

PAUSD TECHNOLOGY

Exchange Webmail

Exchange Webmail provides a comprehensive web-based email component that allows you to access, respond to, and manage your mail. Its computer-based clients are Entourage for the Mac and Outlook for the PC. Use any of these to access your mail.

LOGGING ON TO WEBMAIL

Login page: <http://webmail.pausd.org>

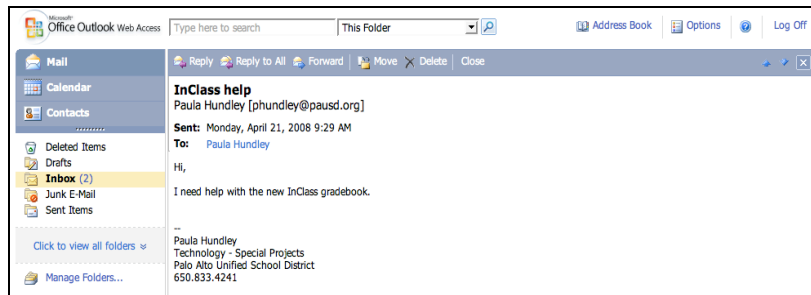
Username: First initial followed by full last name, all lower case (phundley)

Password: Minimum 6 characters (1 number and 3 letters required)

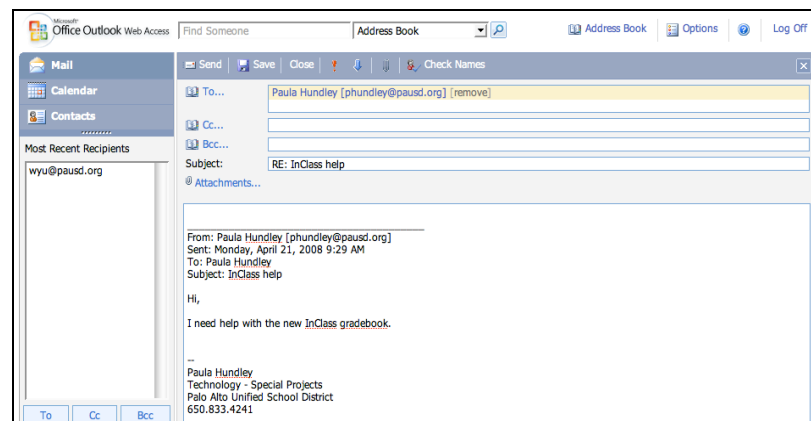
After you log in, you see two frames. On the left is a summary list of your account – including Mail, Calendar, Contacts. On the right is a list of your messages, along with a menu bar that allows you to create a New Message, Move a checked message to a different folder, Delete all checked messages, or mark messages as Read or Unread. There is also a menu item to Check Messages. The system checks every few minutes and displays new messages, but if you're expecting something right away, click on Check Messages.

BASIC EMAIL MENU

READ: Click once on any message, and it appears directly in the window, replacing the inbox list of messages. A typical menu of options displays: Reply, Reply to All, Forward, Move, Delete, and Close (to go back to InBox). You can also close the message by clicking the X at far right. Note also the up and down green arrows that will scroll through the messages without returning to the inbox each time.



REPLY: Click on Reply (to sender only) or Reply All (to all original recipients). Automatically, a reply message appears with the recipient's name. Note that your most recent recipients list appears at left. To add one of these as a recipient, just double click on the name.



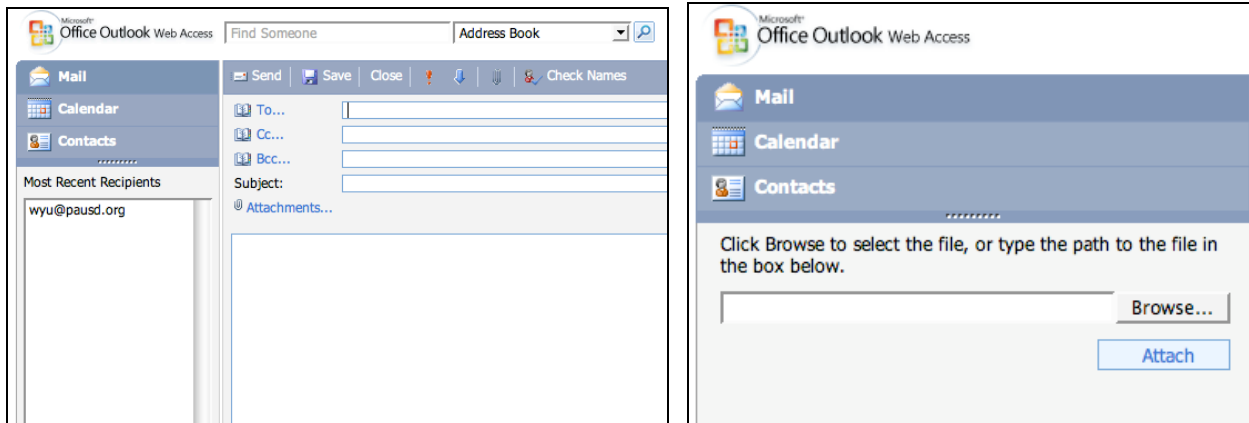
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FORWARD: Add the address of the recipient, any additional comments and hit Send.

DELETE: Check the box beside message(s) to delete, then click the Delete button. The message will move to the Deleted Items folder, which you will need to clean out now and then. (Or you can check an option to delete these items when you log out. See the OPTIONS section of this document.)

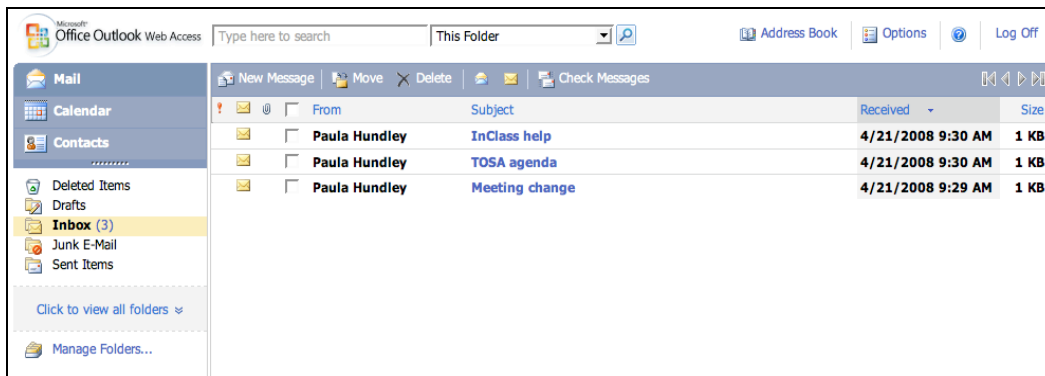
NEW MESSAGE: Click New message, fill in recipients, subject, add any attachments, body text and click Send. Recent recipients show to left and you can add by double clicking.

ADD ATTACHMENT: Click on the Attachment link in the new message. Browse to locate the file to attach, and then click ATTACH and DONE to return to the message.



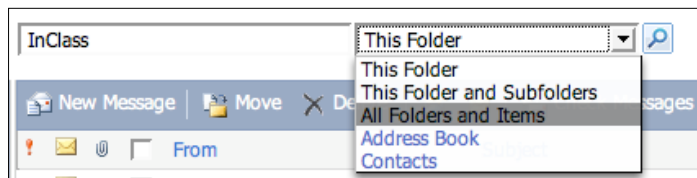
ORGANIZING MAIL

SORT: Sort your messages by From (sender), Subject, or Date Received. Click on the column heading to sort messages automatically.



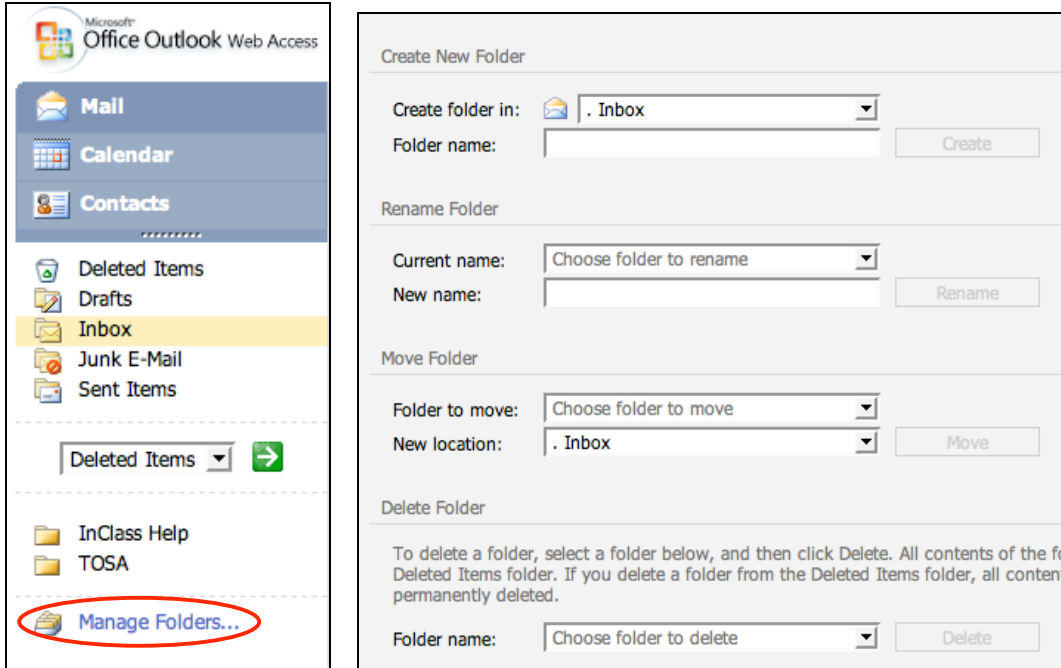
SEARCH FOR A MESSAGE:

Click into the search box at the top of the Webmail window. Type in the topic or person whose message you seek. You can specify a particular folder to look in or drag to All Folders and Items. Search results will display in the mail window.



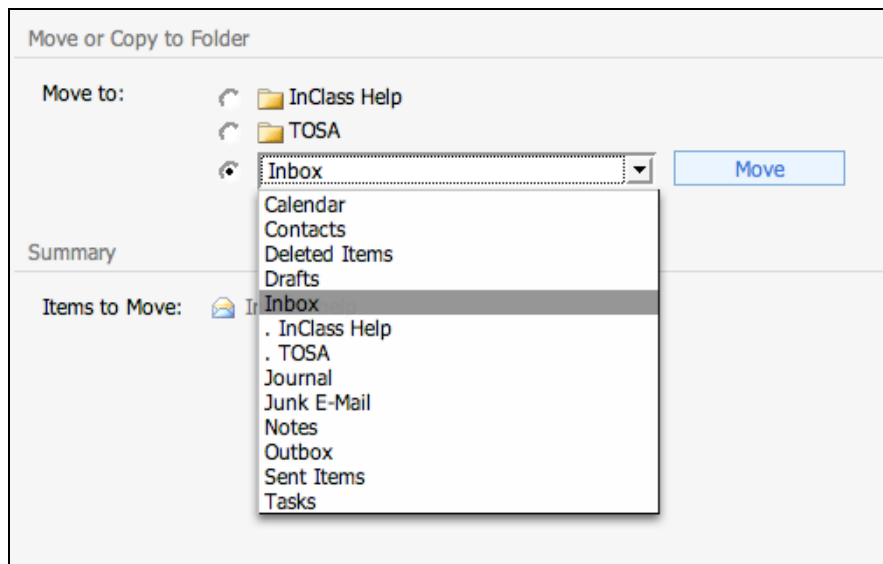
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CREATE A FOLDER: Click on Manage Folders at lower left. From this window, you can create a folder in the inbox (or a folder within a folder using the drop down arrow). Give it a name and click Create. Rename a folder by selecting, renaming, and click Rename. Move a folder from one place to another. Or Delete a folder entirely.



Note: Once the folder is created, it appears in the dropdown list at left with the green arrow beside it. It will appear in the list right above Manage Folders when you either move a message to it for the first time OR if you select it and click on the green arrow to view contents.

MOVE: Select the folder to store the message for future reference and click Move. Check the folder or from the dropdown menu and then click on Move.



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ADDRESS BOOK & CONTACTS LISTS

In Webmail, the Address Book contains contact information and distribution lists for PAUSD. Contacts are your own contacts outside of PAUSD.

ADDRESS BOOK: Click on Address Book at upper right menu to see a list of all employees and distribution lists. Click on the name of a distribution list to see who is on that list. Check off the box next to the name and choose Send Email to initiate an email. Note that you can also send a Meeting Request.

Address book listing

<input type="checkbox"/>	Name	Alias
<input type="checkbox"/>	25churchill	25churchill
<input type="checkbox"/>	Administrator	Administrator
<input type="checkbox"/>	Alison McNall	amcnall
<input type="checkbox"/>	applicant2	applicant2
<input type="checkbox"/>	applicant3	applicant3
<input type="checkbox"/>	applicant4	applicant4
<input type="checkbox"/>	applicant5	applicant5
<input type="checkbox"/>	applicantnew	applicantnew
<input type="checkbox"/>	it	it
<input type="checkbox"/>	Maurad Stewart	mstewart
<input type="checkbox"/>	Paula Hundley	phundley

Distribution list membership

25churchill

Information
Alias: 25churchill

Organization
Members: applicant2, applicant3, applicant4, applicant5

it

CONTACTS:

Click on Contacts in the menu at left to see your professional/personal contacts outside of PAUSD. To initiate an email, check off the box next to the name and choose Send Email.

To add a new contact, click on the Add Contact link. Fill in needed info and click Save & Close.

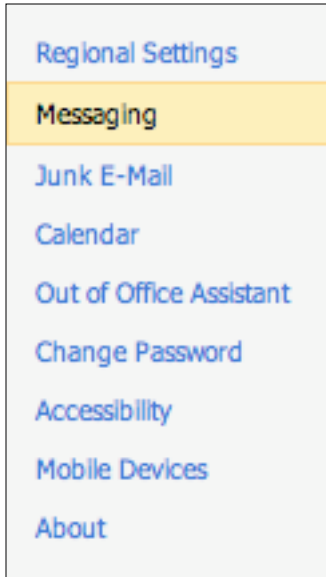
Save and Close | Cancel

Profile	Contact
First name <input type="text"/>	<input type="checkbox"/> Business phone <input type="text"/>
Middle name <input type="text"/>	<input type="checkbox"/> Home phone <input type="text"/>
Last name <input type="text"/>	<input type="checkbox"/> Mobile phone <input type="text"/>
File as <input type="text" value="Last, First"/>	Assistant <input type="text"/>
Job title <input type="text"/>	The default phone number is: <input type="text" value="Business phone"/>
Office <input type="text"/>	E-mail <input type="text"/>
Department <input type="text"/>	Display as <input type="text"/>
Company name <input type="text"/>	IM address <input type="text"/>
Manager <input type="text"/>	Web page <input type="text"/>
Assistant <input type="text"/>	Notes
Business Address <input type="text"/>	<input type="text"/>
Street <input type="text"/>	
City <input type="text"/>	
State/Province <input type="text"/>	
Postal code <input type="text"/>	
Country/Region <input type="text"/>	
<input type="checkbox"/> This is the mailing address	

@ Attachments...

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CUSTOMIZING YOUR MAIL



At upper right, find the **OPTIONS** link. Here is what each does:

Regional – Sets language, date & time style, and time zone

Messaging – Here you can add a signature and check a box to empty deleted mail whenever you log off.

Junk Mail – Turn filtering ON, plus add safe or blocked senders

Calendar – Set first day of the week and work day times

Out of Office – Set up an auto-reply for vacations/other

Change Password – Just what it says: enter old, then new twice

Accessibility – Optimize for low vision users

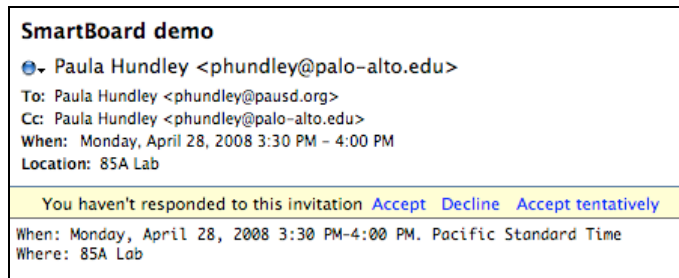
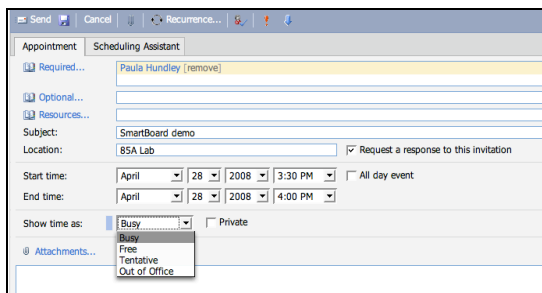
Mobile Devices – Sync with a cell phone /other

OTHER FEATURES:

Exchange offers opportunities for integrated mail, calendar, and contacts. You can invite people to meetings, schedule a room to meet in, and keep track of who's available when.

CALENDAR: Maintain your calendar online, available from school, home, any online computer or PDA/phone. Click on New Appointment to enter an item; enter Subject, location, start and end times, how often it recurs as needed, and Show Time as busy, tentative, away or out. The latter others will see as they try to calendar meetings.

REQUEST MEETINGS: Use Calendar > New Meeting Request or Address Book > Send Meeting Request to invite participants to a meeting. Note the fields for Required Attendees and Optional Attendees. Use the Scheduling Assistant to book a meeting place as well. Since you're requesting a meeting, Exchange will automatically enter it on your calendar so that you are slotted for Busy at that time. When recipients receive the mail, they can click on Accept, Decline, or Accept Tentatively; their calendars will update automatically and you'll receive notification about their responses.



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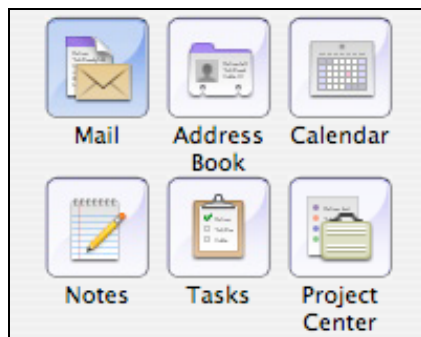
WEBMAIL: YOUR PRIMARY MAIL CLIENT OR NOT?

You may choose to use Exchange Webmail as your primary mail client (replacing the old WebMail). Webmail offers online access from any computer and provides many integrated services.

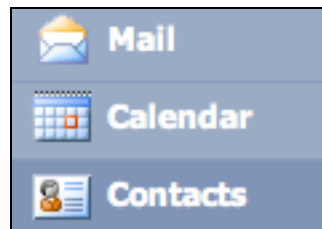
However, there are a few things that Webmail does NOT do that a regular computer-based client like Entourage or Outlook does. These include:

- You cannot import an address book from your current client into Webmail. Instead, you would import it into Entourage or Outlook first and then it would show up on Webmail.
- In Entourage or Outlook, you can quickly add people to your contacts by clicking on their email addresses and dragging down to Add to Contacts. You can't do this with Webmail and will have to add them one at a time (see screen shot on p. 4).
However, remember that ALL District employees and lists will be available automatically and will NOT need to be added.
- You cannot flag a message as important. This can be done in Entourage or Outlook and then it would appear in Webmail. If someone sends you a message that is flagged, it will show up as such in Webmail.
- Mail applications like Entourage and Outlook allow you to create mail groups, track tasks, add notes, and even set up projects. Webmail gives you Mail, Calendar, and Contacts.

Entourage Features



Webmail Features



For some users, Webmail will offer just the right amount of features and services. Others will choose to use a regular email client like Entourage or Outlook and use Webmail for remote access from home, conferences, and other off-site computers.