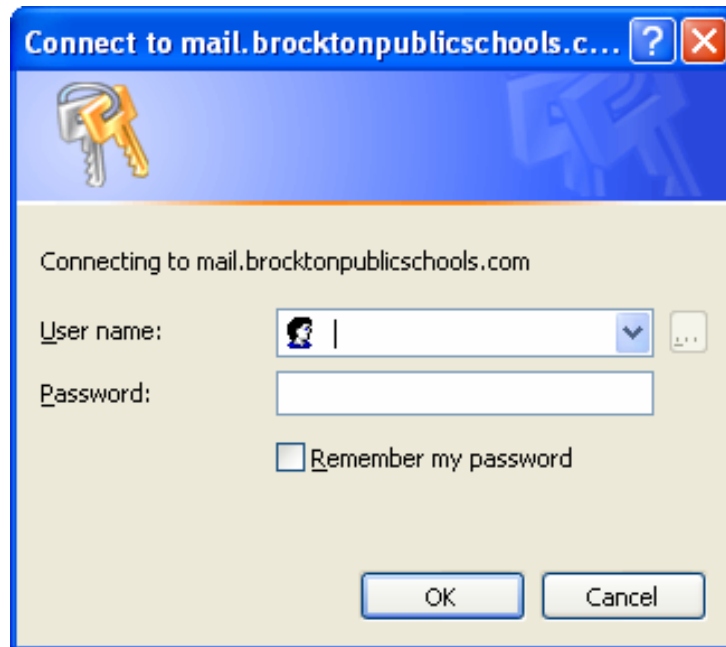


BROCKTON PUBLIC SCHOOLS
Technology Services Department x 7568

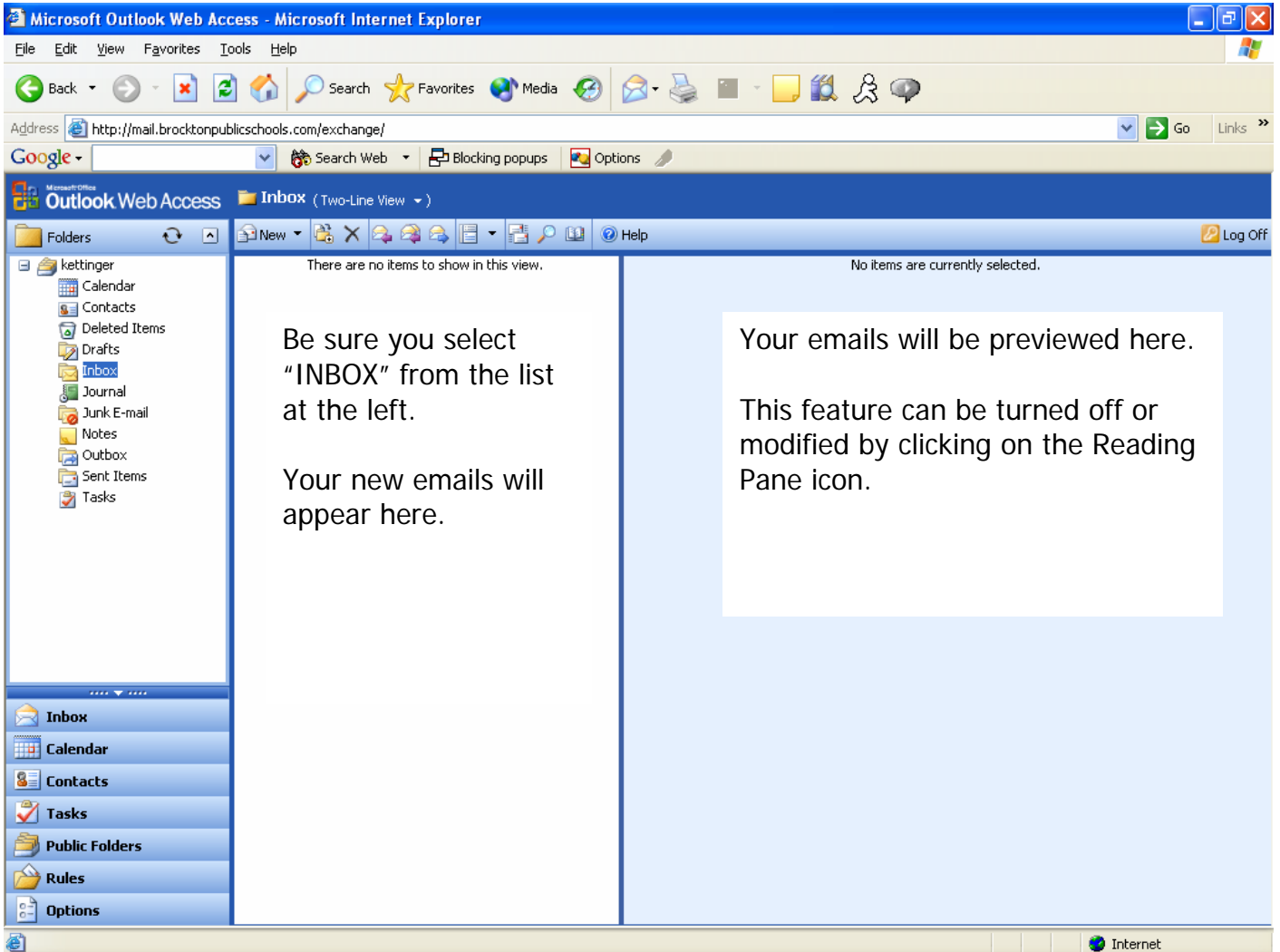
Brockton Public Schools Email

This EMAIL account is accessible exclusively through the Internet. Go to the Brockton Public Schools website at <http://www.brocktonpublicschools.com> and click on the BPS Email Button on the home page.

- You will see the following screen or something similar.

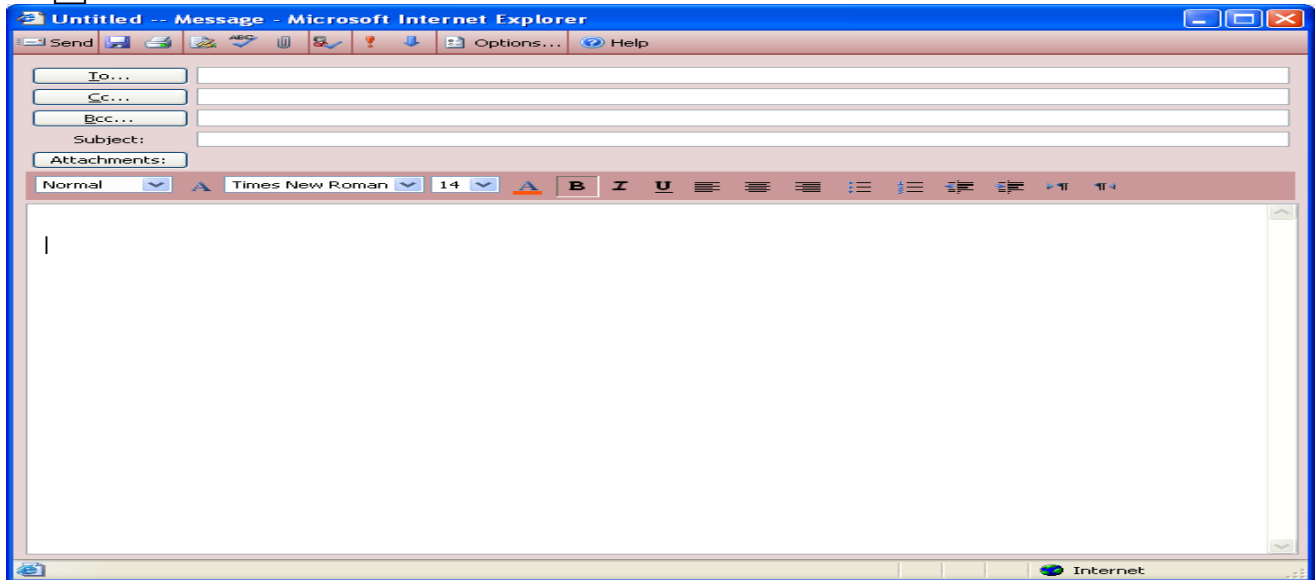


- In the User name field type your name as it appears on the attached Password Form. Generally, this is you first name, middle initial and last name, all together, no spaces, no punctuation and no capitalization.
- In the Password field, enter your password exactly.
- Do **not** check the "Remember my password" checkbox for security reasons.
- Click OK and you will be brought to the main screen of Microsoft Outlook Web Access.

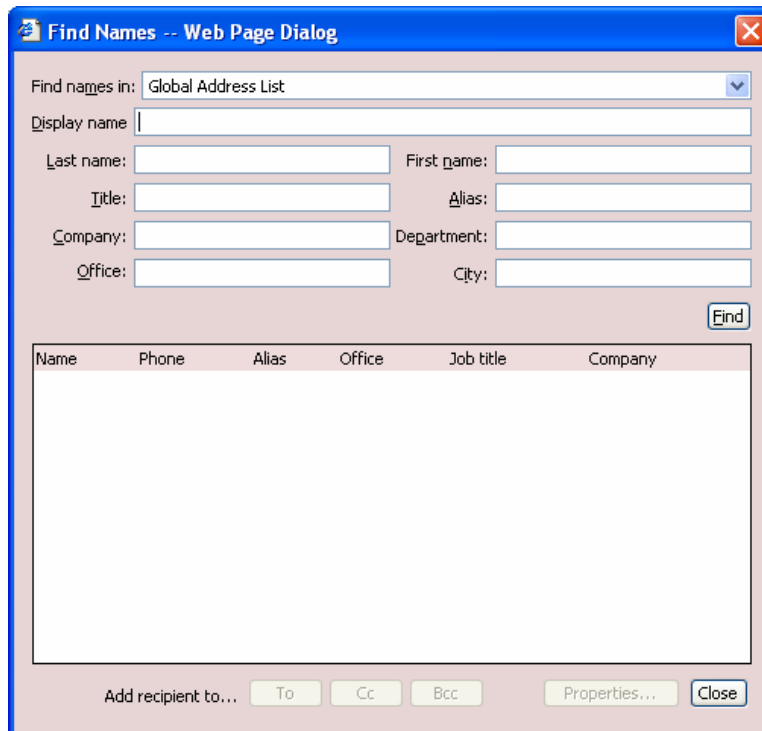


- Your new mail messages will be accessed through your Inbox. Click on Inbox in the Folders Window. Double click on an EMAIL message to open it.
- Use the Reply, Reply to All or Forward Function if you wish to further process the EMAIL.
- You may also delete the EMAIL. The deleted EMAIL will reside in the Deleted Folder until you permanently delete EMAILS from it. You will be prompted before permanently deleting EMAILS.

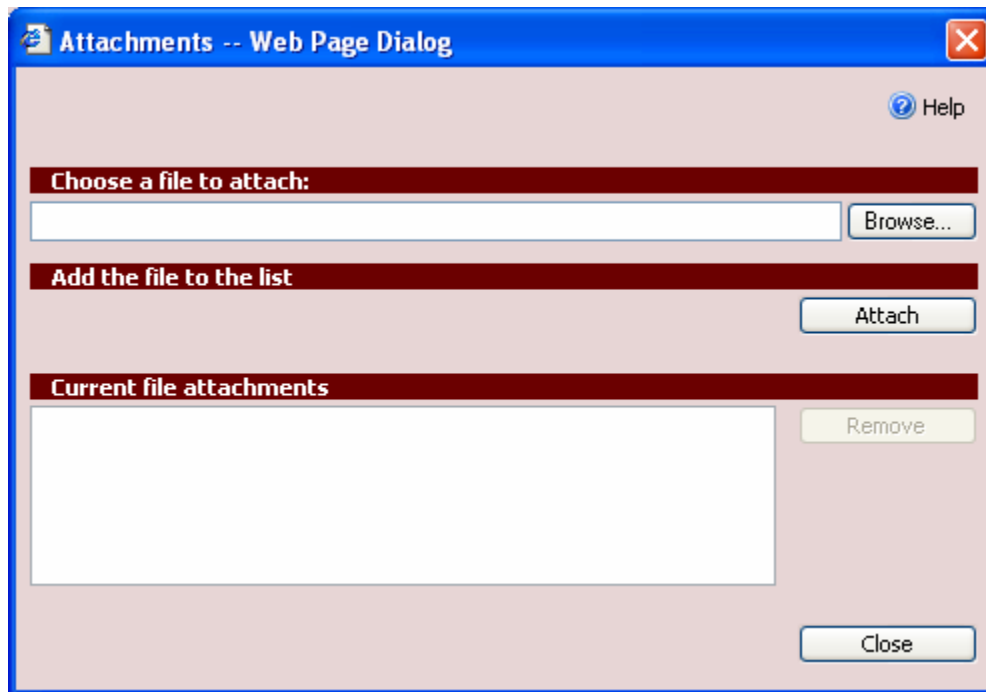
Click on NEW in the Inbox to send a new EMAIL. You will see this screen:



Click on "To" in the above New Message Screen. You will be brought to the "Find Names-Web Page Dialog" window.

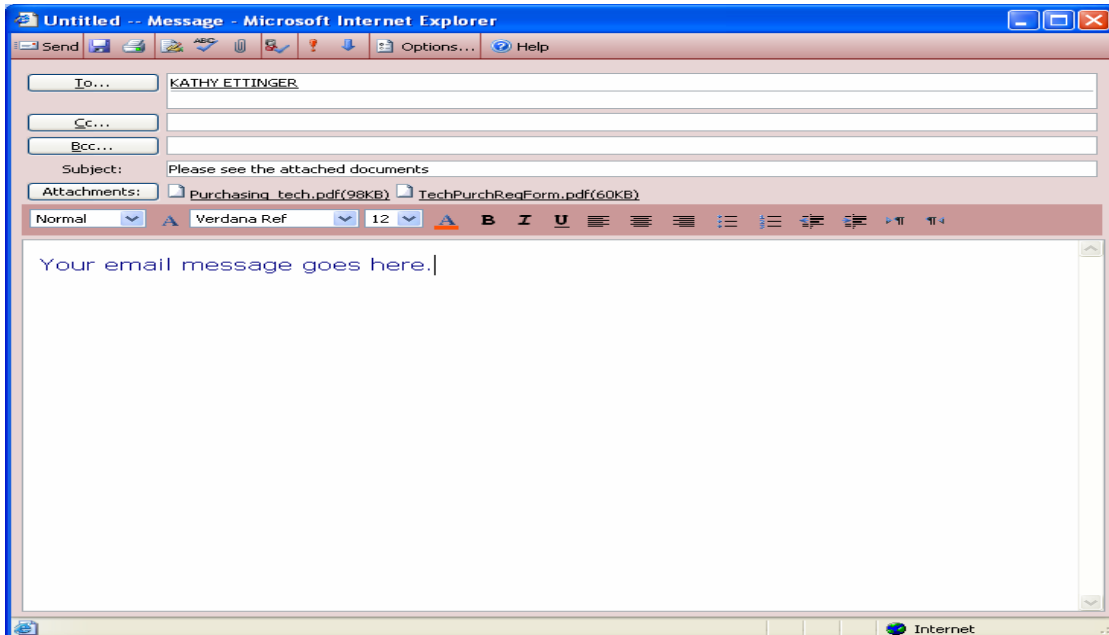


- In the Last name field, type the Last Name of the person to whom you are sending the EMAIL, and then click on Find or press Enter on your keyboard. The name will appear in the main window. Click on it to highlight it. (If it is a common name, you may have to scroll through a list of names to find the person you want.)
- In the Add recipient to.....Area (bottom of this window), select **To...** (goes directly to the person), or **Cc...** (a copy goes to a recipient) or **Bcc...** (a copy goes to a recipient but the address is not visible to the other recipients.) Repeat this process for each person to whom you send this EMAIL. After all recipients have been chosen, click Close at the bottom of the window.
- In the Subject field, type a short description of your message (ex. Meeting time or after-School Program, etc.) NOTE: the EMAIL message will not be received if the Subject Line is left blank.
- If you wish to add an attachment to your EMAIL, click on the Attachment button. You will see this screen.



- Click on Browse and find the file you wish to attach.
- Click on Attach. Repeat these 2 steps if you have more than one file to attach. When you have all the files attached, click Close. You will return to the EMAIL

message. The name(s) of your attached file(s) will be listed next to the Attachment button in your EMAIL message.



- Compose your EMAIL. You have the same editing tools available in Word, Excel, etc. So, you can highlight your text and bold it or change the font, the font size or the color. Edit as you wish.
- You have the Options tab in the EMAIL message where you can request a receipt for your EMAIL. You can also set the priority of your message by clicking on the red exclamation point.
- Click on Send.

DISTRIBUTION LISTS

You may wish to set up group lists (distribution lists) so you can generate one email and send it to multiple people. These directions are currently available online on the Teachers & Staff Page.