Technology Training Manual

Groupwise Web Based

Email System

and

Messenger

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Accessing the Email System and Messenger

Opening the Login Page

The Crosby ISD Web Based Email System is available for use from any location worldwide provided Internet access is available.

1. Go to the Start Menu from the Desktop or click on the Internet Explorer Icon from the Desktop.
2. From the Start Menu, Select **All Programs.**
3. Locate Internet Explorer or other Web Browser Application.
4. Navigate to the Crosby ISD Homepage at http://www.crosbyisd.org.
5. From the District Home Page, click on the CISD Web Mail **Link.**
6. To Access from work, click on the GroupWise Icon on desktop.

Log into Group Wise Messenger:

1. Click on the GroupWise Messenger Icon

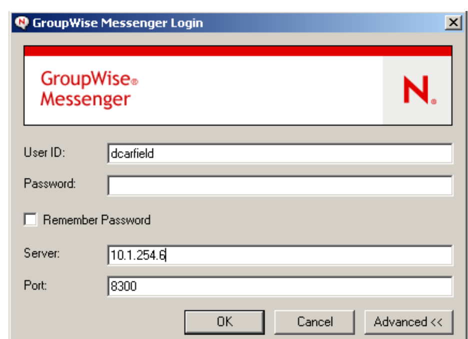
2. Click on the Login

3. Put in your User Name and

   Password:(The same one you use to log into the Network

4. Click on the Advanced Tab and put the following numbers in for the Server: 10.1.254.6

5. Click on OK and you are logged into Messenger Program.

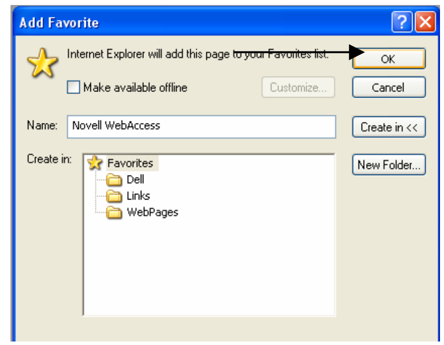


Notes

Accessing the Email System

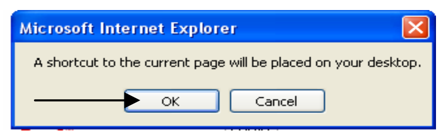
Creating a Favorite to the Login Page

1. From the Internet Explorer drop down menu, locate and click on **Favorites.**
2. From the Favorite Drop Down List., select **Add to Favorites.**
3. The Add Favorite dialogue box will appear, click **OK** to save.
4. From the **Favorites** drop down box, a Novell WebAccess link will be visible. This link can be activated from any website.



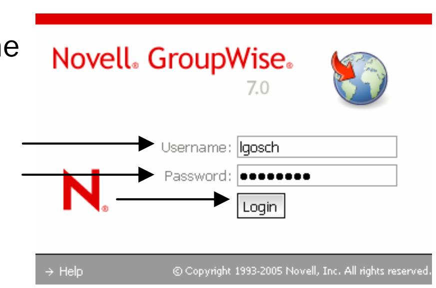
Creating a Desktop Shortcut to the Login Page

1. Right Click on any portion of the Login Page.
2. From the Right Click Options, choose **Create Shortcut.**
3. A dialogue box will appear on the screen indicating the shortcut is placed on the user desktop.
4. Click **OK** to close the dialogue box and proceed with Login.



Login Procedures

1. From the **Novell Groupwise** login screen , click inside the Username and enter the district assigned username.
2. Enter the Password.
3. Click the Login Button.



Notes

Favorites are browser specific. A favorite added to one campus computer will not automatically add the favorite to other lab computers or classroom computers.

Accessing the Email System

Mailbox Item Types

Notes

Mail Messages - allows the user to specify a subject and message to determined recipients.

Appointments - allows users to include the time, date and place of any appointment, as well as well as use Busy Search to search for times when all recipients are free.

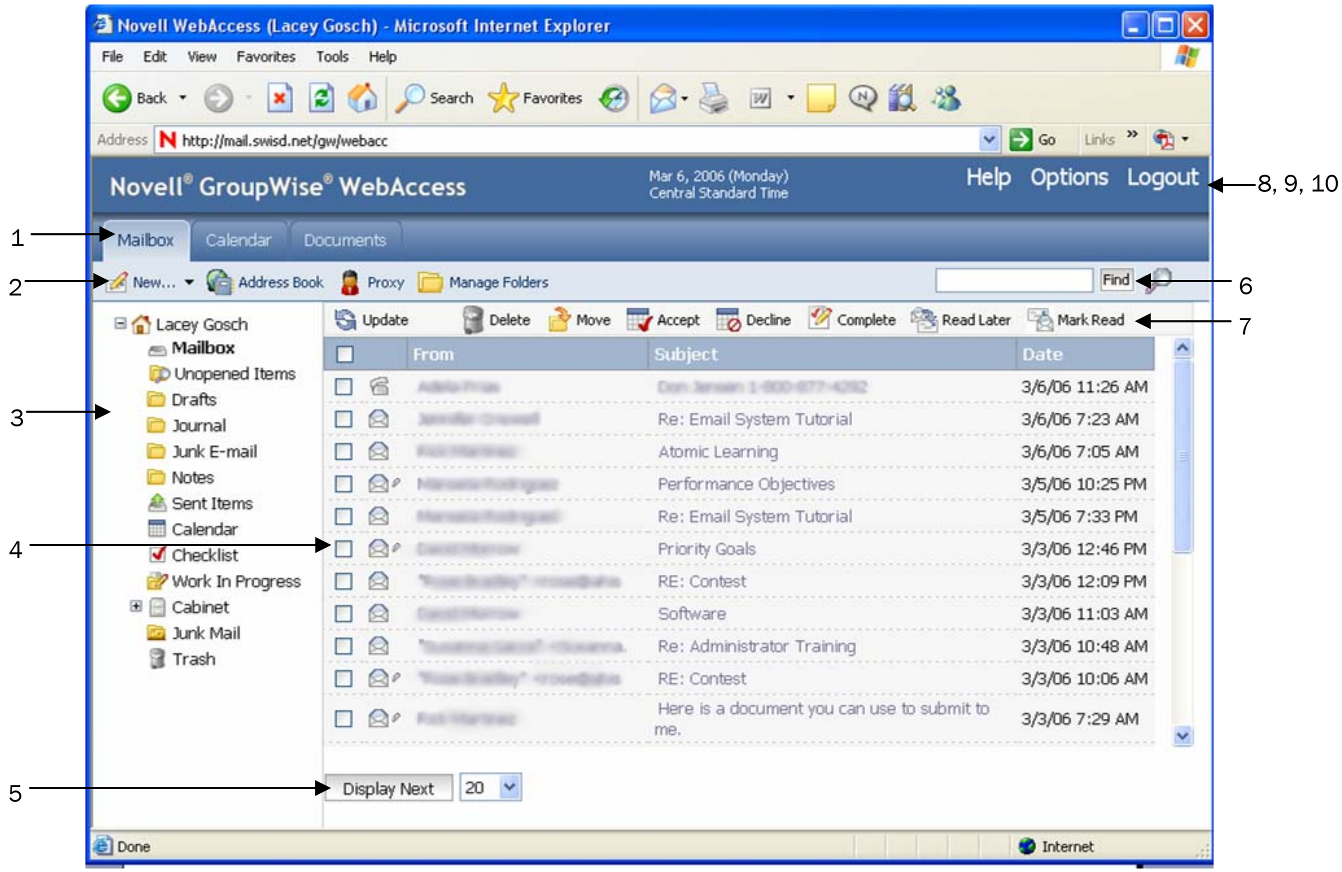
Posted Tasks - allows the user to determine the day in which a task is to appear in a recipients calendar and on which day the task is to be completed. Priority levels may also be set for tasks.

Each of the items listed are functions of emailing or assigning items through the email system. Each item listed above also has a Posted feature, allowing users to assign items to themselves without sending email messages. The Post functions are covered in the sections of this manual detailing the creation of each type of Mailbox item.

Email Account Overview

Mailbox Features

1. Mailbox Navigation Tabs
2. Mailbox Toolbar
3. Folders List
4. Inbox Items List
5. Page Navigation
6. Mailbox Search
7. Inbox Toolbar
8. Online Help
9. Mailbox Options
10. Logout



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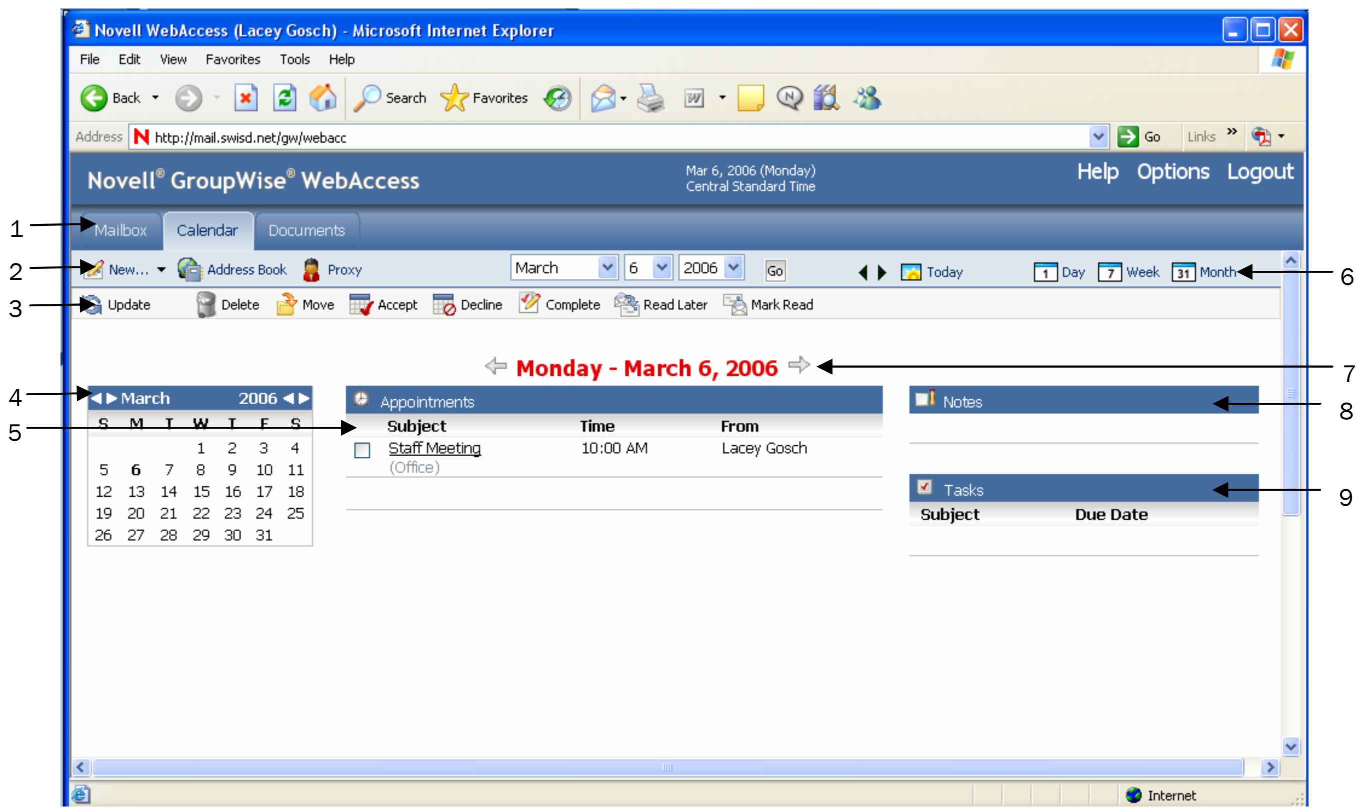
Email Account Overview

Calendar Features

1. Navigation Tabs
2. Mailbox Toolbar
3. Calendar Toolbar
4. Calendar at a Glance
5. Information Display
6. Calendar View Options
7. Date Navigation
8. Notes Pane
9. Task Pane



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Email Account Overview

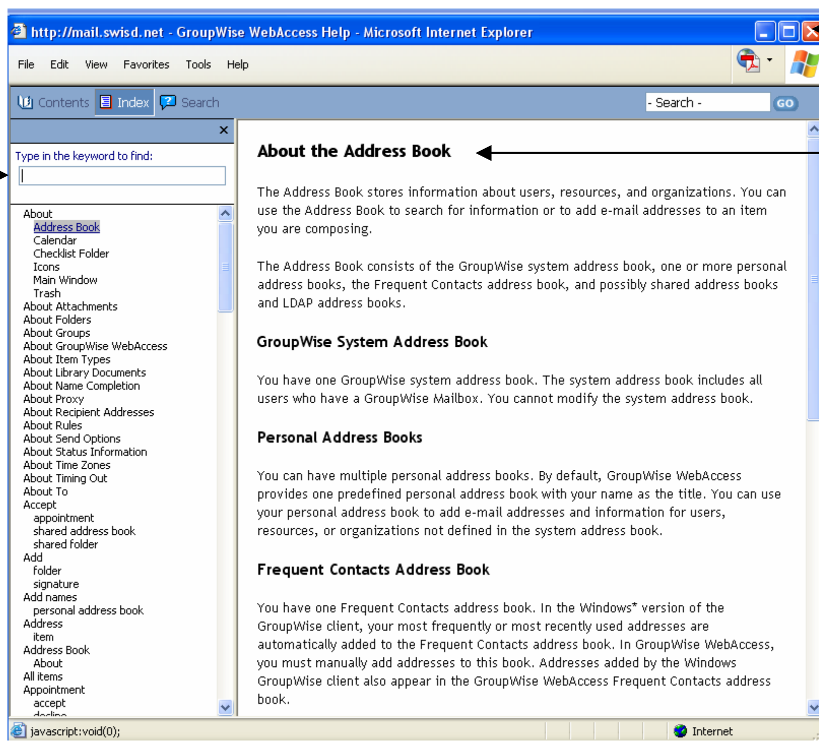
Online Help

Online help allows users to search for features and functions of the email system at the click of a button. The help feature allows users to search email functions by **Contents**, **Index** or **Keyword** Search.

1. Click on the **Help** button.

2. Select a Topic by clicking on any item in the search pane.
3. Review Instructions in the Instructions Pane.
4. To close, click the **Close Red X** at the top of the screen.

Search Pane



Instruction Pane

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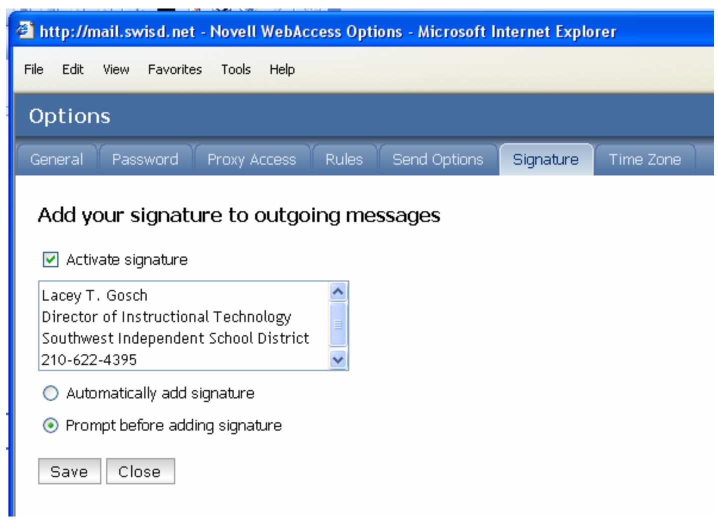
Email Account Overview

Email Signatures

1. Click on the Options Button
2. From the **Options** window, click on the **Signatures** tab
3. Place a check mark in the **Activate Signature** check box
4. Enter the digital signature information in the **Signature** text box.
5. Select **Automatically Add Signature** or **Prompt Before Adding Signature.**

- **Automatically** will add the signature to all outgoing email message including forward messages and reply messages.
- **Prompt** will require that the user activate the signature for each individually created mail message.

6. Click **Save** - After saving, a message will appear at the bottom of the screen indicating the Signature was Saved.
7. Click **Close** to exit Options.

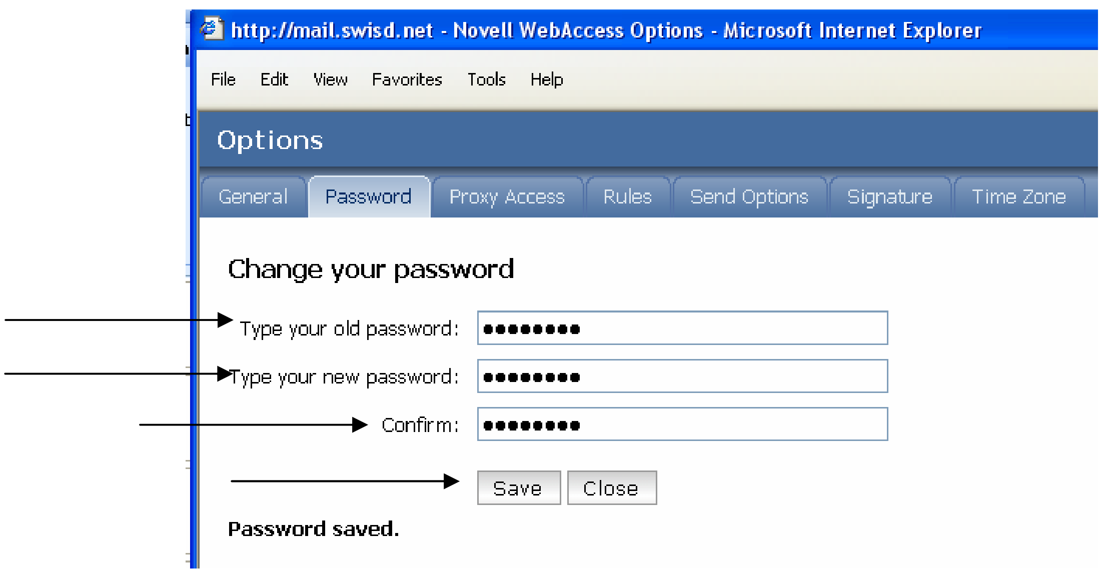


Notes

Email Account Overview

Resetting Passwords

1. Click on the Options Button
2. The Options window will display the **Change Your Password** screen.
3. Click inside the **Type Your Old Password** text box and enter the existing password.
4. Click inside the **Type Your New Password** text box and enter a new password.
5. Click inside the **Confirm** text box and re-enter the new password.
6. Click the **Save** button.
7. After clicking **Save**, the change password screen will display **Password saved** at the bottom of the screen.
8. Click the **Close** button to exit Options.



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Setting Global Sending Options

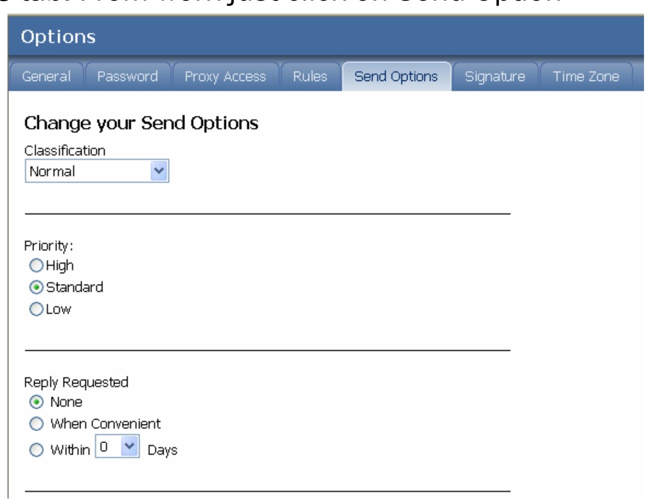
Global Sending Options allows users to create rules for sent messages. The items included through sending options include:

- Classification Setting - Normal, Proprietary, Confidential, Top Secret or For Your Eyes Only
- Priority Level - Normal, High or Low
- Reply Requested - None, When Convenient or Within a defined time period
- Return Notification - When Opened or When Deleted.

When users set global sending options, the options listed will be applied to all email messages, calendar appointments, tasks, phone or notes sent through the email system. If users do not want these options applied to all outgoing mail, users are able to set these options for each individually created email message. To set sending options for an individual message, refer to page 17.

1. Click on the **Options** button.

2. From the Options window, click on the **Send Options** tab. From work just click on Send Option tab.



3. Make desired screen selections.
4. Click the **Save** button located at the bottom of the screen. Users may need to scroll down the page to view the Save button.
5. To exit the Options window, click the **Close** button. The close button is located next to the Save button at the bottom of the options window. Scrolling may be necessary to view the option.

Notes

Email Messages

Mail Message Fields

Notes

TO - used to address the primary recipient of the message.

CC (Carbon Copy) - used to address recipients who have an interest in the content or might require notification of the information, but are not expected to act upon it.

BC (Blind Copy) - used to address recipients who have an interest in the content, but wish to remain anonymous to other recipients.

Subject - used to describe the overall intent of the message, appointment, task, or note.

Mail Body Message - used to communicate a formal issue, item, appointment topic, task description or note.

Attachment - allows users to upload documents, images, presentations or other materials to be included with the message. The attachment function is similar to an enclosed document within a traditional letter.

Send Options - allows the users to set a specific classification or priority level for an individual email message and also to set tracking options to request reply messages or notification of receipt and deletion.

Signature - allows users to create a digital signature. Generally, email signature include name, job title or campus name, district name and phone number. Signatures can be customized to fit the needs of the user.

Send - activation key to delivery email messages to intended recipients.

Save - allows users to save a draft copy of any email message in order to add additional information at a later time or to send the completed document at a later time.

Address Book - allows users to locate email address and contact information for intended recipients.

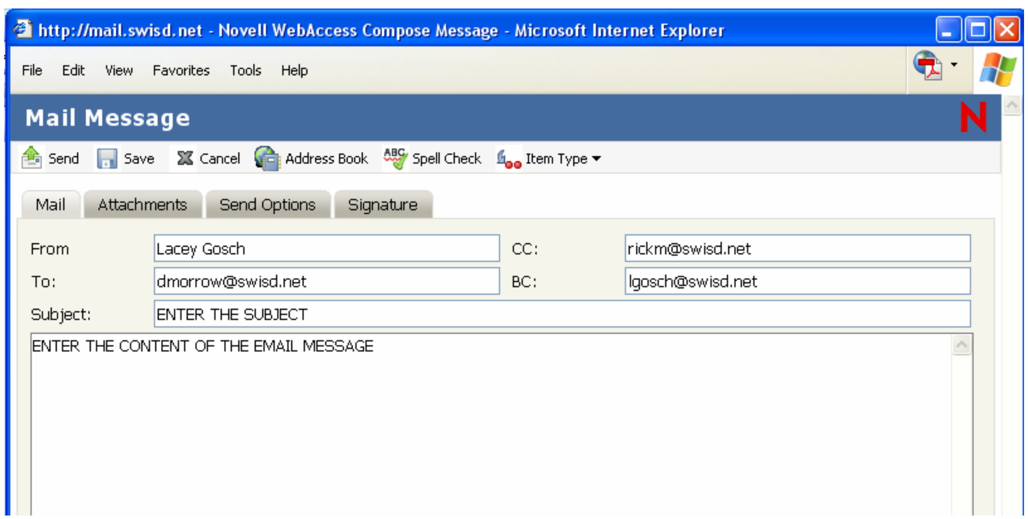
Item Type - allows users from any screen to alter the type of message to be sent to recipients.

Email Messages

Creating a New Message

1. From the Mailbox, click the **New** button

2. The new mail message window will open.
3. Click inside the **TO**, **CC or BC** text boxes and enter the email addresses of the intended recipients or click on the address book to located the email addresses.
4. Click inside the **Subject** text box and enter the subject of the message.
5. Click inside the **Message** area and enter the message content.
6. If desired, click on the **Send Options** tab to set sending options for the message.
7. If desired, click the **Signature** tab to activate the signature for the message.
8. When completed, click **Send**.



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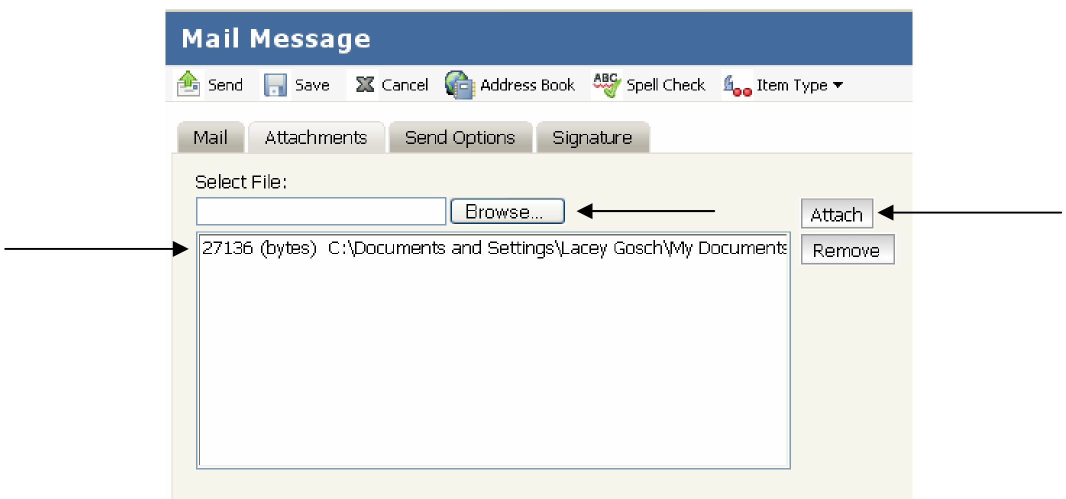
Email Messages

Email Attachments

All Mailbox items sent or received may include attachments of any file type (for example, text, audio, image, video, and application).

Attaching Files - Users may attach one or more files to an item to send to other users. For example, users may choose to send an expense report to another user or attach an agenda for an appointment. For you to attach files to an item, your browser must support attachments.

1. Click on the **Attachments** tab in the New Mail Message Window.
2. Click the **Browse** button to locate the file for attachment to the mail message.
3. Locate saved file from the **Choose File** dialogue box and select the file.
4. After selecting the correct file, click **Open** from the Choose File dialogue box.
5. Click the **Attach** button. The attached file will be visible in the file window.
6. Click on the **Mail** tab to return to the email message.



Notes

Email Messages

Viewing/Saving Attachments - When viewing an attached file, the email system attempts to convert the file to HTML and display it in a web browser. Depending on how the browser is configured to handle the file, the browser might display the file, launch an application to view the file in its native format, or save the file.

1. From the email message, click the **Save As** link within the message.

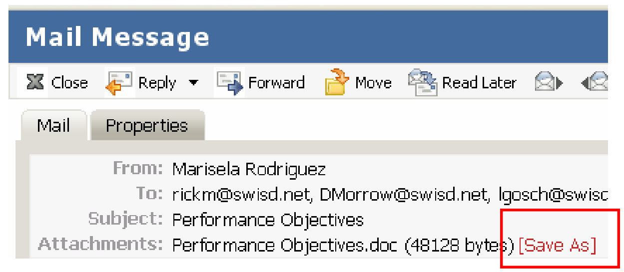
2. A File Download window will appear. Choose Open to view, or Choose Save to save the item.

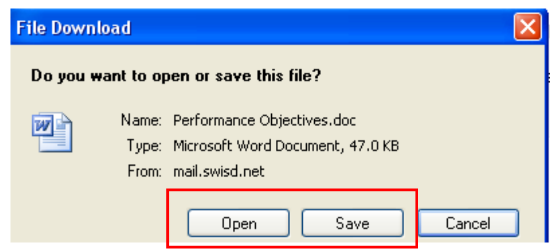
3. If saving, the **Save As** dialogue box will appear, navigate to the desired saving location and click **Save As.**

4. Once the File download is complete, click Close.

5. Exit the Email System.

6. Open the attachments in the designated program.



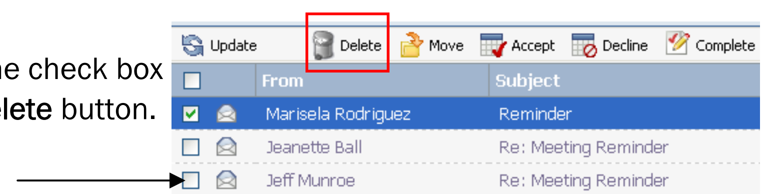


Opening an Email Message

To open an email message, click on the name of the sender or the subject of the message from the inbox window. The mail message will open.

Deleting an Email Message

To delete a message, place a **check mark** in the check box located next to each message and click the **delete** button.



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Setting Single Message Sending Options

Users are able to set sending options globally through the Mailbox Options, but users also have the freedom to set sending options for individual email messages.

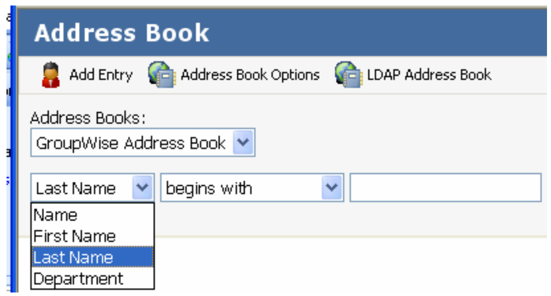
1. From the New Mail Message window, click on Send Options tab.
2. The Send Options window will appear. Select all options that apply. The Send Options screen for individual messages is identical to the global sending options screen explained on page 12.
3. After setting options, click the Mail tab to return to the email message for sending or editing.

Address Book

Using the District Address Book

The district address book contains the email addresses and full names of all Crosby ISD employees. The purpose of the address book is to provide users with an easy method of addressing email messages without the need to memorize a vast array of email addresses. The address book allows users to search by Last Name, First Name, Full Name, or Department.

1. From the Mailbox, click the **Address Book** button.



2. The address book window will appear. Select the Search requirements, **Last Name, First Name, Department, or Name** (Last Name searches are recommended).
3. Click in the **Text Area** and type the full last name or a portion of the last name.
4. Click the **Search** button.
5. The list of name matching the search will appear in the display box.
6. If the name does not appear in the first list, click the **Display Next** button to view additional matches. (example on next page)
7. After locating the name of the individual, place a check mark in the check box located next to the name.
8. To address an email message to the individual, click the **TO, CC, or BC** button depending on the type of recipient the individual will be.
9. The email address will appear in the **Mail** window at the right of the screen.
10. The above process can be repeated for any number of email address searches.
11. To go to the mail message, click the Mail button. A New Mail Message window will appear with the selected email addresses entered. (example on next page)

Notes

Address Book

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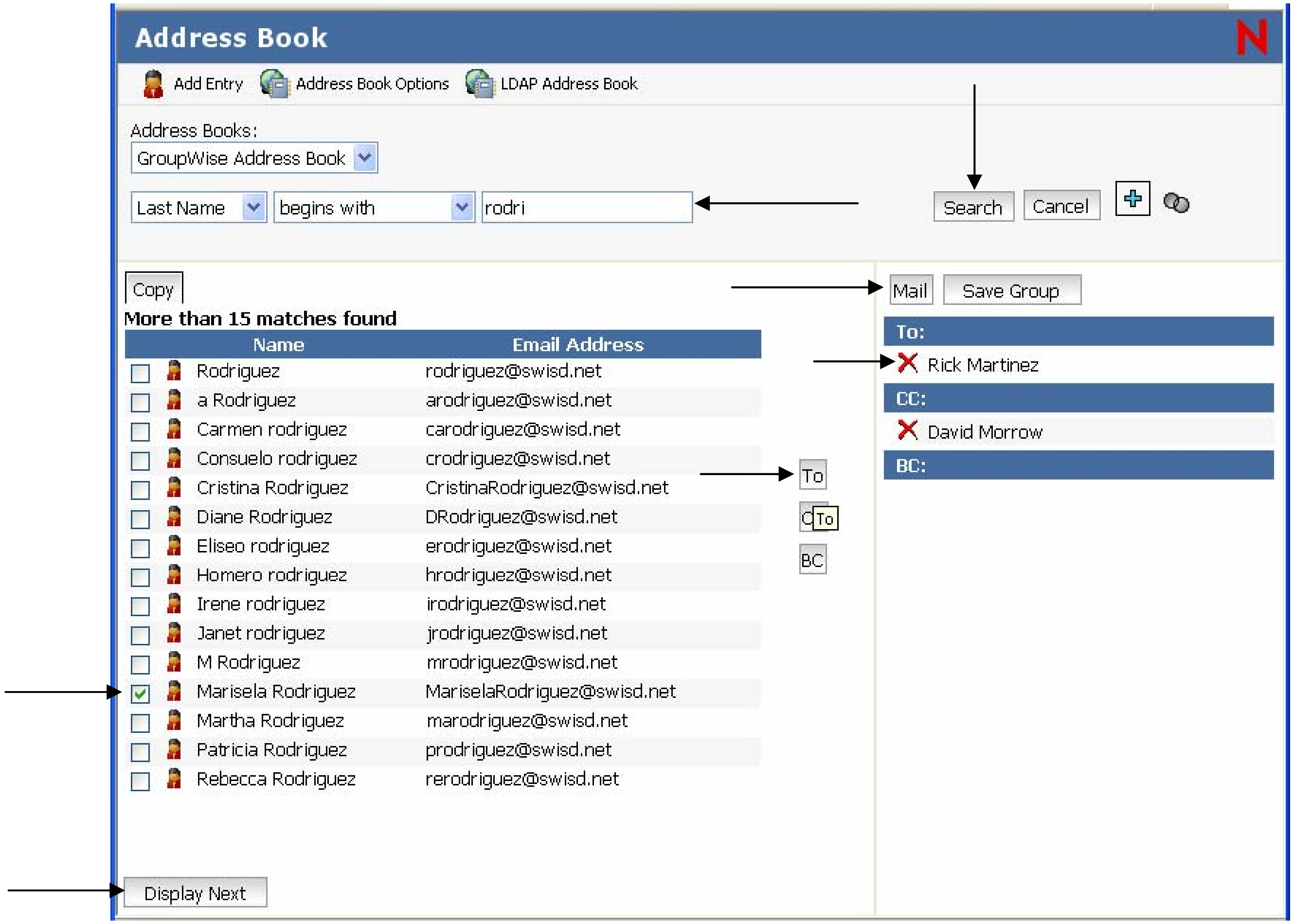


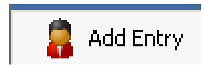
To remove a user from the mailing list, click the Red X located next to the recipient Name.

Address Book

Creating Personal Address Book Entries

Although the address book contains pre-loaded district addresses, users may also record email ad-dresses and contact information for individuals outside of the Crosby ISD community.

1. Click on the **Address Book** button. 

2. From the Address Book window, click the **Add Entry** button. 

3. The add entry page will appear. Users are required to enter information in fields marked with the **Red Asterisks**, all other information is optional.

4. Users need to select the save location within the address book. Click the **Personal Address Book** drop down list to make an address book saving location selection. This will be the criteria that will be used when searching for any addresses that are not CISD addresses.

5. Once the form is completed, click the **OK** button.

Notes

Address Book

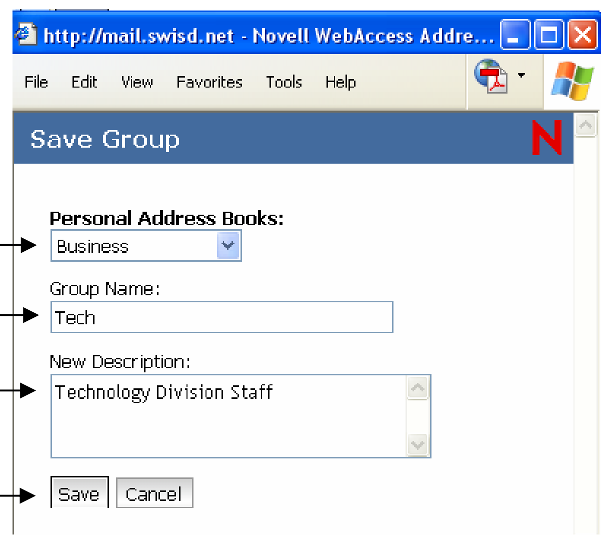
Creating an Email Distribution Group List

Distribution Group Lists are created to assist users in creating a standard email group. A distribution group list is defined as a group of email addresses identified by a common name, such as science teachers or PTA.

1. Click on the **Address Book** button.

2. From the Address Book, search for the name of each individual to be included in the list.
3. After locating each individual, click the **TO** button
4. After selecting all members for the list, click **Save Group.**
5. From the Save Group Box, enter the placement of the address book entry, such as Business, Personal, etc.
6. Enter the Name of the Group.
7. Enter a description of the group.
8. Click **Save.**

When entering group names, users need to avoid entering spaces between words. It is best to utilize single word names when naming group lists.



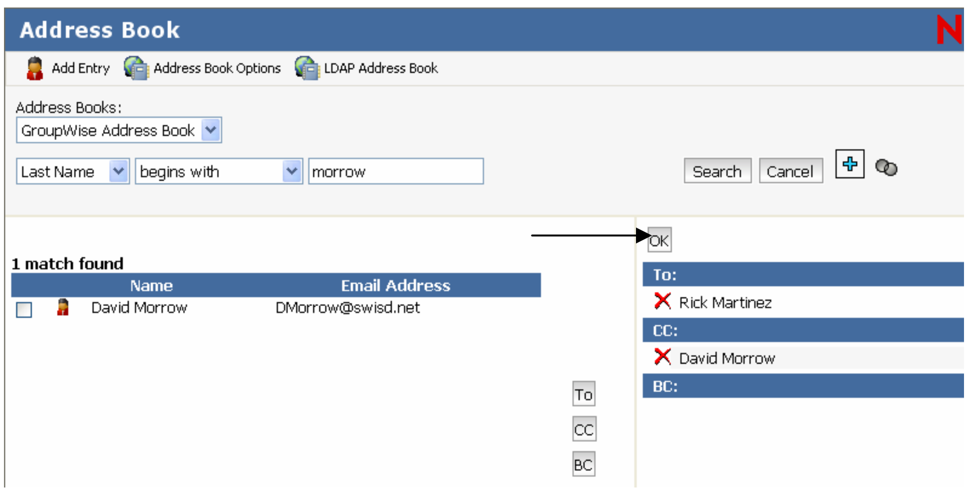
Notes

Address Book

Accessing the Address Book from a New Mail Message

1. From the Mailbox, click on **New**
2. The new mail message will open. Click on the **Address Book** icon located on the toolbar.

3. The address book will open. Choose the search criteria.
4. Select the individuals for the mail messages.
5. Click the **OK** button to return to the New Mail Message.



6. The new mail message will appear addressed to the individual selected, enter the information for the New Mail Message.
7. Click the **Send** button.

Notes

Web Based Calendar

Calendar Navigation

The Mailbox Web Based Calendar is designed to provide users with the ability to organize appointments, tasks, or notes concerning a project, meeting, or other event. Through the calendar, users are able to post personal items or send calendar events via email to others who may need to place the event within their personal calendar.

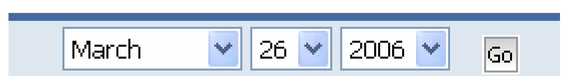
Users are able to view calendar events by Day, Week, or Month. The calendar has the capability to view dates in the past or schedule events for future dates. The main navigation processes provided to users include:

- Toolbar navigation
- Calendar at a glance navigation
- Display window navigation

Toolbar Navigation

Users may navigate to a specific day using the date selection drop down options.

1. Select the Month.
2. Select the Day.
3. Select the Year.
4. Click the **Go** button.
5. The calendar view will display the specified date.



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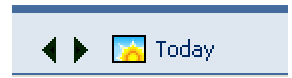
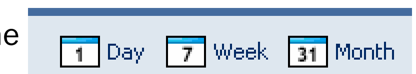
Users may also search by day using the previous and next button located on the Calendar Toolbar.

1. Click on the reverse **Previous** arrow to go to the previous days calendar.
2. Click on the forward **Next** arrow to view the next day.
3. To return to Today's date, click the **Today** button.



Users may also navigate the calendar by day, week or month.

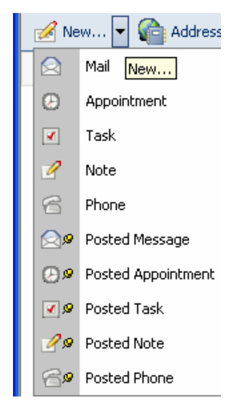
1. Click on **Day** button to navigate to the events listed on the calendar for the current day.
2. Click the **Week** button to navigate to the events listed on the calendar for the current week.
3. Click the **Month** button to navigate to the events listed on the calendar for the current month.



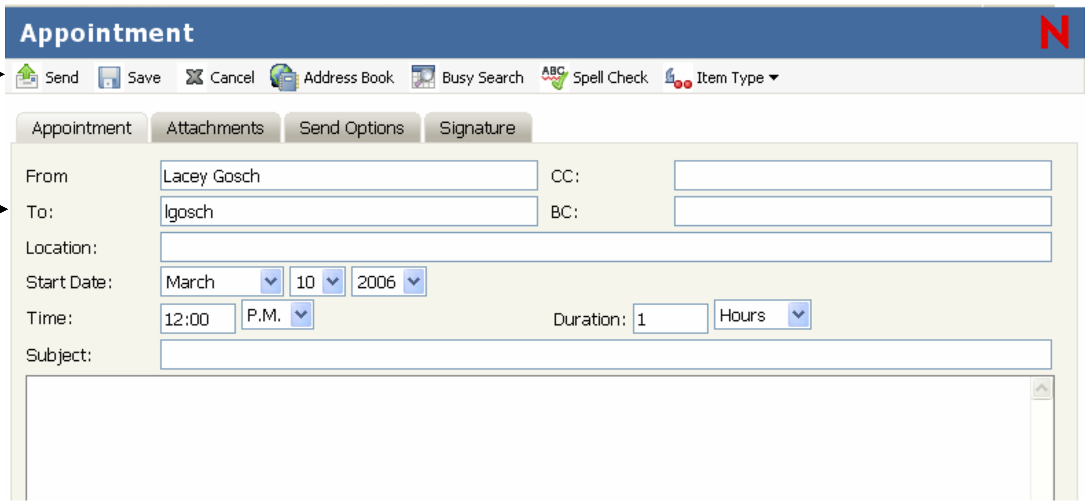
Creating Appointments

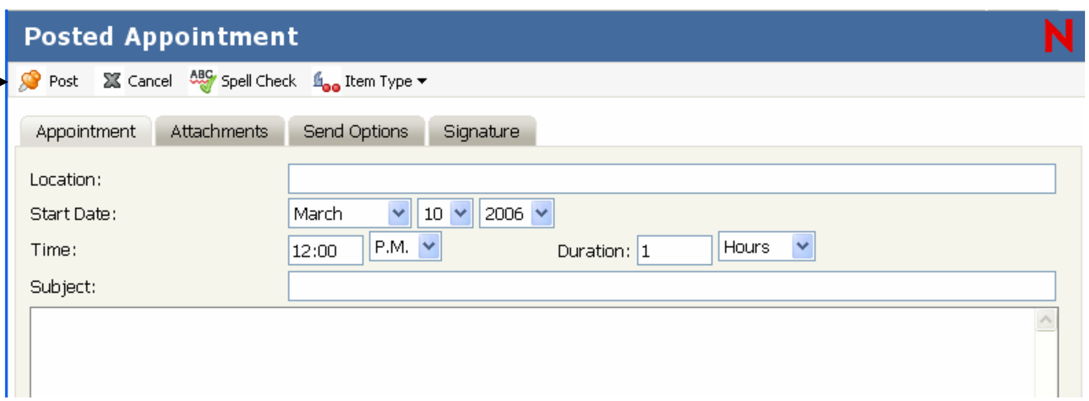
There are two types of appointments that may appear in the calendar. A **Posted Appointment** is an appointment, event, or meeting that the user places on the calendar for personal reference. An **Appointment** is used as an invitation or announcement of an appointment, event, or meeting in which individuals other than oneself need to be invited. An **Appointment** is sent through the email system in which users are able to **Accept** or **Decline** the invitation. If a recipient **Accepts** the invitation, the meeting, appointment, or event is automatically added to the calendar. If a user **Declines** the invitation, the meeting, appointment or event will not be placed on the calendar.

1. From the Calendar View, click on the **New** drop down options.
2. Select **Appointment** or **Posted Appointment**.



3. The Appointment window will appear. The **Posted Appointment** and **Appointment** windows are similar. The **Posted Appointment** will have a **Post** button rather than a **Send** button. The **Appointment** window will provide a space for an email address to be entered, where a **Posted Appointment** is a personal appointment and an email address and send buttons are not required.

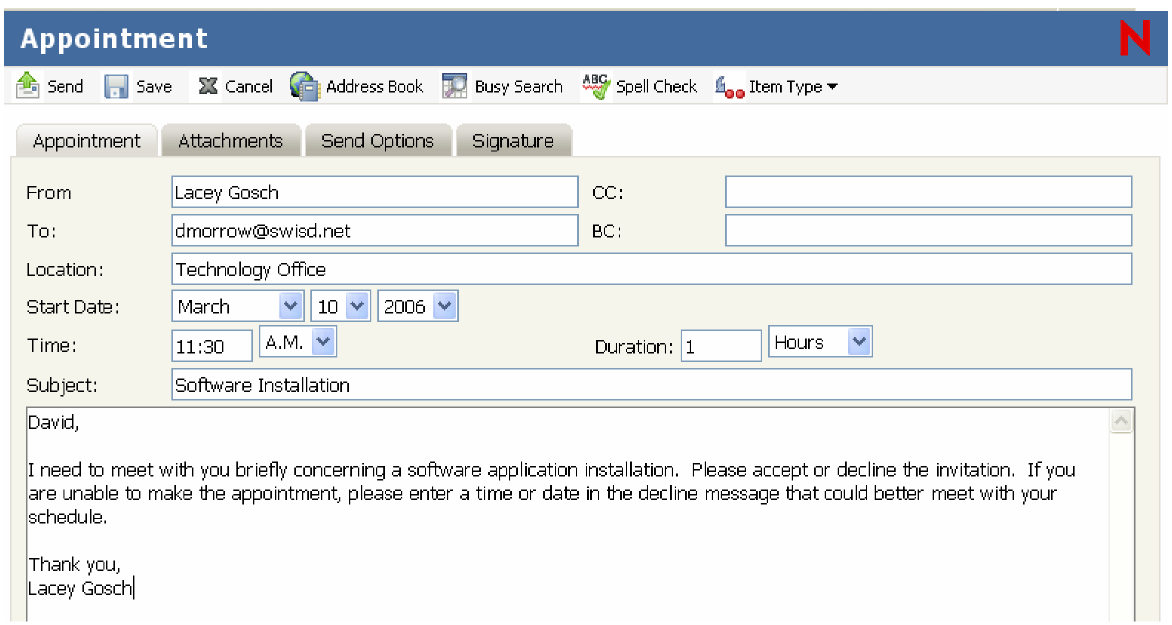




Notes

Web Based Calendar

4. Enter the event **Location.**
5. Enter the **Start Date.**
6. Enter the **Start Time.**
7. Enter the **Duration.**
8. Enter any message information in the **Message** area.
9. Click **Post** or **Send** depending on the type of appointment selected.



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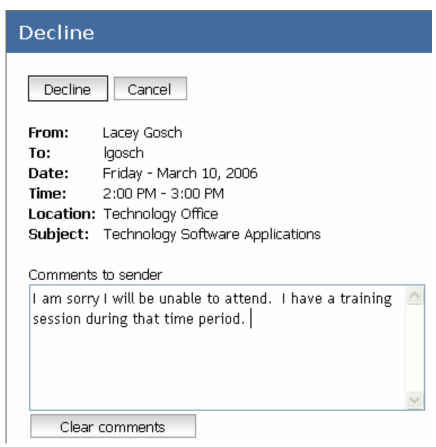
Accepting or Declining a Calendar Appointment

When an appointment is sent through the email system, the recipient must accept the appointment to place it permanently on the calendar or decline the appointment to remove it from the calendar view. Anytime an appointment is pending an acceptance or declination, the appointment will appear in the calendar view in italics. A second copy of the appointment will be placed in the form of an email message in the user inbox. **This process does not apply to Posted Appointments.**

1. From the Inbox, click on the email appointment message (email appointments appear with a clock icon located next to the name of the sender).

2. The mail message will open. Click on the **Accept** button to accept the appointment into the calendar or click **Decline** to decline the appointment.

3. A verification page of the option selected will appear. In this screen, users are asked to click either **Accept** or **Decline** to verify the response. Users are also able to include a message back to the originator of the appointment message, such as suggesting another time for the meeting if you are declining or to request additional information if accepting the appointment.



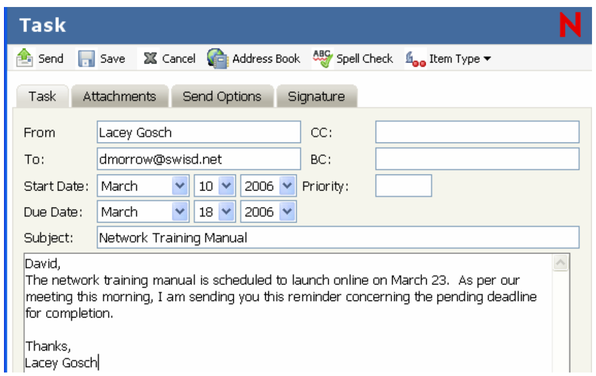
Notes

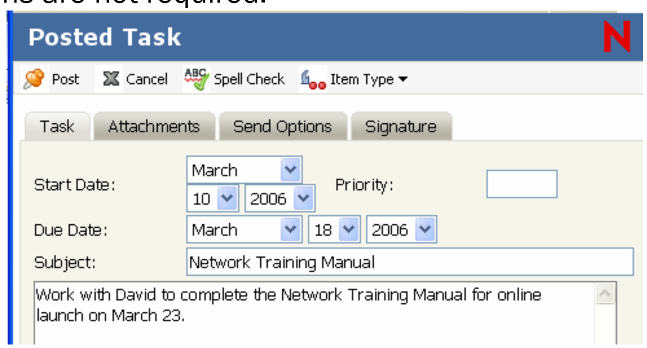
Web Based Calendar

Creating a Calendar Task

Through the use of the calendar, users are able to record personal task lists through a **Posted Task** or users are able to delegate a task or assign a task to another individual through a **Task** appointment sent through the email system. Users are able to accept or decline a **Task** that is provided through the email system.

1. Click on the **New** drop down options.
2. Select **Task** or **Posted Task**.
3. The Task window will appear. The **Posted Task** and **Task** windows are similar. The **Posted Task** will have a **Post** button rather than a **Send** button. The **Task** window will provide a space for an email address to be entered, where a **Posted Task** is a personal task assignment and an email address and send buttons are not required.





4. Enter the **Start Date**
5. Enter the **Due Date**
6. Enter the **Subject**
7. Enter any **Message** information that may be needed
8. Click the **Post** or **Send** button.

Notes

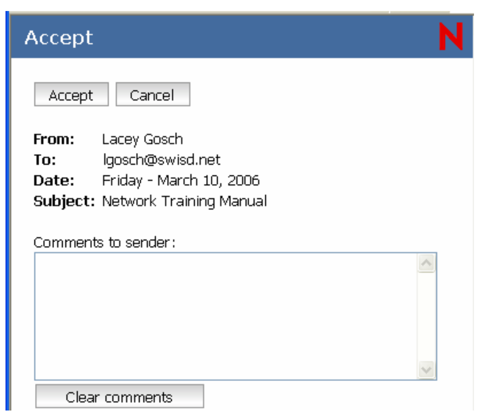
Accepting or Declining a Calendar Task

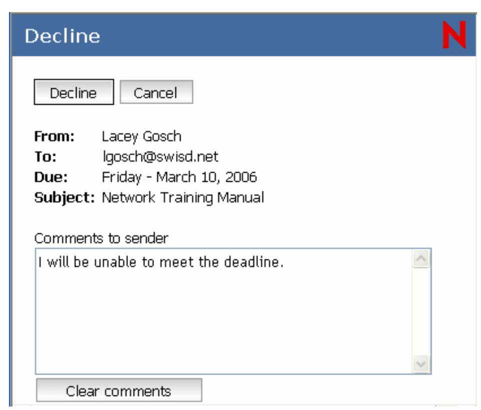
When a task is sent through the email system, the recipient must accept the task to place it permanently in the task window of the calendar or decline the task to remove it from the task window of the calendar view. Anytime a task is pending an acceptance or declination, the task will appear in the task window of the calendar view in italics. A second copy of the task will be placed in the form of an email message in the user inbox. **This process does not apply to Posted Tasks.**

1. From the Inbox, click on the email task message (email tasks appear with a check box icon located next to the name of the sender).

2. The mail message will open. Click on the **Accept** button to accept the task into the calendar or click **Decline** to decline the task.

3. A verification page of the option selected will appear. In this screen, users are asked to click either **Accept** or **Decline** to verify the response. Users are also able to include a message back to the originator of the task message.





Notes

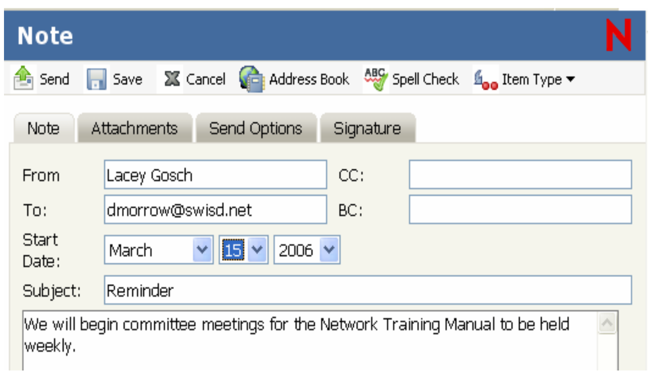
Web Based Calendar

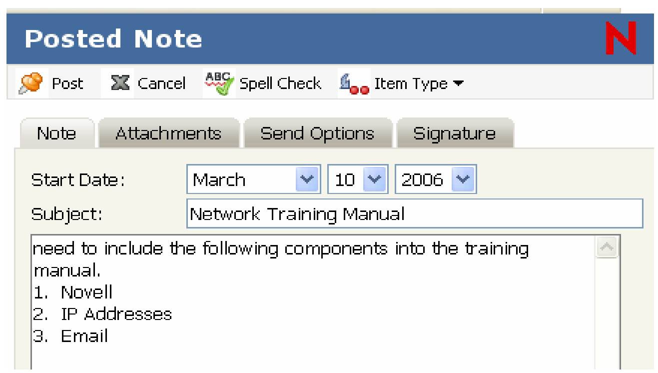
Notes

Creating a Calendar Note

Through the use of the calendar users are able to record personal notes through a **Posted Note** or users are able to send a note pertaining to an assigned task to another individual through a **Note** sent through the email system. Users are able to accept or decline a **Note** that is provided through the email system.

1. Click on the **New** drop down options.
2. Select **Note** or **Posted Note.**
3. The Note window will appear. The **Posted Note** and **Note** windows are similar. The **Posted Note** will have a **Post** button rather than a **Send** button. The **Note** window will provide a space for an email address to be entered, where a **Posted Note** is a personal note pertaining to a task or appointment and an email address and send buttons are not required.





4. Enter the **Start Date**
5. Enter the **Subject**
6. Enter a **Message** if needed.
7. Click the **Send** or **Post** button.

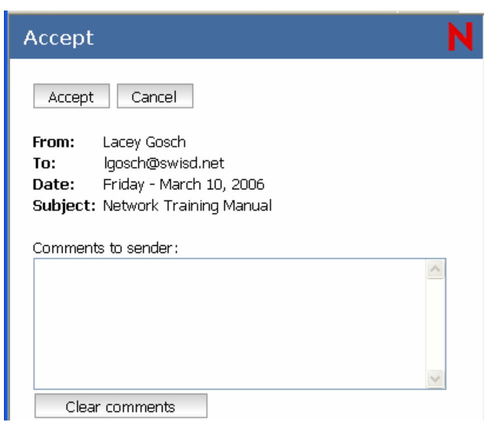
Accepting or Declining a Calendar Note

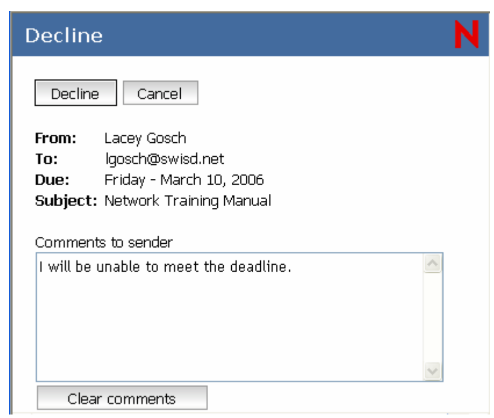
When a note is sent through the email system, the recipient must accept the note to place it permanently in the note window of the calendar or decline the note to remove it from the note window of the calendar view. Anytime a note is pending an acceptance or declination, the note will appear in the note window of the calendar view in italics. A second copy of the note will be placed in the form of an email message in the user inbox. **This process does not apply to Posted Notes.**

1. From the Inbox, click on the email **Note** message (email notes appear with a pencil icon located next to the name of the sender).

2. The mail message will open. Click on the **Accept** button to accept the note into the calendar or click **Decline** to decline the Note.

3. A verification page of the option selected will appear. In this screen, users are asked to click either **Accept** or **Decline** to verify the response. Users are also able to include a message back to the originator of the note message.





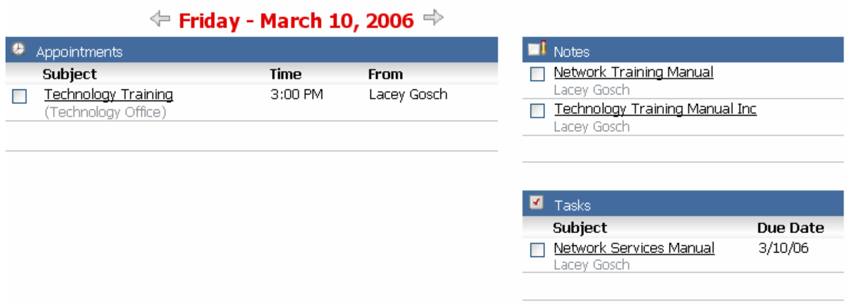
Notes

Web Based Calendar

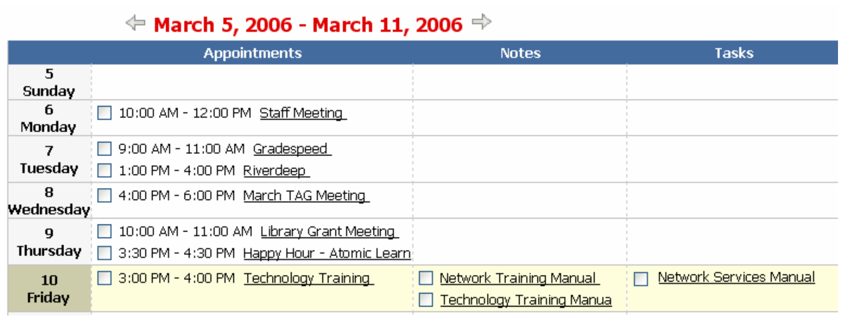
Viewing Calendar Items

From the Calendar view, Notes, Tasks and Appointments are visible through the daily, weekly or monthly view. Items placed in the calendar view may be previewed or reviewed by clicking on the title of the appointment, task or note. By clicking on the title link, the appointment, task or note window will open displaying all information concerning the item.

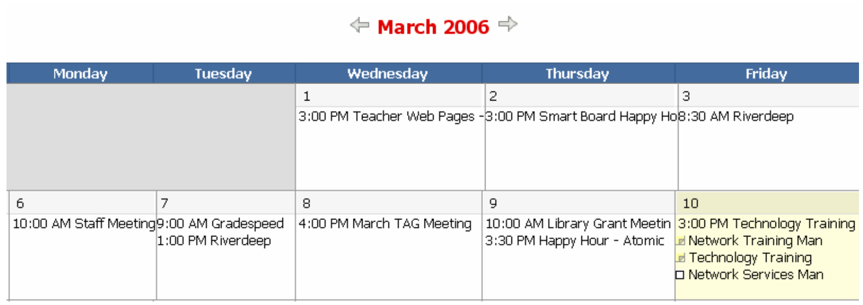
Daily View - Lists Appointments, Notes and Tasks separately.



Weekly View - Lists Appointments, Notes and Tasks in column view



Monthly View - Lists Appointments, Notes and Tasks in a list on a calendar day



Notes

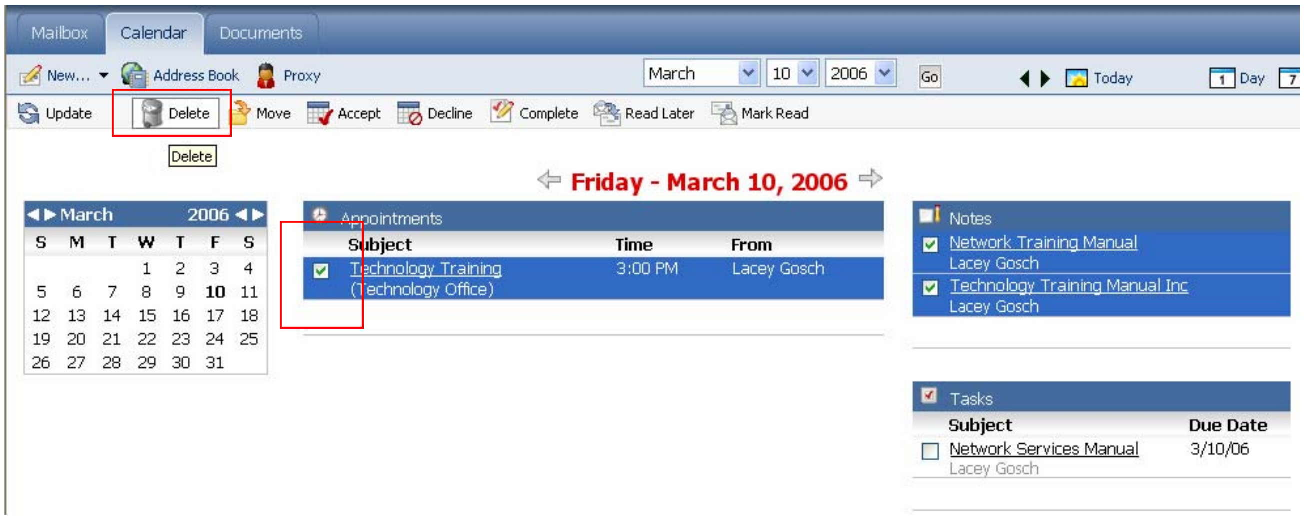
Web Based Calendar

Deleting Calendar Items

1. To delete a calendar item, locate the item in the Daily or Weekly View.

2. Place a check mark in the check box located next to the title of the Appointment, Task or Note.

3. Click the **Delete** button from the Toolbar.



Notes

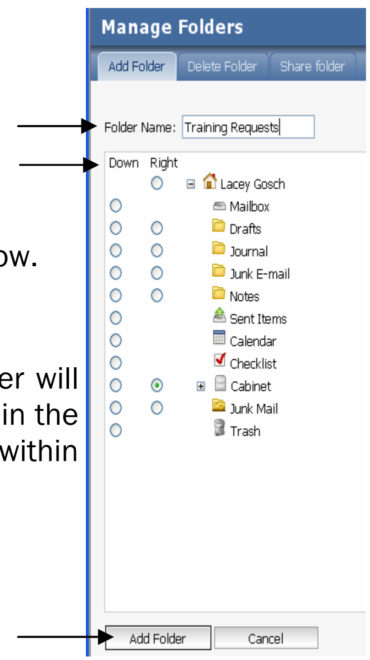
Organization and Navigation

Checking for New Mail Delivery

The web based version of Groupwise will not automatically update the inbox to reflect new mail message deliveries once the account is accessed. To view new mail messages, users will need to click the **Update** button located on the ShortCut Toolbar. The automatic update feature will only activate if users are navigating between multiple screens within the mailbox.

Creating Email Folders

Folders may be created within the email system allowing users to organize the mailbox. The mailbox has a preset folder structure that includes a saving location called the Cabinet. The Cabinet is designed to allow email users to create personal folders in which mail messages from the inbox can be moved for easier reference or for organizational purposes.



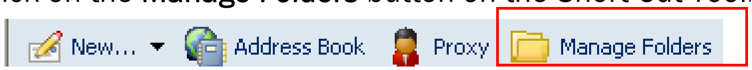
1. Click on the **Manage Folders** button on the Short Cut Toolbar

2. The Add Folder Tab will activate inside the Manage Folders Window.
3. Type the name of the New Folder in the **Folder Name** text box.
4. Select a Radio button to indicate the location in which the folder will be saved. The **Down** column indicates the creation of the folder in the main list. The **Right** column indicates the creation of the folder within an existing folder listed in the **Down** column.
5. Click Add Folder

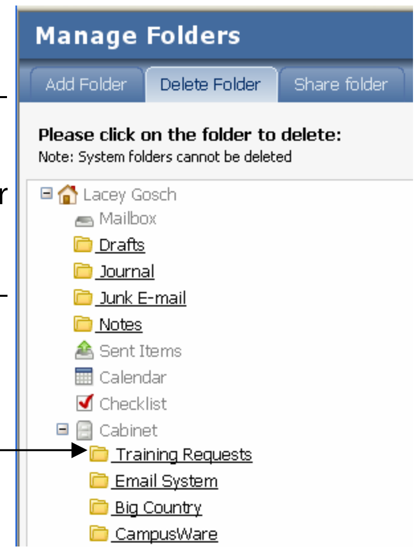
Notes

Deleting Email Folders

1. Click on the **Manage Folders** button on the Short Cut Toolbar



2. Click on the **Delete Folder** tab from the Manage Folders Window
3. Click on the **Underlined Folder Name** to select the folder for deletion.
4. A delete folder warning message will appear. Click **Yes** to delete the folder.



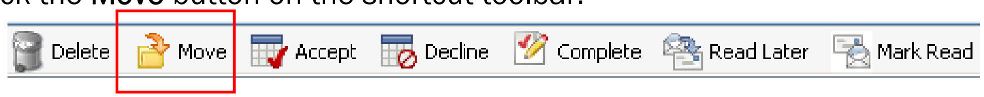
Notes

Moving Items to Folders

Users are able to place mail messages, calendar events, notes, or tasks within folders.

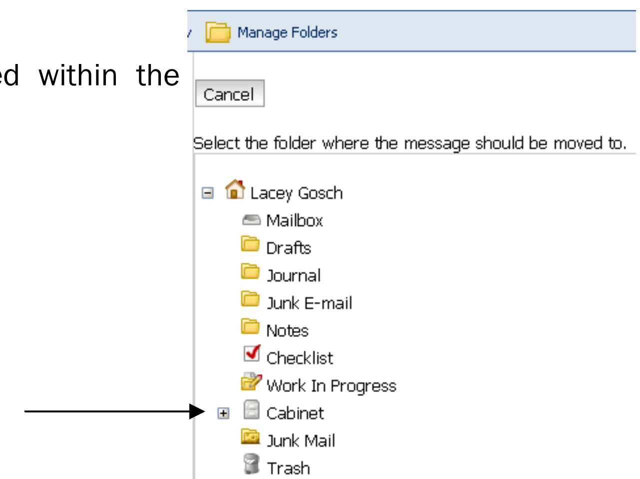
1. Place a check mark in the check box located next to the item.

2. Click the **Move** button on the shortcut toolbar.



3. The folder view will appear in the main window, click on the Folder name to select the folder that will hold the moved item. By clicking on the **Plus Sign** located next to the cabinet, the folders located within the cabinet will appear, allowing the user to select a specific folder within the Cabinet for storage.

4. The item will automatically be placed within the designated folder.



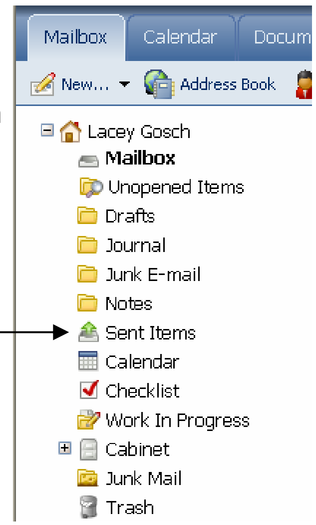
Notes

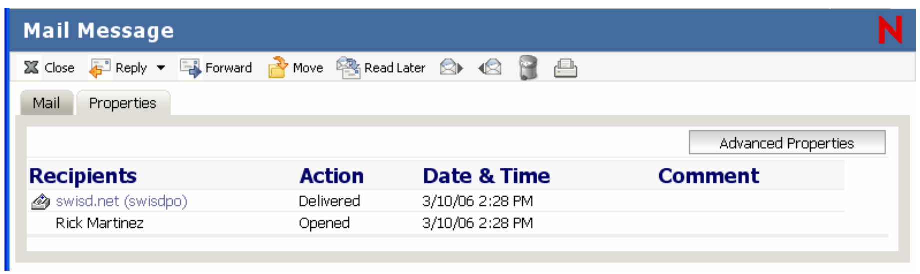
Organization and Navigation

Viewing Sent Items

The **Sent Items** folder provided with the email system will record all email messages sent from the account. The Sent Items folder also provides a tracking feature which allows users to view delivery and receipt information about the message.

1. From the Folders view, click on the folder labeled **Sent Items**.
2. The sent items window will display all items sent from the mailbox in the main window.
3. Click on any items in the **Sent Items** window to view the original message sent.
4. Once the message is open, click on the **Properties** tab to view the delivery and receipt information.





Deleting Sent Items

The items located within the **Sent Items** folder will occupy space provided to users on the server for email storage. Therefore, users are encouraged to remove any unneeded items within the folder.

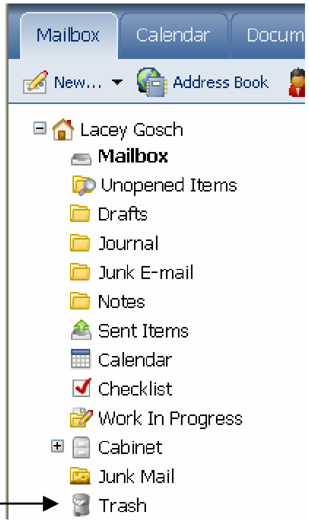
1. Place a check mark in the check box located next to the mail message listing.
2. Click the **Delete** button located on the Shortcut Toolbar.

Notes

Notes

Viewing Deleted Items

Mailbox items that are deleted are not permanently removed from the mailbox. The Delete function places the items within the **Trash**, which is a folder provided to all users. To permanently remove any item from the mailbox, users must empty the **Trash** folder. This functionality allows users to remove items from the mailbox, but provides the liberty of allowing for retrieval in the event the documentation is needed.



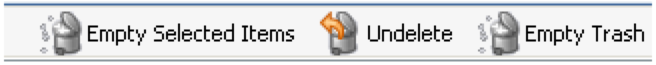
1. Click on the **Trash** folder located in the folders window to view deleted items.
2. Any deleted items from the mailbox will appear in the main window for viewing.
3. Click on any deleted item to view the original message.

To permanently remove items from the **Trash**, users may delete selected items from the Trash Folder or remove all items from the Trash Folder.

Removing Selected Items

1. Place a check mark in the check box located next to the message
2. Click the **Empty Selected Items** button.

Removing All Items



1. Click the Empty Trash Button.
2. A warning message will appear, click OK to remove items. Items removed from the Trash will not be retrievable.

Recovering Deleted Items

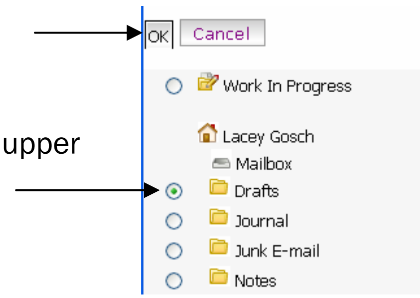
1. Place a check mark in the box located next to the item.
2. Click the **Undelete** button.

Saving Email Drafts

The email system allows users to begin a draft of a message and save the draft for sending at a later time.

1. Click on the **New** button to create a new mail message.
2. Enter the appropriate information within the email message.
3. Click the **Save** button located on the New Mail Message Toolbar.

4. A listing of available folders will be provided, click inside the radio button located next to **Drafts** (users may choose any folder within the list, however, the drafts folder is recommended).
5. Click the **OK** Button.
6. The original message will reappear. Click the **Red X** in the upper right hand corner to close the message.



Opening Saved Email Drafts

1. Click on the **Drafts** folder or the designated folder from the folders window.
2. From the main view pane, click on the mail message.
3. Complete the message
4. Click the **Send** button to send the email message

Notes

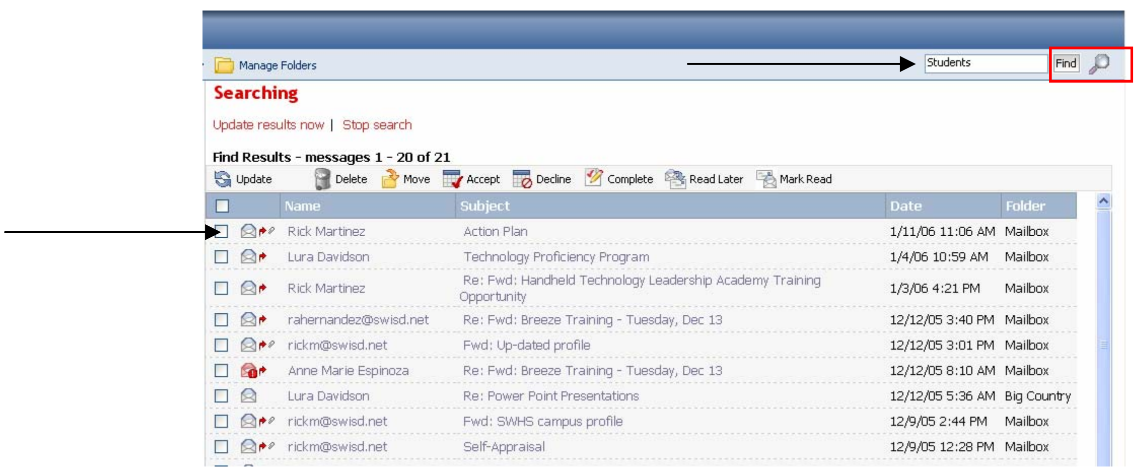
Organization and Navigation

Using Search

The search feature allows the user to search through all files and folders within the email system to located a specific item. Users may search by:

- Subject
- Author of Email
- Date
- Content Keyword Term

1. Click inside the Search Text Box, and type a keyword
2. Click the **Find** button.
3. All items including the search term entered will appear in the main window.



Notes

Acceptable Use

Personal Use Limits

According to Crosby ISD Policy, personal use of the email system shall be permitted if the use:

1. Imposes no tangible cost to the District
2. Does not unduly burden the District's computer or network resources
3. Has no adverse effect on an employee's job performance or on a student's academic progress.

Acceptable Use

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in loss of privileges and other disciplinary action consistent with District policies.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
3. System users may not use another person's system account without written permission from the campus administrator or director of technology as appropriate.
4. System users may not distribute personal information about themselves of others by means of the electronic communications system.

Notes

Acceptable Use

5. System users must purge electronic mail in accordance with established retention guidelines.
6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative guidelines.
7. System users may upload public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or disruptive to the school community.
9. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intent.
11. System users may not waste District resources related to the electronic communications system.
12. System users may not gain unauthorized access to resources or information.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.

Notes

Acceptable Use

Network Etiquette

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene message or pictures is prohibited.
5. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Notes

Term Glossary

Appointment - A Calendar event sent in the form of an email message to required or optional attendees to the appointment or calendar event.

Attachment - A computer file that is sent with an email message.

BC - Applies to an email recipient who may have an interest in the content, but wishes to remain anonymous to other recipients.

CC - Applies to an email recipients who may have an interest in the content or may require notification of the information, but are not expected to act upon it.

Distribution Group List - a list of email addresses used to email a group of individuals at one time.

Email - A method of composing, sending, and receiving messages over electronic communication systems.

Groupwise - A collaborative software product from Novell, Inc. Offering email, calendaring, and document management.

Internet - The publicly accessible worldwide system of interconnected computers.

Login - The process of accessing a computer system by identification of the user in order to obtain credentials to permit access.

Posted Appointment - An individual calendar event or appointment entered by a single user.

Shortcut - An icon that points to an entity in another directory or another location. Or a file that contains only the location of another file in the computer.

Subject - An email message field used to describe the overall intent of the email message.

TO - Applies to the primary recipient of an email message.

Toolbar - A row of icons in an application that are used to activate the functions of an application.

Web Browser - A software applications that enables a user to display and interact with text, images, and other information typically located on a web page. Examples of web browsers would be Internet Explorer, Netscape, or Mozilla.

Notes