

## OUTLOOK's WEB INTERNET EMAIL – BASICS

### ACCESSING YOUR MAILBOX

Double-click your Internet Explorer icon to get to the Web:



The browser should automatically open to the official Hempstead Schools home page.

( address = [WWW.HEMPSTEADSCHOOLS.ORG](http://WWW.HEMPSTEADSCHOOLS.ORG) ). If your home page is not Hempstead Schools, type in the address and press the RETURN key.

The following window will appear:

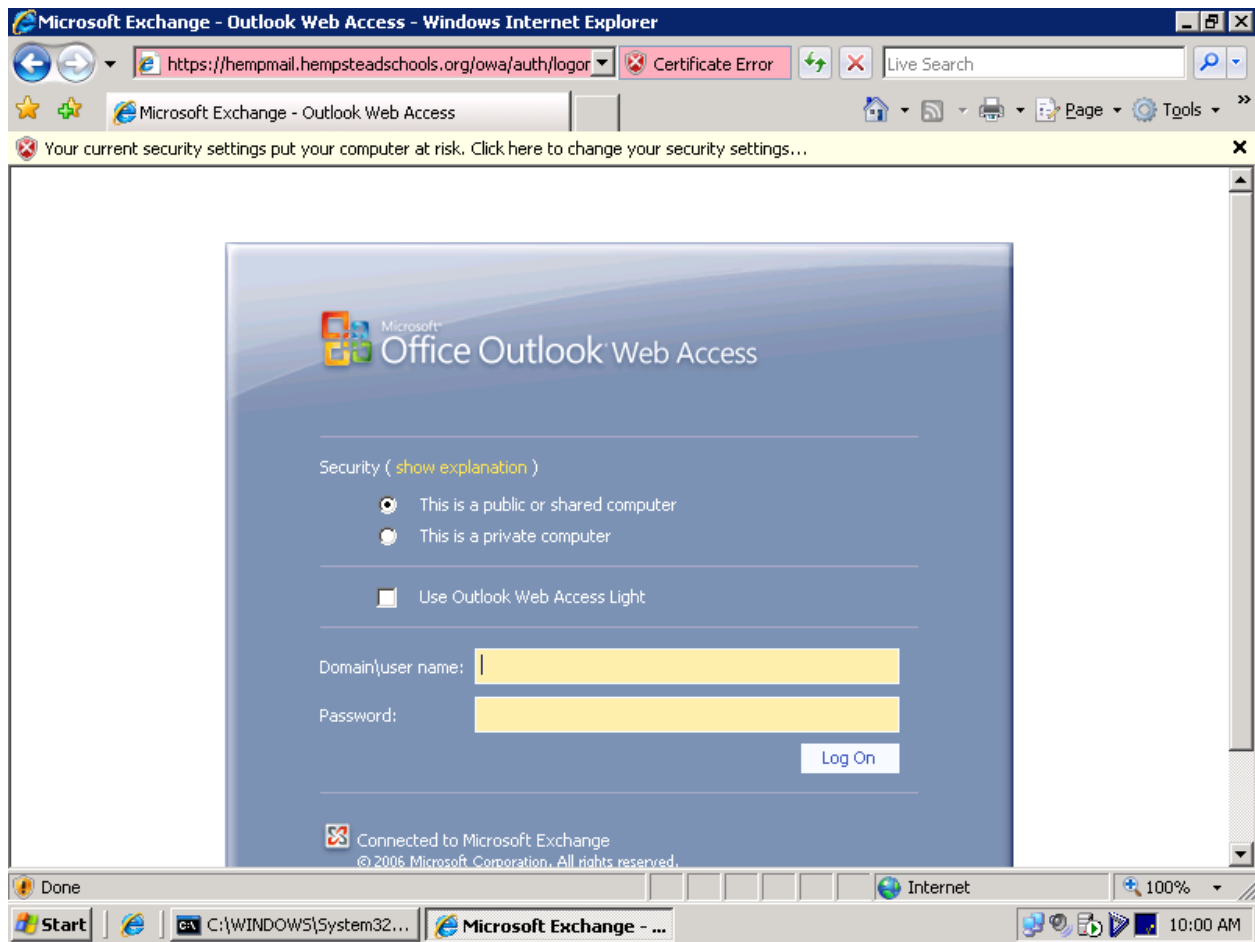


The screenshot shows the Hempstead UFSD website. At the top, there is a blue header with the text "Hempstead UFSD" and "Excellence In Education". To the right of the header is the Hempstead Public Schools logo. Below the header is a navigation menu with links for Home, Schools, Board of Education, Administration/Contacts, Parents, Students, and Teacher/Staff Resources. The main content area is yellow and features a tiger mascot on the left. The text reads "Welcome to the Hempstead Public School District's Website" and "School District Events Upcoming". There are two event listings: "Board of Education - Regular Meeting" on Thursday, November 15, 2007 at 7:00 PM at A.B.G.S. Middle School, and "Board of Education - Special Meeting" on Monday, November 19, 2007 at 7:00 PM at the Superintendent's Office. At the bottom, there is a mission statement, contact information for Hempstead Union Free School District, and two email links: "In District Email" and "Off Site District Email".

On the bottom of the home page you will find a link for district web mail.

Double click on it.

Select continue to this website and the following page will appear.



***USERNAME = >>>SAME AS YOUR NETWORK LOGON USERNAME***

***PASSWORD = >>>SAME AS YOUR NETWORK LOGON PASSWORD<<<***

***Click OK to see your mailbox.***

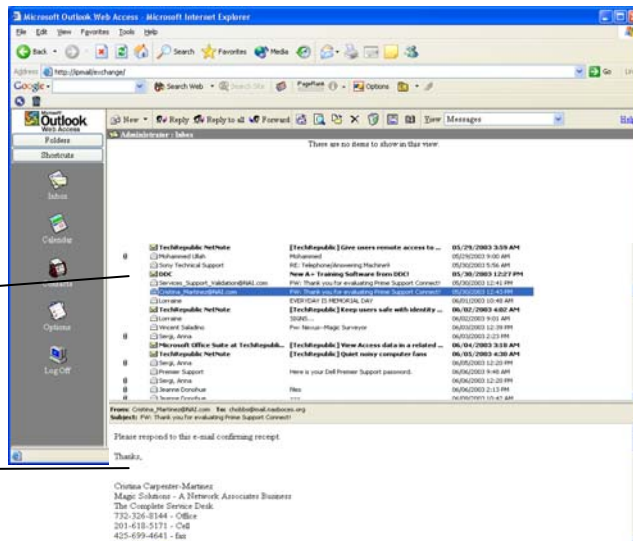
## READING YOUR MAIL

The Outlook Web Access window will appear; the Inbox should be immediately visible. If it is not, click the Inbox icon in the gray, vertical list of shortcuts:

Your mail will appear listed in the "Inbox" area.

Unread messages will be in bold.

To see a message, click once on it. The message will "highlight" in blue, and it will appear in the "View" area.

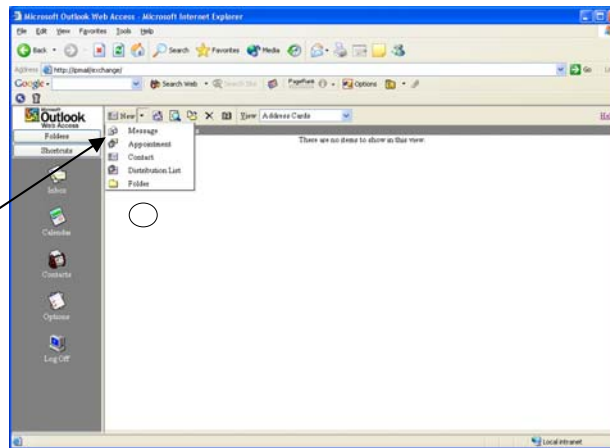


### **CAUTION!** Viruses travel easily in email.

Do not open email or attachments from senders you do not recognize or with subjects that sound suspicious. Some viruses are smart enough to disguise themselves using email addresses of people you do know. If you are uncertain, call the sender and ask if they sent the message.

## SENDING A MESSAGE

On the Outlook toolbar, click the tiny down-arrow next to New, then select, Message.



### (SENDING A MESSAGE – cont'd)

The Message window appears:

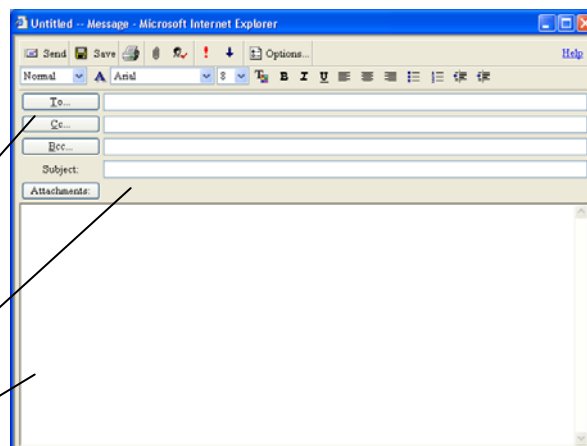
Click the wide To... button to access your school's address book, or type your recipient's complete email address in the empty box next to the "To" button.

"Carbon copies" (Cc) and "Blind copies" (Bcc) can also be send.

Next, type a subject in the "Subject" box.

Type your message in the large empty box.

When finished click the "Send" button at the top of the screen:



## DELETING OLD/ UNWANTED MAIL

*In the Inbox window, highlight the message you want to delete. Continue pointing to the message (with the mouse) and **right-click**. A pop-up menu will appear. Click Delete (or recycle) and answer “yes” if asked to you want to move this to the recycle bin.*

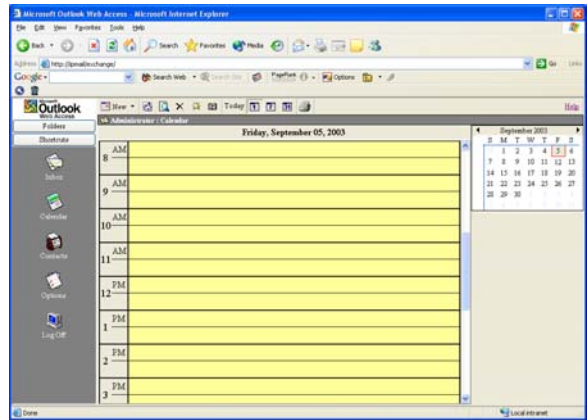
## USING YOUR CALENDAR

*On the gray, vertical Shortcut bar, click the Calendar icon.*

*To post an appointment on your own calendar only, use the small monthly calendar on the right to click the date.*

*Click in the time slot for your appointment, and begin typing your personal appointment.*

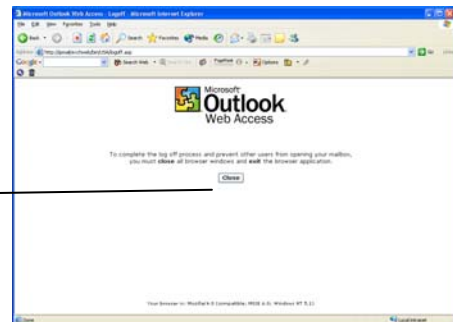
*To schedule a meeting, click the tiny down-arrow on the New button. An appointment window will appear. Just like sending a message, click To... or type the participants' email addresses. Enter the date, time, subject and message. When finished, click Send.*



## LOGOFF (Exiting)

*Click the LogOff icon in the Shortcut (gray bar).*

*Click the displayed Close button to exit all browser windows. This will log you out.*



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**Important Note-** if you encounter anything unusual, i.e. freezing, hanging, not able to logon, not booting up, not printing, not able to save or open files, getting application error messages etc., please do the following:

1. *Restart the computer. If your computer is not responding, i.e. the mouse cursor is not moving, only then should you press the power button off.*
2. *Check all cables (power, network and sound) for firm connection.*
3. *Next, power on your computer.*
4. *Write down the error message exactly as it appears if problem occurs more than three times.*
5. *If the problem persists more than three times, contact your Designated Assistant Principal.*

Help !



**\*\*\*As designated by the District, your contact for technical problems and requests is the building level Assistant Principal.\*\*\***

### Three General Problems with Networked Computers

NETWORK \* LOCAL \* HARDWARE

*Tip 1:* To solve LOCAL problems such as computers “freezing up” and to improve application performance-

**Shut Down and Restart your Computers at Noontime**

*Tip 2:* To solve NETWORK problems like unable to print or save files in the Home folder-

**Exit Program / Restart the Computer Using the Start Button / Log on Again.**

*Tip 3:* To solve HARDWARE problems such as unable to log on, hear sound files, save to the Home folder, keyboard or mouse not responding-

**Disconnect / Reconnect Cable Attached To Device With Problem:**

*Network \* Sound \* Mouse \* Keyboard \* Power*

NOTE: You will have full electrical power and a firmer connection to *that* device than before.

*Tip 4:* To see if your Computer “freezes” during Windows Shutdown-

**Leave Monitor Powered On At End of Day**

If your machine is “frozen” at this point, press the power button to turn off manually.

If your problem persists, follow the helpdesk procedure as stated on page 5.