Solon City Schools – Email Outlook Web Mail

Accessing your Solon Email

Step 1: Click on the Staff tab on the Solon Website.

Step 2: Click on the Solon Email link or follow the direct website address below. (Direct Website Address: <u>http://webmail.solonschools.org/</u>)

Step 3: Enter your Username and Password The Username and Password are the same your Network login to the computer/laptop Username = solon\ username Password = password	as Acceleration Server 2006 Security (show explanation) This is a public or shared computer
Only check " <i>This is a private computer</i> " when working from teacher laptop or home computer	This is a private computer Warning:By selecting this option you acknowledge that the computer complex with your organization's security policy. Domain/user name: solon/username
Step 4: Click Log On	Password: Log On © 2006 Microsoft Corporation. All rights reserved.
Navigating your Solon Email Toolbar	r: hover over any icon to display its function.
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Outlook Web Access	ttems 1 to 2 of 2 🕅 🖉 🕨
Image: Prynt sines Calendar Contacts Deleted Items Drafts Imbox (1) Journal Junk (mail) Notes Outbock Sent items Tasks Public folders Tasks Public ifolders Tasks Email List	TEST 10:35 AM 3.9.2009 kevinkrane To: brynt sines C: TEST
Navigation	Message Window: Displays preview of selected Email

Viewing Email

Double click on the Email from the Email List, and it will open in a new popup window. Use navigation at the top of new window to Reply, Forward, Print, Delete, etc.

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Sending Email										
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Step 2: Complete Email

Click the Attachments button to add files.

https://webmail.solonschools.org/?Cmd=new - Untitled Message - Windows Internet Explorer Image: Send Image: Sen	Attachments:1. Browse for file2. Click the Attach button3. Click the Close button	
Attachments:	🖉 Attachments Webpage Dialog	🔀
	Choose a file to attach: Add the file to the list	Browse
	Current file attachments	Remove
		Close