

# Exchange 2003 Webmail Instructions

## Logging In

- Go to <http://wusd-exchange.wusd.k12.ca.us/exchange>

**IMPORTANT: YOU WILL NEED TO USE YOU ENTIRE EMAIL ADDRESS TO LOG ON – (IE: EROSBURG@WUSD.K12.CA.US)**

- Next, type in your password and click OK. You are now logged in!
- *Note: if you type in an incorrect password three times in a row, you will automatically be locked out of your account and will be unable to use it for 15 minutes. This feature has been implemented to stop unauthorized users from accessing your account.*

## Logging out

- Click the Shortcuts button (located to on the top-left corner of the screen) to bring up the Logoff icon.
- Click the Logoff icon to exit.
- For added security and to prevent others from accessing your mailbox, it is recommended that you close the browser screen.

## Folders

- **To view the folder navigation screen:** The Folders can be viewed by clicking the "Folders" button on the top-left corner of the screen. Folders can be navigated by selecting and clicking.
- **To create a folder:** To create a folder, click the downward pointing arrow next to the "New" button and select Folder. Another dialog box will come up and you will be able to choose where your folder will be created.
- **To delete a folder:** First bring up the "Folders" view by clicking on the folder button on the top-left corner of the window. Then right-click the folder you wish to delete and click on delete.
- **To move/copy a folder:** Right-Click the folder you wish to move or copy and click Move or Copy. In the Move/Copy item dialog box that pops up next, select the destination folder and hit OK. Note: You can also move or copy folders by dragging and dropping them with your mouse. To move a folder, click on it with your mouse, drag it to the destination folder on the Outlook Bar, and then release your mouse button. To copy a folder, press the CTRL key, and then click on the folder with your mouse. Pressing CTRL, drag the folder to the destination folder on the Outlook Bar. Release your mouse button.

**Composing emails:**

To compose an email, click on the "New" button. The compose screen will popup. You may search for the email addresses of people in the NCOE Directory by clicking on the "To", "CC:" or "BCC:" buttons.

The window allows you to format the appearance of your email by changing fonts etc. Finally, to send the email, click "Send".

All emails sent are stored in the "Sent Items" folder. Clear this folder from time to time to save space in your mailbox.

**Deleting emails:**

Go to the folder which contains the email to be deleted.

Select the message to be deleted by left-clicking it. Then delete the message by either pressing the "delete" key on the keyboard or clicking on the (delete) icon on the toolbar.

All deleted messages are moved to the "Deleted Items" Folder and still take up space on the server. Thus, to permanently delete message, you must remove them from the "Deleted Items" folder too. This can be done by clicking the (Empty Deleted Items) icon on the toolbar or by going to the "Deleted Items" folder and manually deleting each message.

**Attachments**

An attachment can be added to an email by clicking on the "Attachments" button.

Click Browse, choose the file you wish to attach and click Open".

Click Attach to attach the file. Repeat this for all the files you wish to attach.

Once you are done, hit Close.

If you have any questions or problems with any of these steps, submit a workorder at [www.mytechdesk.org](http://www.mytechdesk.org) or call [Julie Vierra](#) (x2249) or [LuAnn Watkins](#) (x2253) or send an email to them.