



North Spencer County School Corporation Technology Tips

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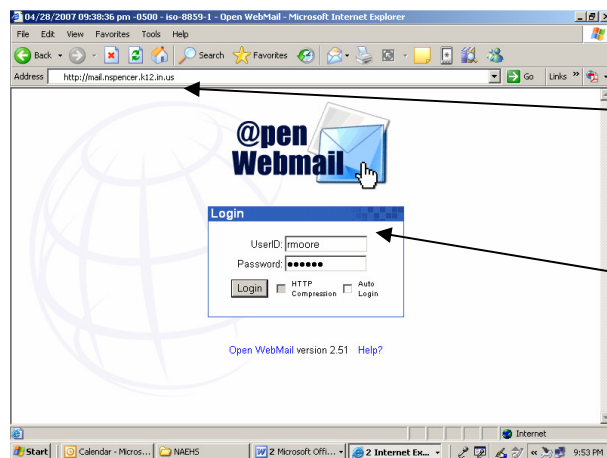
Good Bye, NeoMail. Hello, Open WebMail!

On Tuesday, May 1, we will say farewell to our old friend, **NeoMail**. NeoMail has served us faithfully as our web-based e-mail program for several years.

At about mid-day or so, we will unveil our new e-mail program called **Open WebMail**. So, here's a *Technology Tips* sheet on what to do.



Basically, you'll start by doing nothing differently. That's good news, isn't it?



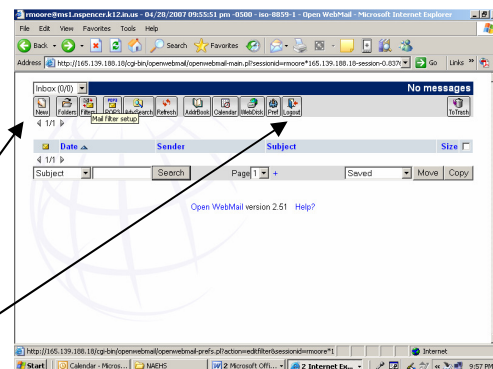
1. To start Open WebMail, open your web browser, and in the address line, type **http://mail.nspencer.k12.in.us** (or **http://mail.nspencer.org**, if you prefer) just like you did before. Press **Enter**.

2. Next, type in your **UserId** and **Password** just like you did before. Click **Login**.

3. On the next screen that comes up, you'll see any new messages you need to read listed here. Just click on the subject of each message to read it (*not* the sender).

4. To compose a new message, click **New**.

5. To log out. Click the **Log Out** icon.



Open WebMail has a lot of neat features we think you'll find useful. We'll introduce you to them in future issues of *Technology Tips*.

If you have a specific question on how to do something in our new Open WebMail program, **please send me an e-mail** (rmoore@nspencer.k12.in.us), and we could use your question as a subject for *Technology Tips*!