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 Par The Username and Password are your Network login to the compu- Username = solon\username Password = password Only check "This is a private compu- working from teacher laptop or home	the same as ter/laptop. <i>uter</i> " when	Microsoft Internet Security & Acceleration Server 2006 Security (show explanation) • This is a public or shared computer • This is a public or shared computer • This is a private computer Marring: By selecting this option you acknowledge that the computer complies with your organization's security policy.	
Step 4: Click Log On		Domain/user name: solon/username Password: Log On Cog On Cog 2006 Microsoft Corporation. All rights reserved.	
Navigating your Solon Email	Toolbar: hover over a	r any icon to display its function.	»»
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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: S	Attachments:1. Browse for file2. Click the Attach button3. Click the Close button	
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	Current file attachments	Remove
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