

Waterbury/Duxbury Webmail

Our e-mail system is web-based, which means it can be accessed from any computer with Internet access - even at home or from Florida when you are on vacation! Your messages, addresses, and settings are all stored on our server, so that they can be accessed at any time, from anywhere.

Accessing your e-mail: Connect to the Internet and open a web browser (Internet Explorer, Firefox, Netscape etc.). If you are in school, the browser will open up automatically to your school's home page. If you are at home, type www.cbmsonline.org or www.tbps.org into the address bar. Look for the "Staff E-Mail" link on the home page, which will take you to the webmail logon screen. The email server can also be accessed directly at <http://mail.wdsdvt.org> (NO "www"). Enter your *entire email address* as your username and then your password.

Navigation in the e-mail web site: Use the buttons and links on the webmail screens to access functions. *Caution:* Using the "Forward" and "Back" buttons of your browser will not properly refresh the pages, and could cause problems. Like web links, clicking *once* is sufficient, and clicking twice on buttons may result in errors.

Reading Mail: The left side of the webmail screen shows your mail folders (Inbox, Sent, Deleted, etc.) and the main screen shows the list of messages in your Inbox when you first log on. *NOTE: For proper security, the "preview pane" below the list of messages should be turned off - see "Changing Preferences" below.* When the preview pane is off, double-clicking a message will show it in a separate window that includes buttons to delete, reply, forward, or move the message to a folder. Above the list of messages in the main window you will see these buttons as well. *Caution: Always look at the sending address before replying - you may accidentally reply to several people or a whole list!* When replying to messages, it is best to remove any extra characters (brackets, etc.) from the address - because different email systems "encode" addresses differently, extra characters may prevent delivery.

Click "Add to Address Book" in the header section of the message to add the sender to your Contacts.

Opening Attachments: If a message shows a paperclip icon next to the message subject, there is a file attached to the message. When you view the message you will see the name of the attached file as a link (underlined) in the header of the message. *For protection against viruses, ALWAYS SAVE attachments (even from known sources) and open them from outside your web browser!* This assures that the file gets scanned by virus protection programs. The process for saving attachments varies with browsers and platforms. Most school computers are set to save to the Desktop, otherwise clicking on the link will display a message asking you whether you want to Open or Save the file. Choose "save" and look carefully at the location of the file before you save it: *Files are often "lost" because the location is not noted when the file is saved.* Often it

is easiest to save the file to your desktop, and put it into a folder later. Once the file is saved, close or minimize the web browser and open the message as you would any file.

Mail Folders: Using mail folders and moving messages you wish to save into folders can help keep your Inbox less crowded, and is recommended. Keeping a small number of messages in your Inbox will also speed up access to your Inbox. The top of the left frame shows buttons for creating, deleting and renaming your email folders. To create new mailboxes, click on "Email" at the top of the folder list before clicking "New Folder." This will add a new folder to the main list. If you have a different folder (e.g. Inbox) selected, the new folder will be created underneath the selected folder. Creating folders for different categories of mail you save will help keep saved messages organized.

Moving Messages: When viewing mail in your Inbox the "Move/Copy" button will replace the button bar with a new toolbar. Use the drop-down menu to select the folder you want to move the message to and then choose "Move" or "Copy".

Composing Mail: The "New" button at the top of the main screen starts a new message. Click this button and enter the full address of the person you wish to contact, as well as a subject. *Choosing an appropriate subject assures that your message is noticed and not marked as "SPAM" or disregarded.* As you begin to type you will see addresses from your Contacts "suggested" below the "To" field. Click on the address you wish to use and it will be entered automatically. Suggestions will include addresses in "Public Contacts", which includes all staff and distribution lists in both schools.

Clicking the "To" or "CC" buttons will open up your address book (Contacts) in a separate window. Click "options" in the toolbar to see the BCC line. *NOTE: Some browsers will block the address book window as a "pop-up". Look for a message below the address bar to allow pop-ups from our website.* In the address book window, double-click on an address and it will be automatically entered in the "To" line. Click an address once and then click "CC" or "BCC" to add the address to either of those lines. Click "Add and Close" to return to your message. *NOTE: When sending to a large number of people, putting all of the addresses on the "BCC" line will keep addresses confidential. Sending messages with a large number of "visible" addresses may be seen as a violation of recipients' privacy.*

Between the address lines and the body of the message you will see a toolbar that allows you to do basic formatting to text as you write.

If the address you are sending to is not in your address book, check the "save recipients..." box to add the recipients to your address book. This feature is most useful when replying to someone that is not already in your contacts.

PLEASE NOTE: Our email system has a time-out feature that will disconnect users if they are "idle" for 15 minutes. This is necessary to avoid keeping connections "alive" when you walk away from your computer. *COMPOSING* messages is considered "idle time" because the system does not see any activity. Consequently you may lose messages if you take too long to compose them or if you are interrupted and come back several minutes later. Options to avoid this are to periodically save your incomplete message as a Draft or to compose the message in Word and copy/paste to email when it is complete.

Adding an Attachment to a Message: Clicking on the "Attachments" button in the Compose screen shows the buttons for attaching a file to a message, which is a two-step process: 1) Click "Browse" and navigate to the file you wish to attach and then click "open" to choose the file 2) Attach the file using the "Attach" button. This may take a moment, as it involves uploading the file to the mail server. NOTE: Most mail systems limit the size of attachments to 2MB (=2000KB). Although we do not impose this limit, large attachments may or may not go through properly. This is particularly important when sending multiple files or digital pictures. Large files or even folders full of files should be "compressed" beforehand for sending.

Address Books: Clicking on "Address Book" in the left-hand frame will show you two address books: Public Contacts (a system folder that includes all staff and staff distribution lists) and Contacts (your personal contacts). Clicking either one will open that address book. Click "Add" to add a new contact (you cannot add to Public Contacts.) To create your own email "groups", open your Contacts and choose "New Group". You will see two windows: The left-hand window shows your individual Contacts and the right-hand window shows the members of the "Group". Enter a name for your Group and then double-click addresses in the left-hand window to add them to the group. You can also click once on addresses (or ctrl-click in Windows to select multiples) and use the single arrows in between the windows to move addresses into or out of the group.

Changing Preferences: The "Preferences" button (bottom left) will take you to a list of options to customize your mail. Recommended settings are: uncheck "Show Message Preview Pane", check "Save Copy of Outgoing Messages", and "Purge Messages" (delete them permanently when you exit). Other options are available here as well.