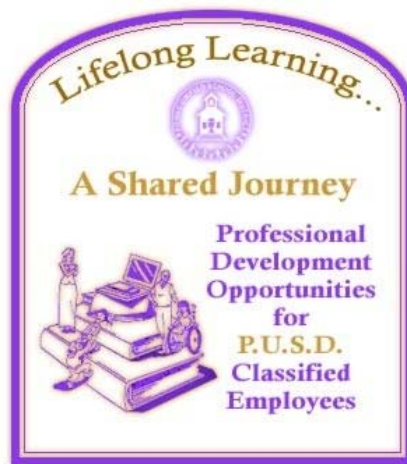


Poway Unified



Professional Development

Email Tips & Tricks

AGENDA

8:00 TO 10:00

1. Setting up your options
2. Customizing your mailbox
3. Address book made easy
4. Organizing the Mess
5. Feedback and Evaluations

Setting Changes

Private Computer Setting	Choose this setting when you login. This way you will stay continuously logged into the system
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Send/Receive Email	Refreshing your Mailbox Quickly
Options Button	<ol style="list-style-type: none"> 1. Change View from 25 to 100: This increases the number of emails you can view at a time without clicking on the nextpage buttons. 2. Check Junk Mail Filter Setting: Allows you to right click on an unwanted email (only from the outside) and select "Add sender to Blocked Sender list". This will prevent the email from going to your Inbox...it will automatically go to your Junk Fold. 3. Adding a signature for identification: This saves typing time and allows for sender identification.

Customizing your INBOX

Deleting unwanted email Use this order: Clear out Your INBOX Clean out Your SENT Clean out Your DELETE	<p><u>From Inbox:</u> Click on the X on the toolbar</p> <p><u>From Deleted:</u> You can select one, a group, or all to be deleted</p> <ul style="list-style-type: none"> • Everybody, click on the <u>Trash Can</u> • Groups, select the first file - press and hold the shift key - select the last file in the group ... this identifies a block or group of emails ... let up on the shift key and press the X on the tool bar. <p><u>From Sent:</u> You can only select one or a group. There is not trash can in this folder.</p>
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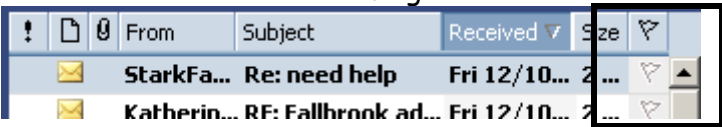
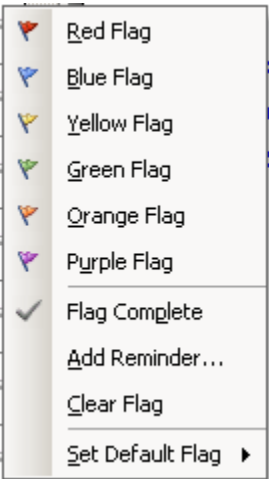
Creating folders to Store Wanted Emails	<ol style="list-style-type: none"> 1. Click on the INBOX 2. From the folder list, put your mouse on the INBOX word, click on the RIGHT mouse button and left click on the words "New Folder" 3. When the window appears, name your folder and click OK
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Organize and move email into sub folder	Place your mouse on an email to move - hold down the left mouse button and DRAG into the sub folder
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Organize Emails into: DATE order FROM order	The Toolbar directly above the email window is a HOT Bar. Depending on what you want to organize by , you click on the Title word. It is important to keep you eye on the Page button in the top right to know where you are in the mailbox.
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Addressbooks Made Easy

Global Address	<p>District created and managed Addressbook:</p> <p>Individuals: search by last name (smith) Group: type a {period} then words (i.e. .TP)</p>
Contact List	<p>You personal addressbook</p> <ol style="list-style-type: none">1. <u>To Add people:</u> Open the email and put your mouse on the address and RightClick and ADD TO CONTACTS2. When Window appears<ul style="list-style-type: none">• Add Last name / First Name information• In Company Field ~ type in a category of person (Family, Parent, ETC)• Display Name can be change if you want different information to be displayed• Click Save and Close <p>You can always just type in the information if you want....</p>
TIPS for finding and using an Address	<p>Find a Name FAST</p> <ol style="list-style-type: none">1. Open a new email window2. In the TO: field, type just a couple letters of the last name3. Click on the "CHECK NAMES" Icon (on the tool bar brown hair/ red shirt and blue check mark) Commonly called the "Check HEAD Dude" <p>Use this same procedure for the Groups but add use the .TP trick to get the list...don't forget to use the "CheckHead" Icon ☺</p> <p>Find a Name from the Directory</p> <ol style="list-style-type: none">1. Open a new email window2. Click ON the word TO:3. When the search window appears, type a couple of last name letters in the field and click FIND <p>Find a Name using a COMPANY category (this was defined when the contact was created using the Company Field..you can always go back and add)</p> <ol style="list-style-type: none">1. In the Company Field, type your category (family or parent) and click FIND...this will display all names in that category and you can then select and click TO...select another and click TO...etc.

<p>Creating your own Group or Distribution List</p>	<p>From the Toolbar, Click the little black arrow to the right of the NEW button.</p> <ol style="list-style-type: none"> 1. Choose "Distribution List" from the menu 2. Name your group ...for efficiency, start your group with a {period} like in the global list.. (for example: .parents) 3. Click on Find Names 4. Change to the Addressbook that has your names...for parents you will use your contacts. 5. Using the company field again, list your category of folks and then click FIND 6. When the list appears, select the individual and click "distribution list" button at the bottom of the screen....select another person and click button...continue until you have all the people you want. <p>**if you are making a group using people from both your contacts and global, at any time you can change addressbooks.</p> <p>7. Final step is to Save and Close</p>
<p>To Use a "self created" group</p>	<p>From a new email</p> <ol style="list-style-type: none"> 1. Open a new email, from the TO: field type in your groups name (don't forget the period) and click the "CheckHead" icon <p>From the Contacts folder</p> <ol style="list-style-type: none"> 1. Double click on the group name 2. Click on the ICON "Sent To List"
<p>Opening an Attachments</p>	<p>When you receive an email with an attachment:</p> <ol style="list-style-type: none"> 1. Place your cursor on the Attachment Title and Right click 2. Once the menu appears use the Left click to OPEN
<p>Marking an email to deal with Later</p>	<p>Using FLAGS: To the far right of an email message, you will notice a small icon that looks like a flag</p>   <p>If you click on the flag, it will turn RED... If you Right click, You will get a bunch more ☺</p>