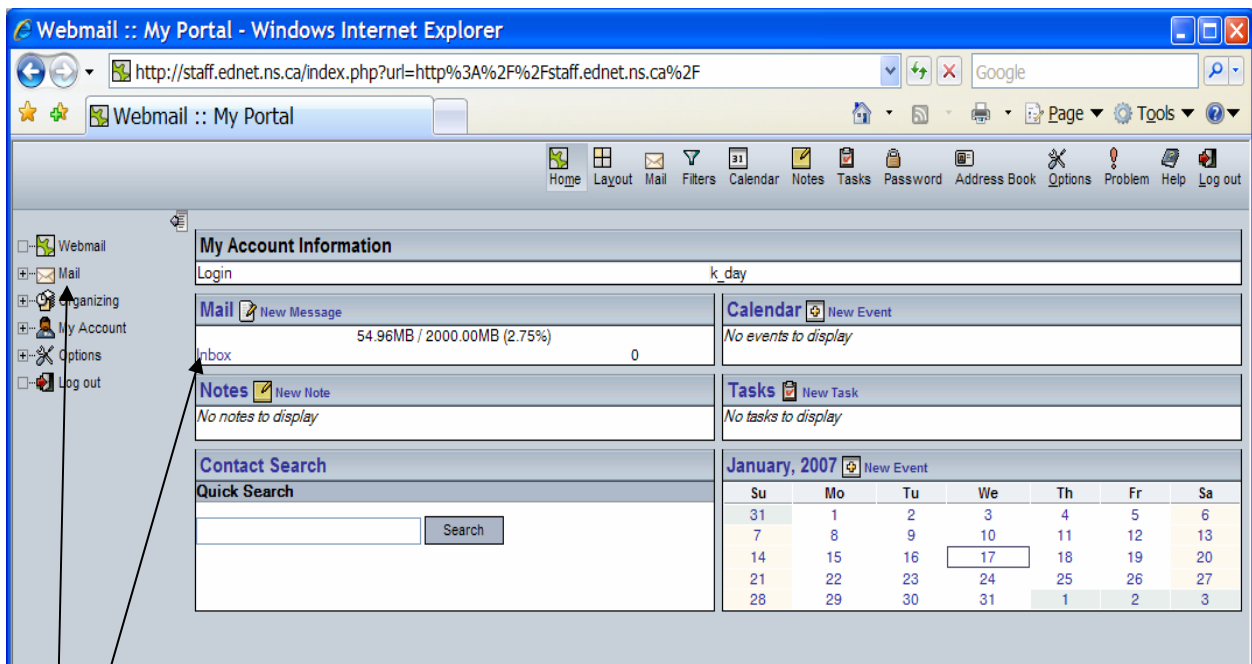


Introduction to our new email program

As many of you may now realize, we have a new email program at the school. Remember, new is not bad, its just different. And learning is fun! To help you get familiar with the new system, I was asked to put together a few pointers....

- The screen that now appears when you log on to your email account will look like this. Remember, the log on site, user name and password will still be the same as your old information.
(staff.ednet.ns.ca)

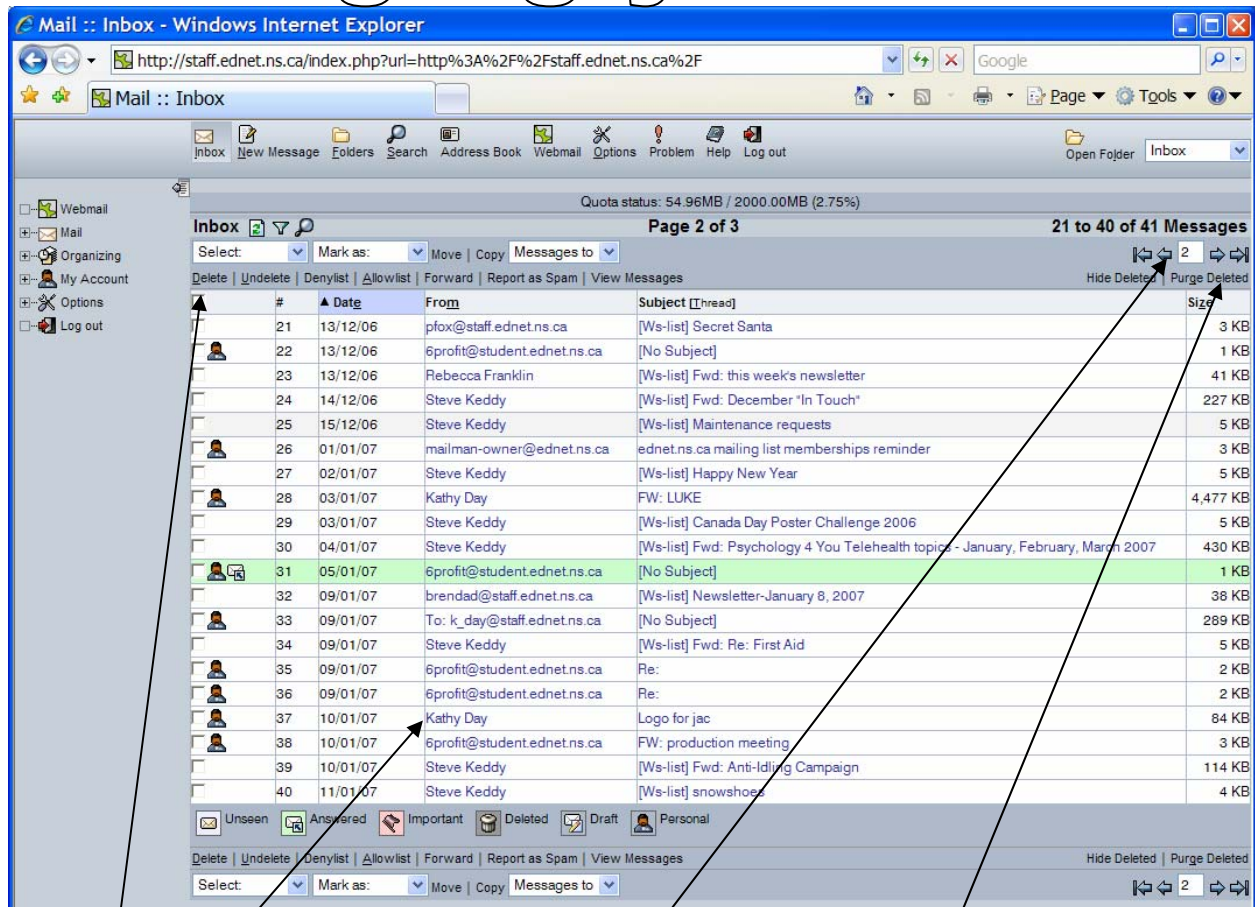


- If all you are interested in is accessing your email, click on the word **INBOX** under the mail section. You can also click on the word **MAIL** in the menu.

If you want the screen to appear as it did before the upgrade you can change your personal settings by doing the following:

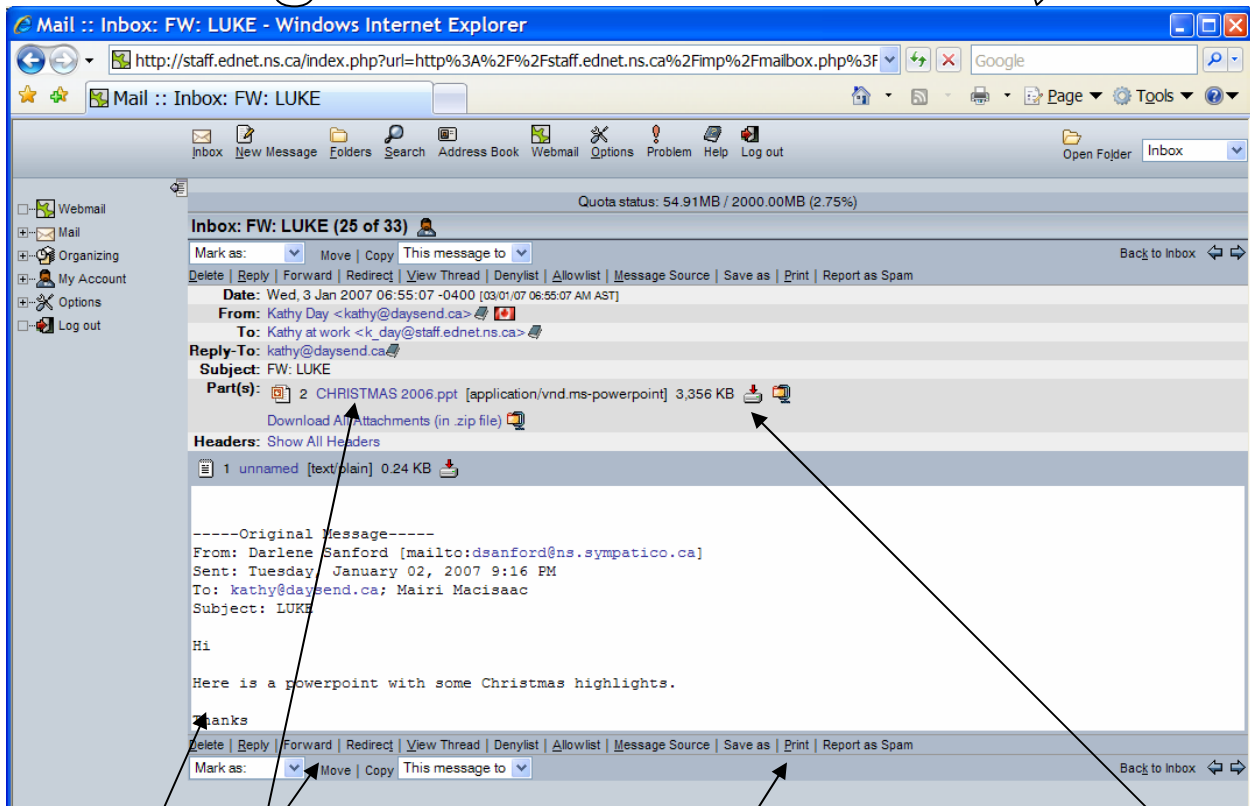
- Click on the **OPTIONS** menu.
- Select **GLOBAL OPTIONS** from the **EDIT OPTIONS FOR** pull down
- Click **DISPLAY OPTIONS**
- Select **MAIL** under “What application should EDnet Web E-Mail display after login?”
- Unclick the check box to the left of “Show EDnet Web E-Mail Menu on the left?”
- Click on **SAVE OPTIONS**
- Click the mail icon from the menu list across the top

Managing your Email



- To open an email, click on the name of the person who sent you the email.
- There is lots of other information on this page, like date sent, it will be green if you answered the email, etc.
- The number of email messages you have will be listed at the top. You may have to go back or forward to find an email you are looking for. Use these arrows.
- If you want to delete email that you don't think you need to keep, check the delete box on the email you want to get rid of, then hit delete at the top of the column. The email should now be highlighted in gray. To purge these, or get them off your computer you have to hit the purge deleted key.

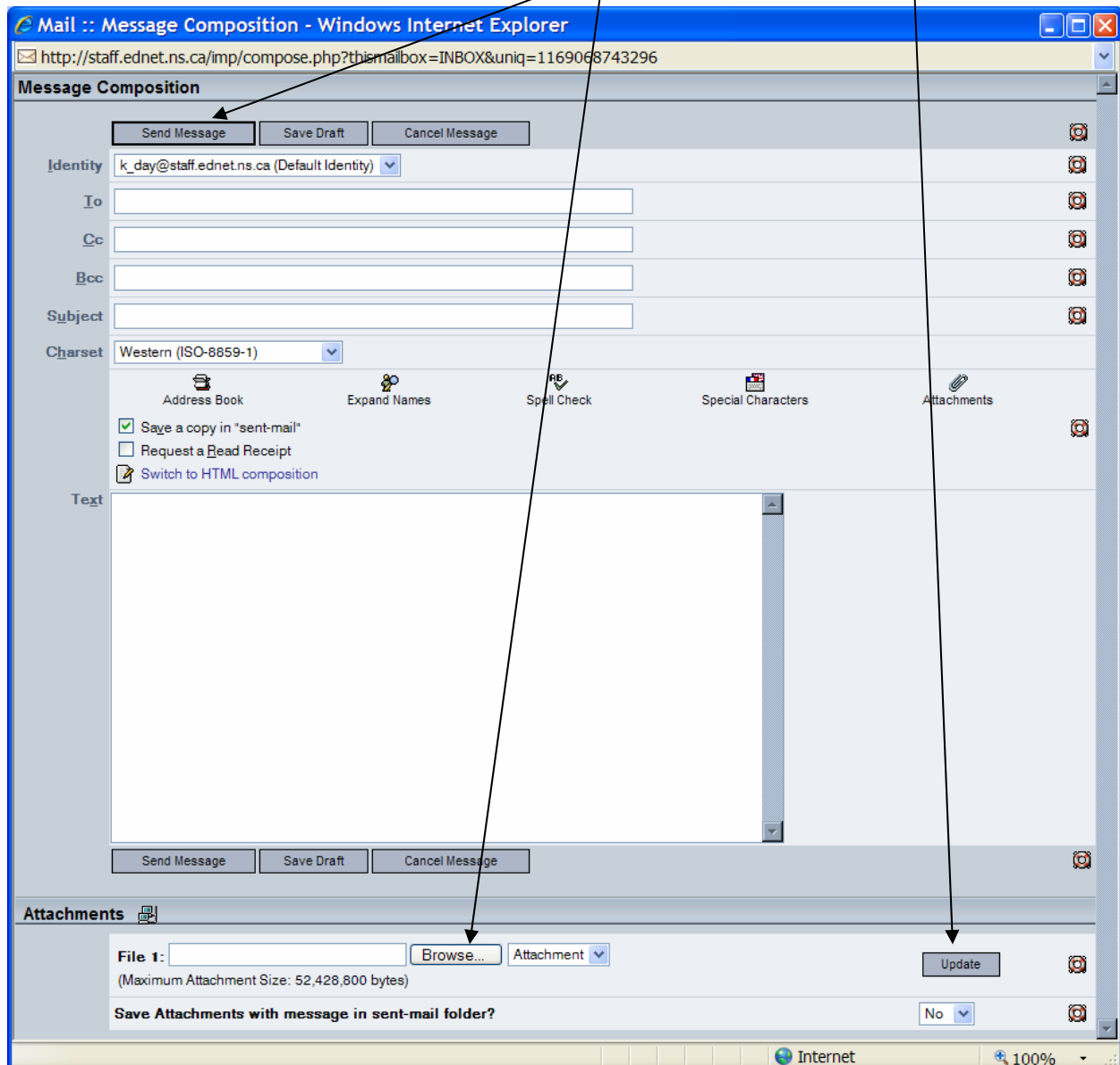
Adding an Attachment, etc.



- When you open an email that has an attachment, you click on this button. This will give you the option to save the attachment in I file you will specify or open the attachment. This will only work if the program you need to view the attachment is available on the computer that you are working on
- You can also reply to a message
- Forward it to someone else, or your home account
- You can print your email

Adding an Attachment

- To send an email you need to click on **NEW MESSAGE** and a box like this will appear
- Type in the recipient's email address in the **TO** box
- To attach a file (a document or picture, etc.) go to **BROWSE** and find the file that you want to attach. Then click on **UPDATE** to add the attachment. The file should appear at the top of your screen saying that it is attached. Then hit **SEND MESSAGE**.



There are lots of other things you can do with this new program.

- You can have a personal calendar - click on ADD EVENT to personalize your calendar
- You can create a task list
- You can make notes for yourself
- You can create an address book of email contacts
- You can use the space the school board provides to all staff to save copies of files or to move files from home to work
- You can customize the layout (or appearance of your screen)
- You can use the chat feature
- You can review sent messages (click on Mail, then SENT MAIL)
- But most importantly, if you want to figure out how to do something and are not sure, use the HELP button. The answers to your questions are only a click away.