



Pomperaug High School

Technology Department



Exercise: Using Region 15 Email

Instructions: Send a message to a colleague. Receive a message and reply.

1. Login to your email account using the directions provided.
2. Send a message to a colleague.
 - a. While at your “Inbox”, choose press the “New” button.
 - b. A New Mail Message will appear.
 - c. Fill in the To: box with the email address of the recipient. If the person works Region 15, you can press the “To:...” button and choose the name from a list.
 - d. If you plan to carbon copy anyone on this email, fill in the appropriate address in the CC box.
 - e. Give the email a subject in the subject box.
 - f. Type the body of the message into the large text field below the word Attachments.
 - g. The buttons in the email window allow you to change the font characteristics, print the email, save a copy, check spelling, and more.
 - h. To send the email, press the “Send” button near the top of the window.
3. Read a message and reply.
 - a. New Mail will appear in your inbox in bold font. To read the message double-click on any part of it.
 - b. You can see the Sending information above the body of the email. After you have read it, the following options are available to you.
 - i. Reply – Send a response to the person who sent you the email.
 - ii. Reply to All – Respond to Everyone who received the email.
 - iii. Forward – Send this email to someone else.
 - iv. Print – Make a paper copy of the email.
 - v. Move it– To keep it in a folder other than the inbox.
 - vi. Delete – Throw it away.
 - c. Reply to a message sent to you by a colleague.
 - i. Double-click the message.
 - ii. Press Reply.
 - iii. Type the text of your reply in the body of the email.
 - iv. When the message is ready press send.