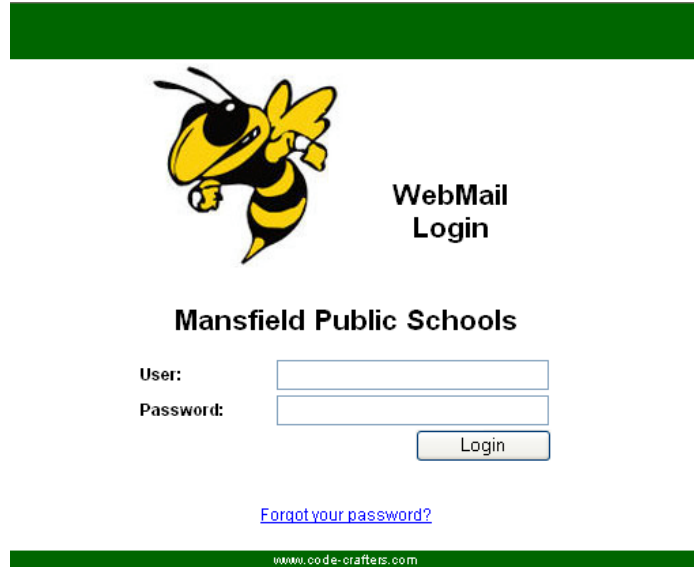


Mansfield Public Schools Technology Tips

Using Your WebMail Email

You can access your Mansfield Public Schools email account by going to www.mansfieldschools.com and clicking on the staff email link in the upper right hand corner. This will open the logon page:



WebMail
Login

Mansfield Public Schools

User:

Password:

Login

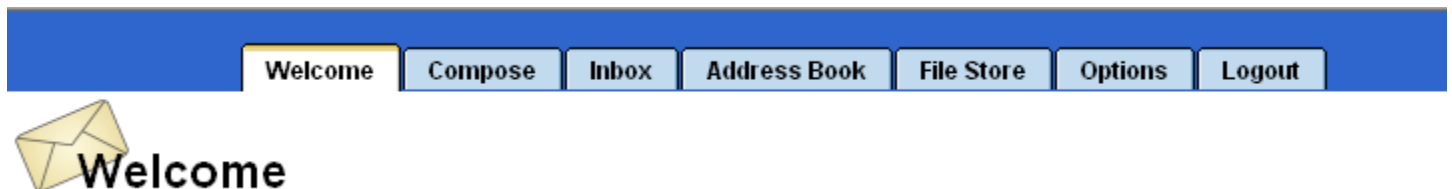
[Forgot your password?](#)

www.code-crafters.com

To logon:

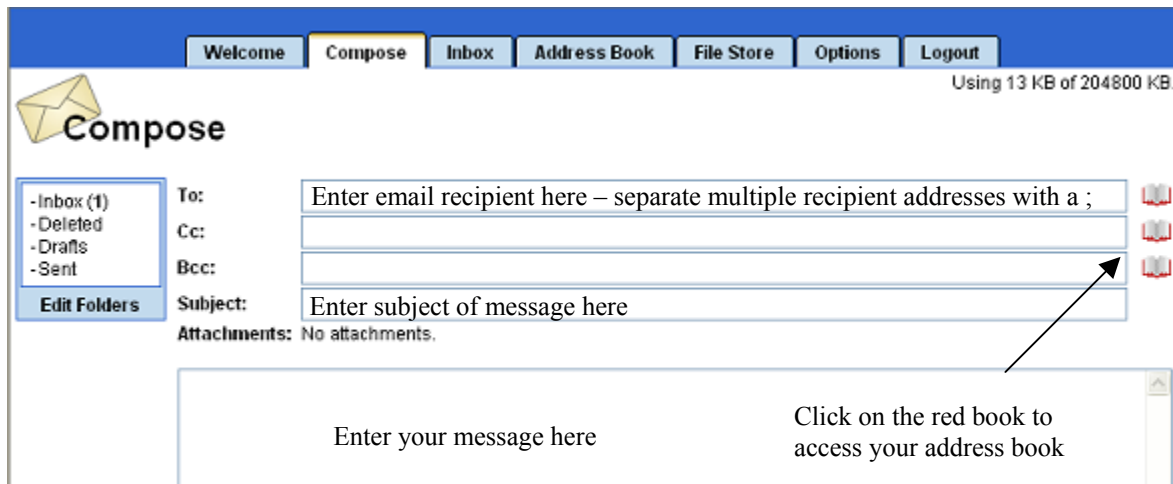
1. Enter your username (The username protocol is your full name with a period between your first and last name, i.e. Linda.Smith) **Note: It is not necessary to enter the @mansfieldschools.com in the username field.**
2. Enter your password
3. Click the Login button


The WebMail interface is very user friendly. A screen shot is displayed below:

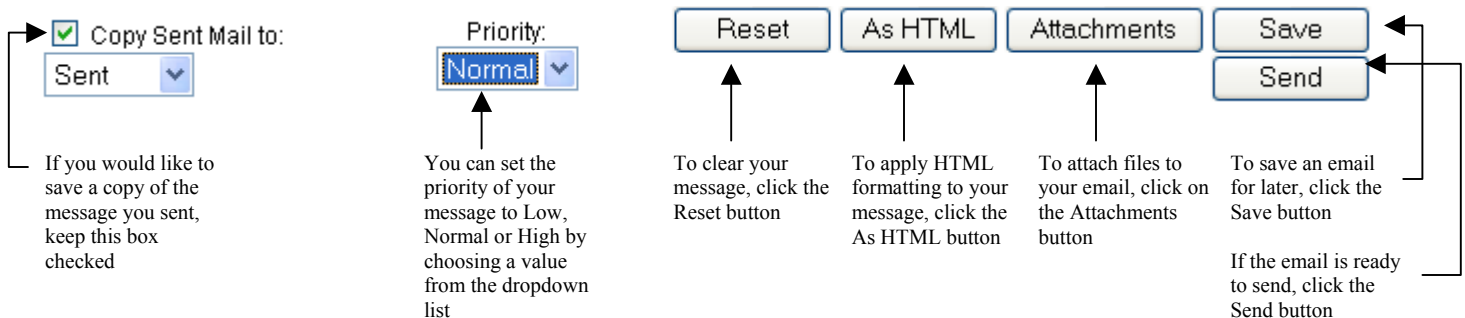


To Compose A Message:

To create a new message, click on the “Compose” tab. You will be brought to a screen that looks like this:



1. Enter the recipients email address in the “To:” field. Separate multiple recipient names with a semicolon (i.e. Lori.Letendre@mansfieldschools.com; Isabelle.Mackenzie@mansfieldschools.com)
2. You can click on the  address book icon to select recipient(s) email addresses. **Note: An address book with email addresses of Mansfield Public School employees will be available and will be imported into your address book automatically. If you are unsure of the spelling of one of your colleague’s names, use the address book.**
3. Enter any Cc: (carbon copy) or Bcc: (blind carbon copy) recipient addresses
4. Enter a subject line
5. Begin typing your message in the big message box
6. When you have completed your message, you have a few options at the bottom of the screen....



More Information on Attachments:

If you want to send a document, a picture, or any other attachment to someone via email, use the “Attachments” button located at the bottom of your compose mail screen. When you click on the “Attachments” button, the following screen will open:

File Name	Size KB	Delete
No attachments.		

Total: 0 KB

Add File

Attachment #1:

Attachment #2:

Attachment #3:

Please select at least 1 file to upload.
Depending on the files, this may take some time.

← Return

- You can attach up to 3 files at a time. To attach your first file, click the Browse... button under Attachment #1 and find the file that you wish to attach on your computer. (If you would like to attach more files, follow the same steps for Attachment #2 and #3.)
- When you have selected the file(s) you wish to attach, click the “Upload and Add” button
- After doing so, the Attachment #1 through #3 will become blank and the file(s) that were attached appear in the upper section of the screen (see screen shot below)

File Name	Size KB	Delete
Jeopardy Play.doc	356	<input type="button" value="X"/>

Total: 356 KB

Add File

Attachment #1:

Attachment #2:

Attachment #3:

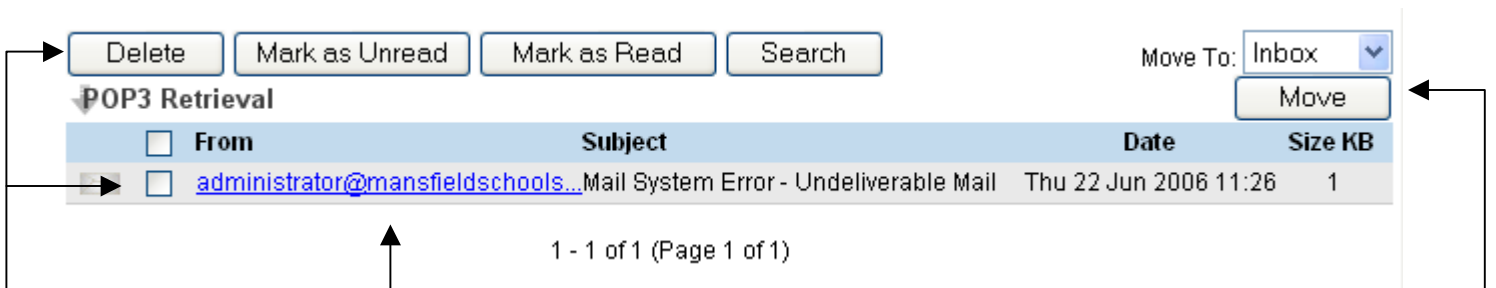
Please select at least 1 file to upload.
Depending on the files, this may take some time.

← Return

- If you are satisfied that you attached the correct document(s), click ← Return
- If you attached the wrong file, click the blue X under the word Delete in the upper right corner of the screen.
- When you return to the Compose Mail screen, you will see your attachment(s) listed in the Attachments section (just below the Subject line at the top of your message).

Your Inbox:

To access your incoming emails, click on the “Inbox” tab.



To Read an email....

Click on the name of the person that sent the message to you (in the example above, click on administrator@mansfieldschools)

To Delete an email....

Click in the square box next to the name of the person that sent the message to you and click the “Delete” button. You can check off more than one square at a time. Whatever boxes are checked before the “Delete” button is pressed will be deleted.

To Move an email to a folder....

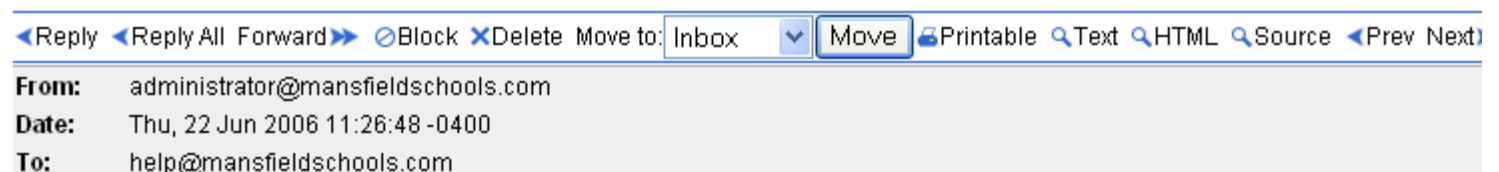
Click the square box next to the name of the person that sent the message to you and choose the appropriate folder in the “Move To” dropdown list. Once you have selected the appropriate location, click the “Move” button. This will move any checked messages to the folder you specified in the Move To dropdown list.

Options when Reading an Email:

When you open a message, the screen will look like this...

Using 13 KB of :

Mail



Clicking **<Reply** will allow you to send a response to *just the person* that sent the email

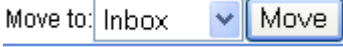
Clicking **<Reply All** will allow you to send a response to *all* of the people who received or sent the email

Clicking **Forward >>** will allow you to send the message you received to another person, including the attachment


Clicking **Block** will add the address of the person that sent you the email to your blocked sender list.


Clicking Block will block any future emails from the sender from reaching your inbox.

Clicking  Delete will delete the message from your inbox

Clicking  will move the message you are currently reading to another location.

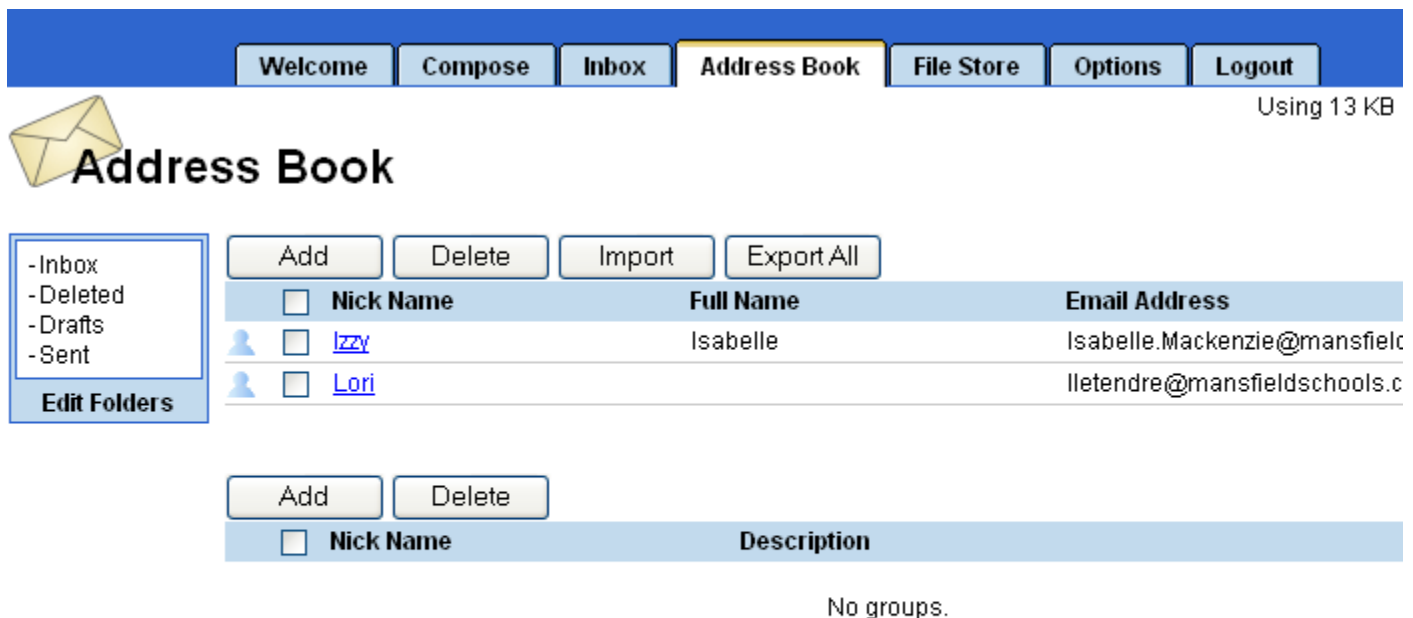
Clicking Move will move the message to the folder you specify in the Move dropdown list

Clicking  Printable will open the message in a new window allowing you to print the email

Clicking  Close will close the message and return you to your inbox.

Address Book:

You can use your address book to maintain a list of email addresses you use on a regular basis. To access your address book, click on the “Address Book” tab. The screen looks like this...



The screenshot shows the 'Address Book' tab selected in a navigation bar. Below the navigation bar, there is a header area with an envelope icon and the text 'Address Book' and 'Using 13 KB'. A sidebar on the left lists folders: -Inbox, -Deleted, -Drafts, -Sent, and Edit Folders. The main content area has buttons for 'Add', 'Delete', 'Import', and 'Export All'. Below these buttons is a table of individual addresses:

<input type="checkbox"/>	Nick Name	Full Name	Email Address
<input type="checkbox"/>	Izzy	Isabelle	Isabelle.Mackenzie@mansfieldc
<input type="checkbox"/>	Lori		lletendre@mansfieldschools.c

Below the table are buttons for 'Add' and 'Delete', followed by another table header for groups:

<input type="checkbox"/>	Nick Name	Description
--------------------------	-----------	-------------

Below the group table, it says 'No groups.'

The address book is broken down into 2 sections. The top section is for **individual addresses** and the bottom section is for creating **email groups**. Both are explained below:

Individual Addresses:

The top section of the address book allows you to store email addresses you commonly use. To add an entry to your address book, click the Add button. Fill out the contact information screen (note, you must add a nickname and an email address before clicking Save). Once the information has been added, click on the Save button to add that person to your address book.

Email Groups:


The bottom section of the address book allows you to create email groups. An email group is a group of people that you email frequently. For example, a group called Grade 5 Teachers could contain all of the email addresses of grade 5 teachers. Rather than selecting the names of the grade 5 teachers individually when composing an email to them, you could just select the group called Grade 5 Teachers.

Please Note: You must add a person to your individual address book before you can add them to an email group.

To create an email group click on the Add button on the bottom section of the Address book screen (just above groups). The following screen will appear:

Address Book Group: <New Group>		
Nick Name:	<input type="text"/>	
Description:	<input type="text"/>	
Group Members - Only Ticked Entries are Members		
<input type="checkbox"/>	Nick Name	Email Address
<input type="checkbox"/>	lzy	Isabelle.Mackenzie@mansfieldschools.com
<input type="checkbox"/>	Lori	lletendre@mansfieldschools.com

Enter a nickname for the group (such as Grade 5 Teachers) and a description (if you wish). Next, select the names (by clicking the box next to the name) from your individual address book that you would like added to the group you are creating. Once you have selected all of the names, click on the Save button.

When you are composing a new message, click on the Address book icon  to open the address book

File Store:

File Store allows you to upload a file from your computer to your email account to access it from another computer. For example, if you are working on a document at school and want to take home with you, but you just can't seem to find a floppy or a flash drive, you could upload the file to your email account. Once you get home, you can log into your email account and download the file to your home pc. Here's how...

Click on the "File Store" tab. The screen looks like this...

File Name	Modified Date	Size KB	Delete
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No files uploaded.

Total: 0 KB

Add File

File #1:

File #2:

File #3:

Please select at least 1 file to upload.
Depending on the files, this may take some time.

In the File #1 box, click the Browse button and locate the file on your computer that you would like to upload. If you have more than one file to upload, repeat these steps for File #2 and File #3. Once your files have been selected, click the “Upload and Store” button. This will add the file(s) to your email account and they will be listed under the heading **File Name**.

To open a file that has been uploaded to your email account, simply click the file name and the file will open.

Options:

The Options screen gives you several tools for customizing your email system ...



Personal Information

View and change your name, address, telephone number and other personal information.



Address Book

Store friends and colleagues contact information.



Advanced Options

Set a 'Reply-To' field, save a copy of sent mails, password reset question and more.



Change Password

To ensure your account remains secure you should periodically change your password.



Auto-Response

Automatically send an email in response to an incoming mail.



Signatures

Automatically append a custom signature to the end of newly composed mails.



Filters and SPAM

Set up custom filters and control the flow of SPAM mail.



POP3 Retrievals

Download email into this account from multiple external accounts.

Of importance to you are the following options:

Personal Information – Here you can add your name and address information

Change Password – Here you can change your password. Enter your current password and then your new password (twice) and then click save. Subsequent logons will require that you use the new password.

Change Password	
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>