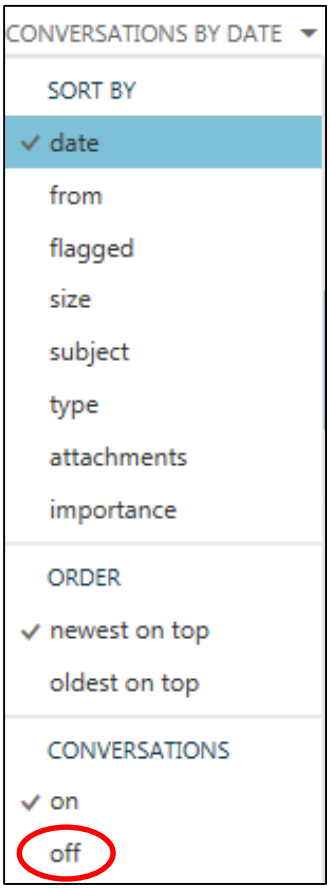
Highlights of the Updated Webmail

Conversations:



The conversation view keeps all of your messages concerning one initial email together in a group for easy accessibility.

NOTE - Messages are defaulted to sort by DATE, however you can change this by clicking the **CONVERSATIONS BY _____** bar and making your choice.

If you do not like the conversation view, you can turn them off at the bottom of the box. This will allow you to see each individual email as its own. They will NOT be grouped together.

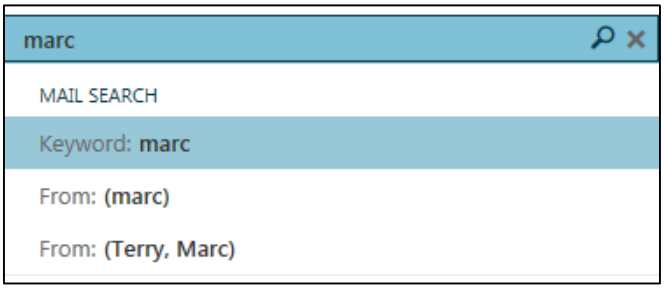
You can still sort emails when conversations are turned off. The bar will now read **Items By _____**.

NOTE If conversations are turned on and you receive emails without subjects, all of these emails will be grouped together.

Search Toolbar:

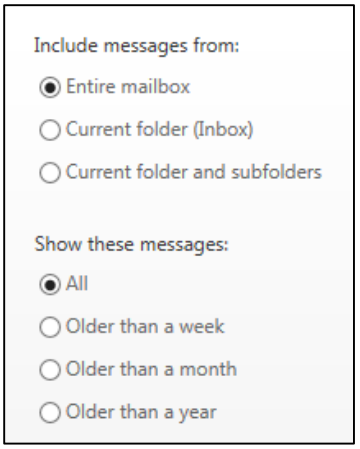
You can search all of your emails for a particular word or name.

After you type your keyword in the Search area, you will see a drop down box appear. You can narrow your search by clicking the line for the keyword match or look at emails from a particular person. Click on the line you would like and only emails that relate to this search will be displayed.



To clear the search, click the “x” at the end of the search bar.

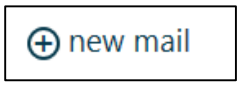
You can narrow the search even farther by choosing an option on the far left.



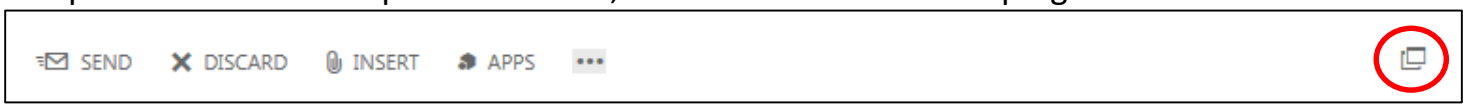
NOTE - You do not need to type the entire name or keyword. The search will locate partials.

Creating a New Email:

To create a new email, click the **new mail** button in the top left corner.

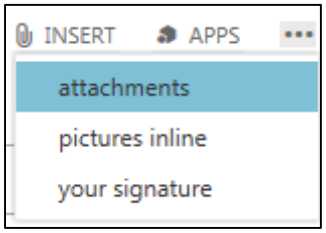


To open the email in a separate window, click the button in the top right corner of the email.

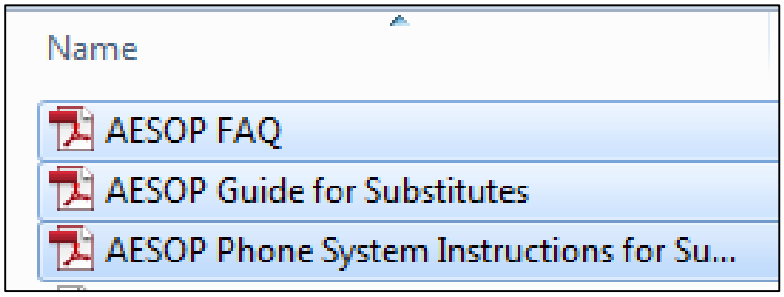


Inserting Attachments:

To attach a document, click the **Insert** button and choose **Attachments**. Navigate to find the document and double-click it to attach.



NOTE - You can select more than one document at a time.



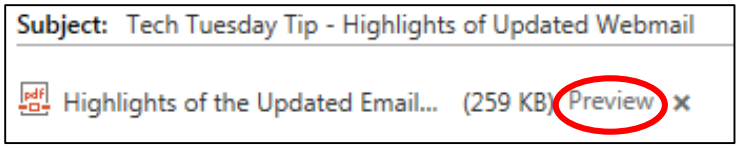
Click **<u>once</u>** on the first attachment to highlight it.

*If the documents are altogether, you can hold in the **<u>SHIFT</u>** key and click once on the last document to be attached. This will highlight them all.

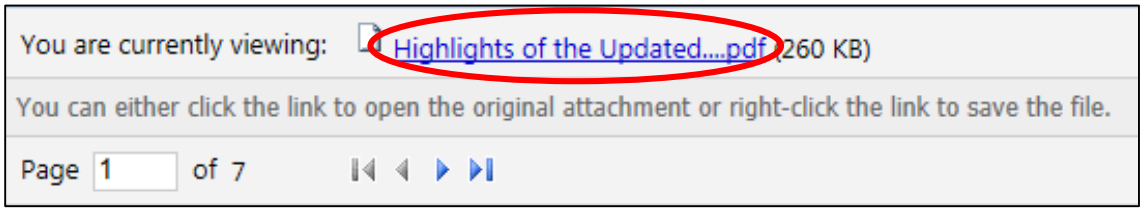
*If the documents are not altogether, hold in the **<u>CTRL</u>** key and click once on the other documents you wish to attach.
Documents must be in the same folder location in order to do this shortcut.

When you are finished, press the **OPEN** button at the bottom.

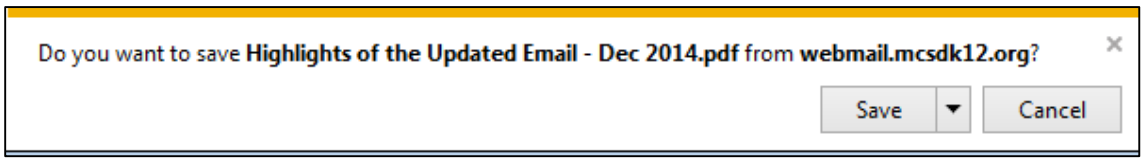
When you receive an email with an attachment, you can preview the attachment without opening and/or saving it. Press the **Preview** button. If the document is more than 1 page, you can press the arrows to advance to view the other pages.



From the preview mode, you have the option of opening the physical document. Click the document title. This is a link.

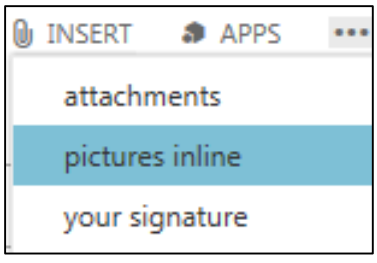


If you click on the link, you will be prompted to save the document and then you can open it.



Inserting Pictures:

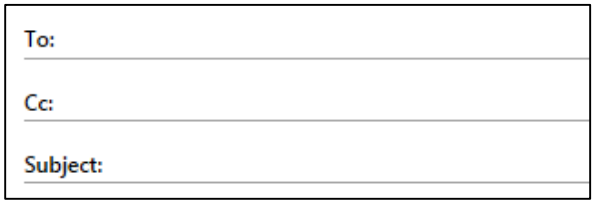
Insert also allows you to insert a picture in the body of your email. Choose **Pictures Inline**. Navigate to find your saved picture and double-click it.



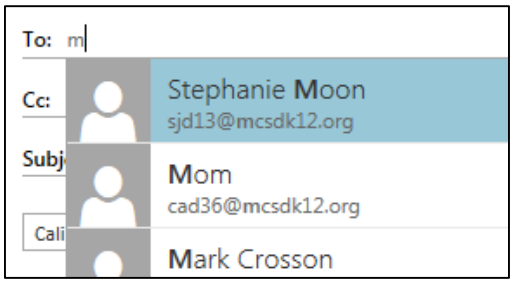
NOTE - Do **NOT** copy and paste pictures into an email. When they are received by other users, the pictures may not display.

Adding Recipient Names:

Click beside the word “To” and begin typing either the first or last name.



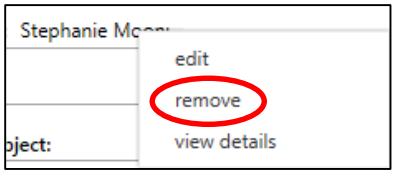
A list of suggested recipients will appear. The most frequently emailed persons matching the keyword search will appear in the drop down. If the person you are searching for does not appear in the dropdown, click the line at the bottom of the drop down that says “**Search Contacts and Directory**”.



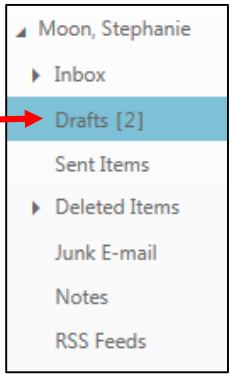
The search will include district employee and student accounts as well as your specific contacts that you have entered into the system.

Click on the name you would like to add. Repeat the process to add more recipients.

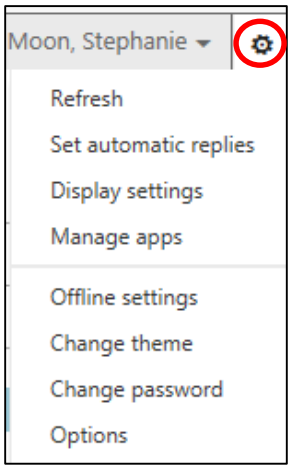
To remove a recipient name, right-click on their name and choose **Remove**.



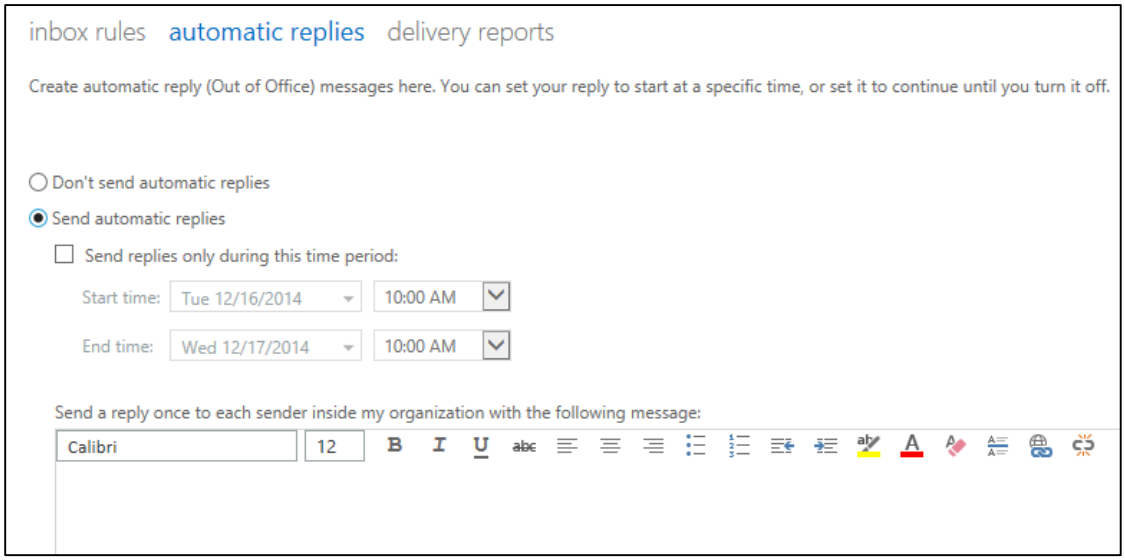
If you click off of the email before you send it, it will be saved in the Drafts folder. When you click to open the email, you will need to select **CONTINUE EDITING** in the top right corner before you can continue the email.



Setting Automatic Replies:



Click the Settings button in the top right corner of the screen and choose **Set Automatic Replies**.

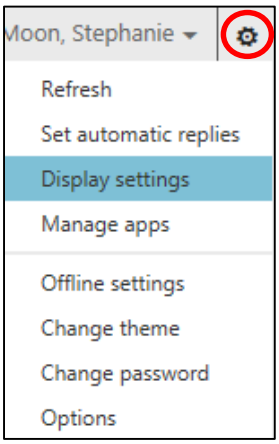


Choose your start and end dates and times. Type your message in the box provided. This email will automatically be sent to anyone who tries to email you during this time period.

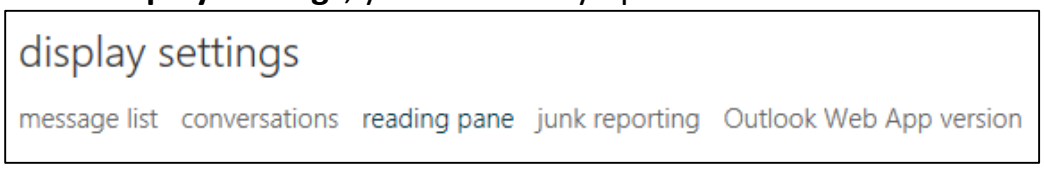
When you are finished, press SAVE at the bottom.

To go back to your main display, click the arrow in the top left corner of the screen.

Display Settings:



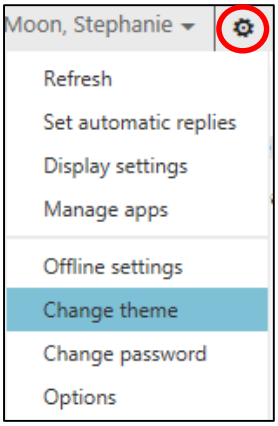
In the **Display Settings**, you have many options. You can:



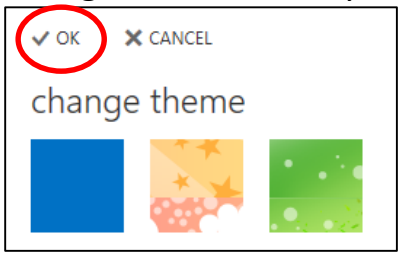
- Change the layout and preview of your messages
- Control the display of your conversations
- Select a location of your reading pane
- Choose to use the Light Version of Outlook

After you make your selections, press OK in the top left corner.

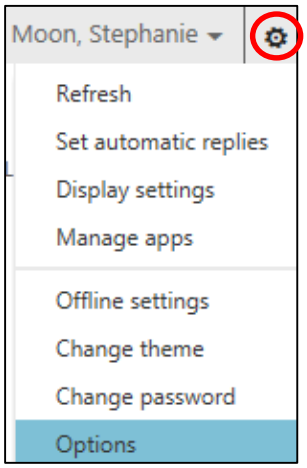
Change Theme:

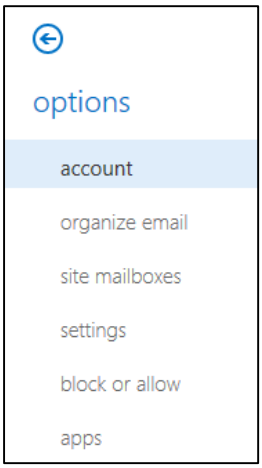


Select a new theme display by clicking on the **Settings** button and choosing **Change Theme**. Make your selection and press OK.



Options:





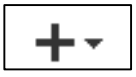
Click on the **Settings** button and choose **Options**. On the right side of the Options screen, you have several categories.

In the **Account section** you can:

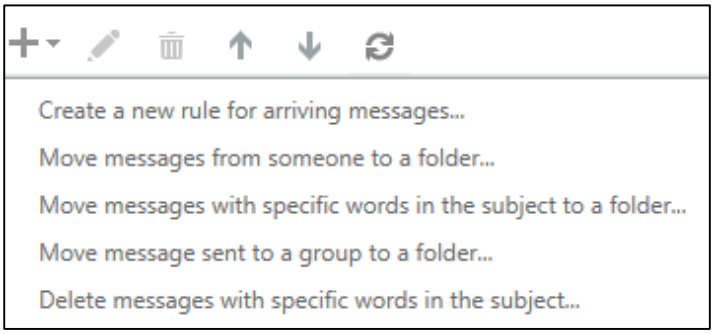
- View how much storage space you have available.
- Set automatic replies
- Change your password
- *NOTE* - You may see an option in this section to connect your mobile phone or device to this account. You will **NOT** be able to perform this function.

In the **Organize Email section** you can:

- Set automatic replies
- Create an Inbox Rule. This feature allows you to determine how mail will be handled upon receipt. The rules are listed when you press the drop down arrow after the plus sign. You can always delete a rule or just turn it off.



Sample Rules Include:



In the **Settings section** you can:

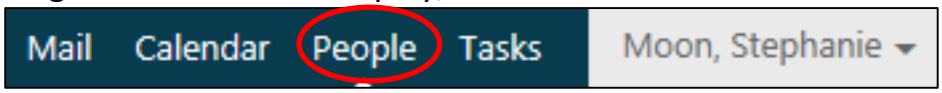
- Create an Email Signature
- Control the message format and options
- Manipulate the Reading Pane and Conversations
- Change the appearance of your calendar
- Control the settings for your reminders

NOTE - Make sure that you press **SAVE** if you make any changes.

To go back to your main display, click the arrow in the top left corner of the screen.

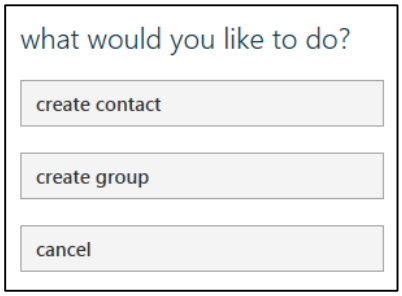
Creating Contacts and Groups:

To get to the Contact display, click the **PEOPLE** button at the top of your screen.



Click on **New** in the top left corner and a pop up box will appear.

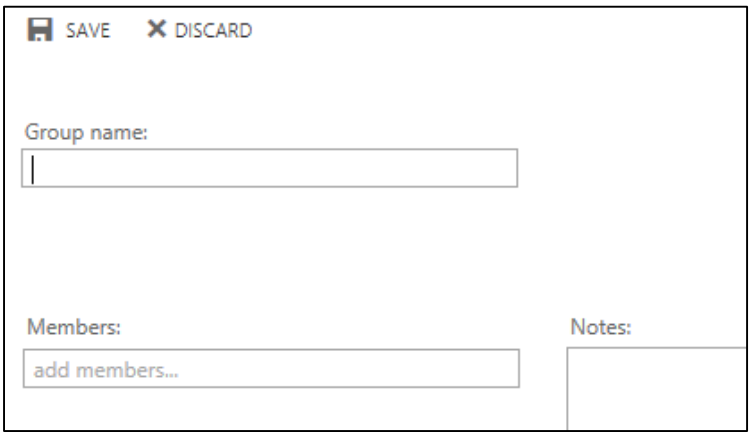
Select either **Create Contact** (one person) or **Create Group** (a list of people).



Contacts:

Fill in the information that you want and then press **SAVE** at the top.

Group (Distribution List):

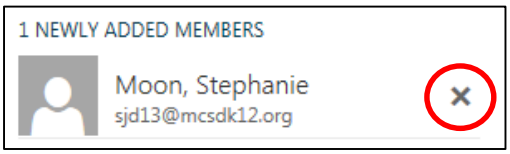


Add a **title** for your group in the **Group Name** box.

To add people to the group, begin typing the person's first or last name or their email address. A popup box will appear with suggestions. If the person does not appear in the drop down list, click on the line under the suggestions that says **Search Contacts and Directory**.

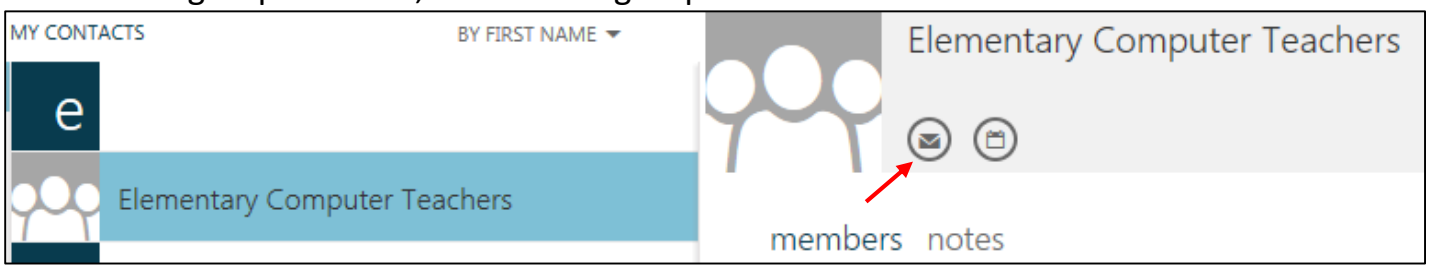
Click on the name once to add it to the group.
Continue the process until all names have been added.

To delete a person, click the "x" beside their name.



When you are finished, press **SAVE** at the top.

To send the group an email, click on the group name.



The members will be listed on the right.
Click on the **send mail** icon.

To schedule a meeting, click the icon beside the send mail icon.

To edit the group, click the **Edit** button on the far right.
To delete the group, click the three dots and choose **Delete**.