

# Using Microsoft Outlook (E-mail)

There are **TWO** ways to access your E-mail. If you are at school, begin by double-clicking the Outlook icon on the desktop. If you are away from your desk or at home, you can access your Outlook account over the Internet by going to the site: <http://hsmail.recsd.org/exchange>. You will be prompted to enter your username and password, which is the same as logging in at school. Both ways will give you a screen *similar*, but not identical to the one below.

To send a message: Click New, then type in the email address. To select someone at school, press To and select the person(s) from the global address list. It is a bit different on the Internet because the list doesn't appear. You must type in their name and press find.

Go to View then Toolbars to change the amount of buttons that appear at the top. Internet does not have this option.

The screenshot shows the Microsoft Outlook interface with several annotations:

- Click here to create a new message.** Points to the 'New' button in the Outlook toolbar.
- Choose one of the Outlook Shortcut buttons to access more of Outlook's features. Inbox will hold your new messages.** Points to the 'Inbox' shortcut button in the Outlook Today pane.
- When viewing your Inbox, this area will show your messages, new and old.** Points to the message list in the main pane.
- This is the preview area. If you are reading your messages from here, don't forget to scroll down to see the full message.** Points to the preview pane below the message list.
- Click twice on a message to open it, clicking once will still allow you to preview.** Points to a message in the list.
- Address book shortcut useful for adding contacts and distribution groups.** Points to the 'Address Book' icon in the Outlook Today pane.

Subject	From	Received
AOM Begins Monday 9-25-2000!	Michele Abel	Fri 09/22/2000 10:07 AM
Reserve calling system	Lella Hoel	Wed 09/20/2000 1:25 PM
Elementary Implementation Team Meeting buddies?	Mike Andert	Mon 09/18/2000 9:12 AM
Elementary GS Implementation Team Meetings	Heidi Roehl	Thu 09/07/2000 1:56 PM
DDH Software Order	Mike Andert	Wed 08/30/2000 3:27 PM
	webstore@ddhsoftware.com	Sat 08/19/2000 3:01 PM

Hi Everyone!

Just a reminder that Becky Van't Hof and Jerry McNeal, AOM (Assurance of Mastery) Paraprofessionals will begin work on Monday, Sept. 25, 2000.

Please welcome Becky and Jerry to your classrooms and introduce to your students! We are delighted and eager to have them begin their journey assisting your students and helping them grow with confidence.