

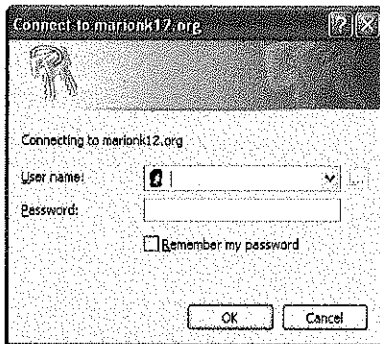
Marion County School District Exchange Mail Quick Guide

We are currently setting up users and passwords for our new school-based mail system. We are still in the process of getting the system set up like we want it, but we believe you will enjoy and appreciate this new system.

Our mail is accessible from any internet connection. We will be around assisting you by setting up shortcuts on your desktop. If you want to get to your mail from home, etc. simply key in

mail.marionk12.org/exchange

in your internet Browser's address bar. (just like you would key in www.yahoo.com.) When our web site is back up, there will be a shortcut key on the site for you.



A window appears asking for your username and password. Usually your user name would be the first initial of your first name and your last name. (Mine is kharvey) We tried to get a password from you to set it up, if not, password should work and then once in your email, email the **helpdesk** with the password you want. (Remember,

passwords are cAsE SeNsItIVe.

After keying in the username and password, your mailbox should appear.

REMEMBER – To send a request to our helpdesk. E-mail us at helpdesk@marionk12.org

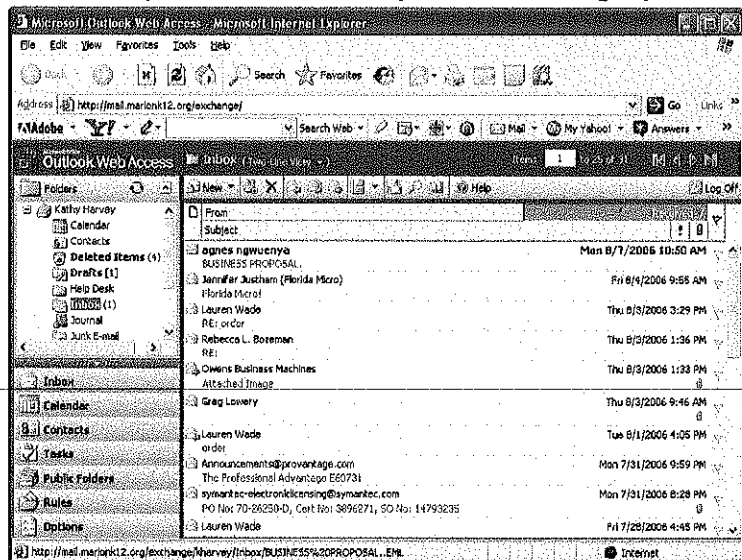
Your window may not look exactly like mine, you do have the options to change your views. Play around with it, I think you will like the Calendar feature.

Your new school e-mail address is

Your first name's initial and your last name. (In some instances of repetition we had to use your middle initial) followed by @marionk12.org

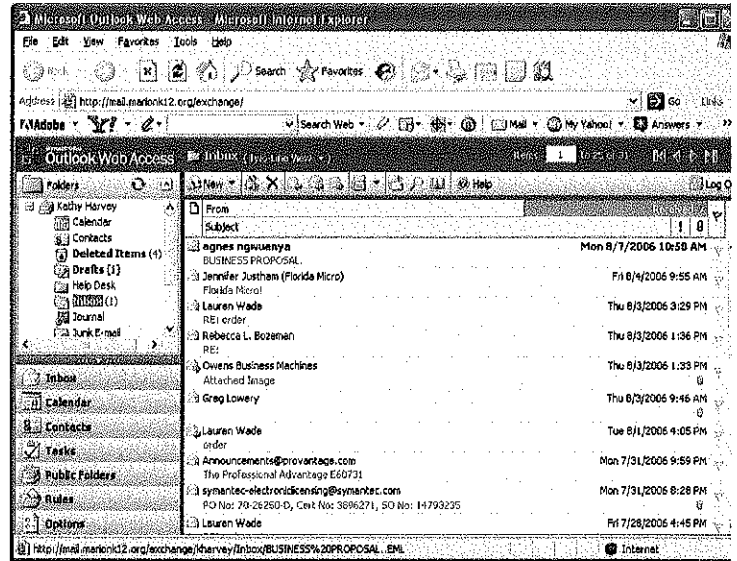
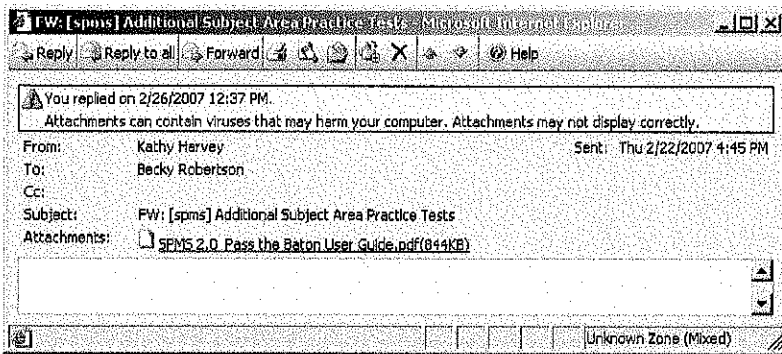
My e-mail address is

kharvey@marionk12.org



To open an E-mail:

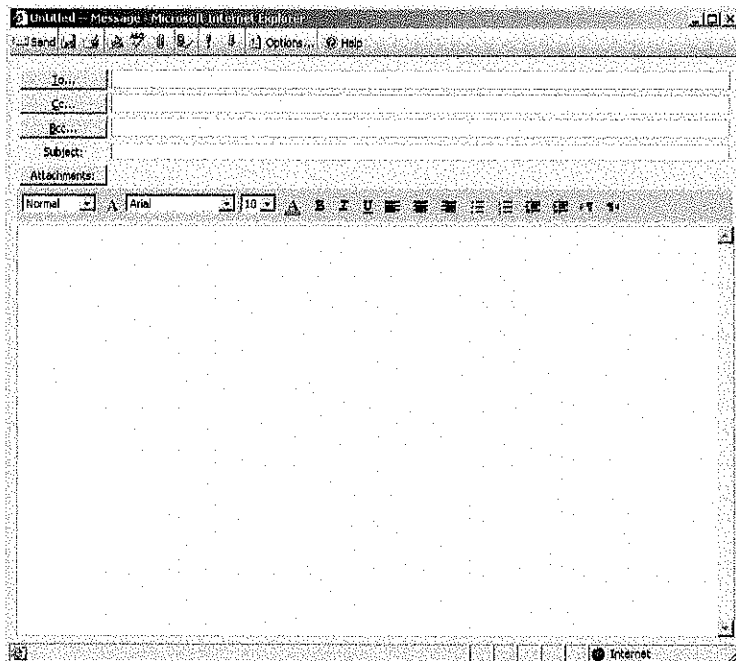
In order to open an e-mail message you go to your Inbox (shown at the right of this text) and double click the message that you want to open. When the message opens in a separate screen you will notice some options at the top of the message box (see below) that will allow you to Reply to the message, forward the message as well as other options.



To send an E-mail

Look at the tool bar on the Outlook Mailbox. You should see the

word *New* with a drop down arrow beside it. You can click the word *new* and it automatically opens a new e-mail or you can click the drop down arrow and choose *message*. When you do one of these things the *new message box* will appear as shown here. You would type the address you are sending the mail to in the box beside the word *To* or you can click the *To* button to get to your address book. The names are sorted according to *Contacts* and *Global Address List*. The names from our system can be found under the *Global Address list*.



To find the name, I usually type the last name in that cell and the list of people with that last name will appear in the big box at the bottom. Click on the one that you want to send an email to and click the word To at the bottom and then Close. If the person is saved in your address book and not our system, you would choose **contacts** in the Find names in cell at the top of the dialog box.

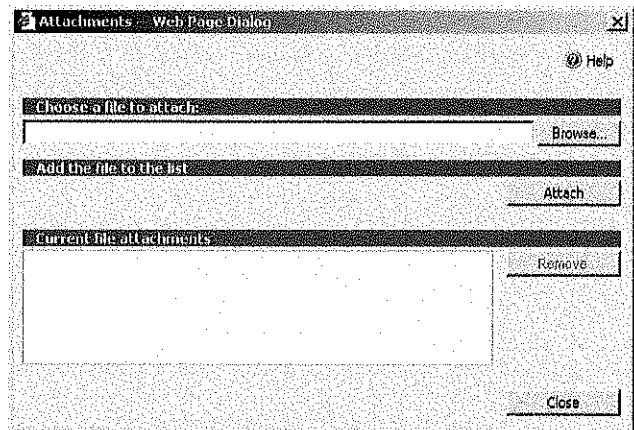
Name	Phone	Alias	Office	Job title	Company
Becky Robertson		brobertson			
Donna T. Roberts		droberts			
Joel F. Roberts		jroberts			

After you have addressed the email to the person that you are sending it, you can use the CC cell to send a copy to someone else at the same time. You can also use the BCC cell to send a "blind" copy (use this if you do not want the person's name to appear on the original email) to someone. You need to give the email a subject to describe briefly

the purpose of the email. To begin your message click in the white area at the bottom of the screen (where I have written-This is where you type your message) and begin to type your message. You will notice the tool bar above this area will allow you to format your message if you need to do so. You can change the font, the size and color of the font, bold, underline or use italics, align the work other options as well.

To Add Attachment to E-mail Message

If you want to attach something to your email (a document or picture) you can do so by clicking the attachments button on your message. When you click this a dialog box will open that will allow you to locate the file you wish to attach. You should click the browse button and then search for the file you wish to attach. When you locate your file, click open and then attach. This will attach the file to the email message.



There are many other aspects of this program available to you to explore at your leisure. The calendar feature is really handy when planning for upcoming events and sending reminders to yourself of those events. The Options button allows you to tailor the mail server more to your preferences. There is a signature feature that will automatically add a signature to your outgoing mail for you. If there is something that you run into trouble with later and need assistance, feel free to send an email to helpdesk@marionk12.org or email brobertson60@marionk12.org