



HOW TO ACCESS YOUR E-MAIL EASILY

- Log on to the Margate Schools Web page (www.margateschools.org)
- Click on the link for Union Avenue School (on the left)
- On the right side, click on the link for STAFF E-MAIL LOG IN
- When you get the black screen with the log-in box, **ADD THIS TO YOUR FAVORITES**. Now you won't have to go through the first 3 steps above again.
- You can click the small box that says "Remember Me" to save the time of typing in your username and password, but I don't recommend doing this if you are concerned with privacy – if you share your computer, etc (other people logging on to your e-mail account).
- Your initial password is **PASSWORD** until you change it. To change your password, click on the **OPTIONS AND STYLES** pull-down menu (upper right of the screen), click **PASSWORD**, and follow the directions.
- **YOU CAN DO THIS PROCEDURE ON ANY COMPUTER – AT SCHOOL, HOME, OR ON YOUR WIRELESS LAPTOP!**

More on Margate Schools e-mail...

- When you click on CONTACTS, you will notice a list of e-mail addresses. You may also add your own list of addresses. In order to protect your privacy, however, we have left your addresses and directory name off the contact list.
- Your Margate address consists of the first letter of your first name and your full last name @margateschools.org. For example, jdinicola@margateschools.org. You can reach any Board member keeping this in mind.
- If you want to contact the entire Board (including Susan, Dominick, and the Longport representatives), just enter mboe@margateschools.org and type your message!

Options and Styles pull-down menu is on the top right of your screen...

You can click on MY OPTIONS, then PREFERENCES to choose preferable options (including forwarding attachments, displays, sort criteria, etc.)

MY FORWARDING E-MAIL ADDRESS enables all of your incoming mail to your Margate address to go to your own private e-mail account if you prefer.

There are lots of options you can explore in this menu!

Using Contacts and Public Contacts to Address a Message

To use email addresses in your **Contacts** and **Public Contacts** to address a message:

1. In **Compose Message** page, click **To**, **CC**, or **BCC**. The **Select Names** page appears.
2. In the **Select Contact Folder** list, select the contact list from which you want to select email addresses. The contacts for the selected folder appear.
3. Click a contact name in the list, then click **To**, **CC**, or **BCC** to add the message recipient. Select additional message recipients if desired.

-OR-

Double-click a contact name in the list. The contact name is added in the **To** text box.

-OR-

Click **Close** to cancel this process.

4. When you are finished selecting recipients, click **Add and Close**.