



Santa Barbara County Education Office

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SBCEO New WebMail Instructions

Introduction

WebMail is a user-friendly email program that can be accessed from any computer that is connected to the Internet. These step-by-step instructions are for the most common functions of WebMail. If you need assistance, you can contact the help desk at 805-964-4710 ext. 5250.

Logging into WebMail

1. From a computer that is connected to the Internet, open a web browser (i.e. Internet Explorer). Go to **<https://webmail.sbceo.org>** to login.
2. Enter your **login** (the first part of your email address before the @ sign).
3. Enter your **password**
4. Click on the **Sign In** button.

Receiving Email/Reading Attachments

When you login to WebMail, you automatically enter your email **Inbox** which is where all new email will appear. The date (or the time if it's the current day), who the message is from and the subject will all be displayed. To check for new messages:

1. Login to WebMail
2. Check for new messages by clicking on the  button in the top right above your email.
3. Click on the line of the message to open and read the email.
4. If someone sent you an attachment with the email, it will appear on the right as an icon.
5. It will display the name of the file and the size of the attachment.
6. To download the attachment, click on the icon. Click **Save** to download.
7. You can choose to open or save the file depending on your browser's settings.

Sending Email

Follow these steps to send an email:

1. Click on the **New Message** button. A message composition window will appear.
2. In the **To:** field type in the email address of the recipient or click on **Contacts** and then double-click on the intended recipient.
3. In the **Subject:** field type in the subject of your email.
4. In the **Body** field type your email message. You may use the backspace and delete keys to edit your message.
5. Click the **Send** button to send your message.

Sending Attachments

You may attach files to be sent with an email message as long as the total size of the attached files does not exceed 25 megabytes. To do this, follow the steps for **Sending Email** to create an email message and then follow the steps below:

1. On the right side of the screen, click on the **click to attach a file** link.
2. Navigate to the file you want to attach.
3. With that file highlighted, click on the **Open** button (Note: the button may say **Choose** or **Done** depending on the device/browser you are using). Wait a few seconds for the file to attach.
4. Click on the **Send** button.

Replying to a Message

For any email message that someone has sent to you, you can easily initiate a reply message to the sender without having to create a new message.

1. Open the message you wish to reply to by clicking on it on it's highlighted.
2. Click the **Reply**  button
3. A new reply window appears and the sender's address and subject are automatically placed in the **To:** and **Subject** fields.
4. The original sender's text is included in the body of the message prefaced by “ | ”.
5. Enter any reply text in the body of the message.
6. Click the **Send** button to send your reply.

Contacts

WebMail allows you to store email addresses in your **Contacts** list.

1. Click on **Contacts**.
2. Click the **New Contact**  button.
3. Click on **Show additional fields** to record more information for this contact.
4. Enter the contact information for the individual you want to add and click the **Save** button.
5. To go back to your email, click on inbox.

Personal Distribution List

If you often send mail to a particular group of people, you can define that group of people by creating a distribution list. This list creates an alias for a group of addresses that you already have entered in your contact list. This will allow you to address a message to a single address and WebMail will send that message to all the individuals on the distribution list.

To create a personal distribution list:

1. Click on **Contacts**.
2. Select the email addresses for the list by clicking in the box to the left of the **Name**, a will appear.
3. Click on the **New Group**  button.
4. Enter a Group Name and click **Save**.
5. The Group will appear on the left under **GROUPS**.

Sending Messages to Entries in the Contact List:

1. Click on **Contacts**.
2. Select which contacts you would like to receive the email by checking the box to the left of their name.
3. Click on the **New Message**  button.
4. Fill in the **Subject** and **Body** of the email.
5. Click on the **Send** button.

Deleting a Message

1. To delete one or more messages, click in the checkbox on the same line as the message(s) to be deleted.
2. A will appear in the box.
3. Click on the **Trash**  button, this will move the email(s) to the trash.
4. To empty the trash, click on Trash under the **Inbox**, then click on the **Empty Trash**  button.
5. You will be prompted with a message that says **All message in this folder will be permanently deleted**, click **OK** if you are sure you want to permanently delete the messages.

Manage Folders

1. Click on **Settings** in the upper right.
2. Click on **Email Account** on the left.
3. Click on the **Manage Folders** tab.
4. This is a list of all folders that exist on the SBCEO email server for your account and are the same folders that appeared in the old webmail system.
5. There is an eye icon next to the folders that are enabled  and an eye with a slash  on folders that are disabled. You can just click on the icon to switch back and forth.
6. Click on **Inbox** on the left and you will see the folders that are enabled and not see the folders that are disabled.

Settings

1. Click on **Settings** in the upper right.
2. Click on  **Common** on the left.
3. There are several settings you can customize depending on your preference.
4. Click on the **Save** button to save any changes you made.
5. Click on **Inbox** on the left to return to your email.

Exiting WebMail

When you are finished using *WebMail*, always click on **Logout** in the upper right corner to exit the program.