Benjamin
SCHOOL DISTRICT 25

Tech Connection

KERIO

Chapter 1: Communicating via Email

1.1 Accessing Email

Your email account is setup as your <u>first initial</u> **and** <u>last name</u> **followed by @ bendist25.org.**

> **For example: Sally Smith's email address would be: ssmith@bendist25.org.**

> **All emails as a default have been set up with the password: bendist25**

Where do I go to get my email?

> **You can access you email from home, work or anywhere in the world. There are two ways that you can access your email:**

> **1)   via our website. Click on "Resources on the left column" then select "staff" - Click on the email link on the Staff Resources webpage.**

> **or**

> **2)   Go to website: https://mail.bendist25.org**

KerioMailServer6™ WebMail

Enter your Username and Password below to login to your mailbox:

Username: wschiera@bendist25.org
Password: ••••••••

WebMail mode:
- ● Full-featured (for fast/LAN connections)
- ○ Simplified (for slow connections)

[Login]

> **Your username: ssmith@bendist25.org (entire email address)**

> **Password: bendist25**

> **Click on "login"**

Upon accessing your email account the first thing you should do is "change your password" (see 1.2 "Changing Your Email Password" below).
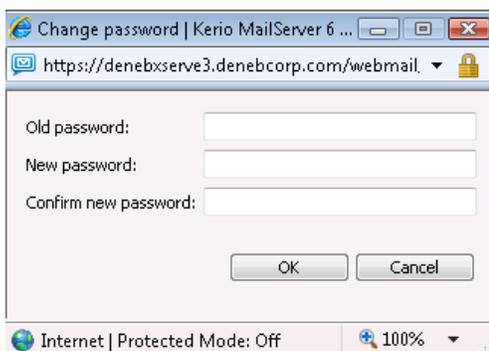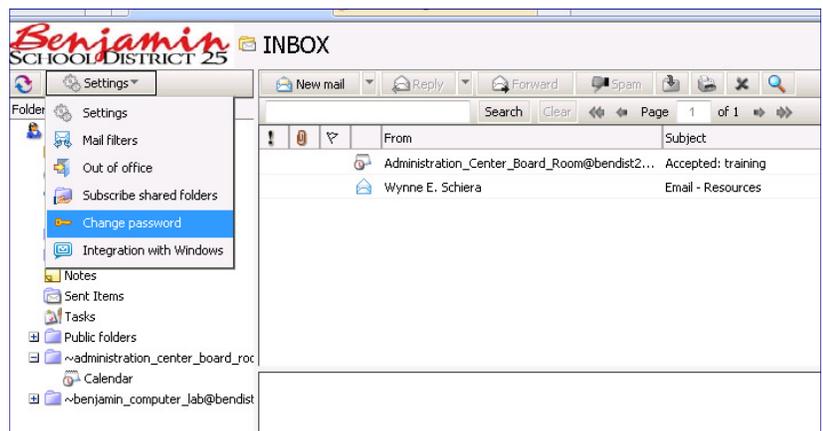
1.2 Changing Your Email Password

Click on the "Settings" tab in the top left hand column of the screen.

Select "Change Password"

Type in your *old* **password**

Type in your *new* **password in both the "new password" field and the "confirm new password" field.**

When you are finished - click "Ok"

Benjamin SCHOOL DISTRICT 25 | 📧 INBOX

🔄 | Settings ▾ | New mail ▾ | Reply ▾ | Forward | Spam | 📥 🖨 ✖ 🔍

| Settings
| Mail filters
| Out of office
| Subscribe shared folders
| Change password
| Integration with Windows

Folder | Search | Clear | ◀◀ ◀ Page 1 of 1 ▶ ▶▶

!	📎	▽	From	Subject
			Administration_Center_Board_Room@bendist2...	Accepted: training
			Wynne E. Schiera	Email - Resources

Notes
Sent Items
Tasks
⊞ Public folders
⊟ 📁 ~administration_center_board_roc
    📅 Calendar
⊞ 📁 ~benjamin_computer_lab@bendist

Change password | Kerio MailServer 6 ...

https://denebxserve3.denebcorp.com/webmail. ▾ 🔒

Old password: [   ]
New password: [   ]
Confirm new password: [   ]

            [OK]   [Cancel]

🌐 Internet | Protected Mode: Off   🔍 100% ▾

1.3 Signature   (Optional Feature)

A signature is simply a 'default' signature that you would like to appear on all emails. An example would look as follows:
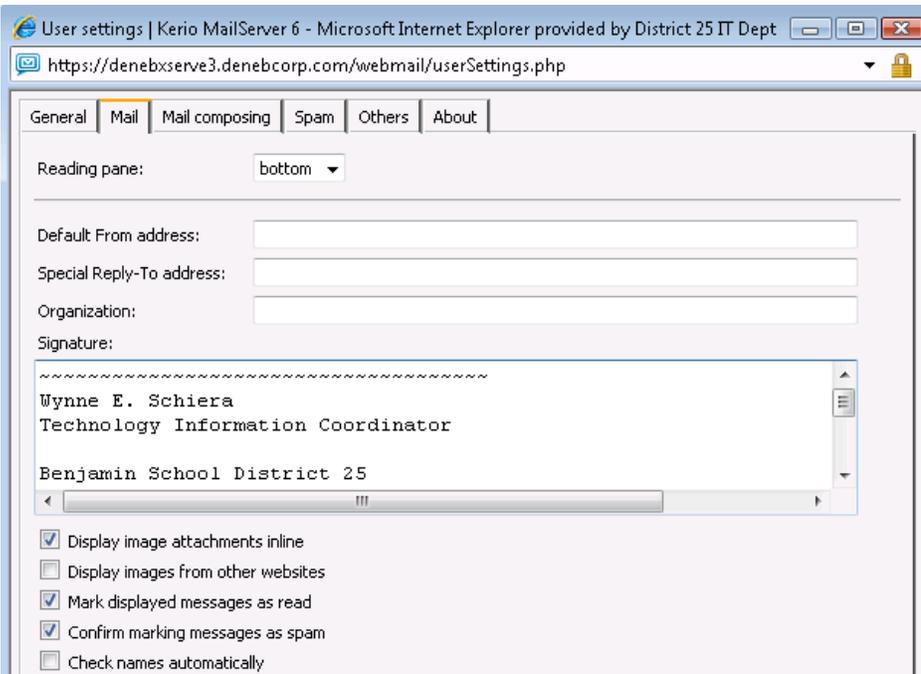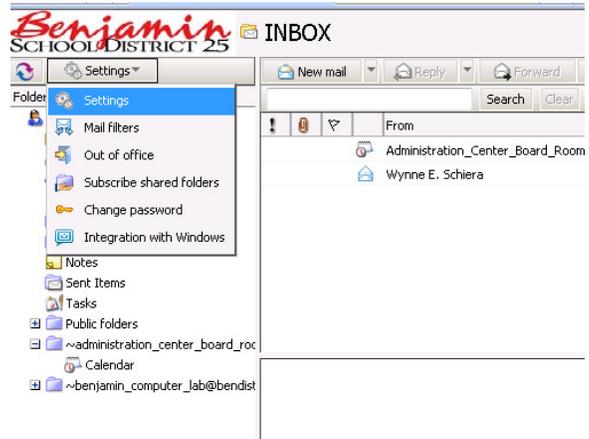
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Sally Brown
First Grade Teacher

Benjamin Middle School
Benjamin School District 25

How to create a signature?

Click on the "Settings" tab in the top left hand column of the screen. Select "Settings" (again).

A second window will open.

Click on the second tab titled "Mail" (see below)

Simply type the signature that you would like to appear in every email within the "Signature:" box field

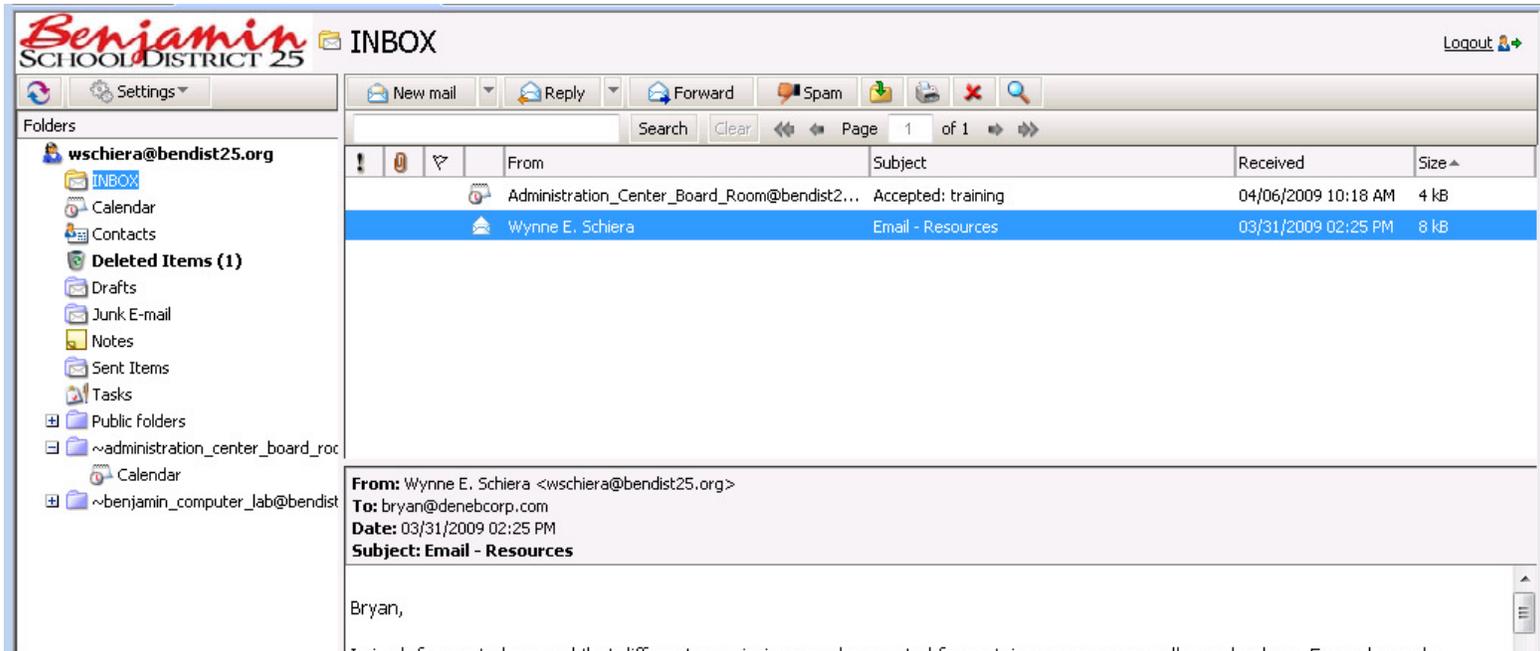Click on "OK" at the bottom of the window to save your changes.

1.4 Sending Email

Let's take a look at what you'll see when you login.

Whatever is <u>highlighted</u> in this left column (i.e. INBOX is highlighted)   ...opens up in the top column on the right. And...what ever is <u>highlighted</u> in the top right column (i.e. Email from Wynne E. Schiera is highlighted) will display it's details in the window below.

The rest of the features are very similar to our previous email software:

- **Click on "New mail" (to compose a message)**

- **Click on "Reply" (when replying to a message that you have selected)**

- **Click on "Forward" (when you want to forward a message that you have selected)**

- **Click on Spam (when you are receiving unwanted messages)**

- **Click on the Folder with the green arrow (when you want to move or copy a messages)**

- **Click on the Printer icon when you want to print a message**

- **Click on the red "X" or hit the "delete" key on your keyboard (when you want to send a message to the "Deleted Items" folder**

- **The "!" to mark an email as a high priority (please use this feature sparingly)**

More detailed features will be covered in trainings on email and can also be found on the Kerio website:

http://www.kerio.com/kms_webmail.html

Stay connected!