

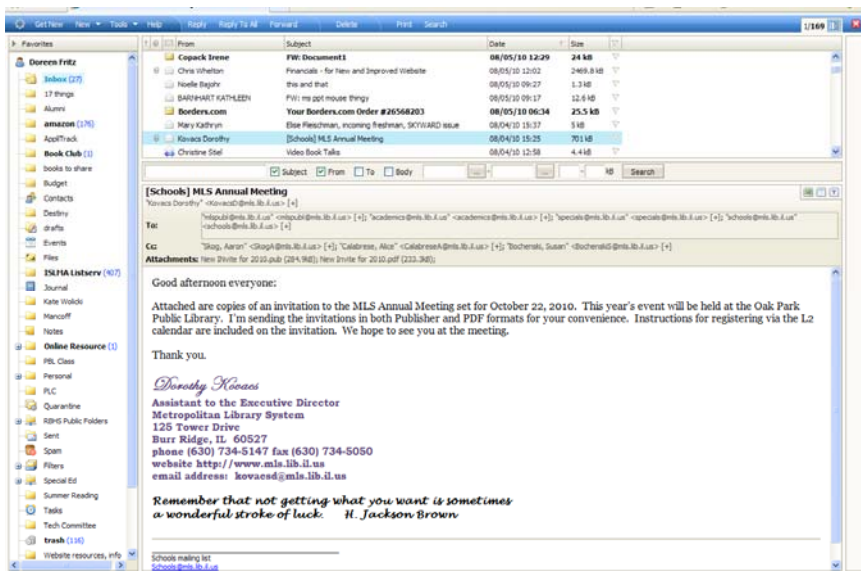
Webmail – RBHS’s e-mail system

<http://webmail.rbhs208.org>

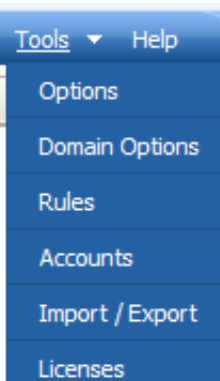
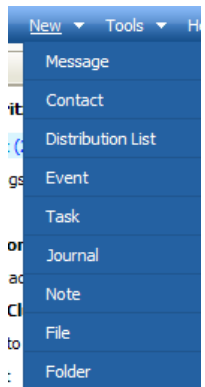
Besides typing in the address, there are two ways to get there. When at school, just click on the webmail (or email) icon in the Internet folder. When outside the building, click on the Professional Resources link from the RBHS website. Save this page as a Favorite in order to save time in the future.

This is the login screen (the 1st thing you’ll see)

Enter your login name (last-name-first-initial@rbhs208.org) and then your password (which is the same as your login name (without the @rbhs208.org) until you change it). You will be taken to THIS screen:



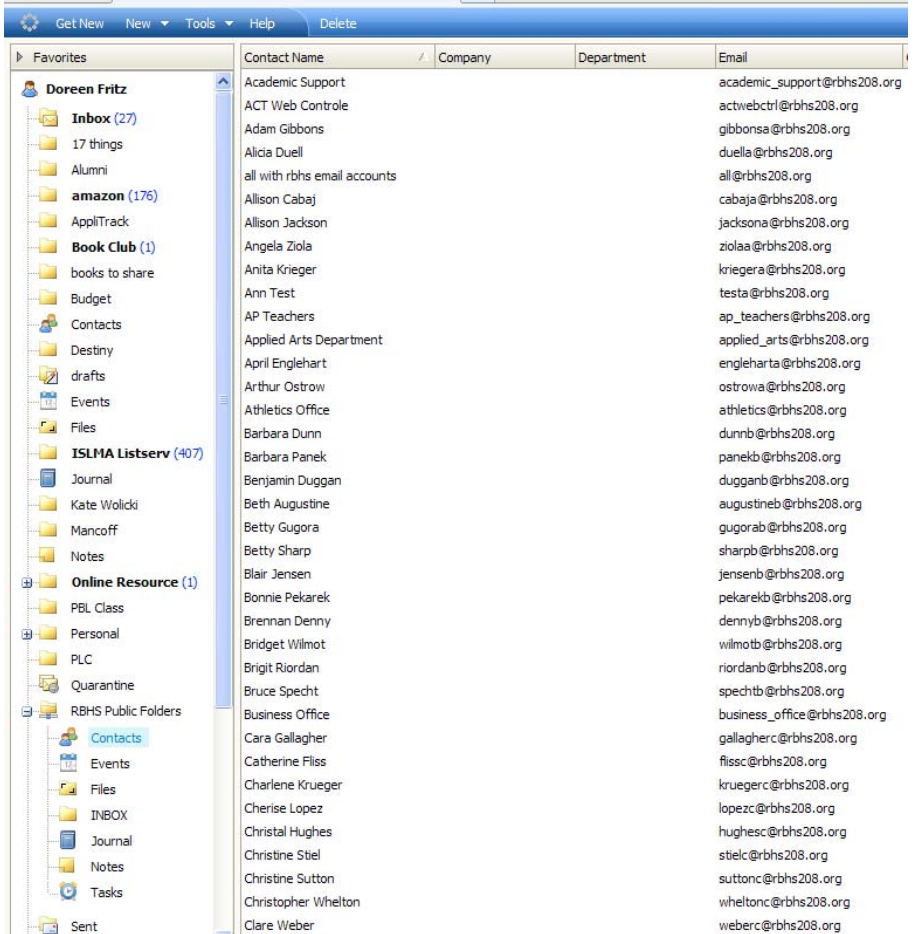
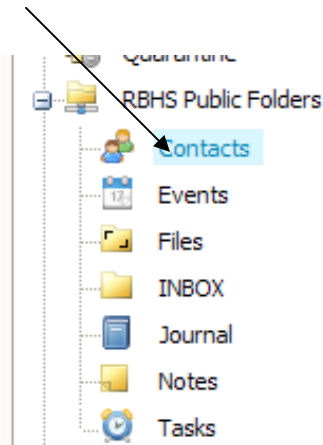
The menu across the top has pull-down options. Use **New** to create a New Message (i.e. compose an email), a Distribution List (i.e. mailing list), a folder (into which to sort incoming messages), and so on.



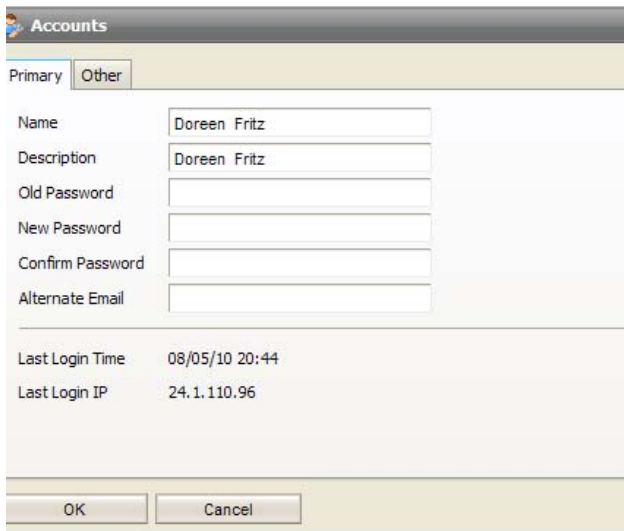
Use the **Tools** menu to do such things as change your password, set up filtering rules, create a signature file, and so on.

To view new messages, just click on “Get New” in the menu bar. Once you click on the subject line to read an incoming message, you can Reply, Delete, Forward, Print, etc. Once you accumulate several emails, you will also appreciate the “Search” feature if you’re ever trying to find that elusive message that you KNOW you received – sometime! You can sort your inbox by date, sender, and subject.

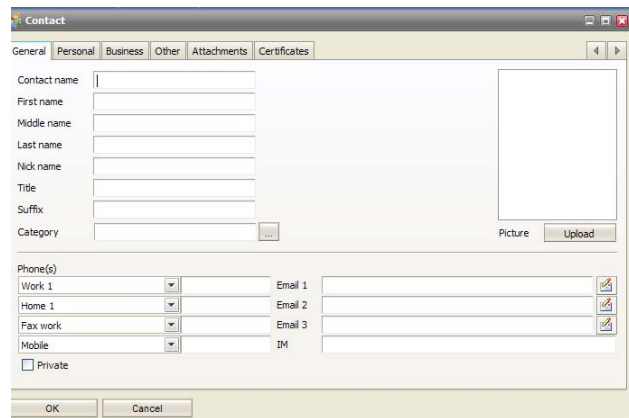
You have two (2) Contact Lists (i.e. address books) – one that you create, and the Public Contact list (located in the RBHS Public Folders), which all email users at RB can view.



Changing Your Password: The first time you go into the email system, you should change your password. Click on Tools – Accounts. You will see this screen: (with your name, not mine!) Type in your existing password, and then a new one of your choice. Retype to confirm, and click on OK.



Addresses and Groups: To add an email address to your contact list, click on New – Contact. The important fields into which you should enter information are: Contact Name, First name, Last name, and Email 1. Click OK when done.



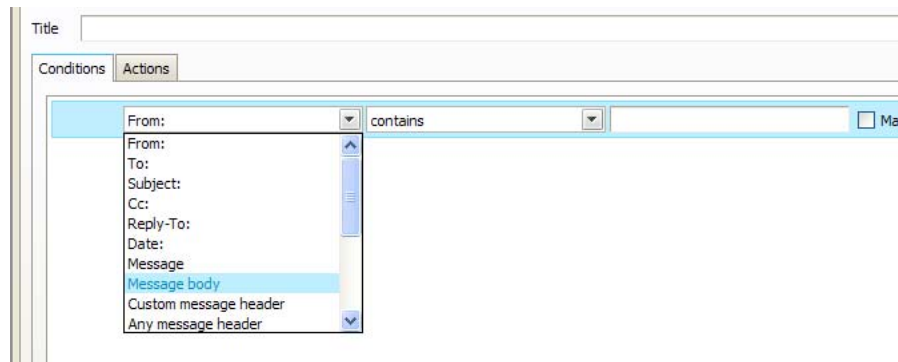
To create a Distribution List (i.e. email group, or mailing list), click on New – Distribution List. Title it. To add a person who's already in either your own or the school's contact list, click on Add User. Search by typing part of the name. Once you find the contact, double-click to add them to your list. Continue to search and add names until your list is complete. Then click on OK. To add someone whose address isn't already "in the system," click on Add New.

Signature File: Click on Tools – Options, and click on the Signature tab. Type your signature message, which will appear at the end of your messages unless you click in the box that says “Signature at the top of the message.” Unfortunately, this email program doesn’t allow for fancy formatting or pictures to be included in your signature file. It will all be one font, all one size. Sorry!

Adding folders: You can create any number of folders into which to sort incoming emails. For example, I have a folder for Book Club, one for Tech Committee, one for messages about our online resources, and so on. Just right-mouse-click on your name in the left column and select “Add folder.” Name your folder and click OK.

Set up a SPAM folder, and create a filter to clear out unwanted SPAM: Create a new folder and give it whatever name you wish – I suggest “SPAM.” Now, to make sure that those spammy messages get filtered into this folder, click on Tools – Rules, and click on the Add button. Give this rule the title Spam. If you’re on the Conditions tab, click on Add. Using the pull-down menu, choose “Subject”. Leave the middle pull-down reading

“contains,” and type “Spam” into the 3rd box. Click on the Actions tab. Click Move to, and click the little box with three dots. A list of your folders will pop up. Select your “Spam” folder, and Click OK.



In the future, all incoming spam messages will automatically be moved into your Spam folder.

Whitelisting and Blacklisting: Our email system has a pretty effective spam filter. In fact, sometimes it’s TOO effective – and emails you may be expecting, or that may be from someone you recognize, are marked as SPAM and wind up in your Spam folder.

Be sure you check your Spam folder every once in a while. If you find a message there from someone you recognize, and you want to be sure that this person’s emails no longer get sent to the dungeon of the Spam folder, right-mouse-click on that person’s message and select “Whitelist.” Conversely, if you receive a message that you consider to be inappropriate or a scam, you can right-mouse-click on it and click “Blacklist.”

Quarantine: We also have a folder, set up at the system level, which is called “Quarantine.” This folder, which appears in your list of folders in the column on the left, contains messages that the server has deemed spam (but not the disgusting stuff, most of the time. Just a lot of sales offers.) You should go through and delete these messages frequently.

Deleting: And while we’re on that topic, you should maintain your email by regularly deleting messages in your Inbox, Sent, and Trash folders. **WARNING:** If you accumulate too many stored messages, you will no longer be able to receive new ones. Each user has a limited storage capacity.

Special Features: Although the program appears to offer such features as Calendar, Journal, Notes, etc., we’ve found these features to be either nonfunctional or problematic. (Hey, what do you want for free?)

Any questions? Contact Doreen Fritz, ext. 2117. Or stop by the library for a quick tutorial.