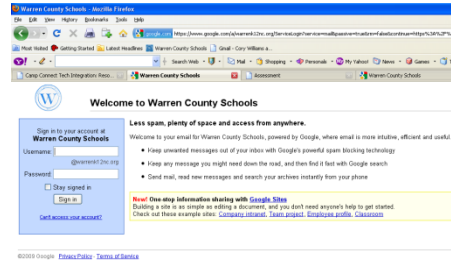


Step 1

- On Warren County Schools homepage:
 - *Click* the Staff tab
 - On the left under Navigation
 - *Click* New Staff Email

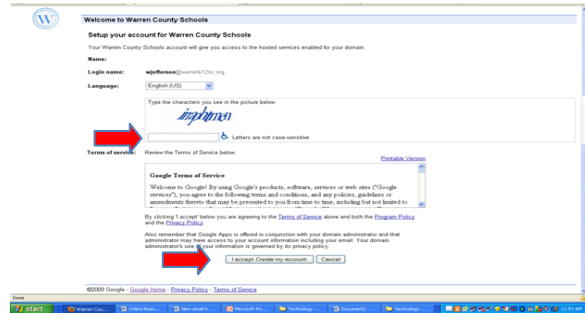


Step 2

- *Key* your username
- *Key* your password
 - Did not change

Step 3

- **Key** the characters you see. If you key it incorrectly, you will receive another one.
- **Click** I accept Create my account



Calendar

Example:

- *Click* Month
- *Click* on date
- *Key* information in What section *Example:* 3:00pm Staff Meeting
- *Click* Create event or edit event details to input more information

Contacts



New Group

- What would you like to name this group
- *Key* name then click OK.



New Contact

- *Key* email address
- *Click* Save
- *Click* Edit to make changes

Searching Contacts

- *Key* name (first and/or last or part)
 - Not case sensitive
- *Click* Search or *press* Enter
- Contact can be added to a group or click on email address to compose mail

Settings

Signature

- *Click* Settings
- *Click* General tab
- In the Signature: box *key* information
 - *Example:* Susie Chapsticks, Teacher
 - Hawkins Elementary School
 - PO Box 222
 - Warrenton, NC 27589
 - 252.777.9611 ext. 0000
- *Click* Save Changes

Forwarding to another account

- *Click* Settings
- *Click* Forwarding and POP/IMAP tab
 - In the Forward a copy of incoming mail to box *key* the email address of account to forward to
- *Click* Save Changes

Vacation responder:

- If you are going to be out for a period of time, you can set your email to send an automated reply to incoming messages.
 - *Turn* Vacation responder on
 - *Key* a Subject:
 - *Key* a Message:
 - You can choose to only send a response to people in your Contacts.
- Save Changes

Labels (Folders)

- *Click* Labels tab
- *Choose* Manage labels or Create new
 - Labels
 - In Create a new label box key the name for your folder
 - *Click* Create
- **Deleting Labels (Folders)**
 - *Click* Labels
 - *Click* remove
 - Delete the label
 - *Click* OK
- **Putting email in a folder**
 - Select the email
 - *Click* Move to tab
 - Select label (folder)
- **View email in a folder**
 - *Click* on the label (folder name)

Groups

Staff

- all-staff@warrenk12nc.org – All staff
- co-staff – Central office
- principals – All principals
- trans-maint – transportation/maintenance

Schools

- mb-staff@warrenk12nc.org – Mariam Boyd
- ns-staff – Northside
- sw-staff – South Warren
- vn-staff – Vaughan
- wchs-staff – WCHS
- wcms-staff – WCMS
- wechs-staff – WECHS
- wnths-staff - WNTHS

Reminders:

- You can start using your new email account today
- Notify your contacts about your new account
- Forward any emails you need to your new account
- Continue using both accounts
- The old account will stay open until December 31, 2009
- You can access your new account on WCS homepage under Staff or by keying mail.warrenk12nc.org