










# Student WebMail Instructions

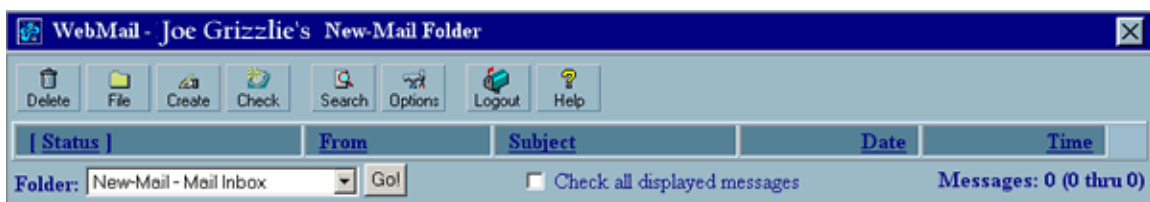
## How to Login

1. Access the internet and open the school web site: [www.goldenvalleyhighschool.com](http://www.goldenvalleyhighschool.com)
2. Click on the button titled “Student Mail”, which is found at the bottom left.
3. Login. Your “Username” is your 8-digit Student ID, but without your year of graduation. Your “Password” is your six digit birthdate. You will want to ***change your password as soon as possible.***




4. The following are the options you have.

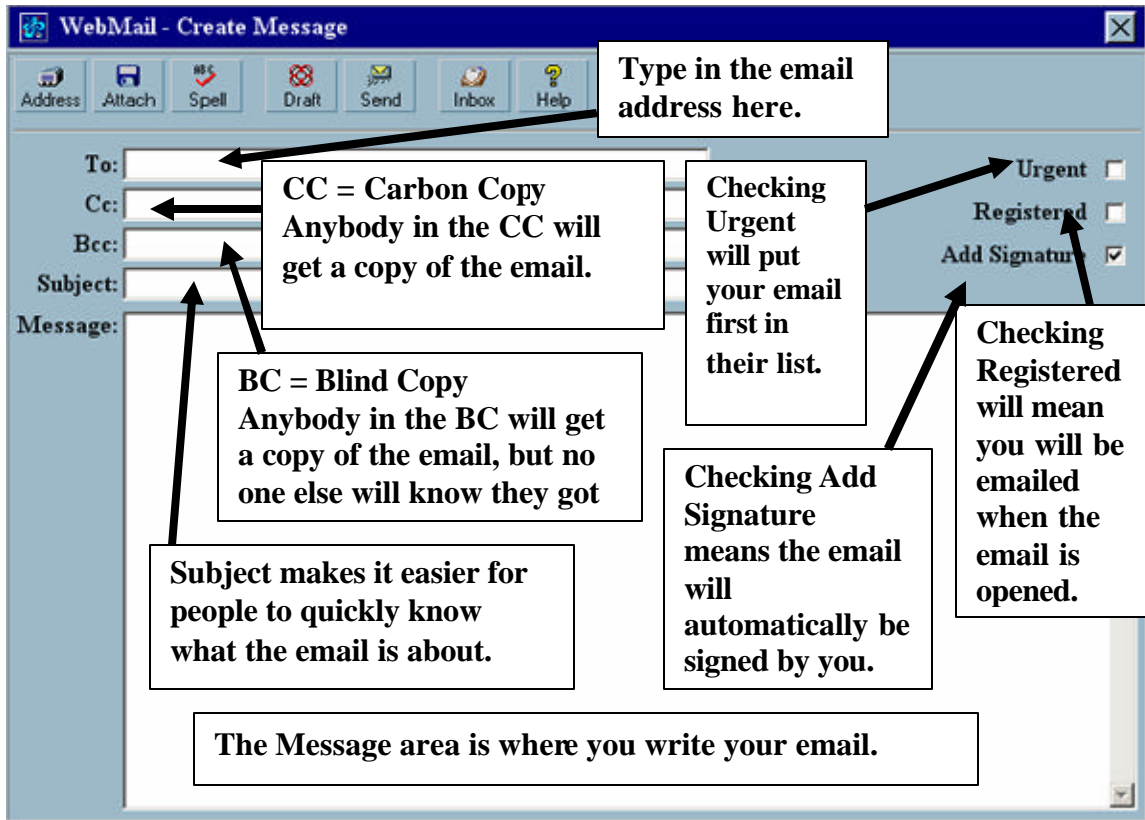
- **Delete** : This allows you to get rid of any old emails you no longer want.
- **File** : This allows you to save emails in another location besides the email program.
- **Create** : This is the button to make a new email.
- **Check** : This button will check for any new email since you logged in.
- **Search** : Use this to look for emails you have received but can't find.
- **Options** : Use this to change the way the window looks or more importantly to change your password.
- **Logout** : When you leave, make sure you logout.
- **Help** : If you have any questions, this is an excellent way to get the answers.










5. Your email address is your 8 digit student id with <@hart.k12.ca.us> at the end or  
12345678@hart.k12.ca.us


## How to Create a New Email

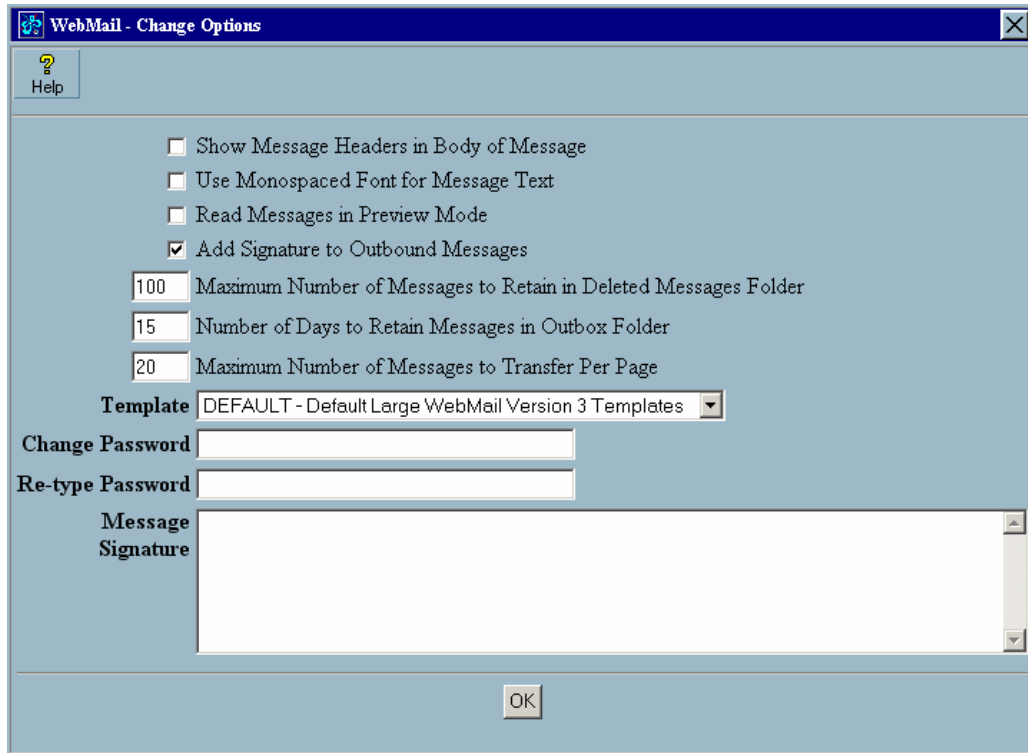
1. Login to your email.
2. Click on “Create” . Type in the appropriate information below.



3. Click the “Send” button to send your email.
4. The buttons shown at the top of the window above can be very important:
  - **Address** : You can store addresses of people you send emails to a lot.
  - **Attach** : This allows you to send something to another person. This can be a PowerPoint presentation or typed paper or a picture or anything else.
  - **Spell** : Check the spelling of your email.
  - **Draft** : If you don't have time to finish your email you can use this button to finish it later.
  - **Send** : Click this button to mail the document.
  - **Inbox** : This button allows you to check any emails people have sent to you.
  - **Help** : This is where you can learn how to use the program.

## How to Change Your Password

1. Login to your email.
2. Click on “Options” .



WebMail - Change Options

Help

Show Message Headers in Body of Message

Use Monospaced Font for Message Text

Read Messages in Preview Mode

Add Signature to Outbound Messages

100 Maximum Number of Messages to Retain in Deleted Messages Folder

15 Number of Days to Retain Messages in Outbox Folder

20 Maximum Number of Messages to Transfer Per Page


Template: DEFAULT - Default Large WebMail Version 3 Templates

Change Password

Re-type Password



Message Signature

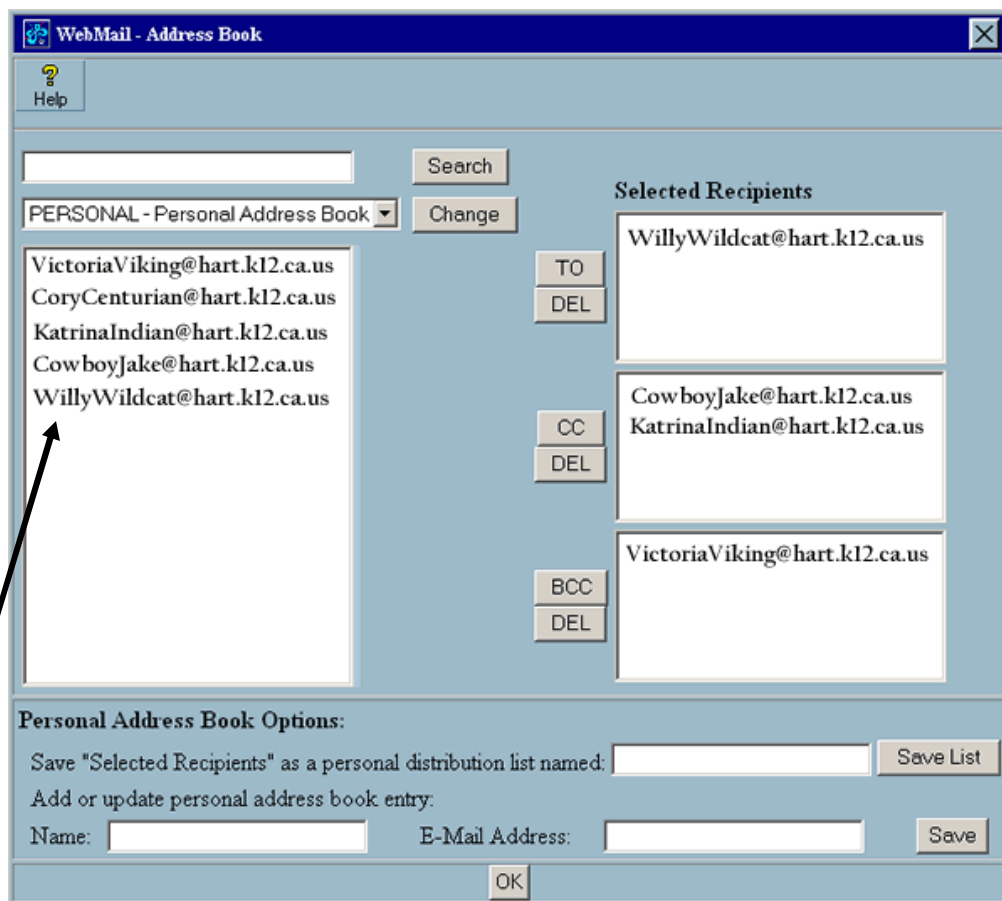
OK






3. Type your new password in the space “Change Password”.
4. Re-type your new password in the space “Re-type Password”.
5. Click “OK” .

## How to Use Your Address Book



### Choosing People to Email

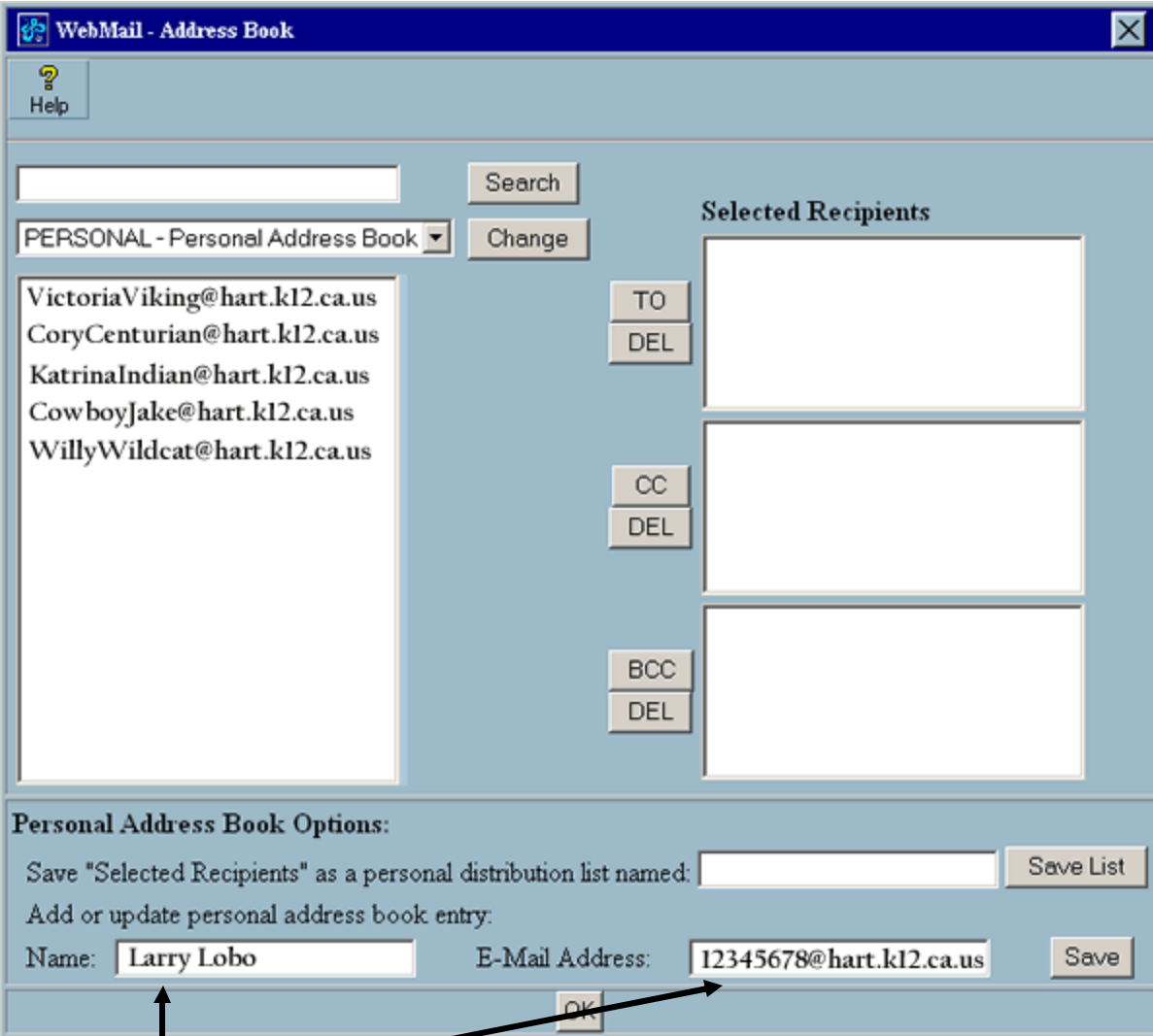
1. Login to your email.
2. Click on “Create” .
3. Click on “Address” .



4. Click on the email of the person you want to send the email to.
5. Click the “TO”  button to send the email to that person.
6. Click the “CC”  button to send a copy of the email to that person.
7. Click the “BCC”  button to send a copy of the email to that person without anyone else knowing.
8. Click the “DEL”  button to change your mind about sending the email to that person.
9. Click the “OK”  button to put the email addresses you have chosen into the email you are going to write.

## Adding People to your Address Book Manually

1. Login to your email.
2. Click on “Create” .
3. Click on “Address” .



WebMail - Address Book

Help

Search

PERSONAL - Personal Address Book Change

VictoriaViking@hart.k12.ca.us  
CoryCenturian@hart.k12.ca.us  
KatrinaIndian@hart.k12.ca.us  
CowboyJake@hart.k12.ca.us  
WillyWildcat@hart.k12.ca.us

TO  
DEL

CC  
DEL

BCC  
DEL

Selected Recipients



Personal Address Book Options:

Save "Selected Recipients" as a personal distribution list named: Save List

Add or update personal address book entry:

Name: Larry Lobo E-Mail Address: 12345678@hart.k12.ca.us Save

OK

4. Type in the name and email address of the person you need to add at the bottom of the Address Book window.
5. Click the “Save”  button.
6. Click the “OK”  button if you want to go back to your email. Select people to send the email to if you need to.

## Adding People to Your Email Using Emails You Received

1. Login to your email.
2. Open an email.
3. If you want to add this person to your Address Book, click on the button “Add to Address Book”

