

## Transcript of the Online Tutorial Video Email Primer

Hello, I'm Stephen Dantine, Supervisor of Technology for the Vineland Public Schools. Today we will be doing a video tutorial on using the district's web-based Internet email system. On the lower right-hand side, you'll see a small picture of me, and at the same time you can view my computer screen as I perform this demonstration.

The first thing I am going to do is look on my desktop for Internet Explorer, and start that application.

As you can see, my home page is set to display the Vineland Public Schools Web messaging email system login page on start up. Up here in the URL, that's this little section up here, you might have your home page set to somewhere else. For example, if you were at home, you might have your home page set to CNN.

So I'll demonstrate setting a home page right now. First, I'll type in `www.cnn.com`, and then that web page will appear. But when you want to get your email, in the address line (also known as the URL) you must type in the following: `mail.vineland.org` and hit "Enter" on the keyboard.

You will then come to this page, where you click on "Access Your Email Account." The log in window appears. This is the window we are going to be working with. I created an account we are going to use for today called the Steve Lee account.

To log in, the username is `slee`, and the password, as in all new accounts, is `vineland`. When I click on login, it opens in the web-based email system for the district. On the left-hand side, you see the inbox. There is nothing here at all because this is a brand new account. If you have been issued a brand new account, this is exactly what it will look like.

Down here in "Preferences" is where you will do a few things. I'm going to click on "Preferences" and show you now how this works. We have the full name: Steve Lee, and the Reply to: `slee@vineland.org`. And the box is checked for "Show message preview pane" which means on the web page you'll be able to see your messages.

The first time you access your new account, you should type in a new password because the default password for all new accounts is: `vineland`. So as soon as you receive your new account, you should type in a new password. Leave these three fields alone: Default message encoding, Default new message style, and Open compose in. Notice the box is checked for the "Save copy of outgoing messages in sent folder." I always save a copy of my outgoing mail. But notice there is no "Sent" folder. It will be created once you send your first message.

Under "Forwarding", I usually leave these pre-set features alone. Let's move on down.

You can also use the "Vacation Message" feature by clicking "Enable," then typing in your message stating when you will be out of the district, and when you will return. Remember that you must navigate back to the top of the window and click "Save" to finalize any changes you have made. If you do not click "Save," your changes will be lost.

Back to the messages, you see that we do not have any messages because the account is new. So now, I'm going to compose a message. I click on "New" and compose a message to myself. Type in the "To" line `sdantine@vineland.org`, I am skipping the "CC" because I am not sending a copy, and in the "Subject"

line I type "Just a Test". And in the body of the message I again type "Just a test." When I am done, I click "Sent" and the message is sent to my account. You now will see that I have a "Sent" folder. It was created automatically because I sent my first message. When I click on the "Sent" folder, you can see the message. And when I click on the message, it displays my sent message, "Just a test."

If I want to add an email address to my Address Books which is another available option, I can just click on "Add to Address Book."

At this time, let's go back to the "Inbox." I'm going to log out, and then log in to my email account by typing in my user name, sdantinne and my password. And now it opens and these are the messages in my inbox.

You can see I have several messages, including the one from Steve Lee that was just sent. I'll click on it, and you can see "Just a test." To get rid of that message, I place my cursor on "Delete" and click. A window appears and asks if you are sure you want to delete the message. Once you click "OK" it will delete the message. But I'm going to click "Cancel."

Let's say I want to reply to the sender. I place my cursor on "Reply" and click. A new message opens. It is addressed to "Steve Lee," and the "Subject" contains "Re: Just a Test," which indicates that it is a reply to the original message. In the body of the message I type "How are you?" And I click "Send."

Now that it sent the message, a copy will be stored in my "Sent" folder. Let's go see if it is there. Click on the "Sent" folder, and you can see it is there: "Just a Test." I can click on it, and take a look.

If I want to delete this message, I place my cursor over "Delete" and click. Again, the window appears and asks "Are you sure you want to delete these messages?" Click "OK" to delete. Now even though you click "OK" and delete the message, it is not really deleted completely yet. Why? Because there is a "Deleted" folder. All deleted messages then go to the "Deleted" folder, which is like a trashcan.

So, I then click on the "Deleted" folder. Follow my cursor and you can see I have 94 items. If you want to delete all messages in the "Deleted" folder, place your cursor on the "Empty the Deleted Folder" and click. It will ask you if you are sure you want to do this. Click "OK" and now they are all gone. Always check and be sure which folder you are about to empty, because truly, they are all gone at this point.

As you can see over here on the left-hand side, I have some other folders. I have one for "Drafts" and one named "Temple" and I have my "Preferences."

Going back to the inbox here, I want to take a look at that. Notice I still have this one from Steve Lee, because it is in the "Inbox." I deleted the one from my "Sent" message folder. If I want to open another message, I just click on it, and I can read it.

Let's go back to Steve Lee, here. Let's say that I would like to send something, a file, perhaps a word document or a spreadsheet. So I click "Reply" or "Reply All" it will put the address in. But now I am going to include an attachment. There are two parts to this action. Click on "Attachments," and the first thing you do is go find the file, so click on "Browse." You must navigate to where the file is located. It could be on a flash drive, or on your harddrive, so when I click "Browse" you will see what I mean.

At the top of this window you see "Look in:" and I am now browsing my Desktop. I am choosing the file named "Policy 2361.1" by moving my cursor over the icon, and clicking on it. I then move my cursor and click "Open." At this point the file is not truly attached. To accomplish this you must click on "Insert

file". Now, you can see the word "Attachments:" and the file name "POLICY 2361.1.pdf" followed by the "x". This indicates that the file is attached. Click on "Send" and your message and the attachment are sent to the recipient.

You can see that I also use a signature at the end of my messages. You can set this up in "Preferences."

Now, I am going to move my cursor and click on "Log out". Then I am going to log in to the Steve Lee account by typing slee, and the password and then click on "Log In."

And at this particular time, I have one reply from Stephen Dantine, "Just a Test" which asks "How are you?" But the other one from Stephen Dantine has an attachment. There's a way to tell. Follow my cursor, it's the .pdf file right here.

If I want to look at the attachment, all I have to do is click on it. A window appears asking "Do you want to open or save this file?" Let's choose "Save." Now you could save it to a flash drive or someplace else. But right now let's switch and click on "Open." It will open in Adobe Reader. And there it is, "Acceptable Use of Computer Network/Computers and Resources." Let's just take a quick look at that. If I want to get rid of it, just move your cursor and click the "x" to close and exit the file.

Let's look at the "Sent" folder here. That's "Just a Test." And in the "Inbox" I am going to click on this one here, and click "Delete." Again, a window asks "Are you sure you want to delete?" Choose yes, and now it is deleted.

Notice that in this particular instance we do not have a "Delete" folder. You would have to create that yourself. If you want to create a folder you do it this way. Move your cursor to "New Folder" and click. Enter the new folder's name by typing it in--"Delete." Now there is a folder named "Delete" off of the "Inbox" folder. You can create a folder off of the email, too. It just depends on where you want to place the new folder.

And you can delete any folders you create, too. For example, to delete this folder, I just select the folder and click on "Delete." And now it's deleted.

You can configure folders here, and store a lot of messages. Let's try this again. Mailbox, inbox, sent, compose an email. This is a great view. Use it to figure out how many messages you have because there is a limit to the size of your email account mailbox. Typically, all new accounts are given 20 MB of storage space and up to 4,000 messages. That is usually enough for most district employees. Certain employees may have special needs that require more space. But 20 MB is normal.

Going back to the "Inbox" I have these two messages. If I am sitting here and I want to quickly check my mail, just click "Check mail" and very easily the mail server is accessed to retrieve new messages.

Our web-based Internet email system is accessible from home, from the school district, from anywhere. If you were out in Texas or anywhere else, and you wanted to check your email, you could check it at that time. And now I am going to log out.

Just to recap, this is a simple explanation of using the Vineland Public Schools web-messaging system. There are many more things you can do. You can forward messages, you can reply to all, and you can make address books. Thank you very much for viewing this demonstration.