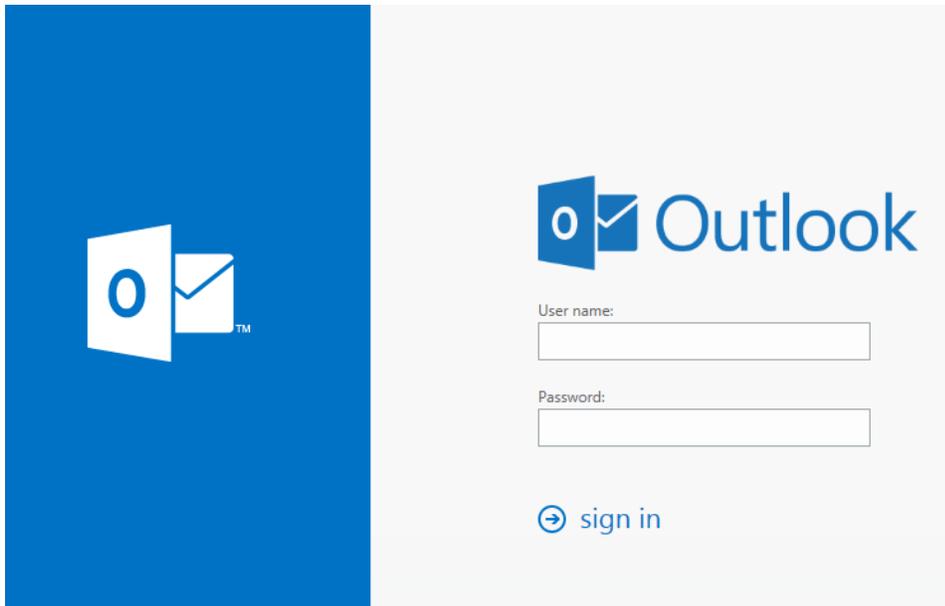


Using the City of Stamford / Stamford Public Schools Outlook Web App Email

Also known as the “StamfordCT.gov” email.

Open the Login Screen: Go to the following site: www.stamfordct.gov/mail and choose the login link. The login screen will look like this:



The Basics – how to login:

Log in by entering the username and password you have been given or are using for your email. Once you enter your username and password and click “Sign In”, you will be brought to your inbox. (If you have a new password you will be prompted to change it first, and then you will see your inbox.)

Please note that your username is NOT your email address. Your username is going to be the part before the @ sign. So if your email address is JSmith@stamfordct.gov, then your username is JSmith. Your username is not case sensitive, but your password is.

IMPORTANT: this step MUST be done in a browser – it cannot be done on a phone. A phone will only accept a password that is completely set, i.e. the password does not need to be changed. If you have never set a password or you have asked to have it reset, you must set a password in a browser first!

PASSWORD REQUIREMENTS:

In the interest of security for all of our users, we do have password requirements.

Your password must:

Contain 8 characters minimum:

These can be a combination using at least three of the following (you can use all four).

- Upper Case letters
- Lower Case letters
- Numbers
- Symbols (!@#*\$%^)

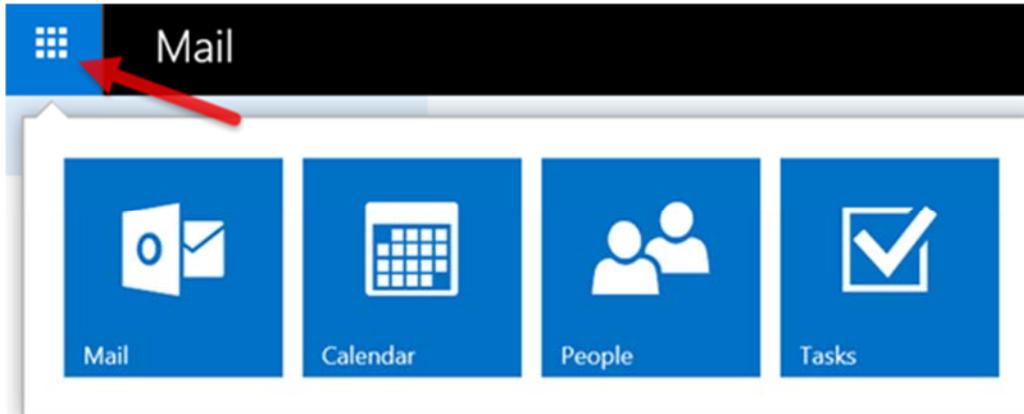
Your password cannot contain parts of your name or job title or location.

Your password cannot be the same as the previous five. (Unless you are new, then you don't have five)

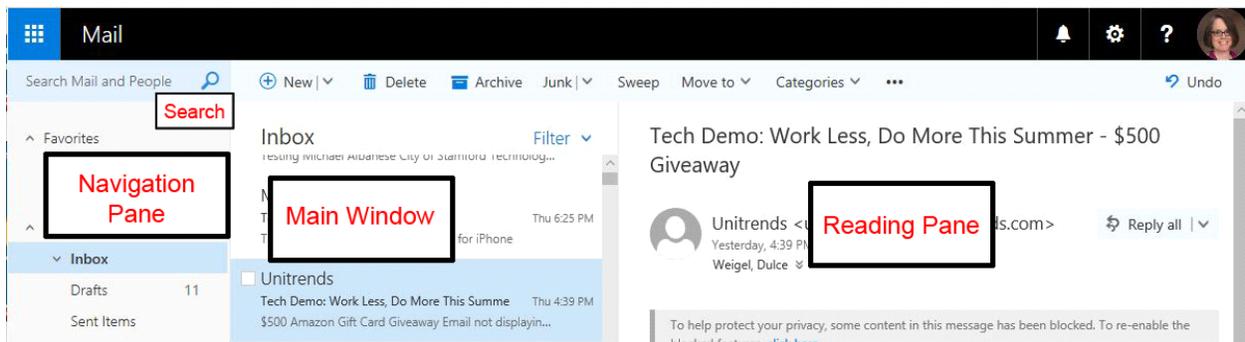
You want to have something you can easily remember, but that can't be easily guessed. Sometimes it is best to think of a short phrase and add some symbols or numbers to it.

Layout of Your Mailbox:

Once you are logged in, find the main navigation button in the upper left hand corner to select Mail, Calendar, People (Contacts) or Tasks.



If you select mail, you will see that it is organized into three windows if the reading pane is on (and two if it is off). This image shows where everything is located. The app is “focused” meaning that the menus will change based on your selections. For example if you choose to view your inbox, until you select a message, the menu bar will only have the option of “New” and “Mark all as read”. Select a message and you will see menu options based on things you can do with the message.



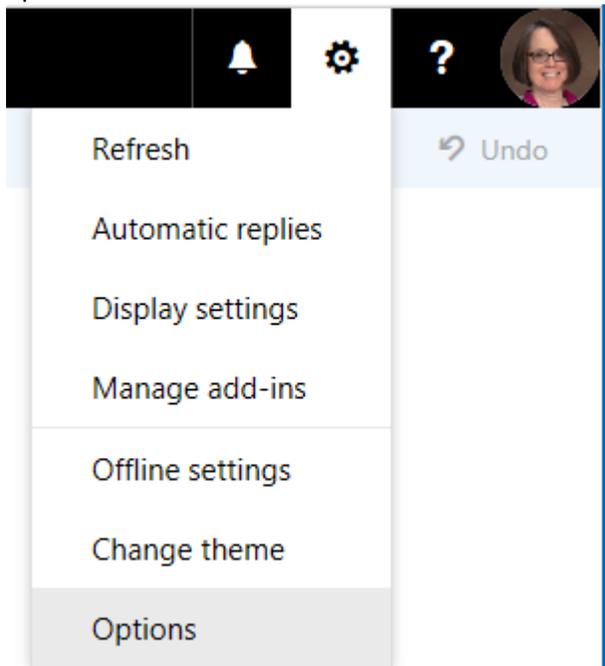
On the right hand side near your picture are notifications (bell), settings or options (gear) and help (question mark) icons. Help is context aware, so if you need help with you inbox, select the help icon while you are in your inbox. Note that help opens in a pop-up window, so you will need to allow that to view the help files.



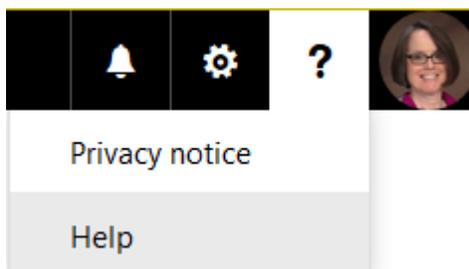
Change Your Mailbox Options:

The options section of your mailbox is where you can change many of your settings. You can also set automatic replies (out of office) and change the layout and the theme of your mailbox.

In the upper right corner of your mailbox near your photo, find the little gear icon. Click that and choose options from the menu.



Most of the options are self-explanatory, but if you need further help with those, you can choose the help icon next to your photo in the upper right hand corner. “Help” is context aware, so if you are having trouble with a specific option, select that, choose help and those are the help files you will receive. Note that help opens in a pop-up window, so you will need to allow that to view the help files.



← Options

Shortcuts

↳ General

- My account
- Change theme
- Distribution groups
- Keyboard shortcuts
- Manage add-ins
- Mobile devices
- Offline settings
- Accessibility settings
- Light version
- Region and time zone
- Text messaging

↳ Mail

↳ Automatic processing

- Automatic replies
- Undo send
- Inbox and sweep rules
- Junk email reporting
- Mark as read
- Message options
- Read receipts
- Reply settings

↳ Accounts

↳ Attachment options

↳ Layout

- Conversations
- Email signature
- Link preview
- Message format
- Message list
- Quick actions
- Reading pane

↳ Calendar

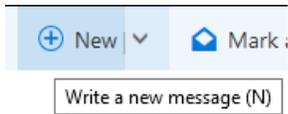
Here is a list of the options that you will see when you choose options.

Some of the more useful settings include:

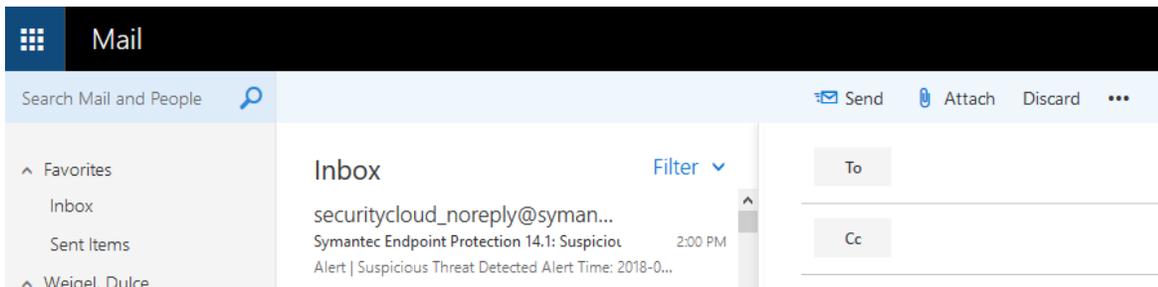
- ❖ **Mobile Devices:** shows all the mobile devices you have connected to your account. If you update your phone, you can remove the old one here.
- ❖ **Automatic Replies:** If you need to be out of office, put something here to alert people.
- ❖ **Email Signature:** Automatically sign you emails with your name and whatever other settings you want.
- ❖ **Reading Pane:** you can change the reading pane to be on or off, and / or on top or to the side.

Create and send a message:

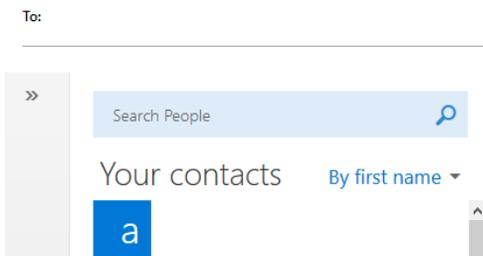
To create a message, click the “+” sign next to new. A message box will open in the reading pane where you add recipients and text.



Click “To”.

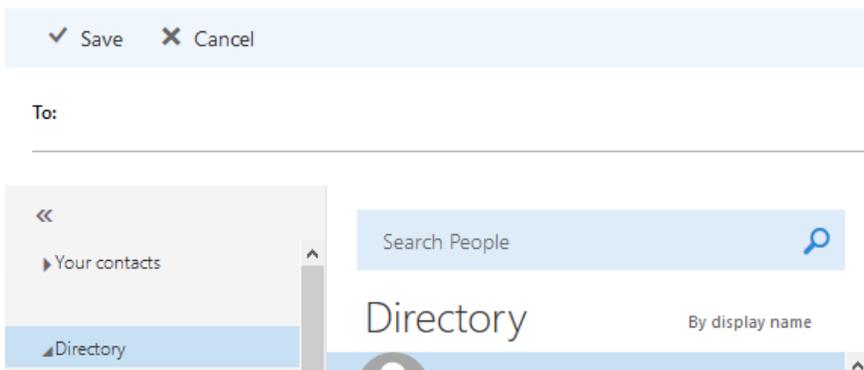


The contacts screen will open. By default, it will open to your personal contacts and not our directory (global address list):

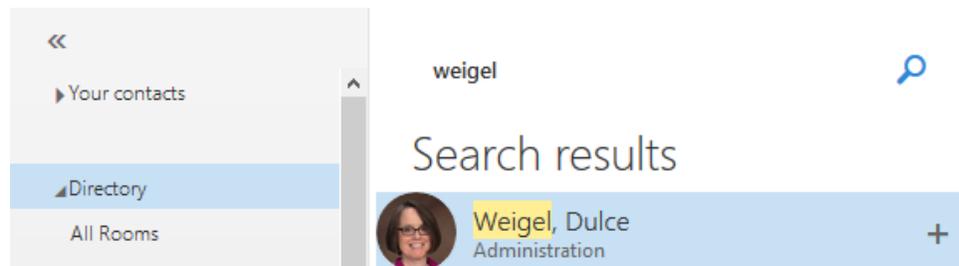
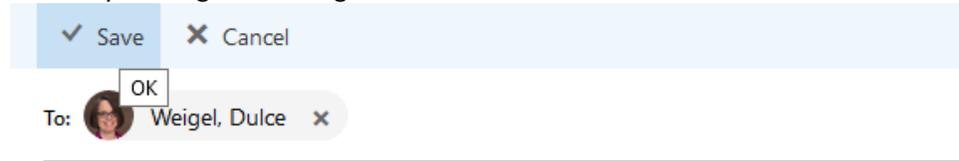


To get to the directory (global address list), click the double arrows on the far left.

Click “Directory” and the names from the directory will be what appears in the list. (You will also notice that the list closes back to the double arrows). You can either scroll or search the list. Under the main directory in the list are listings for various locations such as schools.



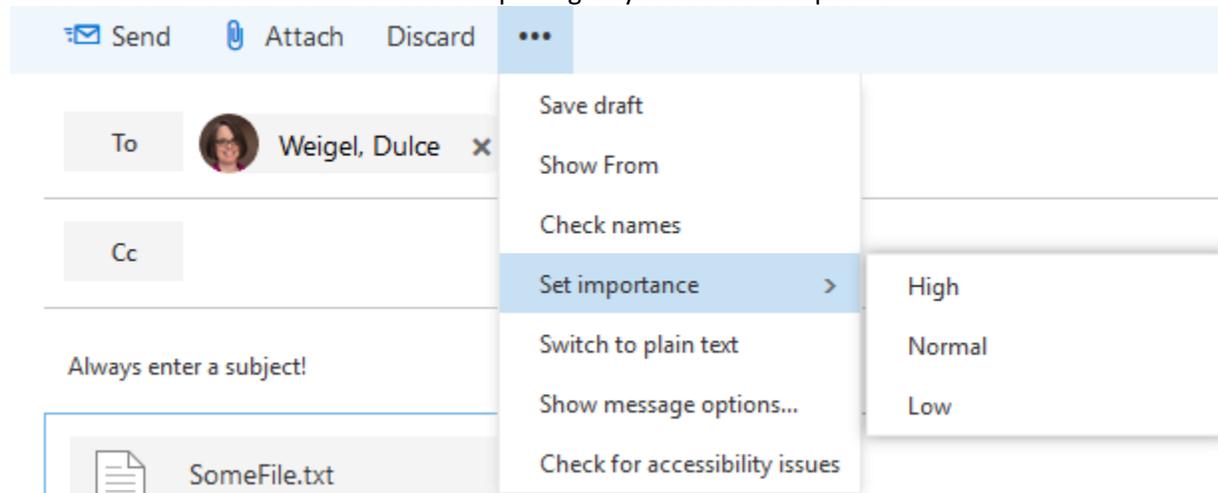
Select who you wish to send a message to and either double click the name or click the arrow to add. If you wish to add more people repeat until you have everyone you want. Then click “Save”. You will go back to your original message.



The CC field is visible under the “To” field. “BCC is available as well to the far right of the “To” field.

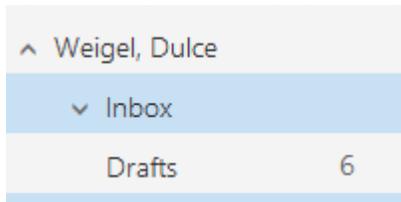
Add a subject to your message and then whatever text. You can also drag and drop attachments to your message or attach them using the paperclip near the send /discard buttons.

The three dots next to “discard” at the top will give you additional options:

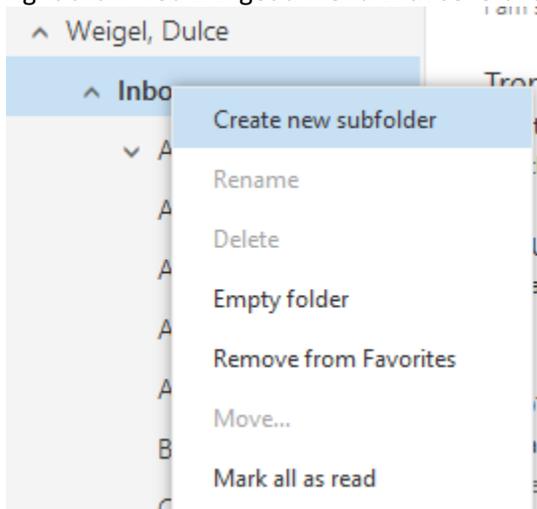


Using Folders in the Navigation Pane:

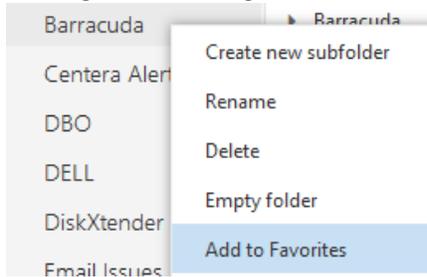
Folder names with arrows next to them have subfolders.



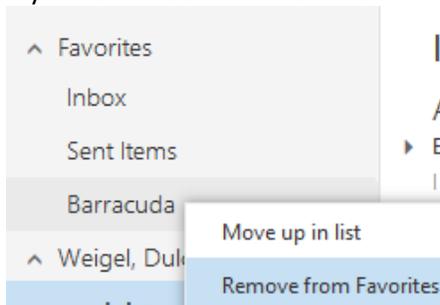
If you wish to add a new subfolder, select the folder that will have the subfolder underneath it and then right click. You will get a menu with several options including “Create new subfolder:”.



If you have a subfolder that you need to access frequently, you can add it to your “favorites” by right clicking and selecting “Add to favorites”. It will go to the Favorites section in the Navigation Pane.

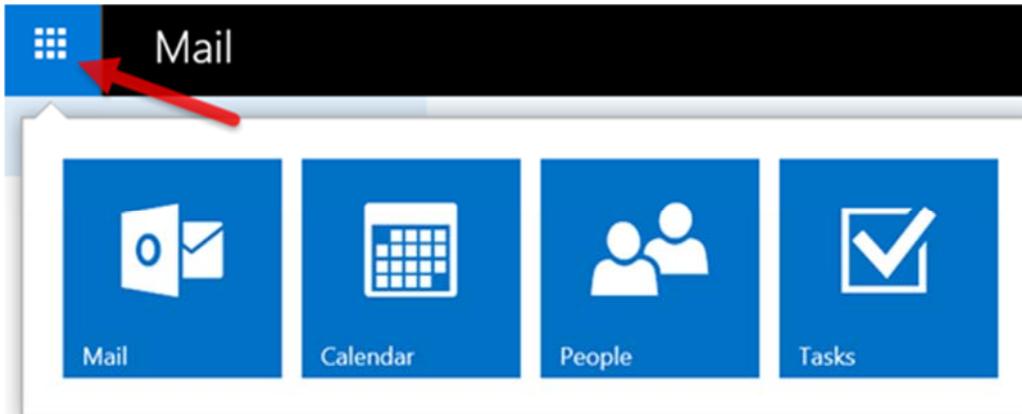


If you don't need it in the Favorites anymore, then right click it and “Remove from favorites”

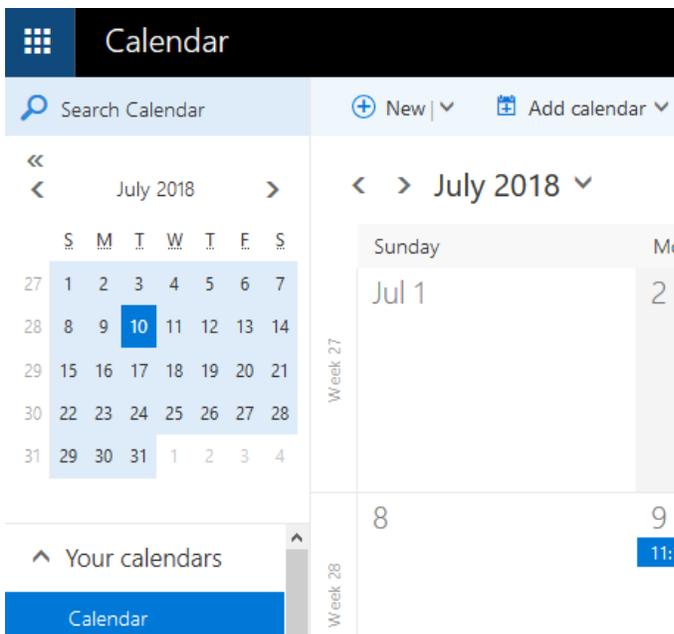


Using Your Calendar:

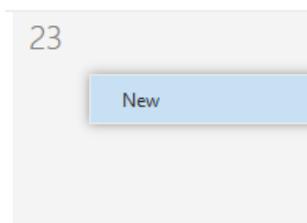
To open your calendar, go back up to the main navigation button and then choose calendar.



Your main calendar will open up:

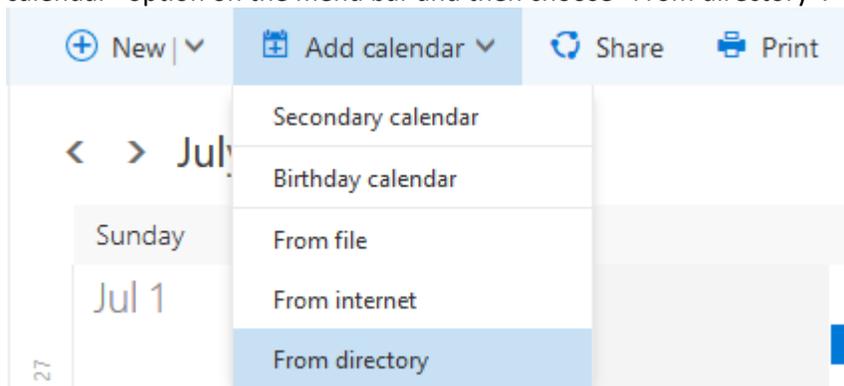


To make a new appointment, either click the New Button or right-click on the date you want to make an appointment.

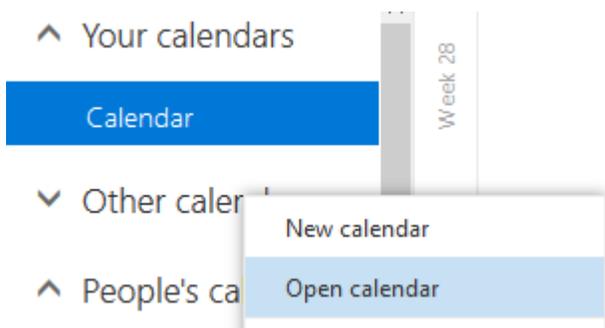


The appointment window will open and show you the options for making an appointment.

If someone has shared a calendar with you, you may open the shared calendar by selecting the “Add calendar” option on the menu bar and then choose “From directory”.



You may also right-click on “Other calendars” in the navigation window and select “Open calendar” and then choose “From directory”.



In the window that opens, start typing the name of the person who shared their calendar with you. As you type, names from the directory will start to appear and you can select the correct calendar. The shared calendar will appear under “Other Calendars”. The appointments and meetings for that person will appear in a different color than your own appointments and meetings.

To remove a shared calendar, select it under “other calendars”, right click and choose “remove”.

If you would like to share your own calendar with someone, select “Share” from the menu bar and follow the prompts.