

## Microsoft Outlook WebMail

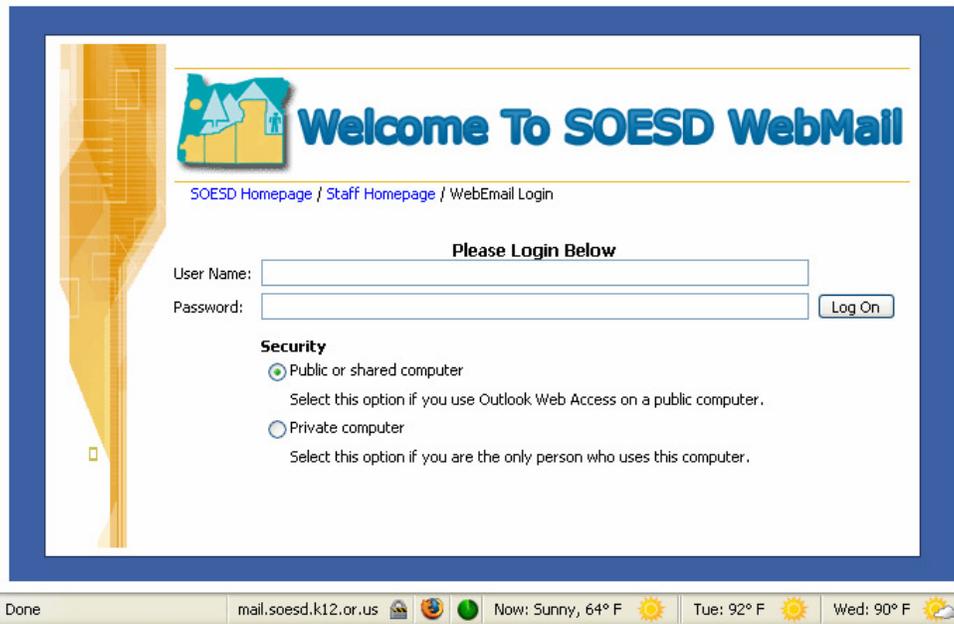
To get to your mail anywhere you can find an Internet connection, open up your browser (Internet Explorer works best, but Firefox or Safari will do) go to

<http://mail.soesd.k12.or.us> — notice that there is no www

and type in your user name and password

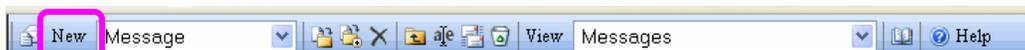
If you had a bookmark or favorite pointed to GroupWise, change the url to the new one for Outlook:

<http://mail.soesd.k12.or.us>



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.) Start a new message by clicking on New Message



Then type in who you want it to go to. Outlook will fill in addresses but you have to click the little Check Names button to activate it:



You can also click on the Contacts nav button on the left side and scratch around for Open an unread message by double-clicking, then hit Reply. 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/\\*](http://mail.soesd.k12.or.us/*) an exception) and install ActiveX.

Calendaring is easy: just click on the Calendar nav button on the left side and then choose day or week. (To change the month, go all the way to the right.) Make an appointment by clicking on the New Appointment area in the nav bar above your calendar.

Questions? Problems? Contact Support at 858-6730 or [support@soesd.k12.or.us](mailto:support@soesd.k12.or.us)