



Wallingford-Swarthmore School District

Outlook E-Mail Instructions

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Instructions to Access Operate Web Base Outlook From School and From Home:

Open Internet Explorer and type <http://webmail.wssd.org>

PC users will automatically have an icon on their desktop, within the District.

MAC users will not see an icon on the desktop. You may want to save the site to your Favorites.

Click the Outlook Web Access Icon. **When prompted for User Name and Password, use the same name and password as you do to log onto your PC.** If using a MAC, when asked for User Name and Password, use the same name and password that you use to log onto a PC.

Remember to Log Off from the Outlook Web Access.

PC – top right on Outlook menu bar, then close Internet Explorer.

MAC – bottom left, last item listed, then close Internet Explorer

Browsing the District Address Book or Personal Contacts

Click on the Icon to the left of the Help Button



The 'Find Name- Web Dialogue Window' Appears

In the "Find Names in:" drop down, select either 'Global Address List' (District) or Personal Contacts

To search for a name, you can do it by Display Name, Last Name, First Name, or Office (which is the school Buildings)

From the Address Book, you may send a new message. Simply search for the user, click on their name and select 'New Message' at the bottom of the box

To see mail that you have received



PC - click on Inbox (left column). To read the e-mail, double click on the message.

MAC – click on Inbox (left column). To see your additional folders, click on "Folders" on left side. Your inbox and other e-mail folders will appear on the right.

Seeing New/Unread Messages

If you receive new e-mail, you will be notified in two ways.

- One— there will be a number next to your Inbox in blue
- Two—you will receive a pop up in the lower right-hand informing you of the new message. This will only appear if your e-mail window is the active window (meaning you are not in a different program or window)



To view your new messages, there are three things you can do.

- Refresh the internet explorer page by hitting 'F5' on the keyboard or by clicking the 'Refresh' button on the top tool bar
- Click on your Inbox, even if you are already looking in it
- Click on the 'Check for New Messages' Icon



To create a message

PC and MAC – Click on “New”



(located above your list of messages), then click ‘To:’ and a Find Name –Web Page Dialogue window will appear. Under “Display:” type the first name or under “Last Name:” type last name so that several names show in a list. Highlight the name you want and click the small “To:” button at the bottom of the list. You can also click the “cc:” and “bcc:” buttons to place a name. Close the Find Names window. You may also type the entire e-mail address name on the To: line.

Also, if you begin to type the name of the user next to ‘To:’ and click the ‘Check Name’ Icon, it will either populate or give you a list of names to select from.



If you receive a Pop-up Blocker bar, right click it and “always allow pop-ups from this site”.

Fill in the Subject line and complete the message. PC Spell Check is the 5th icon over (abc with a checkmark) and MAC Spell Check is not available. Press “Send” when message is ready. All sent e-mail becomes relocated to the “Sent Item” Folder; this is a change from our previous e-mail service. **It is not possible to “unsubscribe” a message sent within the district as was possible in our previous e-mail service.**

To Reply or Forward a Message

PC and MAC - use the icons at the top of your e-mail messages. **Use the correct icon for Reply or Reply All.**



To Receive a Message From Outside the District

PC and MAC - to receive a message from outside the district, your Internet address will be first letter of your first name plus your entire last name @wssd.org (jsmith@wssd.org).

Note the elimination of the hyphen in wssd.

To Send a Message Outside the District

PC and MAC - to send a message outside the district, open your Inbox and go to “New” (located above your list of messages) then let go. At the “To:” line type in the address that you want to receive your message. Press the tab key and continue with your subject line and typing your message. When finished, click Send.

Saving an Attachment from E-mail

PC - open the message that contains the file attachments you want to save. Click on the attachment and a File Download Dialogue box comes up. Select either “open”, “save” or “cancel”. If “save” is selected, click the save button and follow the “save as” dialogue box.

MAC – hold mouse down over the attachment for several seconds until small window opens. Select “Download link to disk” and follow window directions. By default, it shows “desktop” as the save location. You may also hold down the Control key and then click on the attachment to get the drop down list.

Creating an Attachment for an E-mail



PC and MAC - create a new message to insert an attachment. Click on the “Attachment” button. (If you receive a pop-up blocker bar, right click it and “always allow pop-ups from this site”). The Attachments – Web Page Dialog window will appear. Next to “Choose a file to attach:” click the Browse button. Follow “Choose File” dialogue box to attach your document. When finished, click **Attach** button under “Add File To The List”. Next for PC, click Close and for MAC, click “Go Back To Message” at top of screen. Attachment appears in e-mail message.

Create a Personal Contact (Formerly Address Book)

PC and MAC - Address Book is now Contacts. Click on Contacts in the Left column, go to “New” and come down to Contact and fill in information. Click “Save and Close” icon for information to be saved.



Create A Distribution List (Formerly Personal Mail List)

Go to Contacts, click on drop down arrow immediately to right of new, and come down to Distribution List. Give your List a group name. On the Add to Distribution List: line, type the name you want to add to your list. Click Add. Click “Save and Close” when finished.

Creating a Signature Line

On the left side column, go to the bottom item “Options”. Go to Messaging Options and Edit Signature button. Please review other features under “Option” to customize your e-mail.

Deleting and Retrieving a Deleted Message

PC – Highlight the message and then click the “X” on the tool bar or right click the mouse and go to “delete”.

MAC – Place a check mark in front of the message you want to delete and then click the “X” on the tool bar.

PC - When you delete an item, it goes to “Deleted Items” recycle bin. It will stay there for 14 days unless you empty the recycle bin before that time. To bring it back, click on the Deleted Items icon on the left, see list of items on right side, highlight the e-mail message, right click and go to bottom “Move/Copy to Folder”. A window will come up, highlight location and click Move button at bottom.

MAC – When you delete an item, it goes to “Deleted Items” recycle bin. It will stay there for 14 days unless you empty the recycle bin before that time. To bring it back, click on the Deleted Items icon, see the list of items and place check mark next to item you want to retrieve. Then use the Move button (first icon next to drop down arrow for new message) in the toolbar to send it back to another folder.

WSSD School Calendars

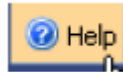
Click on Public Folders on the bottom of the left column. Click on 'plus' button next to Public Folders to see school folders. Click on 'plus' button next to your school to expand list. Click on specific calendar to see details. You will have permissions on the calendars that you need.

Remember To Log Off

PC – Outlook menu bar, top right location, and then close Internet Explorer.

MAC – bottom left, last item listed in first column, and then close Internet Explorer.

Additional Help



For questions on Outlook, click on "Help" in the Outlook Web Access menu bar. If technical help is needed, please send a message to the Helpdesk. The address is helpdesk@wssd.org. Type your request and click send or telephone Ext. 5100 from a black District telephone.

