

## BOCES Webmail Tutorial



### Sending Email:

1. Click on 'New' to start your new email message
2. Click on the 'To...' button to access the address book.
3. You can now choose a user from the 'Global Address List,' which is all of the BOCES employees, from your 'Contacts' or manually type the email address.
4. Once you have all of your recipients chosen, click on 'OK' to continue
5. Insert whatever you would like for the subject and write your email. Click 'Send' when finished.
6. Click on the 'Options' button if you would like to have delivery and read receipt notification for the email..

### Sending Email Using the 'Find Someone' feature:

1. In the upper right hand corner click on the 'Find Someone' button.



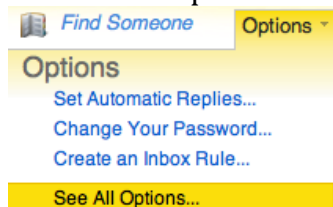
2. Type in the name of the person you would like to find/send an email to
3. You might have more than one result. Choose the person you were searching for and their details will appear.
4. Click on the link next to the 'Alias' line and it will create a new email session.

Contact Alias

Larry.McDowell

### Creating an Email Signature:

1. Click on the 'Options' link in the upper right hand corner and select the "See All Options..." option.



2. Click on 'Settings' and make sure the 'Mail' button is selected.

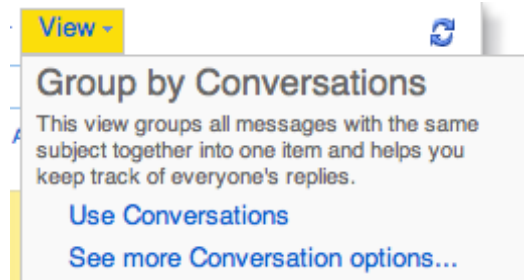


3. From there, create your signature.

## Email Views:

BOCES Outlook Web Access has two ways of viewing your email: Standard and 'Group by Conversations.' Standard is what we have always have known. Email is arranged by date or by sender. Conversation view will sort by date but also bring all of your mail from a particular sender in one view. Conversation view can be very helpful with finding an email from a particular contact. You can change the views by doing the following:

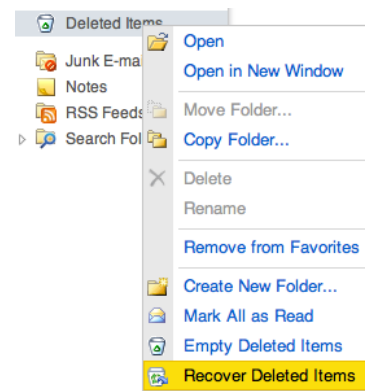
1. Click on the 'View' button in the email menu and check 'Use Conversations' to enable it or uncheck it to enable standard view.

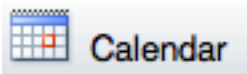


## Recover a Deleted Email:



If you happened to empty your 'Deleted Items' folder and then realized that you needed an email that was in it, you can recover that email with the following:

1. Highlight and right mouse click the 'Deleted Items' folder and select 'Recover Deleted items.'
2. Find the email you need to recover by either browsing through the list or doing a search.
3. Once the needed email(s) is found, right mouse click on it and select the 'Recover' option...
4. A window will appear to ask what folder to move the email to. Select your folder and click on the 'Recover' button.
5. \*NOTE: The 'Purge' option will permanently delete the email and cannot be recovered. The BOCES will retain deleted email for 30 days. Any email that is older will be purged automatically.





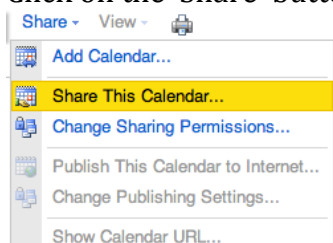
## Creating Calendar Events:

1. Click on the down arrow  next to the 'New' button and select 'Appointment'.  
\*Note: if you click on just the 'New' button it will automatically create a new appointment.
2. Enter in your 'Subject,' start date and times. If this an all day appointment, then check the 'All day event' option.
3. If this is a re-occurring appointment, click on the  button and choose the properties of this re-occurring event.
4. If you would like to invite someone to this appointment, select the 'Scheduling Assistant' tab. There you can select people you would like to attend by either putting their email address in the 'Select Attendees' field or find them in the Global Address Book.
5. After the meeting details are setup click on 'Save and Close' or 'Send' (if you are inviting attendees).

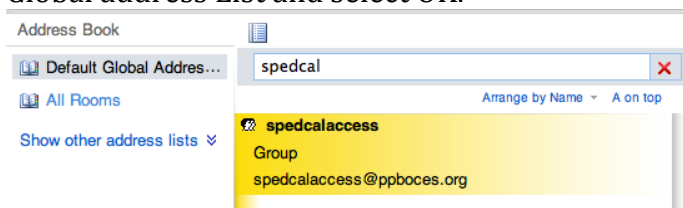
\*Another way to create an appointment is to, within the calendar, double click on the date and/or time of when you want to schedule.

## Sharing a Your Calendar:

1. Click on the 'Share' button and select 'Share This Calendar.'



2. Click on the 'To' button and select the group "spedcalaccess" from the Default Global address List and select OK.

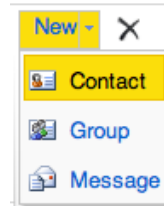


3. Select 'All Information' within the share portion and click on 'Send.'




### Creating a new contact:

1. There are two ways to create a contact. – Click on the ‘New’ button **New ▾** or click on the down arrow next the new button and select ‘contact.’



2. Fill out the appropriate information regarding your new contact and click on ‘Save and Close.’

### Creating a new email group:

1. Click on the down arrow next the ‘New’ button  and select ‘Group’
2. Name your group
3. Add members by clicking on the ‘Members’ link to the left and selecting from your address or the global address book. You can also just type in the email address and click on the ‘Add to Group’ link located on the right.
4. If you want to remove someone from the group, highlight the contact and click on the ‘Remove from Group’ link.