

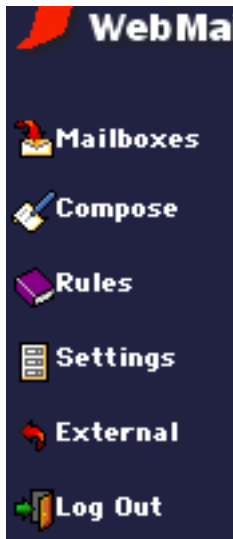
Danvers.org email

To access your account, you need to go to <http://danvers.org> (note - no www).

Login Name is your first name and last name - i.e., jamesdean - this should be all lower case, no periods, apostrophes, spaces, or hyphens.

Password is danvers.

You must change your password after signing in for the first time. To do this, click on 'Settings'. Scroll down to the bottom of this page to 'Password Modification' and enter - Old Password: danvers - and then your new password 2 times. Click Modify.

A form with a dark blue header and white text. The header reads "Password Modification". Below the header are three input fields: "Old Password:", "New Password:", and "Reenter New Password:". Below these fields is a section with a dark blue header that reads "Forgotten Password Recovery". Under this header is an input field labeled "E-Mail Password to:". At the bottom of the form is a button labeled "Modify".

Directory

You can view a directory of all danvers.org users by clicking on the 'Directory' link at the bottom of the <http://danvers.org> page. You will be able to view all users and their email addresses by changing the number 50, to 500 and clicking search. You can also search for an individual by typing part of their name in the search bar, and clicking search.

A search interface with a dark blue background and white text. At the top, it says "danvers.org Central Directory". Below this are two dropdown menus: "More" and "RealName". To the right of these is another dropdown menu labeled "Contains". Below these is a search input field. At the bottom left is a "Search" button. At the bottom right, it says "up to 50 records", where "50" is in a dropdown menu.

Composing Mail

To write an email, click 'Compose' from the list of options after signing in. Make sure your email is in the form of *username@danvers.org*

Address Book

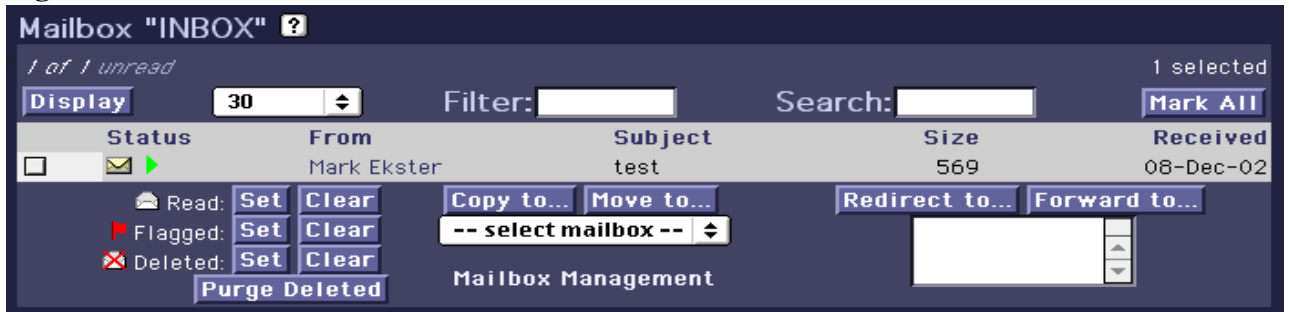
To create an address book, while in the 'Compose' screen, click Address Book, and enter your desired email addresses in the 'Add New' bar. Make sure to include the entire address.



Deleting Mail

1. Click on INBOX
2. Click to put checkmark in rectangle
3. Click Set (wait for page to reload)
4. Click Purge Deleted

Figure 1



5. To eliminate a step in this process, go into Settings, scroll down to Miscellaneous and change the tab from 'default' to 'Immediately'. This will eliminate the need for step #3 above.

6. To select all emails for deletion, click the 'Mark All' tab in the upper right of Figure 1.



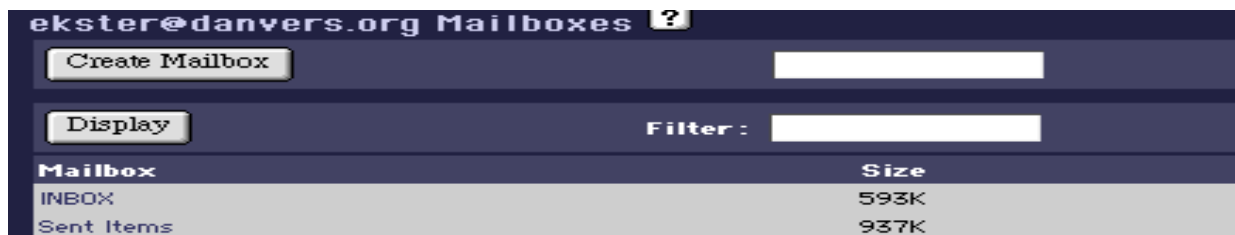
Figure 2

Creating Mailboxes - Use Internet Explorer

To create a mailbox for Sent Items (or any other mailbox):

1. Click on Mailboxes
2. Next to the Create Mailbox button, type in Sent Items (or another mailbox name)
3. Click 'Create Mailbox'

Figure 3



4. Go into Settings, and scroll down to the 'Message Composer' section. Next to 'Sent Messages In' click the drop down menu and set to Sent Items. Click Update.

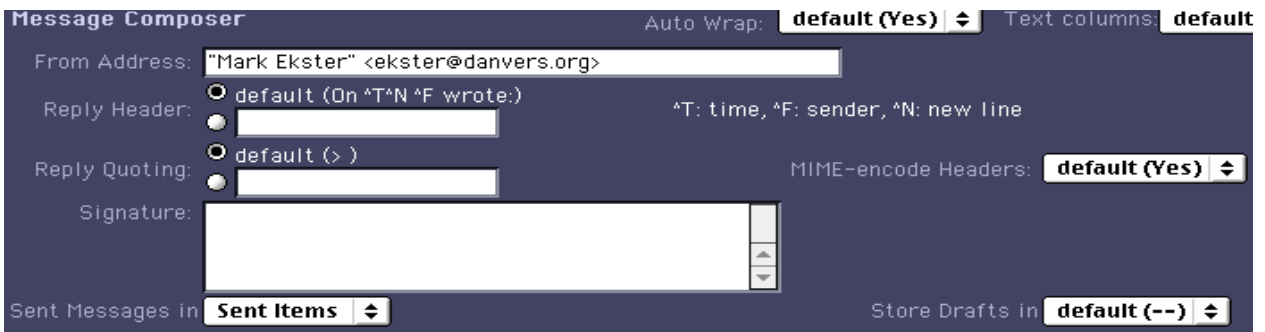
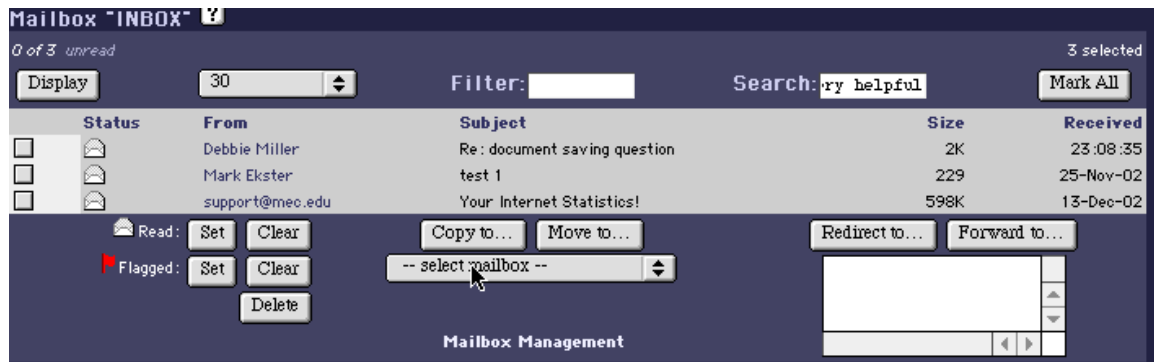


Figure 4

Moving Mail

Let's say you want to save/store emails you have received from your principal or curriculum director into a separate mailbox. Create the mailbox as you did in steps 1-3 above. To move the email from your INBOX to the mailbox you created, click on its rectangular box to the left. Next, click on the drop down menu - 'select mailbox' - and pick the desired mailbox. Then click 'Move to'.

Figure 5



Forwarding Mail

If you want to forward and email to another person, click that email's rectangular check box, type the address of the recipient under the 'Forward to' tab, and click 'Forward to'.

Changing or Deleting Mailbox Names

To change or delete a mailbox name, click on Mailbox Management at the bottom of Figure 5. Here you can remove or rename a mailbox.

All staff members are encouraged to use their new email accounts for Danvers Public Schools correspondence and educational purposes. Other uses, such as personal and commercial use will open all danvers.org users to unwanted emails and spam.