



The following instructions are for the Teaneck School District employees to access **Outlook Mail** via the Web.

- ➔ From your internet browser, type in [www.teaneckschools.org](http://www.teaneckschools.org) to access the Teaneck Public Schools home page.
- ➔ Select *Employee Information*, **OUTLOOK MAIL** from the Quick Links section.

The screenshot shows the Teaneck Public Schools website home page. At the top, there is a banner with the school logo and the slogan "Support our Students". Below the banner, there is a navigation menu on the left side. The "Employee Information" menu item is circled in red. Underneath "Employee Information", the "Outlook Mail" link is highlighted in yellow. The main content area displays several news articles, including "Come to the Curriculum Fair on April 10", "Budget Newsletter Delivered to Residents", "Budget Approved by Board with 2.5% Tax Increase", and "2008-2009 School Year Budget: Numerous Videos Showcase Highlights".

➡ Select **CLICK HERE** to access the outlook mail log in screen.



The screenshot shows the Teaneck Public Schools website. At the top left is the Teaneck Public Schools logo with the tagline "THAT EACH MAY LEARN". Below the logo is a navigation menu with items like Home, Calendar, Directory, etc. The main content area features a quote by George Herbert, a search bar, and a breadcrumb trail: Home > Employee Information > Outlook Mail > Outlook Mail. The heading "Outlook Mail" is followed by "Teaneckschools.org E-Mail" and a welcome message. A link "Click Here" is provided to access Outlook email. Below this, a numbered list of instructions is shown: 1. At the log on screen enter your **user id**. (i.e. for John Web the user id is: jweb) 2. At the next screen enter your user name and password. The user name is: **teaneck/user id** (i.e. for John Web the user name is: teaneck/jweb). A "PLEASE NOTE" section advises to "Disable your popup blocker or allow popups from this site". At the bottom, there are "TAGS" for email, mail, outlook and a "School Links" section.

➡ Complete the Log On screen by typing **Teaneck/your user name** (typically your first initial followed by your last name, no spaces) and your password.

**It is not recommended that you check the box *Remember my password***



The screenshot shows a Windows-style dialog box titled "Connect to mail.teanecks...". It features a key icon and a search bar. Below the search bar, the text "mail.teaneckschools.org" is displayed. The "User name:" field contains a dropdown menu with "teaneck/username" selected. The "Password:" field is masked with dots. There is an unchecked checkbox labeled "Remember my password". At the bottom, there are "OK" and "Cancel" buttons.

# WELCOME TO OUTLOOK WEB ACCESS!

Microsoft Outlook Web Access - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://mail.teaneckschools.org/exchange/

Outlook Web Access

Inbox (Messages) Items 1 to 5 of 5

Log Off

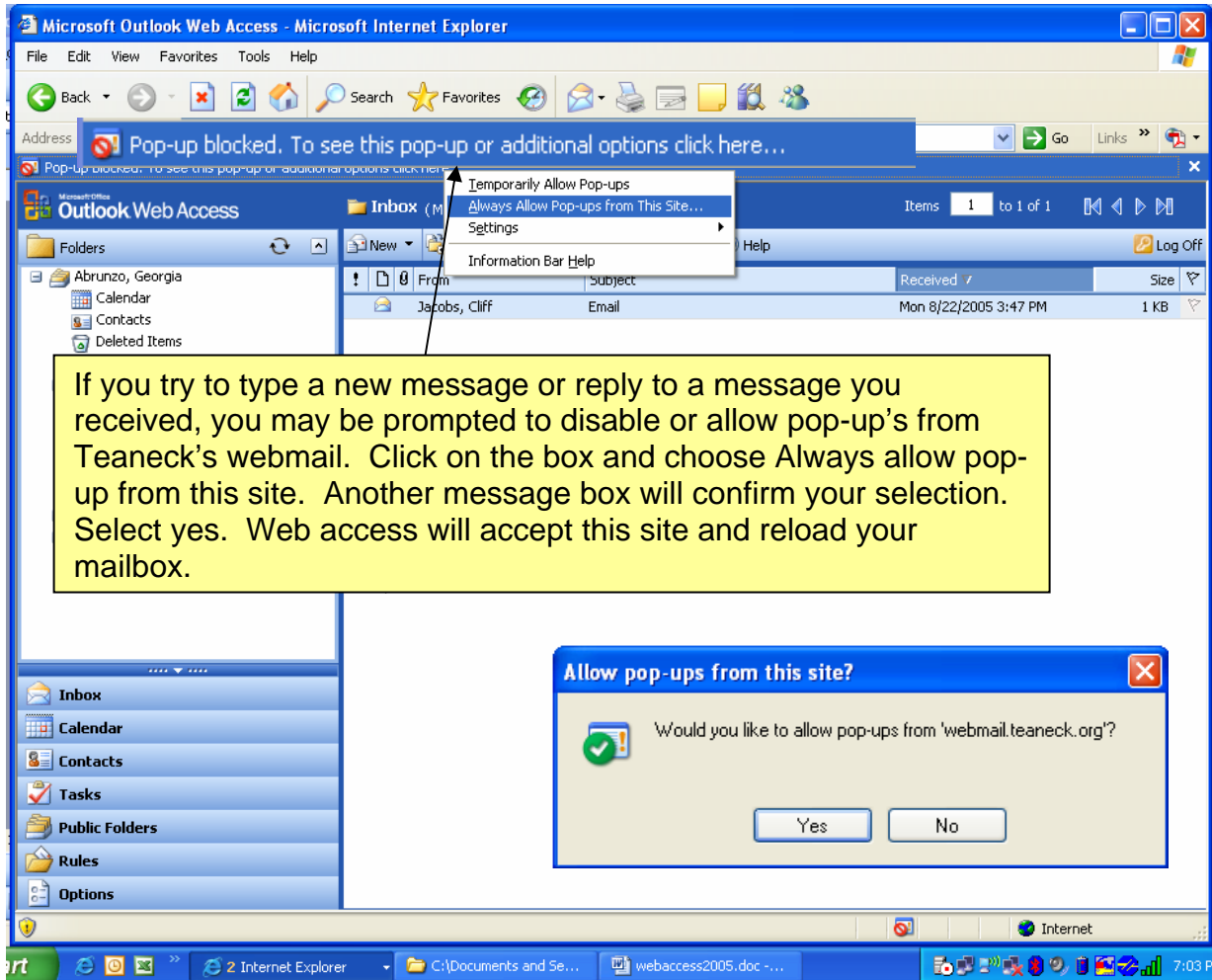
From	Subject	Received	Size
Schwartz, Patricia	RE: Technology Support Specialists	Wed 8/17/2005 5:40 PM	27 KB
Pinsak, Barbara	RE: Technology Support Specialists	Wed 8/17/2005 3:51 PM	23 KB
Cassidy, Anne	Master schedule in SASI	Tue 8/16/2005 12:34 PM	11 KB
DaGlau, Bette	RE: EF Students	Tue 8/16/2005 11:42 AM	20 KB
InteGrade Pro Server Ad...	InteGrade Pro Server User Import Summary	Mon 8/15/2005 10:51 PM	8 KB

**Important Notes:**

When you are ready to exit Web Access, please use the LogOff icon on the upper right hand corner of the screen to ensure a complete disconnect.

To reply or forward emails, you must disable all pop-up blockers from your internet service provider and/or allow pop-ups from Teaneck's site. See below for details.

## Pop-Up Blocker Settings



Other Options are:

From Microsoft Internet Explorer, Select **Tools, Pop-up Blocker, Pop-up Blocker Settings**. Enter <http://www.teaneckschools.org/> in the **Address of Web site to allow** field and click **ADD** then **CLOSE**.

If you have WindowsXP with Service Pack 2 installed on your computer, you will have to add MAIL.TEANECKSCHOOLS.ORG/EXCHANGE as a trusted site.

Go to **Start, Settings, Control Panel, Internet Options, Security, Trusted Sites, Sites** then **ADD** [www.teaneckschools.org](http://www.teaneckschools.org/), **APPLY** then **CLOSE**.

At the bottom of the Trusted Sites Dialog Box, be sure to **uncheck** 'Require service verification (https:)' for all sites in this zone.

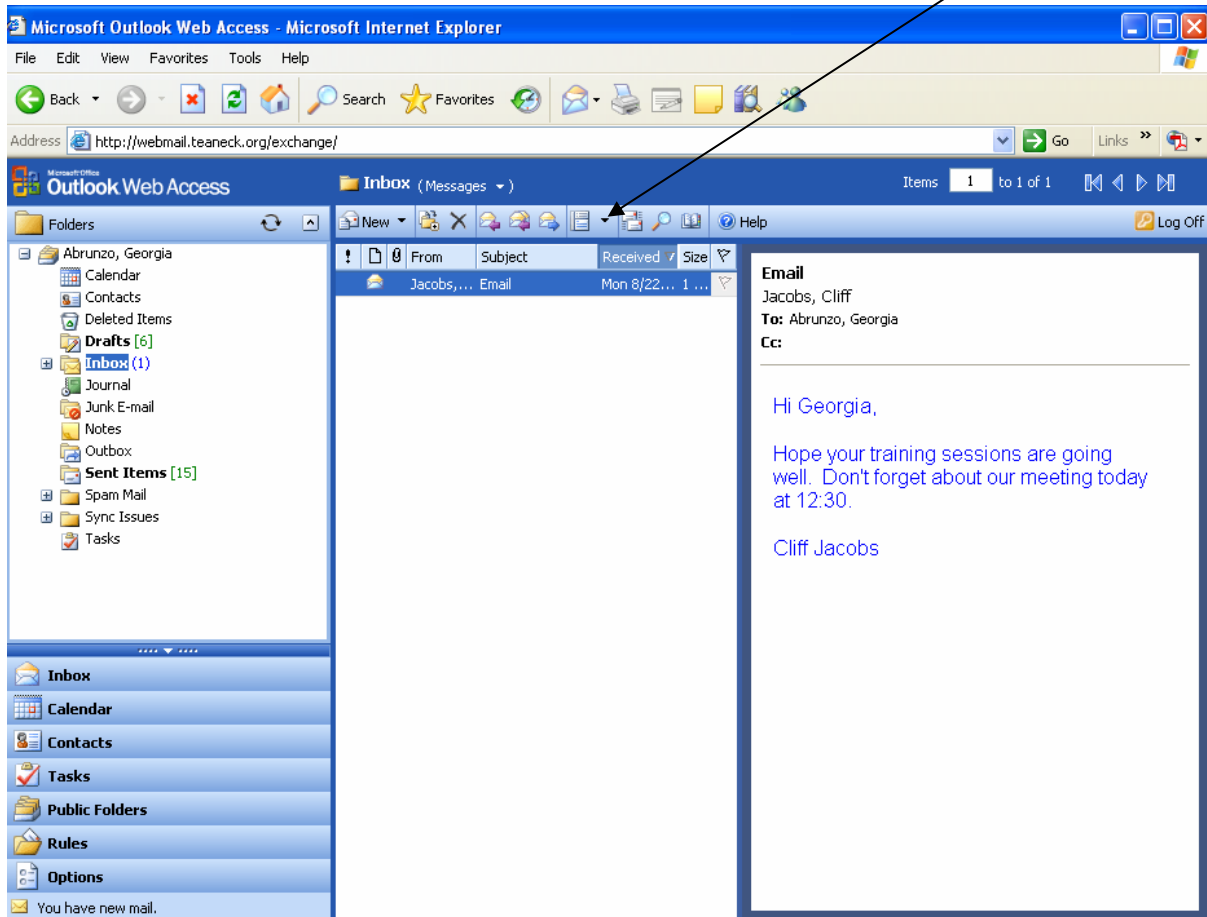
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## InBox

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### Retrieving Messages

To make adjustments to your personal views, select the **Show/Hide Reading Pane** icon and select to preview your messages either to the right or the bottom of the screen.



You may also choose to turn off the preview pane completely. When the preview pane is off, double-click the message to open up the email. Once the message is opened and read, the following actions can be taken:

Move/Copy to a specified folder  
Use the **Move/Copy** icon to Move or Copy messages to a folder that you create. Highlight the message and select Move or Copy.



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Reply / Reply to All  
Use the **Reply** icon to Reply to the sender of the message. Use the **Reply to All** icon to Reply to everyone who received the email, including yourself. The **To...** and **CC...** fields will automatically be populated with the recipient's names.



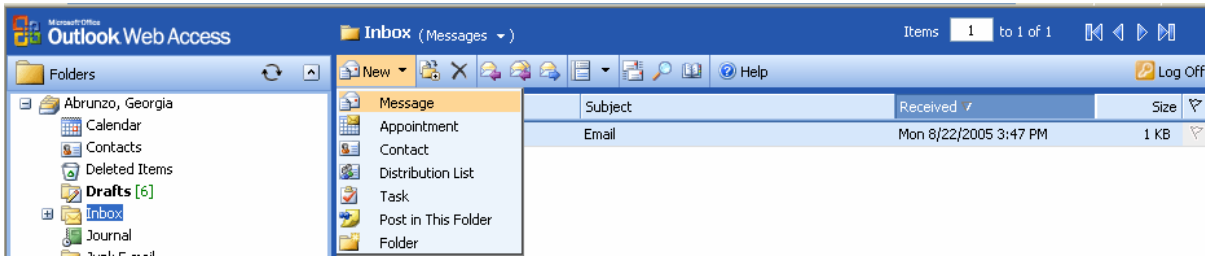
Delete  
Use the **Delete** icon to delete the message.



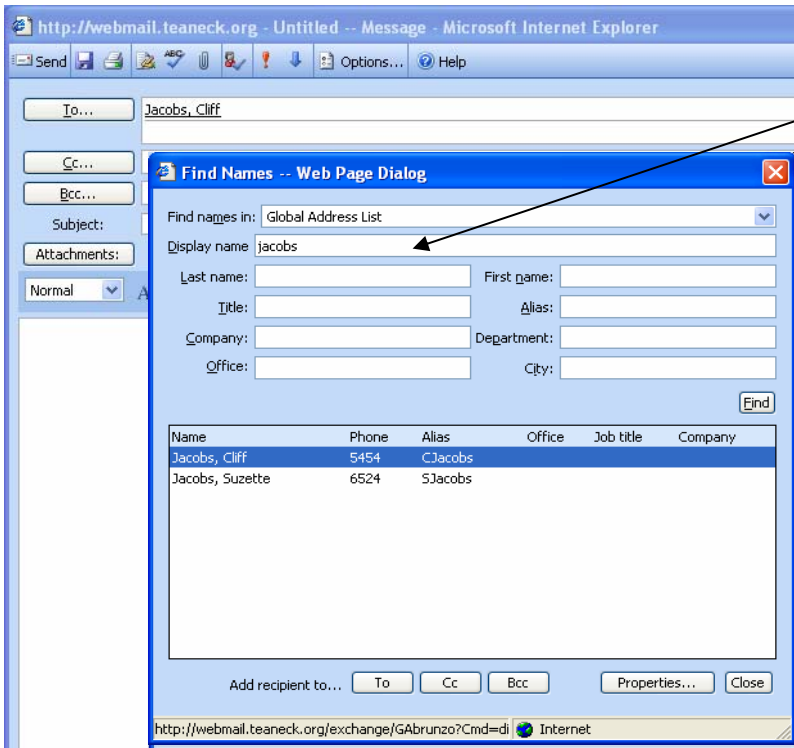
Forward  
Use the **Forward** icon to forward the email to someone other than the original recipients. You may select the recipients from the Global Address or personal Contacts lists.



To **CREATE AND SEND A MESSAGE**, select **New, Message** to display the new message screen.

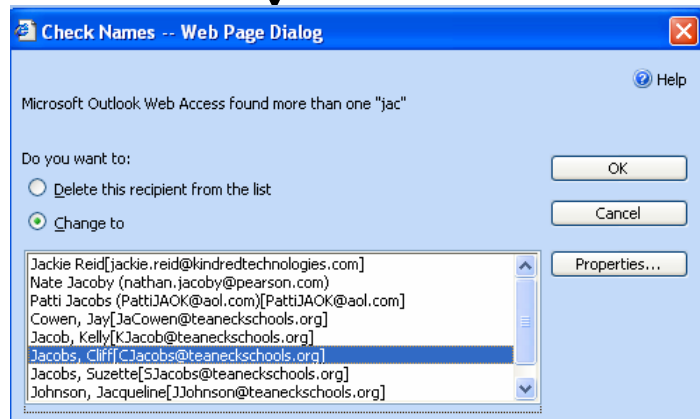


There are two options for completing the recipient's name in the **To...** field.



1) Click on the **To...** button to display the **global address list**. Type in the recipient's last name and click **Enter** or **Find**. All possible matches will display. Double-click the recipient's name to populate the **To...** field or use the buttons on the bottom of the screen to add the recipient to the **CC...** field. If the recipient is outside the district just type in the email address in the **To...** field.

2) Type the first three letters of the recipient's last name in the **To...** field and click on the **Check Names** icon from the menu bar. Click on the name of the person you want to send the message to and click **OK**. The name will be auto-completed in the **To...** field.



When all the recipients have been entered, complete the **subject line** and the **body of the email**. When finished, click **Send** to send the email.

# Calendar

Calendars can be seen in different views:



**Daily View** – Select the day from the calendar on the right to view daily appointments.

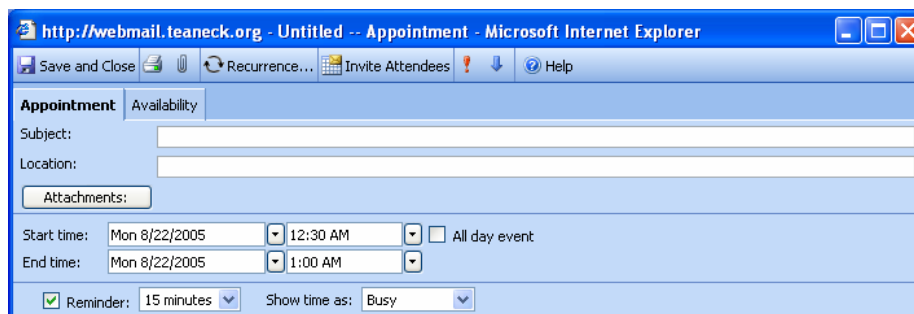
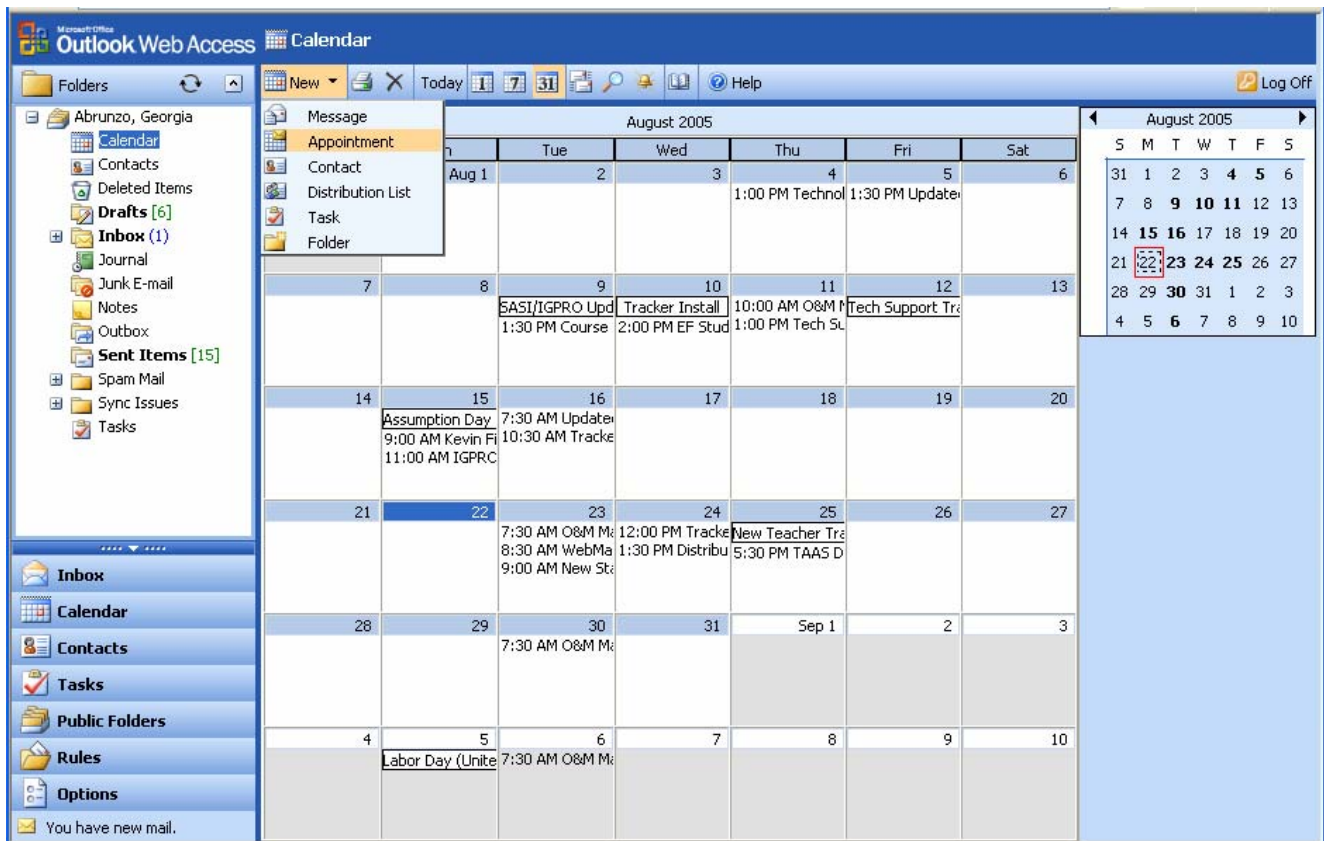


**Weekly View** – Select the week from the calendar on the right pane to view a full week of appointments.



**Monthly View** – Use this view to see all activities and appointments for the month.

To create a calendar appointment, choose **Appointment** from the **NEW** drop-down menu. The appointment screen will display. Enter an appointment name in the **Subject** line. Enter the location of the appointment in the **Location** line. Set the **Start and End times** or, if the appointment is an **all day event**, check the box that indicates such. Outlook will also **set a reminder** for the appointment at the time you specify. Click **SAVE and CLOSE** to add the appointment and reminder to your calendar.



## Public Folders

School calendars can be viewed using the Public Folders.

**Click on the school** whose calendar you would like to view. Adjust the view to your preference by selecting the **Daily**, **Weekly**, or **Monthly** icons. **Double-click on an event** to look at the appointment screen for detailed information of the event.

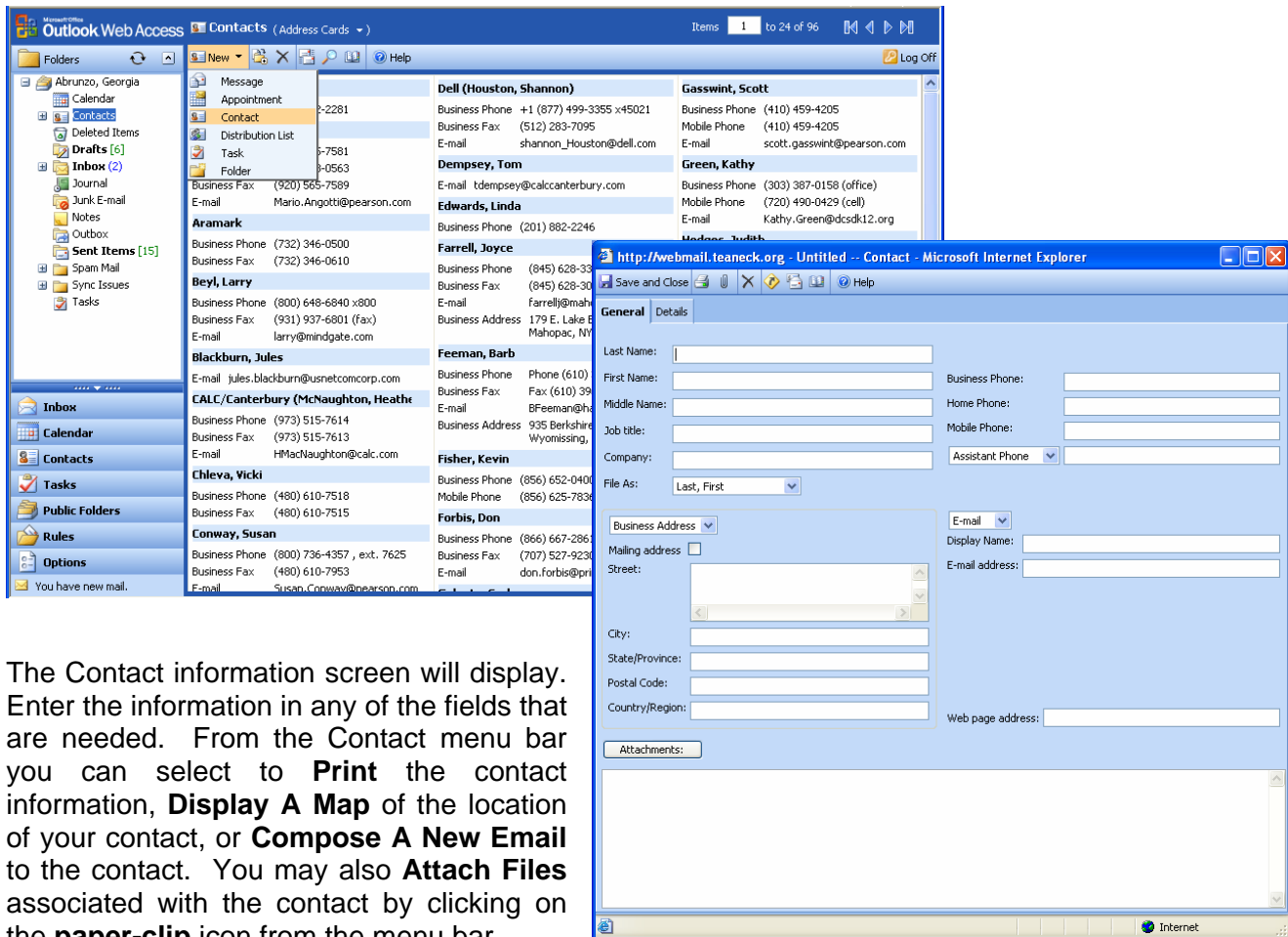
The screenshot shows the Outlook Web Access interface for the 'Ben Franklin Schedule'. The main area displays a calendar for August 2005. A 'Web Page Dialog' box is open, asking: 'This is a recurring appointment. Do you want to open only this occurrence or the series?'. The dialog has two radio buttons: 'Open this occurrence' (selected) and 'Open the series'. There are 'OK' and 'Cancel' buttons. The URL bar shows 'http://webmail. Internet'.

The screenshot shows the appointment details screen in Microsoft Internet Explorer. The appointment is titled 'Instrumental Music Info. Night' and is located in the 'Auditorium'. The start time is 'Thu 9/8/2005 6:30 PM' and the end time is 'Thu 9/8/2005 8:00 PM'. The reminder is set to '15 minutes' and the show time as 'Busy'.

## Contacts

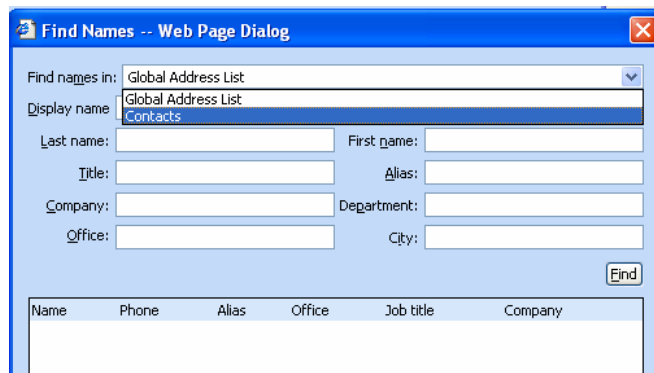
Besides the Global Address List, Outlook WebAccess allows you to add your own personal contact information in the Contacts folder.

To add a contact select **New, Contact** from the pull-down menu.



The Contact information screen will display. Enter the information in any of the fields that are needed. From the Contact menu bar you can select to **Print** the contact information, **Display A Map** of the location of your contact, or **Compose A New Email** to the contact. You may also **Attach Files** associated with the contact by clicking on the **paper-clip** icon from the menu bar.

When finished, click **SAVE and CLOSE** to add the contact to your personal contact list.



Now, when you want to send an email message, you may search for someone from either the Global Address List or from your Contacts list. Use the pull-down menu in the Find Names dialog box to choose which list you would like to use.