



## FBUSD E-Mail Basics

### CHOOSE A BROWSER

If you are a computer savvy person, you may want to open your e-mail using Microsoft Internet Explorer. Explorer will offer you more “bells and whistles” within the e-mail site. However, when you enter the web address for the district e-mail through Microsoft Internet Explorer, you will encounter a security screen before you are allowed to enter the FBUSD log on page. Click on **continue to browser** and you will be directed to the log on page.

If you do not problem-solve technology issues easily, open your e-mail with a different browser like Mozilla Firefox. You will open a “light” version of the e-mail program. You won’t have all the bells and whistles, but it will be easier. You will also encounter a security screen prior to your log on page. Click continue to move forward.

### Log On

- To access your school email account go to <https://mail.fbUSD.us> and follow these instructions
- When you get to this site, type in your first initial and last name (all lower case). If this is your first time logging in, use the password, **Temporary1** (your password is case sensitive, so make sure the “T” is upper case and that there is no space between the “y” and “1”).
- Once you are logged in, you can change your password by hitting the **OPTIONS** link in the upper right hand corner of your email screen. When you hit this, you will see an option list appear on the left hand side of your screen. Select **Change Password** and change your password today.
- **IMPORTANT!!!!!!!!!!!!** Your new password must be at least 7 characters in length and it must contain 1 lower case character, 1 upper case character, and 1 number. Also, your new password can’t have any part of your name in it. (Sorry, these are the rules. If your password does not meet these requirements, it will not work.)





### GETTING STARTED (These directions are based on the “light” version, not on what is seen using Internet Explorer.)

#### 1. Reading E-mail:

- When you log on, you should be directed to your new mail. You will know your mail is new because the subject of the e-mail will be in bold print. You can read any of your new mail by clicking on the blue words in the subject line.

- To read more of your mail, you can click on the **Mail** option or the **Inbox** option on the left hand side of your screen and you will return to your inbox. You may choose another message from your inbox.
- You also can use the right and left arrow keys in the gray strip above the e-mail you are reading which is located under the **Log Off** key. Those arrows will shuffle you through the e-mail in your inbox.
- After you are done reading an e-mail, you can click on the **Close** key to close your message and you will return to your inbox.

## 2. Sending Messages:

- To send a message, return to your inbox. This can be done at anytime by clicking on the **Mail** option or the **Inbox** option on the left hand side of your screen.
- Click the **New Message** option, enter a valid e-mail address, enter a subject, and type your message. When you are done, click on  **Send** and your message will be sent.
- If you want to send an e-mail to anyone employee in the school district, click on the word **To...** and you will be directed to the FBUSD address book. The list is alphabetized by first name, so remember that when you are searching for someone. Another way to search for a person is to type two or three letters of the first or last name in the **Find Someone** box then click on this  to search for that person. When you have located the person of your choice, click on the empty box to the left of their name (this will place a check mark in the box), then click on the **To->** box. You should see your selection appear on the "To" line. You can add as many people as you prefer. If you change your mind and want to remove an address, click on the word "remove" next to that person's name, and the name will be removed. When you are done in the address book, click on  or the word, **done**, and you will return to your message. Begin typing your e-mail message. Enter a subject and click on  **Send** when you are done.

## WEB ACCESS OPTIONS

1. Click on the word **Options** in the upper right hand corner of your screen. On the left you will see a series of menu options. Click on the word or phrases in blue to explore some of the features in the program **Options**.
2. The **Messaging** option allows you to create an e-mail signature that may be automatically included on every outgoing message.
3. Use the **Out of Office Assistant** when you know you will not check your e-mail for an extended period of time. This option will automatically reply to every e-mail you receive with your custom message explaining that you are "out of the office" and you are not checking your e-mails. Here is a sample message:

*Hello,*




*I will be away from school on October 11-19. I will return your message upon my return on October 20<sup>th</sup>. Have a good day.*

*Sincerely,  
Ms. Polite*

4. Explore the other options to suit your needs.

## CALENDAR

Look on the left hand side of your screen. You should see three main menus. They are Mail, Calendar and Contacts.

- Click on **Calendar**. The calendar feature allows you to record appointments, accept appointments, and request meetings.
- To view the next month or the previous month, use the right and left arrow keys located by the name of the month.
- To make an appointment for yourself, click on **New Appointment**. Enter the appropriate information and click on  **Save and close** when you are done. You should see that the date for which you made the appointment now appears in bold.
- Let's say you need to notify of a meeting time and date (IEP, department meeting, focus group, advisors meeting, grade level meeting, etc). You can use the **New Meeting Request** feature to make an appointment for the meeting, invite people to that meeting with an e-mail, request a response to the invitation, and insert the meeting time into the recipient's calendar automatically in a few easy steps.
- Click on **New Meeting Request**. Click on the blue  **Required...** symbol. This should appear where the "To" line would normally appear in an e-mail. This will take you to our FBUSD address book. Place a check next to the individuals you would like to invite to the meeting. (Remember, you can search for people with only a few letters by using the "Find Someone" feature.) After you have selected your recipients, click on  **Done** at the bottom of your screen and you will return to your **New Meeting Request** window. Enter the **Subject**, **Location**, and **time** of the meeting. You may type a message as well since this will be sent via e-mail. The box that says **Request a response to this invitation** is automatically selected. When you are done, click on  **Send**.