# SOESD New Employee Training

Email: Microsoft Outlook

on your desktop computer at work (if you have one and are connected to the SOESD network)

- click on the Outlook button in your task bar
- click on the Outlook shortcut (if you have one) on your desktop
- go to Start > Programs > Microsoft Outlook >Microsoft Office Outlook
- use the View tab to see, place, or hide the Reading Pane and the Navigation Bar

on the Internet (wherever you have Internet access)

- open your browser (Internet Explorer is best for webmail)
- go to http://mail.soesd.k12.or.us (no www)
- and type in your user name and password
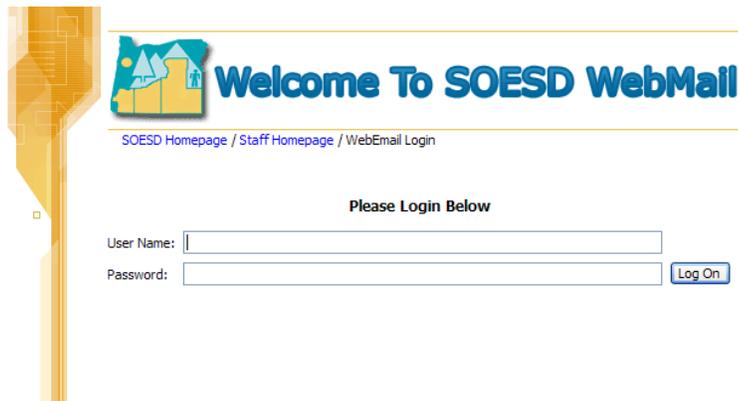
Outlook should open right up to your Inbox—that's where your new mail will be.

Unread messages appear in **bold**. (They will change to plain text after you open them.)
**To read an email**, double-click on it (a window will open up) and see what it says.
You can tell Outlook to show a **Reading Pane** by clicking on the Show/Hide Reading Pane button.

To reply, click on the Reply button on the left side of the mail window. A new window will open that you can type in. Correct spelling always adds a classy touch: click on the ABC button.
Hit Send in the upper left when you're ready to send your email. (You can see what mail you've sent by clicking on your Sent Items folder on the left side.) *If you are unable to type a message in your reply, you probably need to in unblock pop-up windows for mail.soesd.k12.or.us (make http://mail.soesd.k12.or.us/* an exception) and install ActiveX.*

Start a new message by clicking on the New (Message) button at the upper left
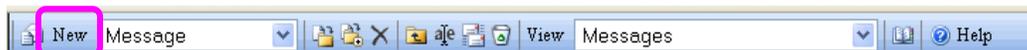
Then type in who you want it to go to. If it's somebody who works for SOESD, just type in their name—even just their first name—and then click the little Check Names button

If you typed in first and last names correctly so that Outlook recognizes it, Outlook will underline the names to let you know it's got an email address for that person. If you only put the first name in, Outlook will give you a little Dialog box that gives you people it knows about to choose from.

You can also click on the Contacts navigation button on the left side and scratch around for the person you're looking for.

If you want to send an email to somebody outside SOESD, you'll have to type their entire email address correctly.

SOESD web site: www.soesd.k12.or.us

Click this button to link to the online "SOESD Staff Health and Safety Training" that all SOESD staff must complete.

On the same page are links to

- Business Office Forms for your travel mileage,
- Help Desk – Tech Support
- SOESD WebMail

and other useful links

Download **Business Forms www.soesd.k12.or.us/business/forms**

On the right, click on *Administration & Business > Business Services > Business Forms* or just go to **www.soesd.k12.or.us/business/forms**

Follow the directions and remember to right-click and pick Extract All Files, if they don't extract automatically. (You'll know you forgot to extract the files if you're unable to enter data.)

Make sure your **plugins are up-to-date www.soesd.k12.or.us/plugins**

On the right, click on *Technology & Media > Computer Information Services > Computer Training > Internet Plugins Test* or just go to **www.soesd.k12.or.us/plugins**

Find handouts from workshops (including this one) **www.soesd.k12.or.us/support/training**

On the right, click on *Technology & Media > Computer Information Services > Computer Training > New Employee Training* or just go to **www.soesd.k12.or.us/support/training**

Using Office 2010—including Outlook 2010? Go to **www.soesd.k12.or.us/support/training** and click on "Office 2010" on the right under "Microsoft Office"

Help Desk! www.soesd.k12.or.us/helpdesk or call (541) 858-6749

When your computer has fallen and it can't get up or you don't know how to make it work right so you can do your job, it's time to seek help. Open your browser and on the right, click on *Technology & Media > Computer Information Services > Computer Training > Internet Plugins Test* or just go to **www.soesd.k12.or.us/helpdesk**

Use this page to fill out a Help Desk Request Form, email support@soesd.k12.or.us, get a technician to fix your machine remotely, and find out phones, hours of operation, and more.

If your computer's so broken that you can't use the Internet, give us a call at **(541) 858-6749**.

Larry Francis, SOESD Computer Information Services
larry_francis@soesd.k12.or.us or (541) 858-6748

revised 1/24/2011