

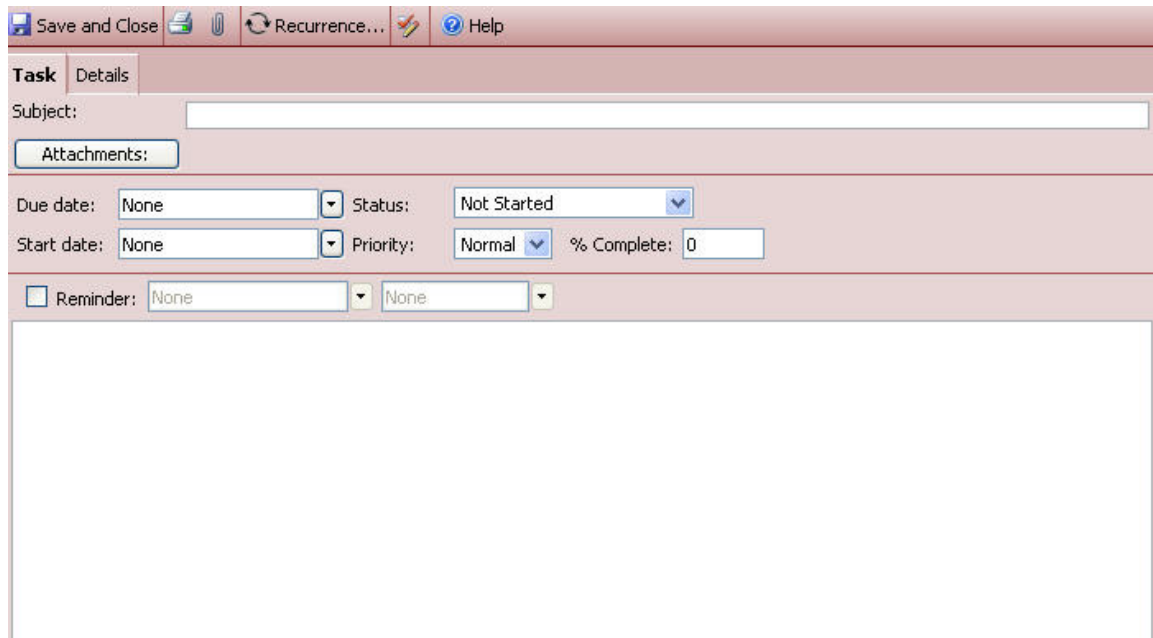
of email, you will not be able to send email. If you have more than 125 Mbytes of email, you will be unable to send or receive email.

You can not email attachment of the following types:

- .exe
- .com
- .vbs
- .bat
- .reg
- .xml
- .cmd
- .hta
- .vbe
- .js
- .jse
- .sct
- .shs
- .wsc
- .wsf
- .jps
- .pif
- .ade
- .adp
- .ttt
- .eml

Tasks

The **Tasks** folder provides a great way to stay on top of those important things that you have to get done.



The screenshot shows the 'Task' form in Outlook Web Access. At the top is a toolbar with icons for 'Save and Close', 'Recurrence...', and 'Help'. Below the toolbar are two tabs: 'Task' (selected) and 'Details'. The 'Task' tab contains a 'Subject:' text box, an 'Attachments:' button, and several dropdown menus for 'Due date' (set to 'None'), 'Status' (set to 'Not Started'), 'Start date' (set to 'None'), 'Priority' (set to 'Normal'), and '% Complete' (set to '0'). There is also a 'Reminder' section with a checkbox and two dropdown menus, both set to 'None'. A large empty text area is at the bottom of the form.

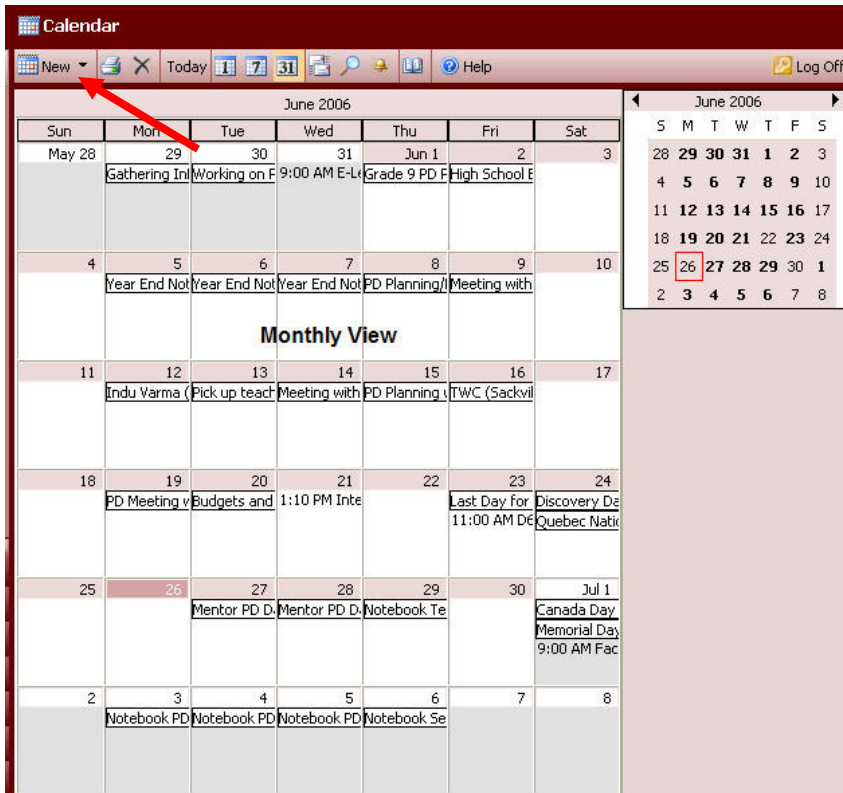
Notes

When you have finished with the email client, click on the icon which is on the right of the toolbar to **Log Off** and then close your web browser to exit this service.



The largest email you can send or receive is 10 Mbytes

You can have up to 80Mbytes of email on the server. If you have more than 80Mbytes, you will receive a warning email. If you have more than 100 Mbytes



To add a new appointment on the **Calendar**, simply click on “New” and a window will appear where you can enter your data and save it to your calendar.

The screenshot shows the 'Appointment' window in Microsoft Calendar. The window has a title bar with buttons for 'Save and Close', 'Recurrence...', 'Invite Attendees', and 'Help'. The main area contains the following fields:

- Subject:** A text input field.
- Location:** A text input field.
- Attachments:** A button to add attachments.
- Start time:** A date and time selector showing 'Mon 26/06/2006' and '8:00 PM'.
- End time:** A date and time selector showing 'Mon 26/06/2006' and '8:30 PM'.
- All day event:** A checkbox.
- Reminder:** A checkbox with a dropdown menu set to '15 minutes'.
- Show time as:** A dropdown menu set to 'Busy'.

Calendar

New Today 1 7 31 Help Log Off

June 26, 2006

12 AM

1 AM

2 AM **Daily View**

3 AM

4 AM

5 AM

6 AM

7 AM

AM

June 2006

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Calendar

New Today 1 7 31 Help Log Off

June 26, 2006 - July 2, 2006

June 26

June 27

June 28

June 29

June 30

July 1

July 2

Weekly View

Notebook Teachers PD (Moncton)

Mentor PD Days (Moncton)

Canada Day - Dominion Day (Canada)

Memorial Day - Newfoundland (Canada)

9:00 AM - 11:00 AM Facial and Pedicure (A)

June 2006

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Save and Close | X | ? | Help

General | Details

Last Name:

First Name:

Middle Name:

Job title:

Company:

File As:

Business Address:

Mailing address: ☐

Street:

City:

State/Province:

Postal Code:

Country/Region:

Business Phone:

Home Phone:

Mobile Phone:

Assistant Phone:

E-mail:

Display Name:

E-mail address:

Web page address:

Attachments:

Or

Properties -- Web Page Dialog

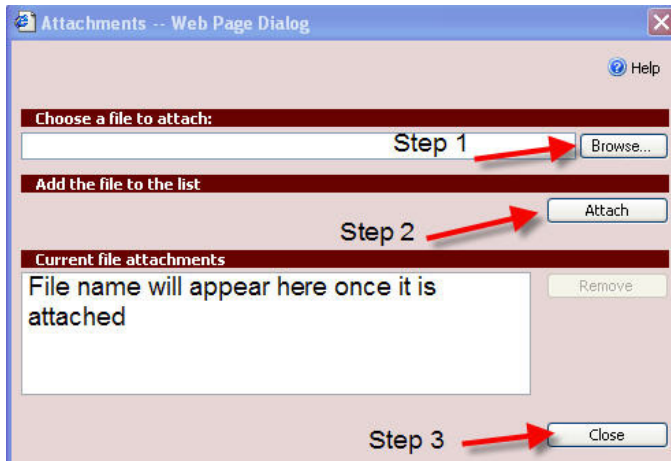
First Name:	Mary-Jo	Initials:		Last Name:	MacRae
Display Name:	MacRae, Mary-Jo (ED- e-Learning)			Alias:	mj.macrae

Address:	Place 2000 250 King Street	Title:	Coordinator – Notebook Research ar
City:	Fredericton	Company:	Education / Éducation
State:	New Brunswick	Department:	Educational Programs and Services
Postal Code:	E3B 1E2	Office:	
Country/Region:	Canada	Phone:	(506) 488-3501
		Mobile Phone:	

Add contacts once you have searched a name in the Global Directory by clicking here

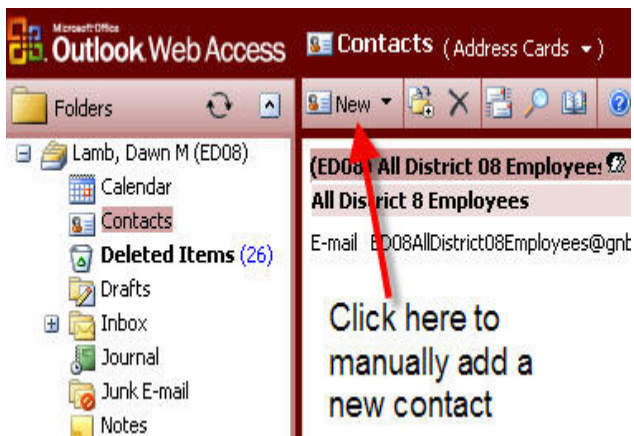
Calendar

Using the **calendar** feature is a great way to stay organized. The calendar comes in a daily, weekly and monthly view.



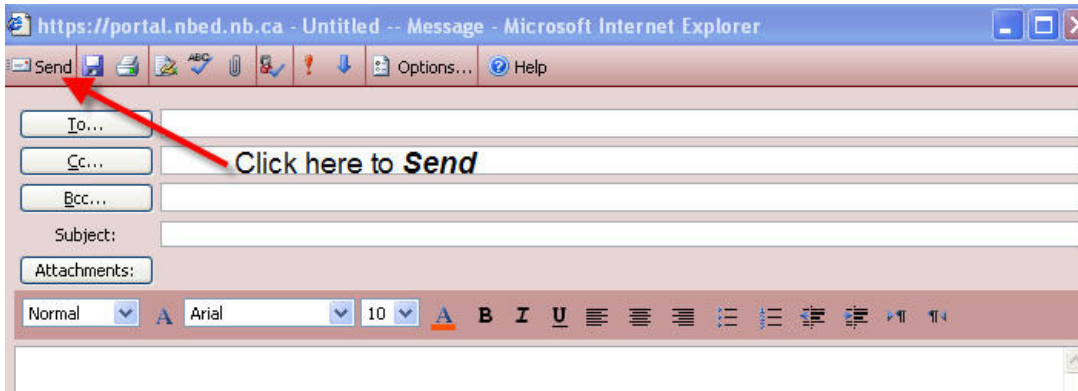
Contacts

New **Contacts** can be created and saved manually by clicking on “New” or as you search the Global Address List. As you add information your “Contacts” list will grow.



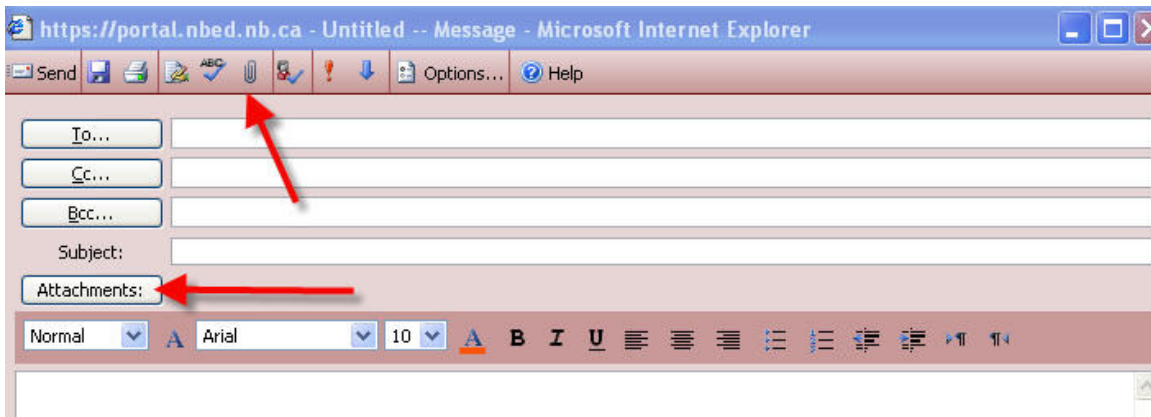
on **Blind Carbon Copy** will also receive the message, but the people on the To and Cc lists will not see the names of anyone on the **Blind Carbon Copy** list.

Now, enter your subject and message in to appropriate fields. Click **Send** at the top to send your message.



Attachments:

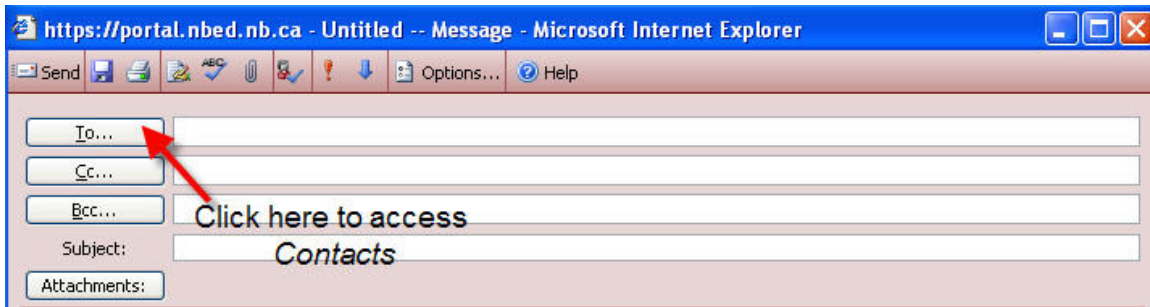
To add an attachment to your email, simply click on the **Attachments** button or paperclip of your new message.



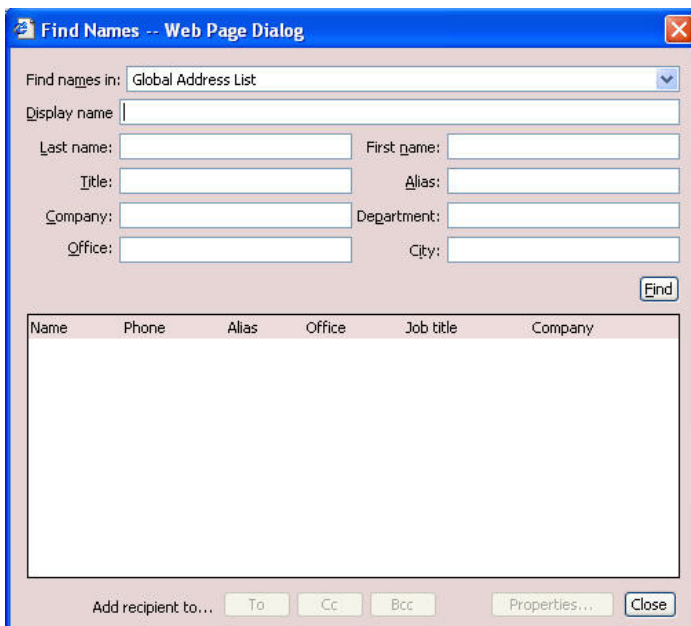
An **Attachments** window will appear which will allow you to **browse** for the desired file on your pc and **attach** it to the message.

To

Type the email address of the person you wish to send to in the **To** field or click on the **To** button to search for an email address.



To search for an email address, make sure the **Find names in:** field reads **Global Address List**. Type the person's first and/or last names in the appropriate fields and click on **Find**.

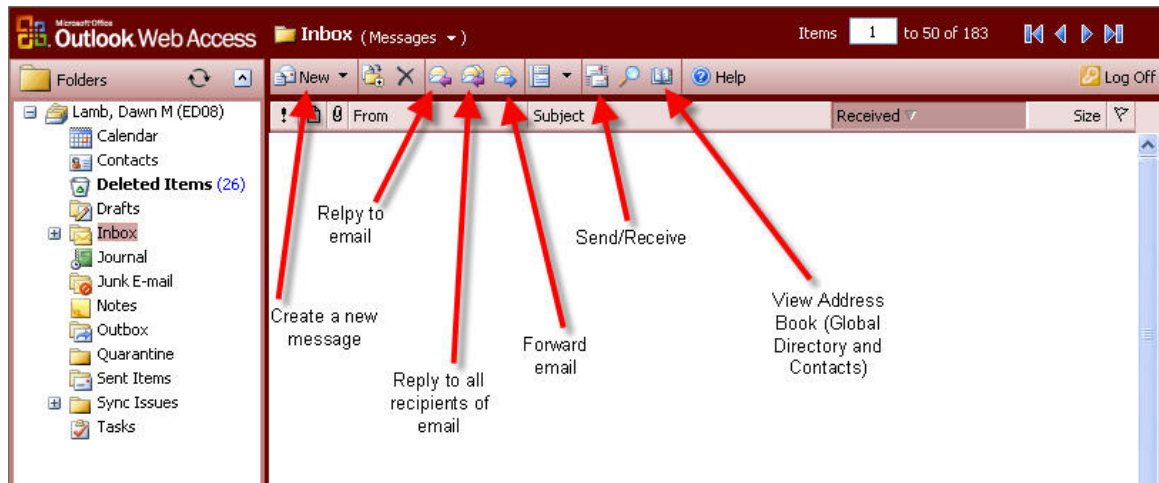


A whole list of names may appear (depending on how much information you put into the search fields). Click on the person you would like to contact and click **To** at the bottom. Close the **Find Names** box.

Cc and Bcc:

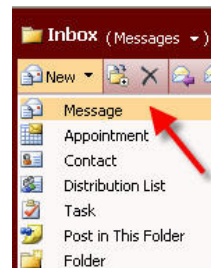
These stand for **Carbon Copy** and **Blind Carbon Copy** respectively. Carbon copy is used to let someone else know about a message even though they are not the primary person for which the message was intended. The people listed

From the **Inbox** folder, you may also choose to:

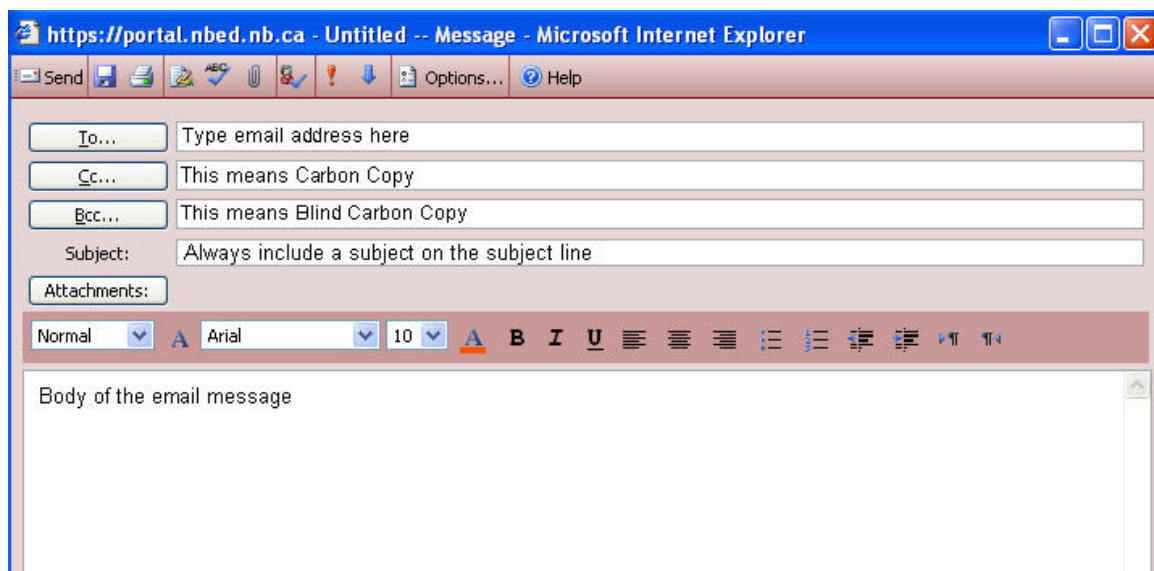


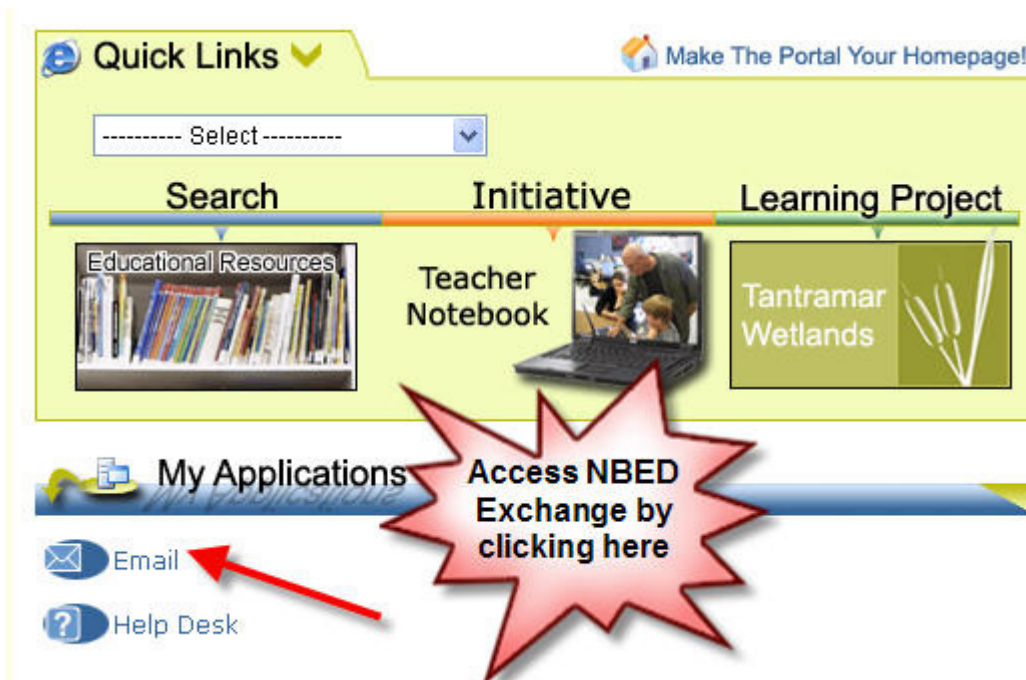
To Create a New Message

Click **New** in button bar at the top. A drop down menu will appear. Click "Message".



An **untitled message** box will appear.

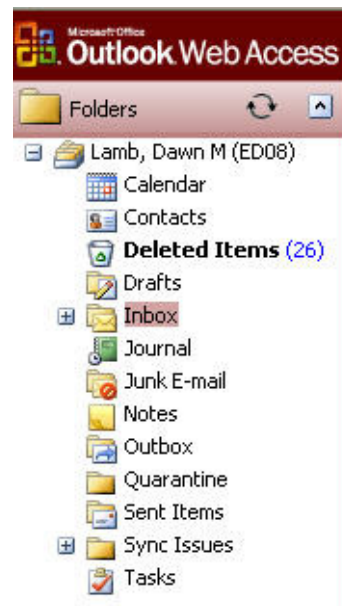




Among its features **NBED Exchange** offers you:

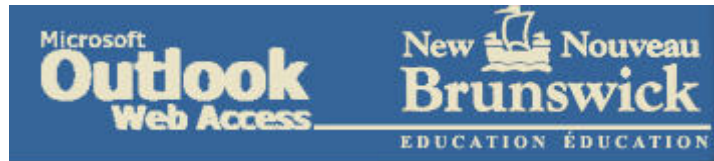
- An Inbox
- Contacts (address book)
- A Calendar
- A Task List
- Notes

Although Exchange opens your Inbox folder by default, you can easily navigate through your *OUTLOOK WEB ACCESS* folders by clicking upon the desired folder from the list displayed in the windows left view pane.



To Read your Email

Make sure **Inbox** is chosen at the left of the screen. If your screen is divided, click on an email and the message will appear below or to the right. If your screen is not divided, double click to bring up the message.



NBED Exchange

Outlook Web Access is available to you from any pc with an internet connection and a web browser, usually Internet Explorer. It is best to access the NBED Exchange Server by using the **New Brunswick Education Portal**. The URL for the portal is <https://portal.nbed.nb.ca>. Type the portal web address in URL bar as shown below and hit the enter key.



Now, the login screen will appear for the *New Brunswick Education Portal*. Type in your **nbed\username** and **password** into the appropriate boxes and click "Log In".

A screenshot of the New Brunswick Education Portal login page. The header features the 'New Brunswick education PORTAL' logo. Below the header is a small image of students. The main content area has a yellow background on the left and a white background on the right. On the right, there is a 'Log In' section with a blue header bar. Below the header, a message states: 'This system is to be used by authorized Clients only. By continuing to use the system the Client represents that he/she is an authorized client.' There are two input fields: 'DOMAIN/USERNAME:' and 'PASSWORD:'. A red arrow points to the 'Log In' button.

On the **Home Page** of the Portal, under **My Applications**, there is direct link to access your email. It is recommended that email be accessed in this way to prevent timing out as quickly when compared to using <http://exchange.nbed.nb.ca>.