

How to Log Into Email

1. Type in the address <https://email.vs30.org> in your browser
After you have typed that hit enter and then you should see a screen similar to this:

Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

Connected to Microsoft Exchange
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Type in your VS30 network username

Type in your VS30 network password

2. After you have typed in your Valley Stream UFSD 30 network user name and credentials you will see the screen change to the one below:

Microsoft Outlook Web App

Ravi Sinha Sign out

Options Find Someone

Mail

Inbox (318 Items)

New Move Filter View

Search Inbox

Arrange by: Date Newest on Top

Ryan Meloni 5/27/2010

Adobe Case Update & Feedback Oppr support_noreply@adobe.com 5/27/2010

VS30 Marcus H. Luck 5/26/2010

Drive Mappings For Domain Administ Marcus H. Luck 5/26/2010

Tux Paint on all CS Lab Computers Keri Rothman-Kaufman 5/25/2010

2858235 Lost and Found CSR Parts hp@ 5/25/2010

printers not connected Michael Saito 5/24/2010

test ravi sinha 5/21/2010

About your Printer Michelle Vitalo 5/21/2010

Rosann Colucci 5/21/2010

Program password Emilia Kister 5/21/2010

Adding email to spam filter

Setting up your phone with VS30 Email

In response to the message from Ravi Sinha, 6/21/2010

John Singleton Monday, June 21, 2010 12:26 PM

To: Ravi Sinha

I'll actually be out at 1:00. Call me at I could meet you around 1:30ish in the district office.

John Singleton Ravi, It is an HTC EVO. Are you available at 3:30? 6/21/2010

Ravi Sinha Hey Mr. Singleton, This is Ravi Sinha from the tech 6/21/2010

Mail

Calendar

Contacts

Tasks

Public Folders

Here is what the main page after you look in should look like.

On the left you have your Inbox, Drafts, Sent Items, Notes, Junk Email, Deleted Items, and Search Folders.

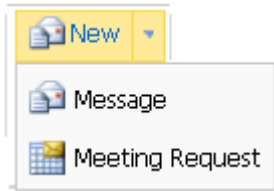
In the middle you have the viewing pane from which you can see all your inbox messages.

Next I will describe what all the icons on the middle top mean.



- This is where you compose new email to send out.

If you click the drop down arrow next to the new button it will show you this:

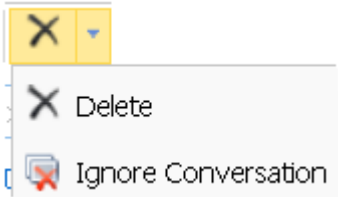


- From here you have the choice of sending a new email or request a meeting for future purposes.



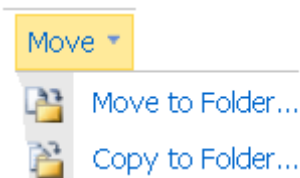
- This button deletes any emails

The drop down arrow you have the choice of deleting the message or ignoring the conversation:

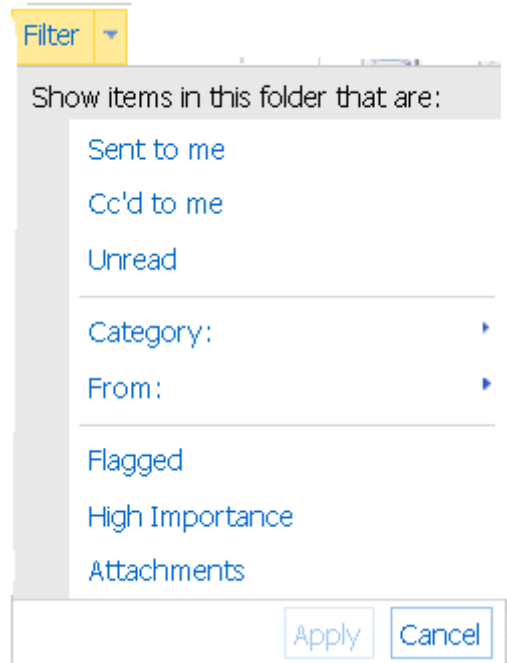


Move ▾

- This button lets you move any piece of email in your inbox from one folder to the other. The drop down button gives you the choice of moving to folder or copying to folder. The difference between these two is that the moving from folder to folder you literally move the email from one place to the other so the email is not left in its original location. If you select copy folder it will copy the folder from one location to the other – it will not delete the original place from where the folder was being copied from.



Now the next button is Filter which when you click the button itself without clicking the drop down button it does this:

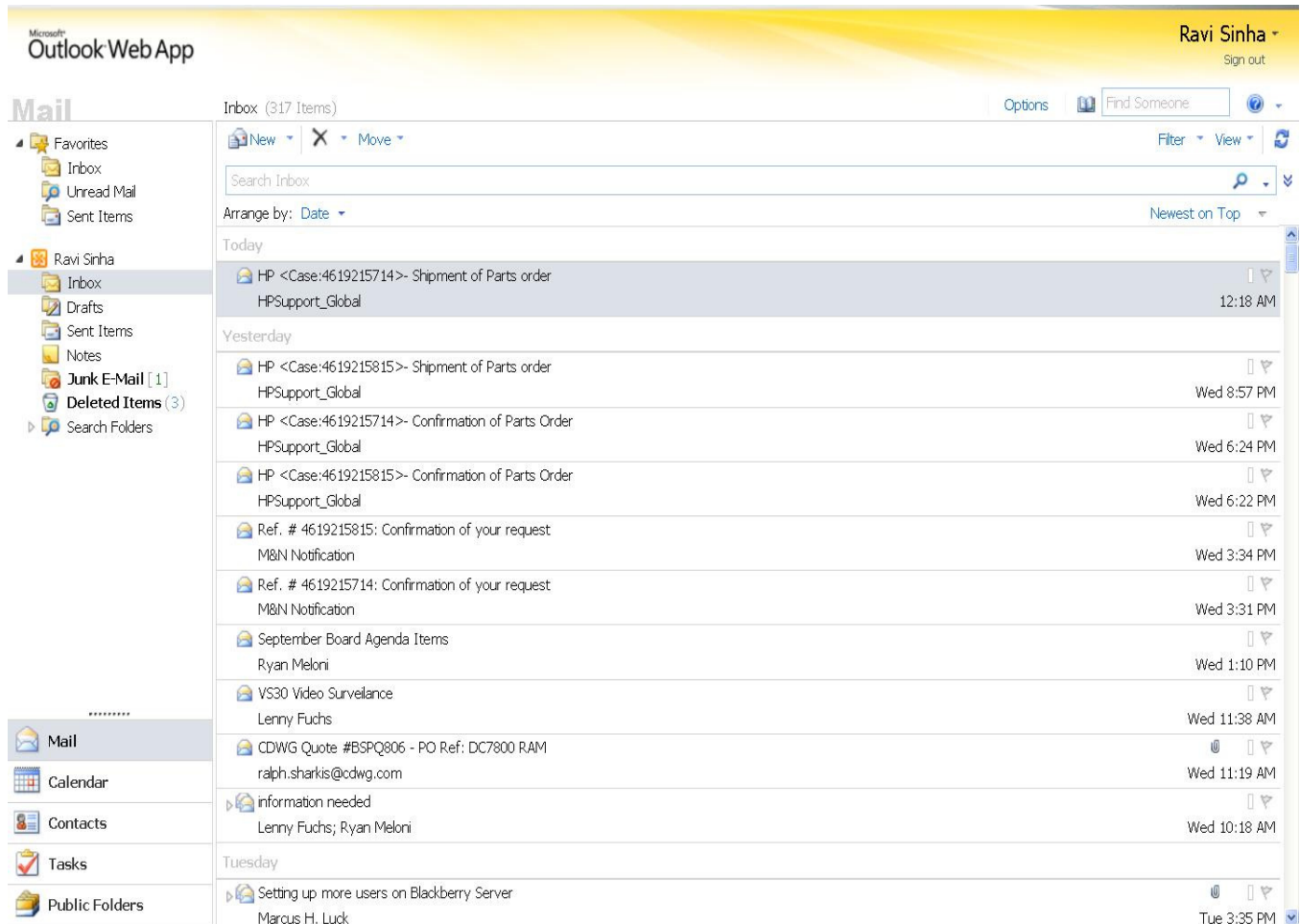


This means you can filter out items from your messages and it is self explanatory ; if you select sent to me those are the items in that specific folder that will show up.

View ▾

- The view button you can either have a viewing pane to the right or turned off.

This is the viewing pane turned off:



If you want to turn on Viewing Pane click the View button to the right and then hit the Right button under Viewing Pane. After that is done the Viewing Pane should look like this:

The screenshot shows the Outlook Web App interface. At the top, it says "Microsoft Outlook Web App" and "Ravi Sinha - Sign out". The main area is titled "Mail" and shows an "Inbox (317 Items)". On the left, there's a navigation pane with folders like "Favorites", "Inbox", "Unread Mail", "Sent Items", and "Ravi Sinha". The main pane shows a list of emails. The selected email is from "HPSupport_Global" with the subject "HP <Case:4619215714>- Shipment of Parts order". The email content is visible on the right, starting with "Dear Ravi Sinha," and providing details about a shipment of parts for a Customer Self Repair (CSR) service event. It includes a part number (437794-001) and a UPS tracking number (1Z00262F0150017095).

The next piece of information about this webpage are the icons on the top right. Follow the Legend below to see:



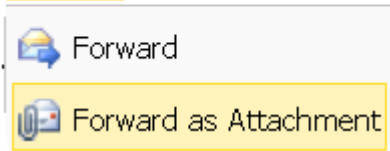
- This is the Reply button; if you click Reply, your reply will only go to the sender of the original message.



- This is the Reply All button; if you click Reply All, your reply will be addressed to the sender of the original message and all other recipients of that message. Also, your message will go to the address in the from: header and to all addresses in the *To:* and *Cc:* header lines — except for your own address.



- This is the forward button; forward means to send the same email that you've received to a different recipient.



- The drop down arrow for Forward gives you the option for Forward and Forward as Attachment – with forward as attachment you can forward the whole email itself as an attachment.

****The option button are more advanced features which let you set up inbox rules – which email address you want your mail to be forwarded to, etc.**