

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: <http://webmail.solonschools.org/>)

Step 3: Enter your Username and Password

The Username and Password are the same as your Network login to the computer/laptop.

Username = solon\username

Password = password

Only check ***“This is a private computer”*** when working from teacher laptop or home computer.

Step 4: Click Log On



Navigating your Solon Email

Toolbar: hover over any icon to display its function.

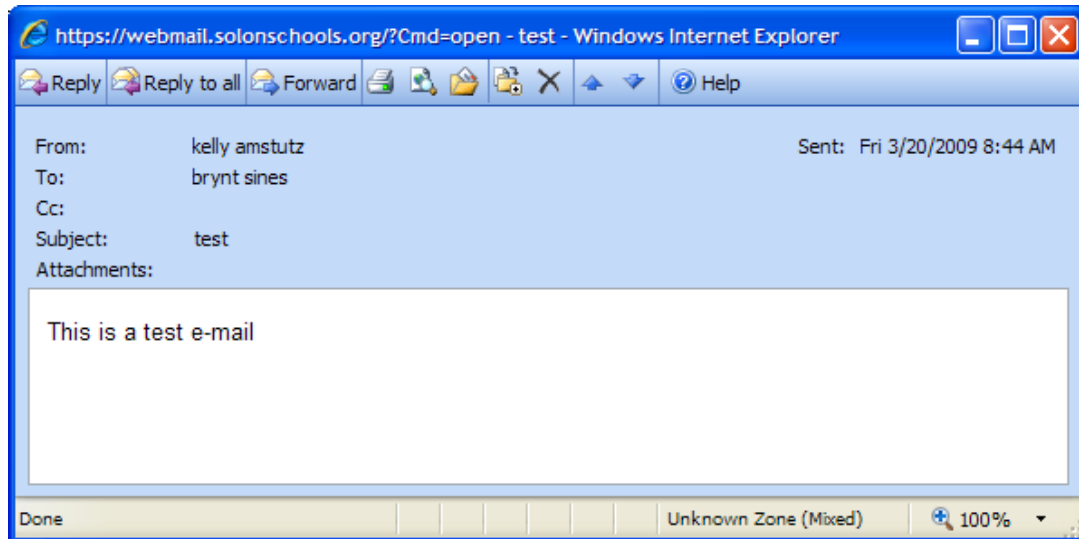
Navigation

Email List

Message Window: Displays preview of selected Email

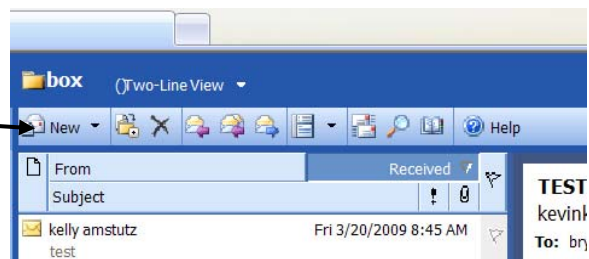
Viewing Email

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.



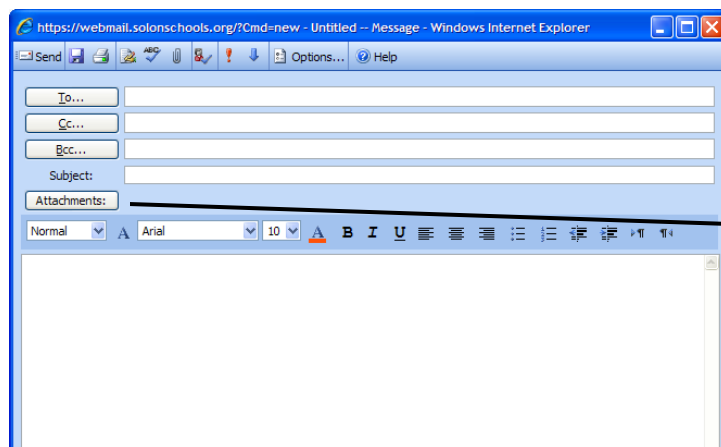
Sending Email

Step 1: Select **New** from the toolbar at top.



Step 2: Complete Email

Click the Attachments button to add files.



Attachments:

1. Browse for file
2. Click the Attach button
3. Click the Close button

