

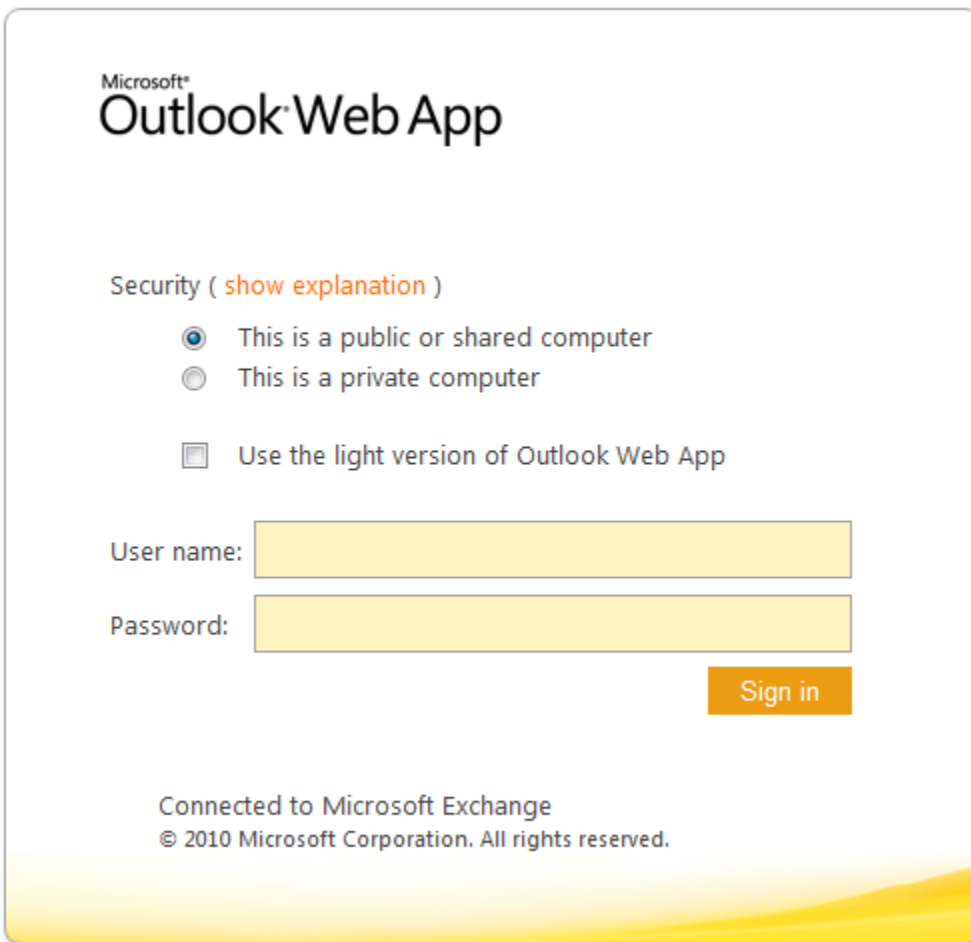
How to log into the new City of Stamford / Stamford Public Schools Web Email System:

Go to the following site: www.cityofstamford.org/mail

If you are on the new system, you will choose the second link that says “I am now a user on the new email system and would like to log in.”

Choose one of the following options:	
<input type="checkbox"/>	I am a user on the original Outlook Web Access Email system and would like to log in.
<input type="checkbox"/>	I am now a user on the new email system and would like to log in.
<i>(This only applies to the users who have had their email moved to the new system. If you have not been told that you have been migrated to the new system, then you are still on the original system.)</i>	

The new login screen will look like this:



Microsoft®
Outlook® Web App

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer
- Use the light version of Outlook Web App

User name:

Password:

Connected to Microsoft Exchange
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If you are at home or work, you may choose the setting for “This is a private computer”.

Security ([show explanation](#))

- This is a public or shared computer
- This is a private computer

Warning: By selecting this option, you confirm that this computer complies with your organization's security policy.

Note that a warning will come up. As long as you are on a private computer, you are OK. This will control the amount of time it takes before you get logged out.

(If you are in a classroom, you may want to choose the public setting. The light version is only if you have a really slow connection.)

Enter the username and password you have been given for your email.

Choose sign in. You will be brought to the inbox of your mailbox.

There are a few things that are different about the new interface for web email. The first is that it is now called Outlook Web App. That doesn't matter a whole lot, except that you will need to know this if we refer to Outlook Web App in a message to you.

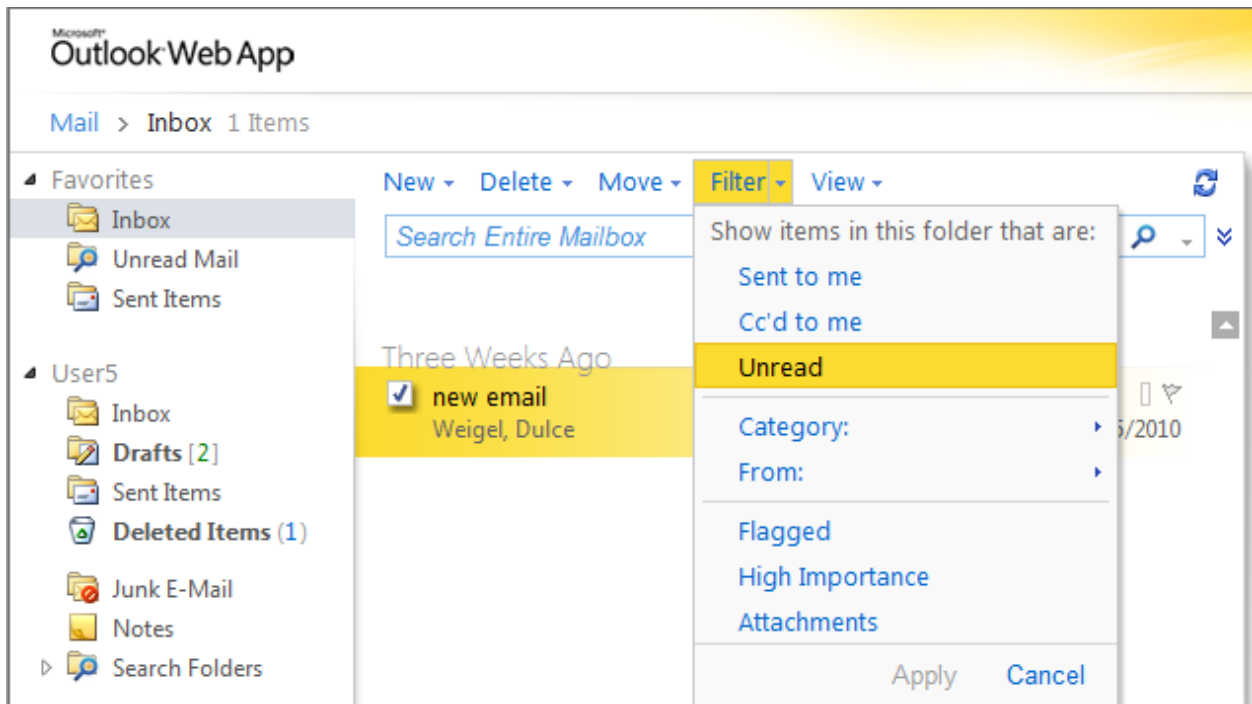
The second is that Outlook Web App should be a little more user friendly.

You can now scroll the contents of your inbox instead of only having 25 things on a page.

It is now much easier to look up people in the address list instead of having to type out their name.

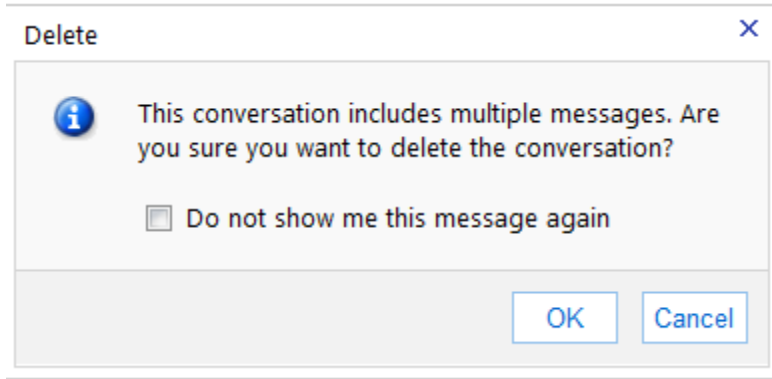
A couple of things you should know about that are a little different:

The filter capability is still available but now it is more clear how you are filtering your mail. If you filter your mail by "unread" mail, make sure that you turn that filter off when you are done with that. Otherwise you may think that your mail is disappearing. (It isn't – it's just that once you read a message, it is no longer "unread" and will be hidden.)



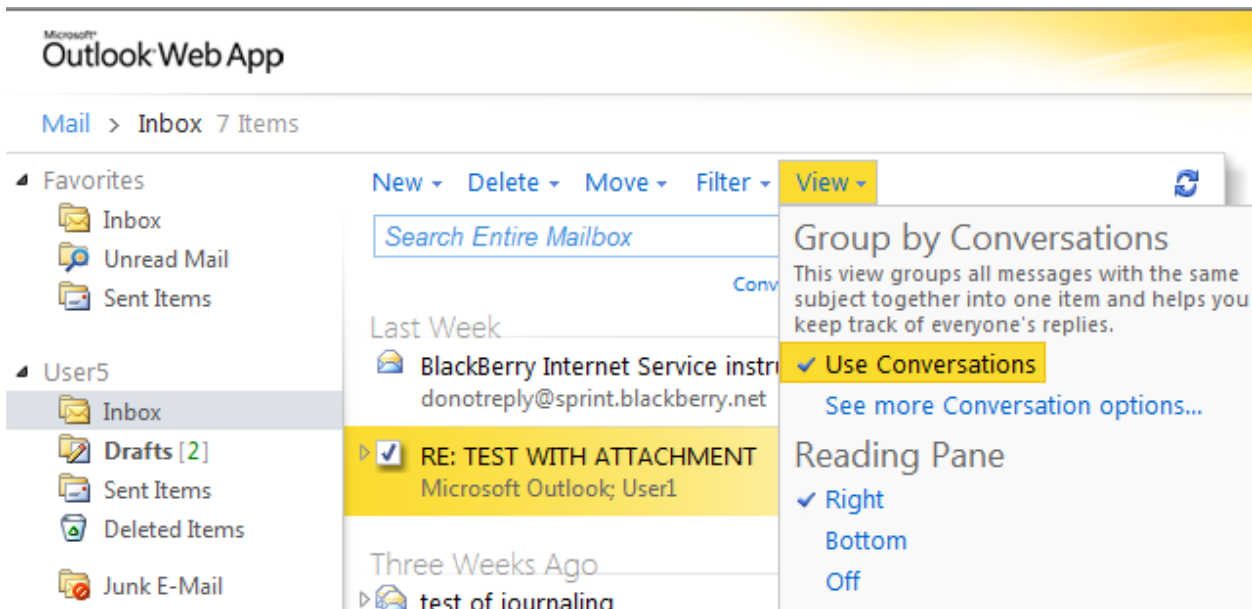
Also, a big change is the default view on your mailbox. The mail is now grouped by conversations which may help you keep track of things if you use email a lot. You may or may not like that setting and it is possible to remove it. You may want to try it out first. The conversation will store all replies to and from people on the same topic under one message, meaning that you do not have to look through your whole mailbox for all of the replies for the same topic.

If you delete a message that is part of an email conversation, you will see that following message:

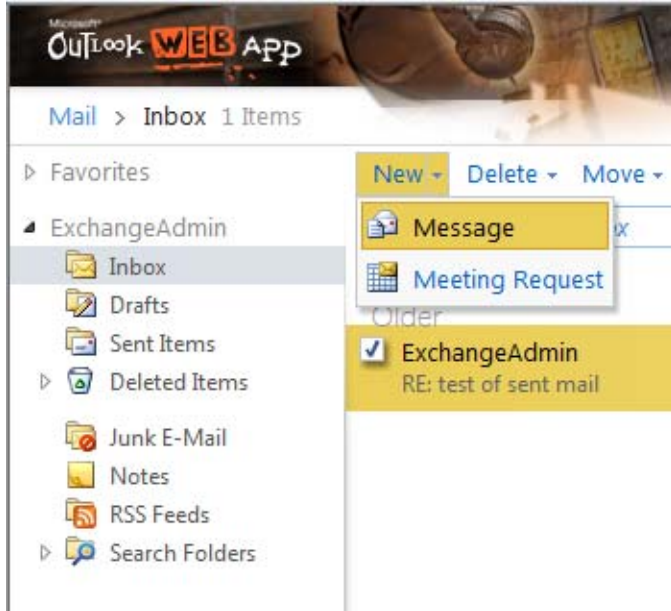


If you say OK, the conversation (all of the email goes to the deleted items).

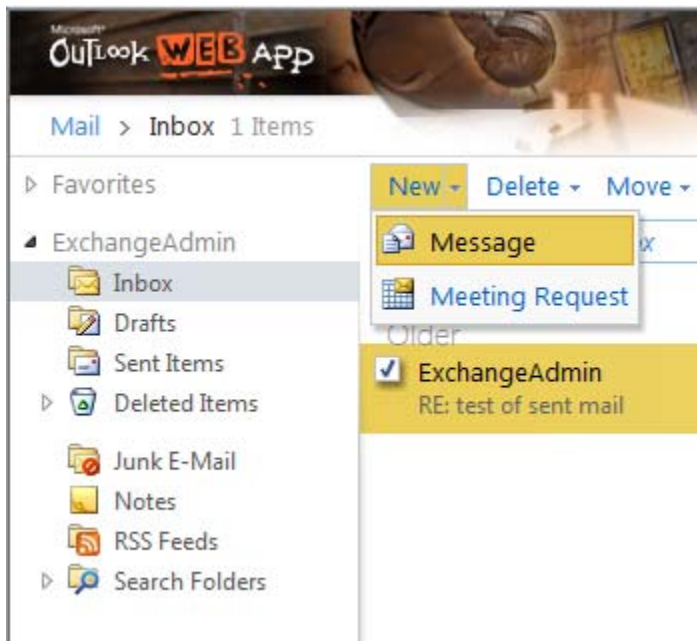
To turn off the conversations, follow this picture and uncheck the “use conversations” option.



Another new feature is that each school will have its own listing of users. This listing contains everyone that we know to be at your location. It can be found by going to your inbox and starting a new message.



Then click “TO” in the message field and a listing of all the users in the City and Public Schools comes up. To narrow this down to your school, look in the left hand column and click the “Show other address lists” text.



Click the little down arrow and you will scroll through all of the schools as well as some other lists. Choose your school and the recipients for your school will appear on the right. This way you do not have to scroll through everyone in the address list just to find someone from your school.

