

Email Getting Started Guide

1. Logging in

From a school computer

Login to your computer at school and then go to <http://my.ucdsb.ca> You should find that you are logged in automatically when you use Internet Explorer, Google Chrome or Microsoft Edge on a school computer.

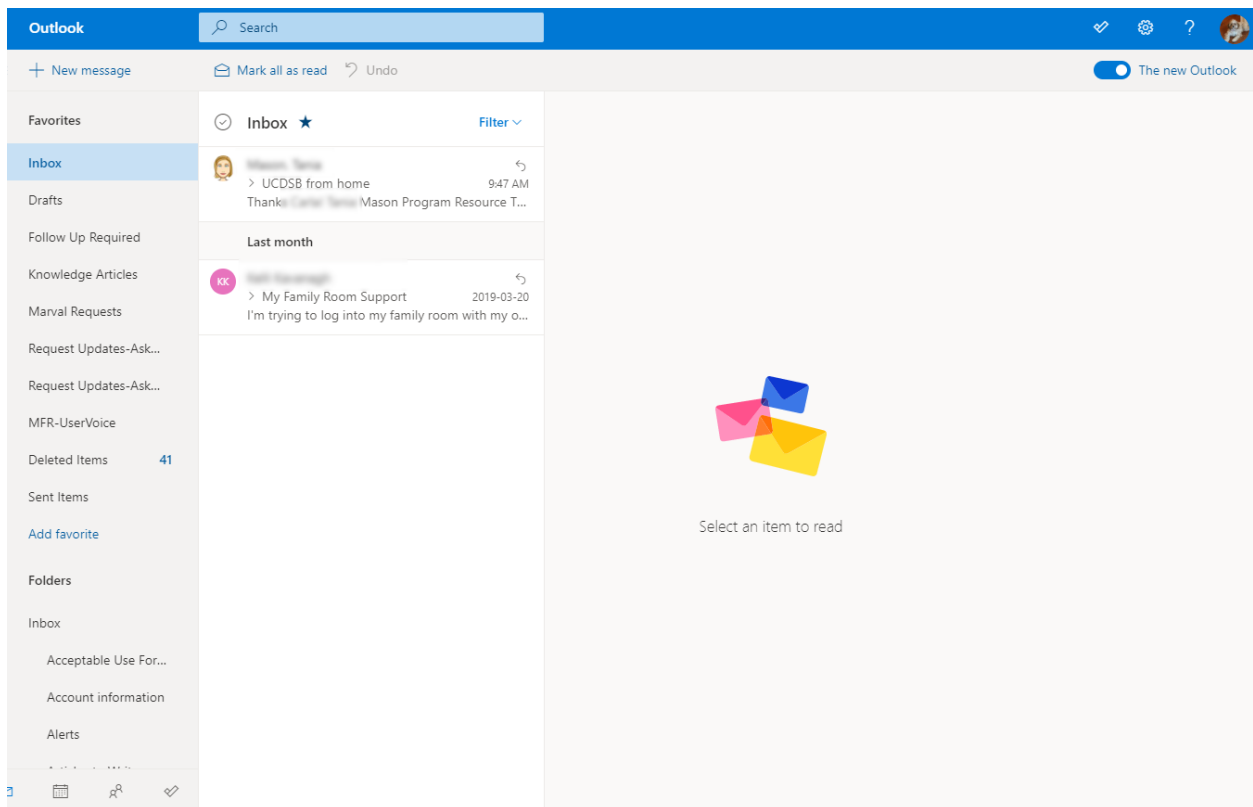
From your own computer

In any browser at home, type in the following URL: <http://my.ucdsb.ca>

You will be brought to a login screen. Sign in with your Email Address and Password the same as you do at school.

2. Using MyUCDSB Email

MyUCDSB looks very similar to Microsoft Hotmail or Outlook.com.




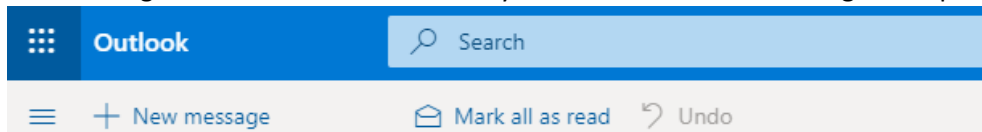
You can click through your mail by using the menu on the left-hand side of the page.

Your MyUCDSB account allows you to:

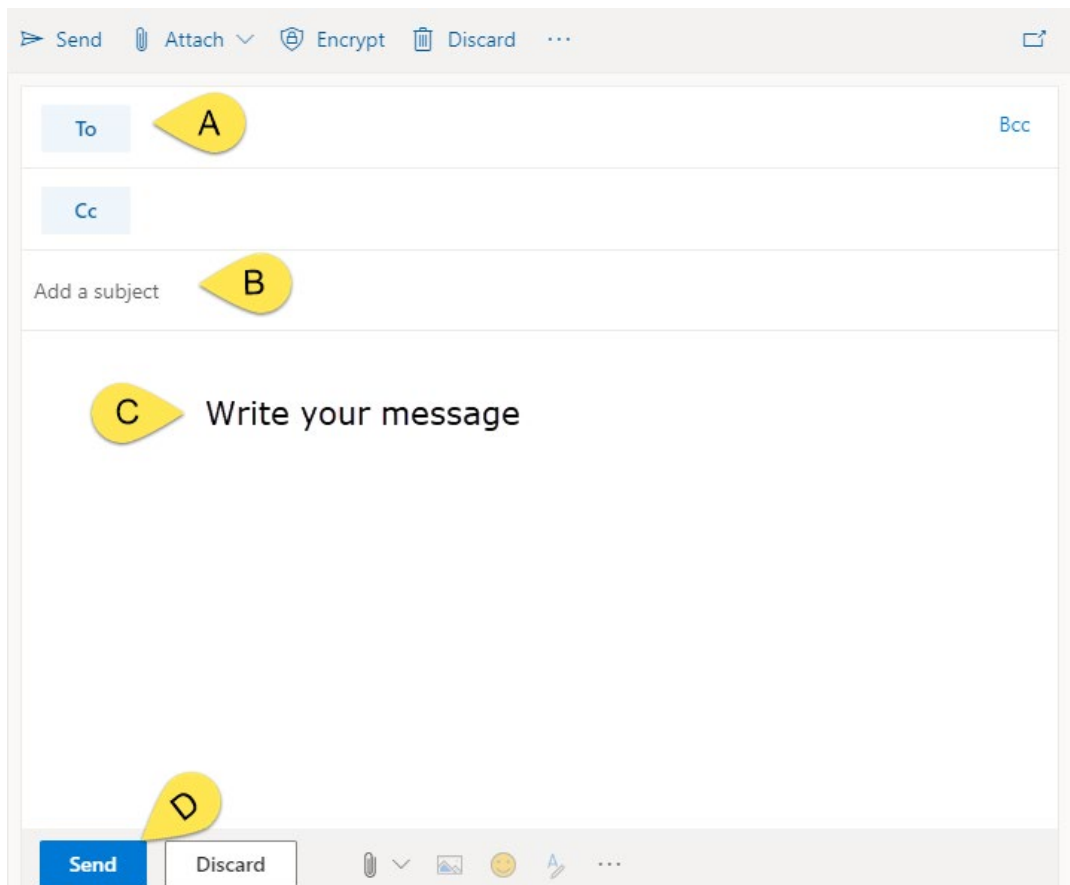
- Manage your email
- Write email messages
- Build your own Contact lists
- Create Personal Calendar events

3. Handling Messages

The  button is located in the top left-hand side of the screen allows you create new messages. The Search box will allow you to search for mail messages and people.



Click the New message button located in the top left-hand side of the screen. You can now add recipients, compose your email, and add attachments. You can customize your message by using the formatting and style toolbars located below the Subject line.



- a) Click the To button to access the address book or type in the recipient's email address
- b) Add a Subject line
- c) Write your message
- d) Click Send to deliver your message, with or without an attached file.

Note: Once you have clicked the Send button, you cannot cancel sending the message.