

Robertson County Email



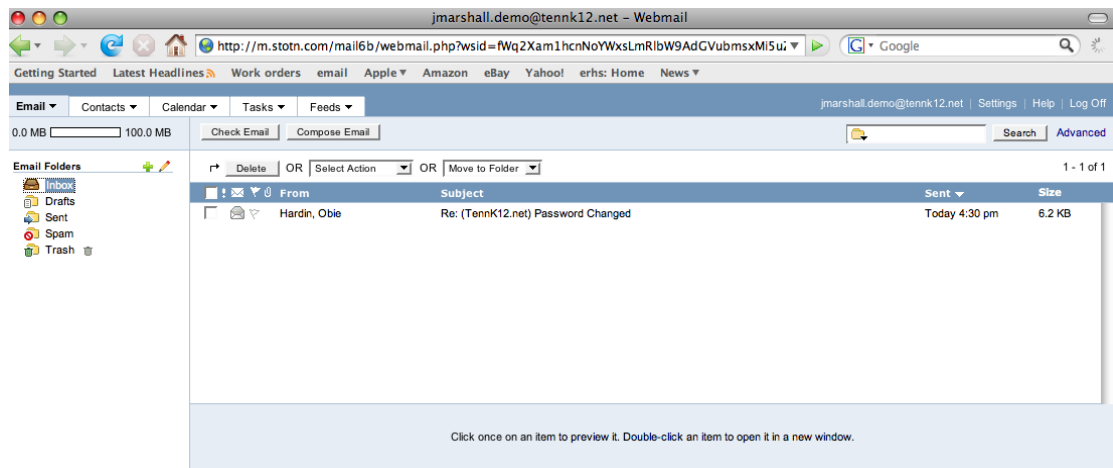
Go to [http:// webmail.rcstn.net](http://webmail.rcstn.net)

When you enter the above website, your screen should look like the picture below.

 A screenshot of a webmail login form. It has two input fields: 'Email Address:' and 'Password:'. Below the password field is a 'Log-In' button. At the bottom, there is a checkbox labeled 'Remember my info'.

New Users – Your email will be your firstname.lastname@rcstn.net. Your password will be changeme.

Enter your complete email address and password. Then, click LOG-IN. Your screen will look like the picture below. *Once you are logged in, please follow the directions below to change your password to one that is more secure.*



To change your password

1. To change your password, click the three horizontal lines to the right of your name on the upper right side of the screen. Click the Settings link.
2. Click “Change Password” on the left. Then, enter your old and new password and confirm your new password.
3. Click the “Save” button and then click “OK”.

To open an email

1. Click once on the email to view it on the same screen. Click twice on the email to open it in a new window.

To reply to an email

1. Select or open the email to which you want to reply.
2. To reply to the sender only, click the Reply link. Or, to reply to all recipients, click the Reply All link.
3. Enter your reply message in the message body.
4. Click the Send button.

To send an email

1. Click the Compose Email button.
2. Enter recipient email addresses in the Top box, separating multiple email addresses with a comma or semicolon.
3. Enter a description of the email in the Subject box.
4. Enter the text of your email in the message body.
5. Click the Send button.

Sending an “Auto-Reply” message (Vacation Message)

Notifying those that send you an email when you are out for several days

1. Click the Settings link, located in the upper right corner.
2. Click the “Incoming Email” link on the left side of the screen.
3. Click the “On” button beside the word “Status”, then type your message in the “Auto Reply Message” box.
4. Click the “Enable Only during the following time frame” button and enter the dates you will be gone.
5. Click the Save button.

Creating a Signature

1. Click the three lines, located in the upper right corner. Then click “Settings”.
2. Click on “Composing Email” on the left side, then click the “Signatures” tab at the top of the box.
3. Click “Add New Signature” and enter the type (Professional, personal, etc.). Click “Set as Default”.
4. Check the box to determine where you want the signature to appear in the email.
5. Click the Save button.

Creating Folders

1. Click “Email Folders” on the left side of the screen.
2. Click the “Add Folder” button.
3. Enter the name of the folder and click the pull down menu to determine where the created folder will be placed.
4. Click the “Save” button.

Creating Mailing Groups

1. Click the “Contacts” tab - Then click “Add Group”
2. Name the group
3. Click the pull-down menu by “My Contacts” and highlight “Company Directory” to access everyone in our school system.
4. Select the people you want in that group and click the arrow to move them over to the group.
5. When finished, click “OK”.