



## Santa Barbara County Education Office

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### SBCEO WebMail Instructions

#### Introduction

*WebMail* is a user-friendly e-mail program that can be accessed from any computer that is connected to the Internet. These step-by-step instructions are for the most common functions of *WebMail*. The *WebMail* program itself offers some help topics as well. To see these, click on the **Help** button once you are logged into *WebMail*. If you need assistance, you can contact the help desk at 805-964-4710 ext. 5250.

#### Getting Started with *WebMail*

1. From a computer that is connected to the Internet, open a web browser (i.e. Internet Explorer). Go to <http://www.sbceo.org/webmail> to login.
2. Enter your username (the first part of your e-mail address before the @ sign).
3. Enter your password
4. Click on the **Log In** button.

#### Receiving Email/Reading Attachments

When you login to *WebMail*, you automatically enter your email **Inbox** which is where all new email will appear. The date, who the message is from, the subject, and size of the message will all be displayed.

1. Click on either the **Sender's Name** or the **Subject** of the message to open and read the email.
2. If someone sent you an attachment with the email, it will appear in the **Parts(s)** section which is under the **Subject** line.
3. It will display the name of the file and the size followed by 
4. To download the attachment, click on 
5. You can choose to either **Open** the file immediately or **Save** the file onto your computer.

#### Sending Email

Follow these steps to send an email:

1. Click on the **Compose** button. A message composition window will appear.
2. In the **To:** field type in the e-mail address of the recipient or use the Address Book if you prefer.
3. In the **Subject:** field type in the subject of your email.
4. In the **Text:** field type your email message. You may use the backspace and delete keys to edit your message.
5. Click the Spell Check link if you wish to check the spelling in your message.
6. Click the **Send Message** button to send your message.

## **Sending Attachments**

You may attach files to be sent with an email message as long as the total size of the attached files does not exceed 20 megabytes. To do this, follow the first five steps above to create an email message and then follow the steps below:

1. Scroll down to the **Attachments** section.
2. Click on the **Browse** button and navigate to the file you want to attach.
3. With that file highlighted, click on the **Open** button.
4. Click on the **Attach** button to add the file to your message.
5. Click on the **Send Message** button.

## **Replying to a Message**

For any email message that someone has sent to you, you can easily initiate a reply message to its sender without having to create a new message.

1. Open the message you wish to reply to by clicking on either the **sender's name** or on the **subject**.
2. Click the **Reply** button.
3. A new reply window appears and the sender's address and subject are automatically placed in the **To:** and **Subject** fields.
4. The original sender's text is included in the body of the message prefaced by >.
5. Enter any reply text in the body of the message.
6. Click the **Send Message** button to send your reply.

## **Personal Address Book**

*WebMail* allows you to store frequently used email addresses in your personal address book. You can do this in one of two ways:

### **Option 1**

- a. Open an email message from an individual whose address you want to save.
- b. Click on the small green book icon to the right of the **From** email address.
- c. This sender's address is now stored in your address book.

### **Option 2**

- a. Click the **Address Book** button.
- b. Click the **Add** button
- c. Enter the contact information of the individual you want to add and click the **Save** button.
- d. A window will appear with all the information you just typed in for that individual.
- e. To go back to your in box, click on the **SBCEO Web Mail** button.

### **Personal Distribution List**

If you often send mail to a particular group of people, you can define that group of people by creating a distribution list. This list creates an alias for a group of addresses that you already have entered in your address book. This will allow you to address a message to a single address and *WebMail* will send that message to all the individuals on the distribution list.

#### **To create a personal distribution list:**

1. Click the **Address Book** button.
2. Click on the **Browse** button.
3. Select the email addresses for the list by clicking in the box to the left of the **Name**, a  will appear.
4. Click on the ▼ next to **Select List** and click on **New List**.
5. Click on the **Add to** button.
6. A little window appears so you can enter a name for the distribution list. If a window does not appear, you may need to allow your browser to temporarily allow scripts.
7. Click **OK**.

#### **Sending Messages to Entries in the Address Book**

1. From the message composition dialog box, click the **Address Book** link. The Address Book dialog box appears, which allows you to select the recipients or distribution lists from the address book for the **To:**, **Cc:**, or **Bcc:** fields.
2. Select your **To:**, **Cc:**, or **Bcc:** recipients. Use the appropriate button to add the recipients to the box on the right.
3. Click on the **OK** button to return to the **Message Composition** dialog box to continue composing the message.

### **Deleting a Message**

1. To delete an individual message, you can click on **Delete** after reading your message.
2. To delete more than one message, click in the checkbox on the same line as the message(s) to be deleted.
3. A  will appear in the box.
4. Click on **Delete** and one of the following two things will occur, however, the options can be changed (see below).

#### **A. (Default setting for all new accounts)**

1. This will move the email to your **Trash**.
2. Click on the **Empty Trash** button to permanently delete the email(s).

#### **B. (Another setting option)**

1. The deleted items are marked with a line through them and the Trash icon appears next to each deleted item.
2. Click on **Purge Deleted** to permanently delete the email(s).

### **To change your options to delete email:**

1. Login to *WebMail*
2. Click on the **Options** button.
3. Click on **Deleting and Moving Messages**.
4. For option **A** above, place a check in the selection: **When deleting messages, move them to your Trash folder instead of marking them as deleted?** For option **B** above, uncheck this box.
5. Click on **Save Options**.

### **Exiting WebMail**

When you are finished using *WebMail*, always click the **Logout** button to exit the program.