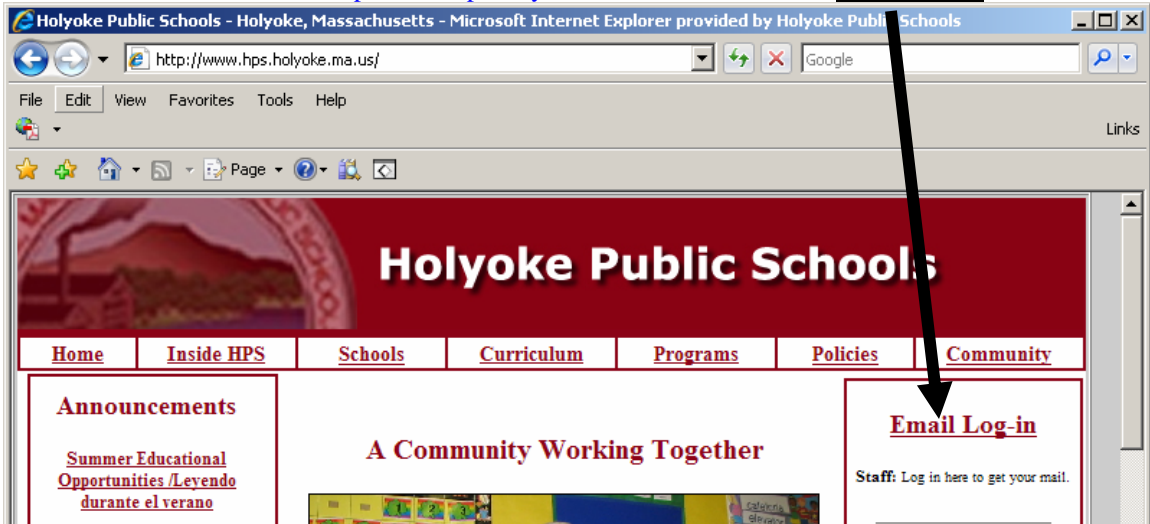


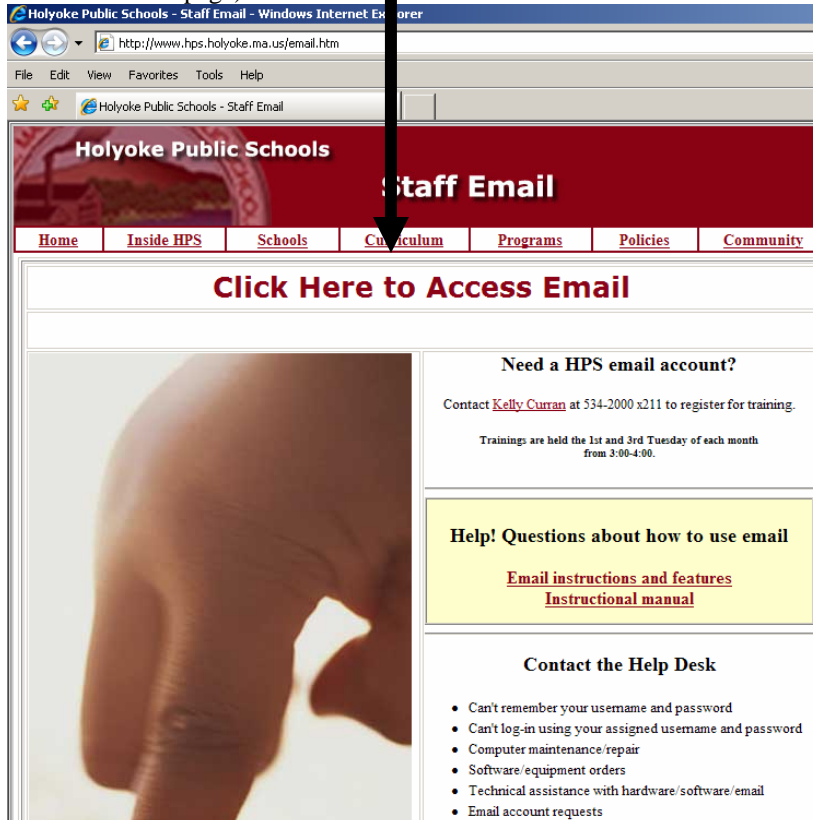
## Email Manual

### Accessing Your Messages

1. Go to the district website <http://www.hps.holyoke.ma.us> and click on the **Email Log-in** link.

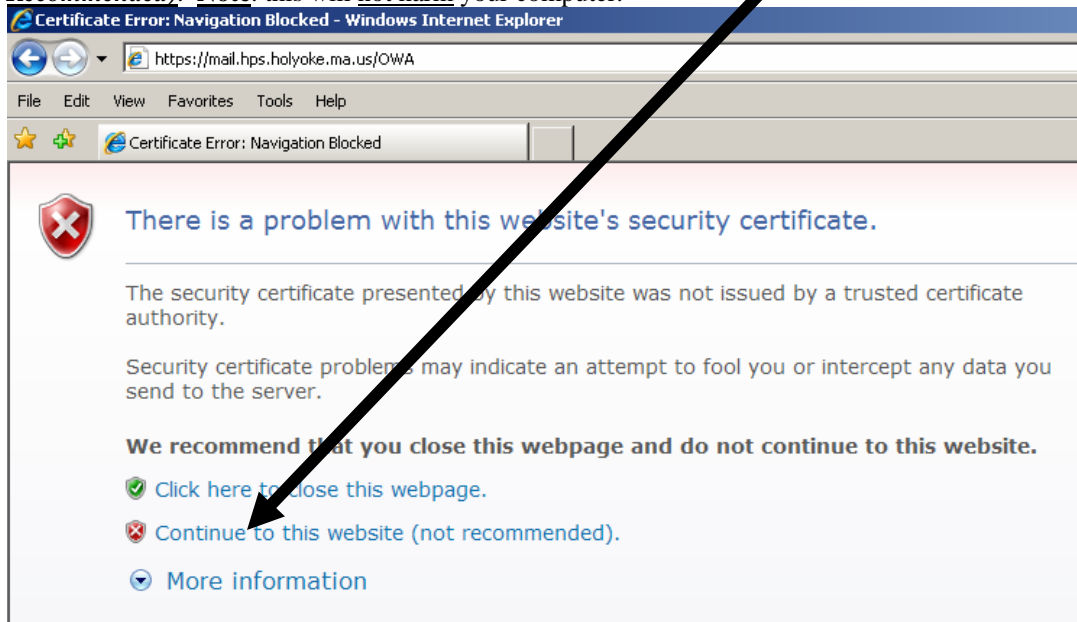


2. Click the link **Click Here to Access Email**. (Notice the links to Help and Email Instructional Manuals on this page).



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You may receive a security certificate error message. Click *Continue to this Website (Not Recommended)*. **Note:** this will not harm your computer.



If

3. The following login screen will be displayed:

1. Enter your *User name*
2. Enter your *Password*
3. Click *Log On*

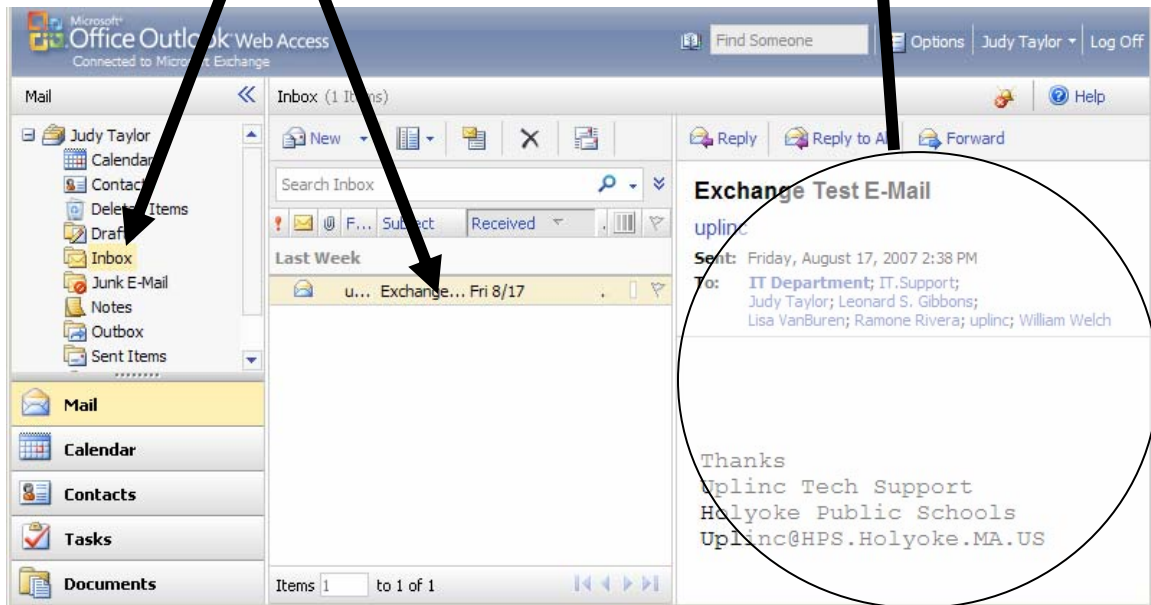
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### Reading Your Mail

1. Click on your **Inbox** folder

You can view your messages in the Outlook Web Access reading pane, or you can open them in a separate browser window. Messages that have not been read are displayed in bold type.

2. Double-click on the message to ***open*** it.



When you open an e-mail message in Outlook Web Access, it is displayed in the read message form.

The read message form and reading pane display the following information in the message heading:

- **Subject** The subject of the message.
- **Importance** The importance level of the message if it is set to Low or High.
- **From** The name or e-mail address of the sender or organization.
- **Sent** The date and time the message was sent.
- **To** The names or e-mail addresses of the primary recipients.
- **Cc** The names or e-mail addresses of the carbon-copy (Cc) recipients.

You can do multiple things with the information in the **From**, **To**, and **Cc** fields. Double-click any entry for more information about that person. You can also right-click any name to display a menu that lets you perform the following actions:

- View basic contact information about that person.
- Add that person to your Contacts.
- Look up properties for that person.

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- Apply junk e-mail settings for that person's e-mail address, right click on the message and click **Junk Email, Add Sender to Blocked Senders List**

To close a message after you have read it, click the **Close** button in the upper right corner of the message window.



To reply to a message, click the **Reply** button.






To forward a message, click the **Forward** button.



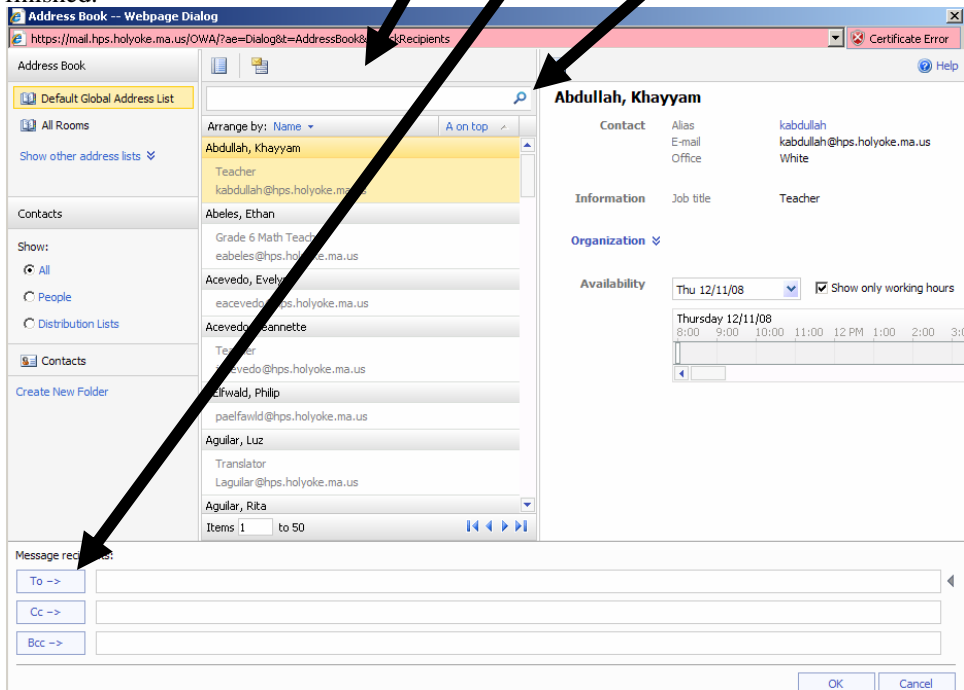
To delete a message in the Inbox, click once on the message to select it and then click on the **Delete** button on the Outlook toolbar.





### Creating and Sending a Message

1. In any mail folder, click New , or press CTRL+N on the keyboard. (**Note:** You can also create a new message while you are viewing the address book. On the toolbar, click **Address Book** , and then use the search text box to find the person or distribution list to which you want to send a message. Right-click the recipient's name in the list, and then click  **New Message**).

2. Enter the recipients that you want in **To** and **Cc**. You can type all or part of the recipient's name or e-mail address. Separate multiple names by using semicolons (;). **Note:** You can also address the message by clicking **To** or **Cc**. This opens the Address Book. The Address Book lets you search for a person in the HPS global address list or in your Contacts folder. Type the person's last name in the **Search box** and click the **Search button** (or tap the Enter key on your keyboard). After you locate a person in the Address Book, add the name to your e-mail message by selecting the name and then clicking **To**, **Cc**, or **Bcc** under **Message recipients**. Click **Ok** when finished.



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- To delete a name from the address boxes, right-click the name, and then click **Remove**. You can also select the name and press DELETE, or put the cursor at the end of a name, and then press the BACKSPACE key.
- 3. Type a subject.
- 4. Type your message in the message body.
- 5. If you have a file to attach, click **Attach File**  on the toolbar.
  - a) In the **Attach Files** dialog box, type the path of the file that you want to attach, or click **Browse** to locate the file.
  - b) If you use **Browse**, highlight the file that you want to attach, and then click **Open** to add it to the attachments list.
  - c) Click **Attach** and the file name will appear in the **Attach Files** dialog box.
  - d) To change the file that you selected, click **Browse** and locate the file that you want.
  - e) To attach more than one file, click **Choose more files** in the **Attach Files** dialog box.
  - f) To return to the item, click **Attach** to attach the selected files, or click **Cancel** to return to the item without attaching the files.
- 6. When you finish addressing and composing your message, click  **Send** on the toolbar