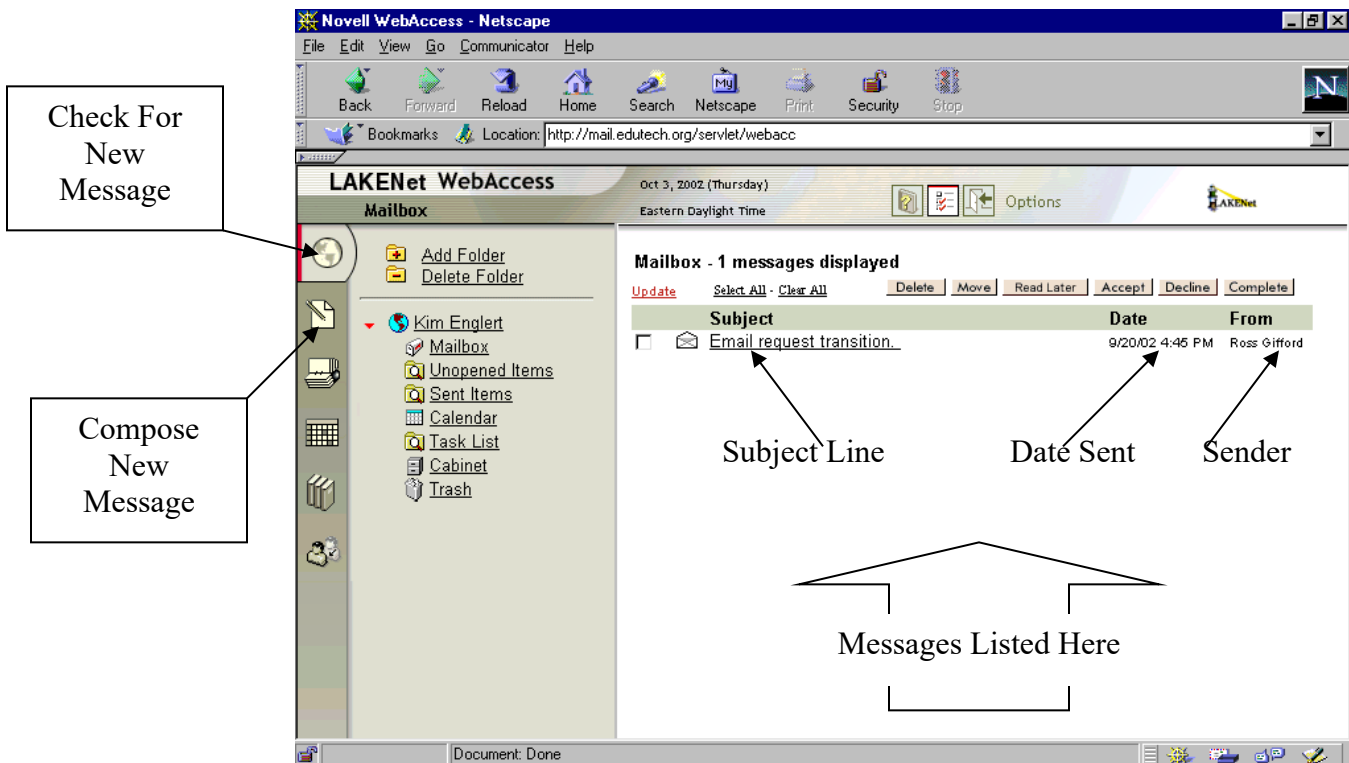
**** REMINDER ****

Your email password can be any word, number or combination.
It can match your network password or your voicemail password if you wish.
It is totally up to you.

We will NOT have access to these passwords,
therefore it needs to be something you will remember.

HOW TO CHECK YOUR EMAIL

1. Start Microsoft Internet Explorer (or use the internet from anywhere)
2. Go to www.keshequa.org
3. All three school pages on our web site have a link to this new e-mail system. Go to a school page and Click on *KCS EMAIL (New System)*
4. Enter your ID and Password where indicated and click LOGIN
You should see the following screen:

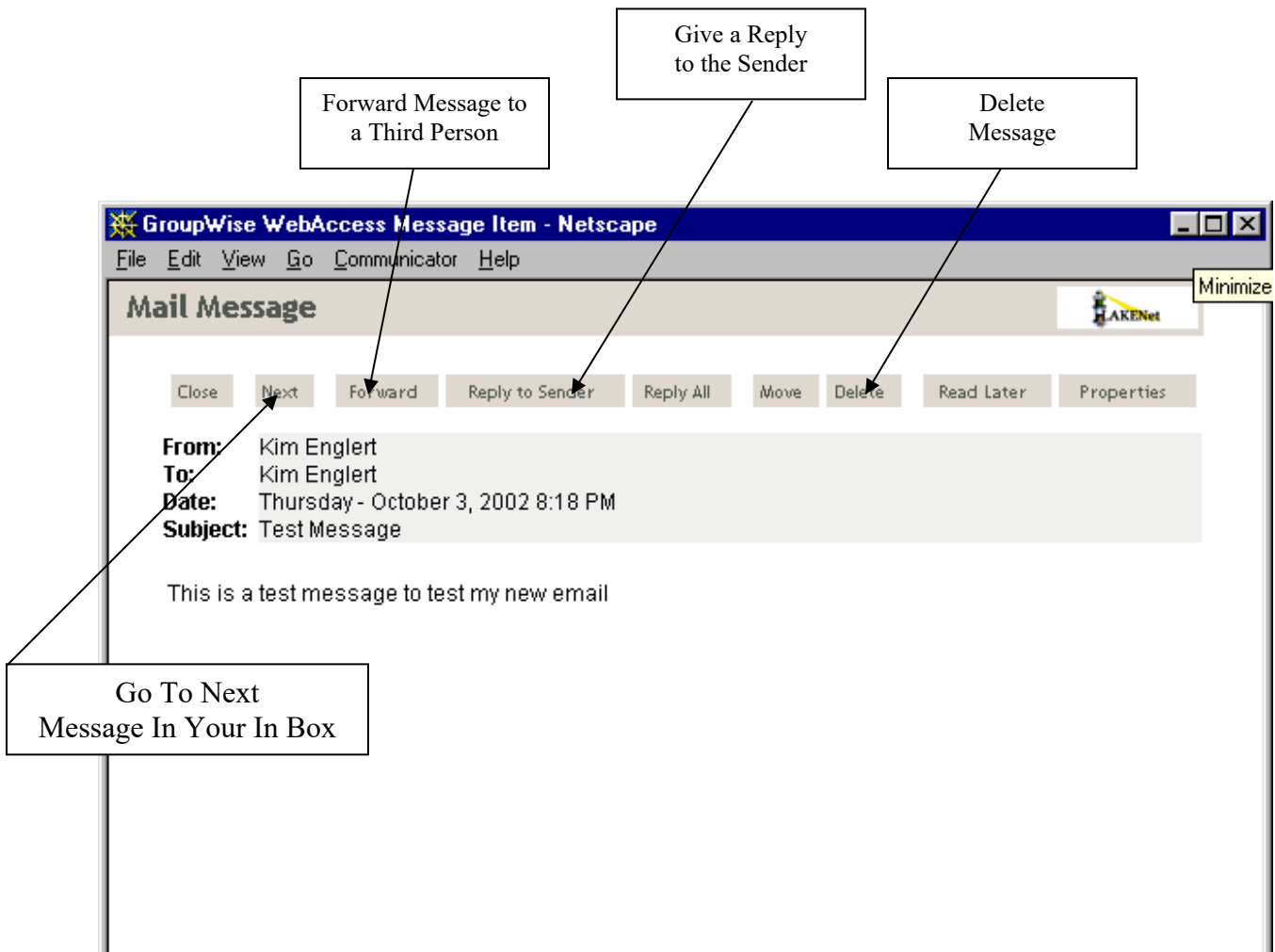


What Can You Do Now:

5. Read A Message: click on the subject line for that message.
6. Look for New Messages: click the GLOBE to the left.
7. Compose a Message to Someone Else: click the PAPER & PENCIL to the left.

WHAT TO DO WITH YOUR MESSAGES

After clicking on Subject line:



You can: Forward Message to a Third Party

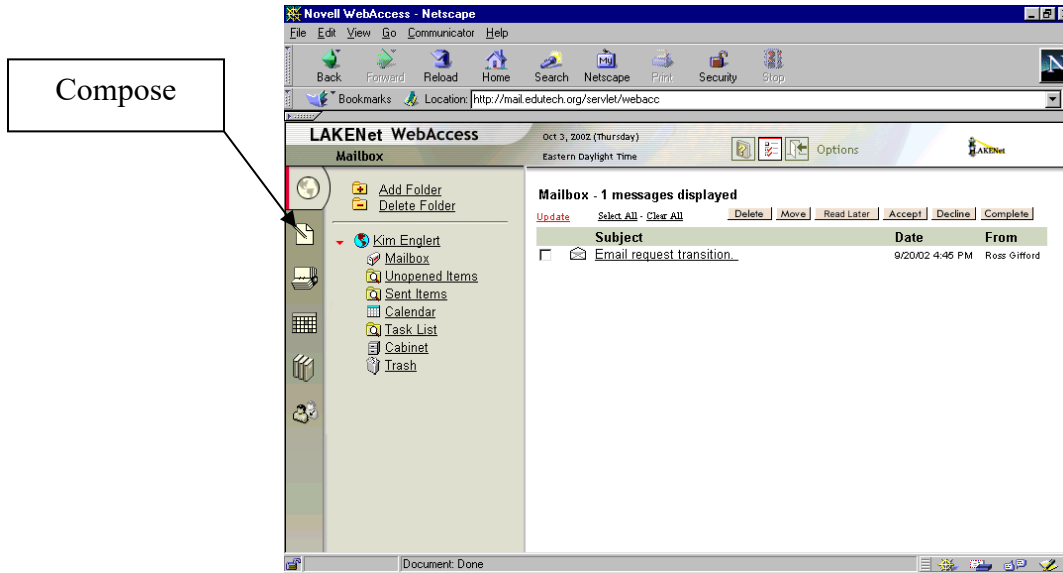
You can: Send a Reply to The Sender

You can: Delete The Message

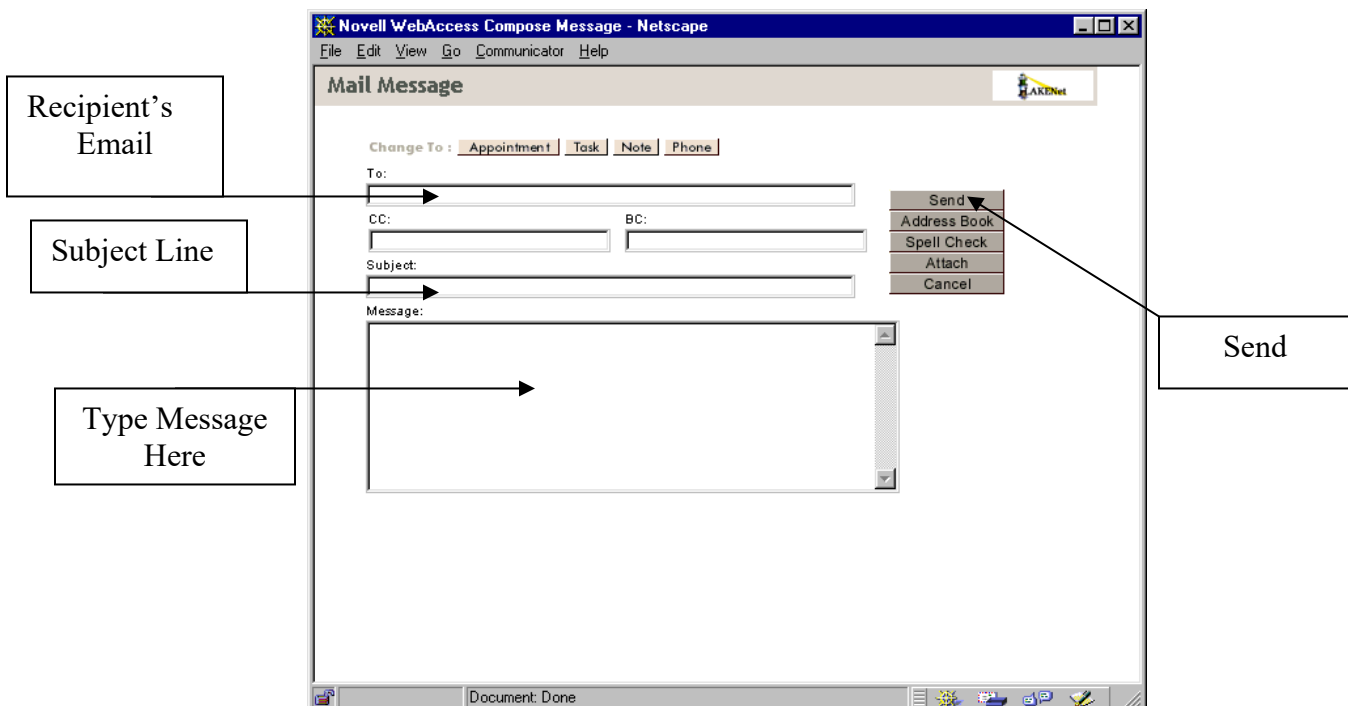
You can: Go To Next Message in Your In Box

HOW TO COMPOSE A NEW MESSAGE

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



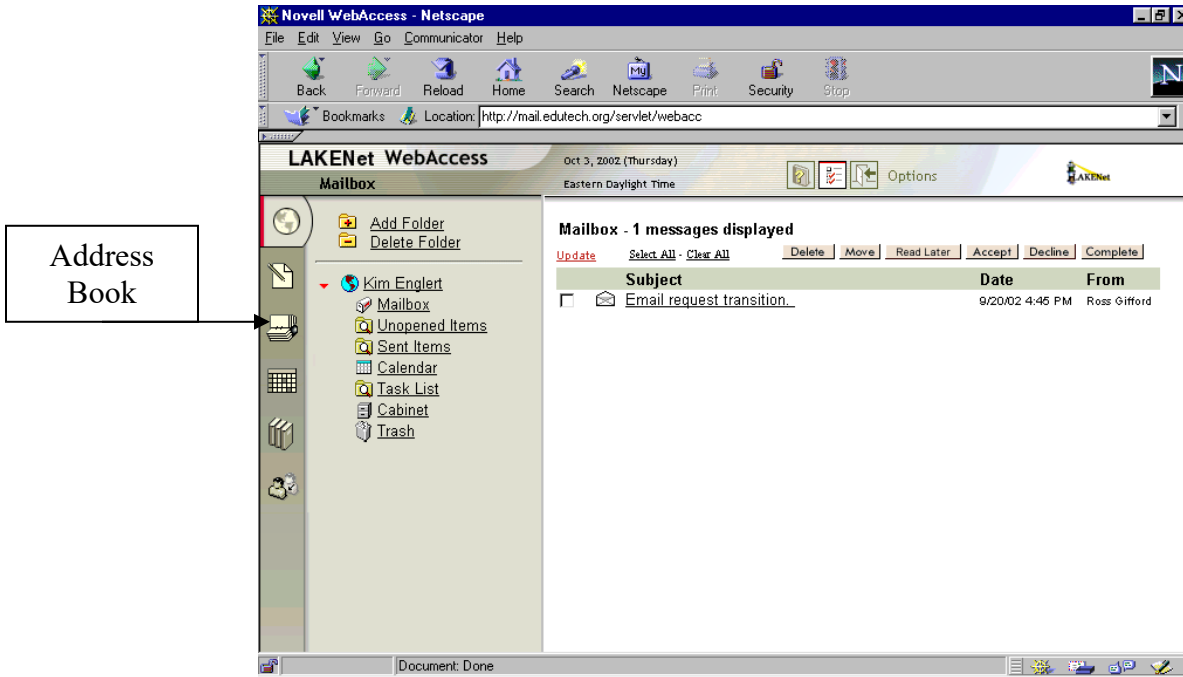
2. You must complete at least the following:
 - ✓ Email address of person you are writing to
 - ✓ Subject line information
 - ✓ Message itself



3. Then click the SEND button

USING THE ADDRESS BOOK OPTION

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



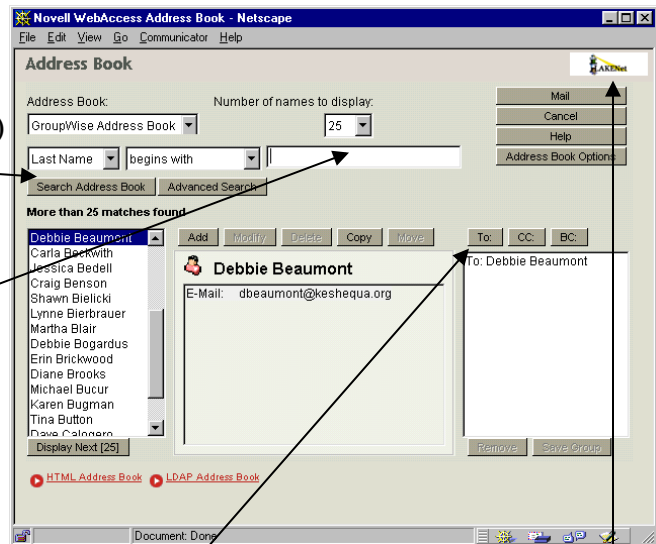
The GroupWise Address Book is the default.
This address book already contains all the e-mail addresses for our district.

Click SEARCH ADDRESS BOOK button
to get a list in alphabetical order (25 at a time)

or

Enter the last name of the person you want
and click the SEARCH button.

Once Found



Click TO: button

the MAIL button

You will then automatically go to the composition screen