

San Benito County Office of Education

Using Imail WebMail: Quick Reference Guide

*Note: Please contact Ron Wheelahan 831-637-5393 x163 or Anthony Barone x153 if you need assistance with your account or password.

Connecting to Imail WebMail

Go to the COE webpage: www.sbcoe.org and click on Imail Messaging or
Go to File_ Open and type: <http://www.sbcoe.org:8383>

BOOKMARK THIS LOCATION!


WebMail Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Links

Address http://www.sbcoe.org:8383/login.cgi?_ Go Links

Welcome to our WebMail System

 Languages... ▾

User ID

Password

Log In

Check here if others use this computer and you wish to expire page views (increased security).

Check here if this is your private computer and you want to use cookies to store your log-in information.

Back to Top

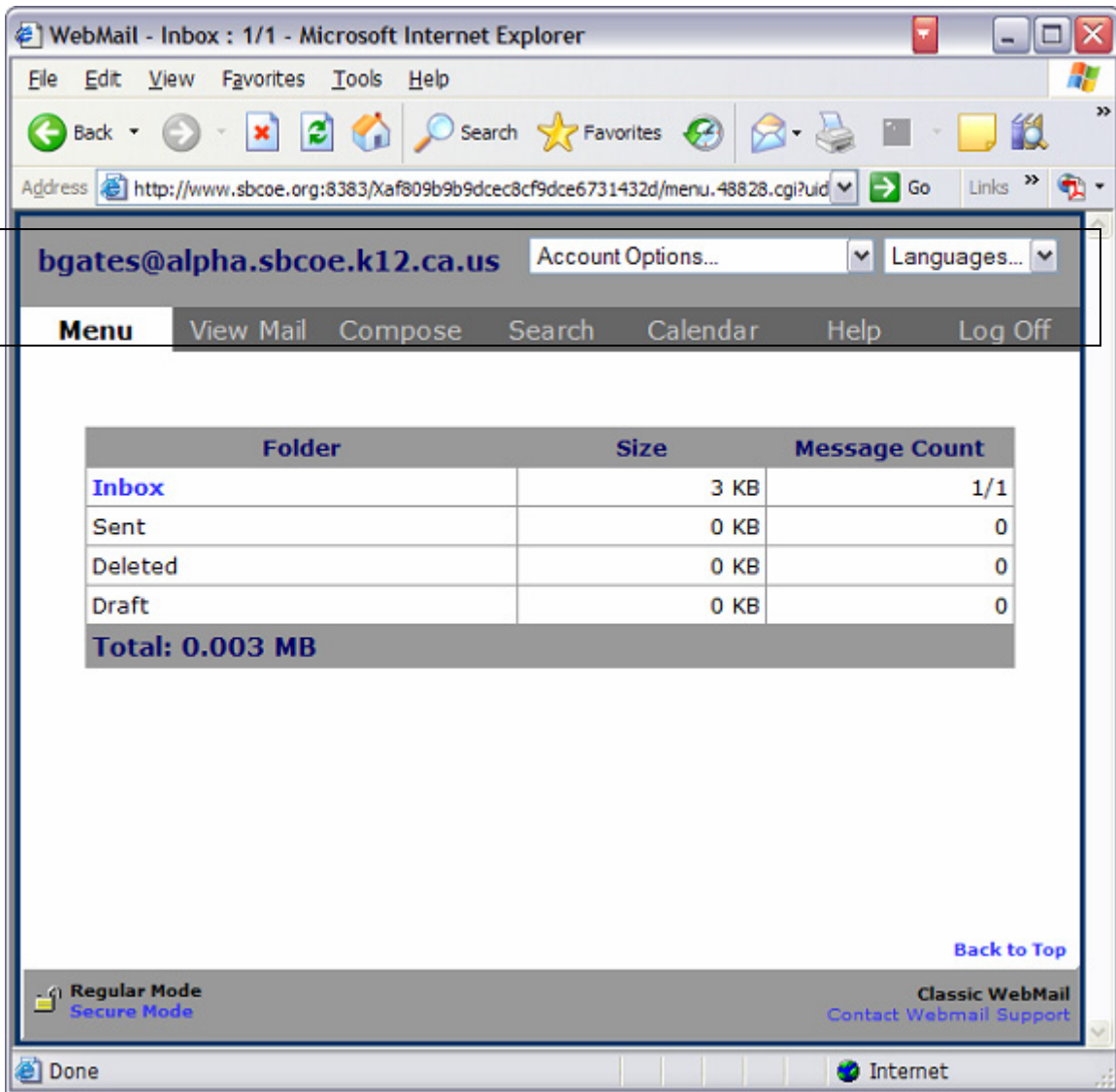
Regular Mode
Secure Mode

Classic WebMail
Contact Webmail Support

Internet

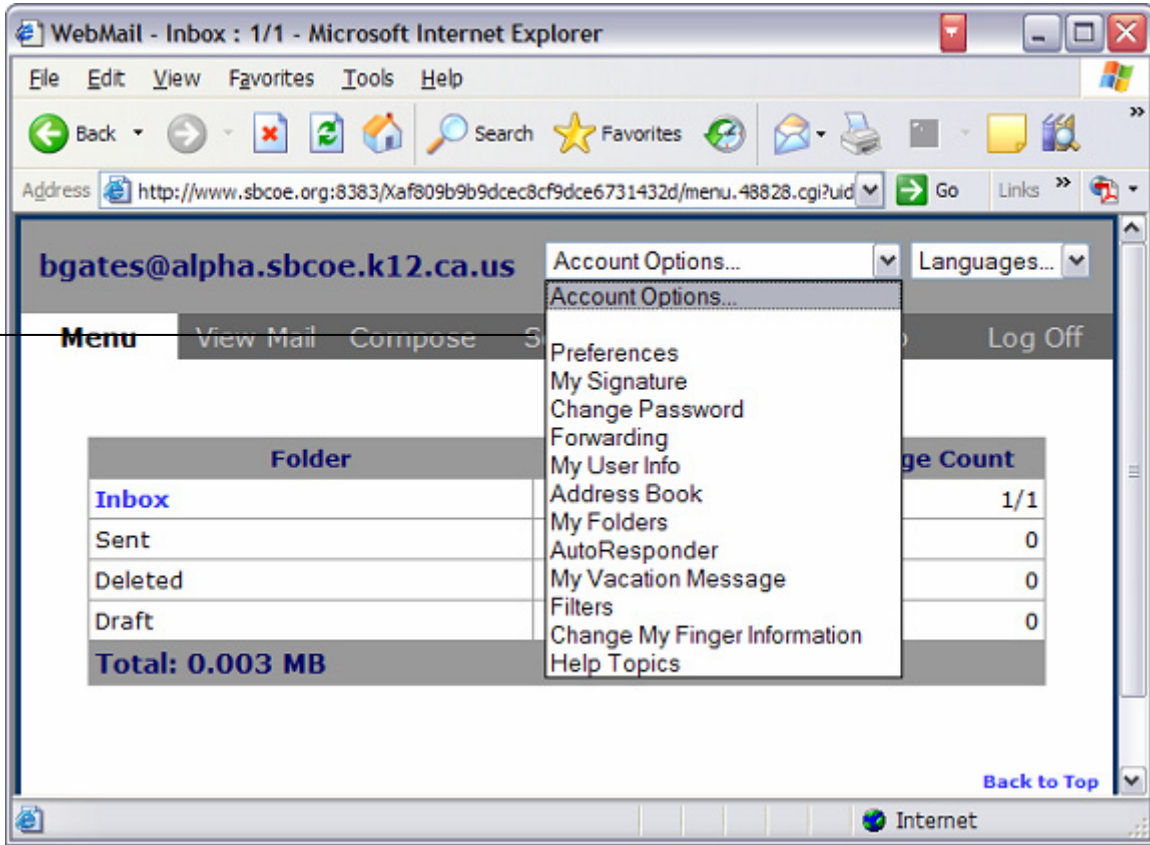
- In the UserID text box, enter your mail userid.
- In the Password text box, enter your mail password (password is “password” for new accounts).
- Click Logon or Press Enter.

Iemail Main Menu



Across the top, you have the **Compose** link, which allows you to compose a new mail message. **View Mail** shows all your messages located in the Inbox folder. **Search** allows you to search for a mail message by sender, recipient, subject, or message body. You can search a specific mailbox or all mailboxes. The **Account Options** drop-down menu allows you to access your preferences and other features.

Personal Account Options



Preferences: Use this page to set your preferences about how IMail WebMail works.

My Signature: A "signature" is a tag that is added to the end of all your messages. If this text block is blank, no signature is added. If this text block contains text, the text becomes your "signature." Signature text is limited to 1000 characters. Enter or edit your signature and click the Save button.

Change Password: Computer Services recommends that you change your password the first time you access email. Remember, your password is case-sensitive!

Forwarding: Causes all your mail to be sent to the address specified.

My User Info: Customizes your personal information.

Address Book: Add a new address or modify an existing one.

My Folders: Create, rename, or delete a mailbox.

Auto Responder: This message will be sent to each user that send you email.

My Vacation Message: Fill in this option when you go on vacation. This message will be sent to each user that sends you email. Remember to turn it off when you return.

Filters: This option is disabled.

Change My Finger information: This option is disabled.

Help Topics: A more comprehensive tutorial on using Imail WebMail.

****Remember on every option screen to click the Save button to keep any of your changes.****