

South Central BOCES WebMail General Procedure

Note: Webmail is not secure. Username and Password data is not encrypted (yet). Also, there are some synchronization issues if you use both Webmail and Outlook.

Rule of thumb if you would like to use both Webmail and Outlook:

1. Use Outlook as your primary email client, use Webmail occasionally
2. When using Webmail, cc yourself on anything sent from Webmail (new message, reply, or forward) that you would like to keep a record of (will be in your Inbox of Outlook instead of your Sent Items)
3. Set your Outlook to keep the message on the server for 30 days
4. Ensure that your Webmail option of "Remove from server" is NOT checked (default)

If only using Webmail

- Ensure that your Webmail option of "Remove from server" IS checked

Using South Central BOCES Webmail

- Go to www.scboces.k12.co.us
- Select the WebMail link at the top of the page on the title frame or from within the Staff Portal
- Enter Username (ex. oles-r)
- Enter Password
- Leave Server blank
- Select:
Split panes interface (default)
- or -
Single-pane interface (preferred)
- Select "Don't Cache Output" if you are using a public computer
- Press Enter or click on LOG IN button at the bottom of the page



Welcome to Endymion MailMan Professional Edition v3.0.33. For more information about what Endymion MailMan is and what it does, please refer to the [MailMan page](#) at [Endymion Corporation](#). To check your mail now, log in here:

Username:
Password:
Server:

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- Use an interface that is split into panes.**
This interface is more user friendly and attractive, but requires a web browser that supports 'frames' and 'cookies'.
 - Use a single-pane interface.**
For old or 'thin' web browsers. More cumbersome to use.
 - Use a totally text-based interface.**
Designed for very old or very 'thin' web browsers, or for extremely slow network connections. Very ugly, but very practical. Designed to work anywhere.

Don't cache output.

- Check here to set MailMan to mark all output pages as expired so that they will not be cached, for increased security and privacy. (Some web browsers may not honor page expiration directives.)
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Using South Central BOCES Webmail

To read email: double-click the envelop in the Show column

- If using split-pane, the message will be displayed on the bottom of the screen
- If using single-pane, the message will be displayed on the entire screen (click on LIST or RELOAD) to get back to messages)
- To Reply or Forward, use the buttons at the top of the message

To delete a message

- From within the message, click the Delete button at the top of the message
- From the list of messages, click the envelop with the Red X on the right side of the list

To delete multiple messages

- From the list of messages, check the box in the "Mark" column for all of the messages to be deleted (can only do one page at a time)
- At the bottom of the screen, click the DELETE MARKED button
- Be sure to clean out your TRASH folder (under FOLDERS)

To create a message

- Click on the COMPOSE button from the menu on the left
- Use the ATTACH button at the bottom of the screen to attach a file
- Click on the SEND button at the bottom of the screen

To print an email message do NOT click on the printer icon of your browser OR use File;Print. You will get a printout of your Inbox instead of the mail message.

To print the email:

- •Right-mouse-click anywhere in the message
- •Left-mouse-click on "Print" in the mini-menu
- •Ensure that the desired printer is selected and then click "Print" on the print screen

Other items:



RELOAD: gets new messages from server (automatically happens when you log in)

LOG OUT: logs you off of the and returns you to the logon screen

COMPOSE: create new message

FOLDERS: displays folders (Inbox, Sent, Trash, custom folders)

OPTIONS: set your full name, email signature, Remove From Server option, etc.)

ACCOUNTS: does not apply

HELP: more info, highly recommend that you check this out