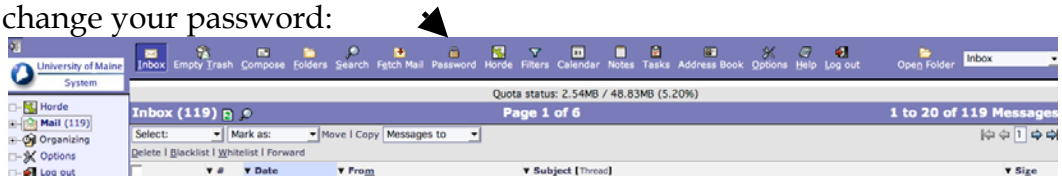
USING YOUR SHEAD EMAIL ACCOUNT

The mail service is through the Maine Schools and Library Network (MSLN) and is called Horde. The service can be accessed from www.shead.org and following the link on the right side of the page named MSLN Webmail or directly at https://mail.msln.net/horde-3.0.12/imp/login.php

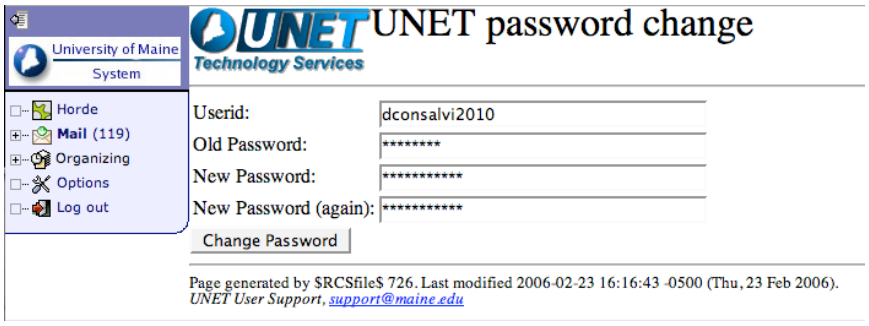
Once at the login screen:

1. Enter your username. This is your account without the @shead.org. (For example: dconsalvi2010)
2. Enter your password. This is the unique code that you were given if you submitted a signed Internet and Computer Use Form. If you have not received your account yet, see Mr. Consalvi to obtain your username and password.
3. Click on log-in and you are there.

To change your password:

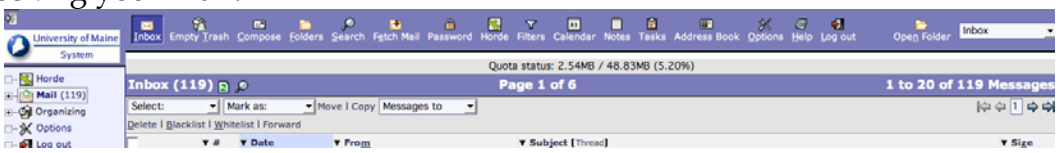


Choose the password icon at the top of the page.



Fill in the required information and click on change password.

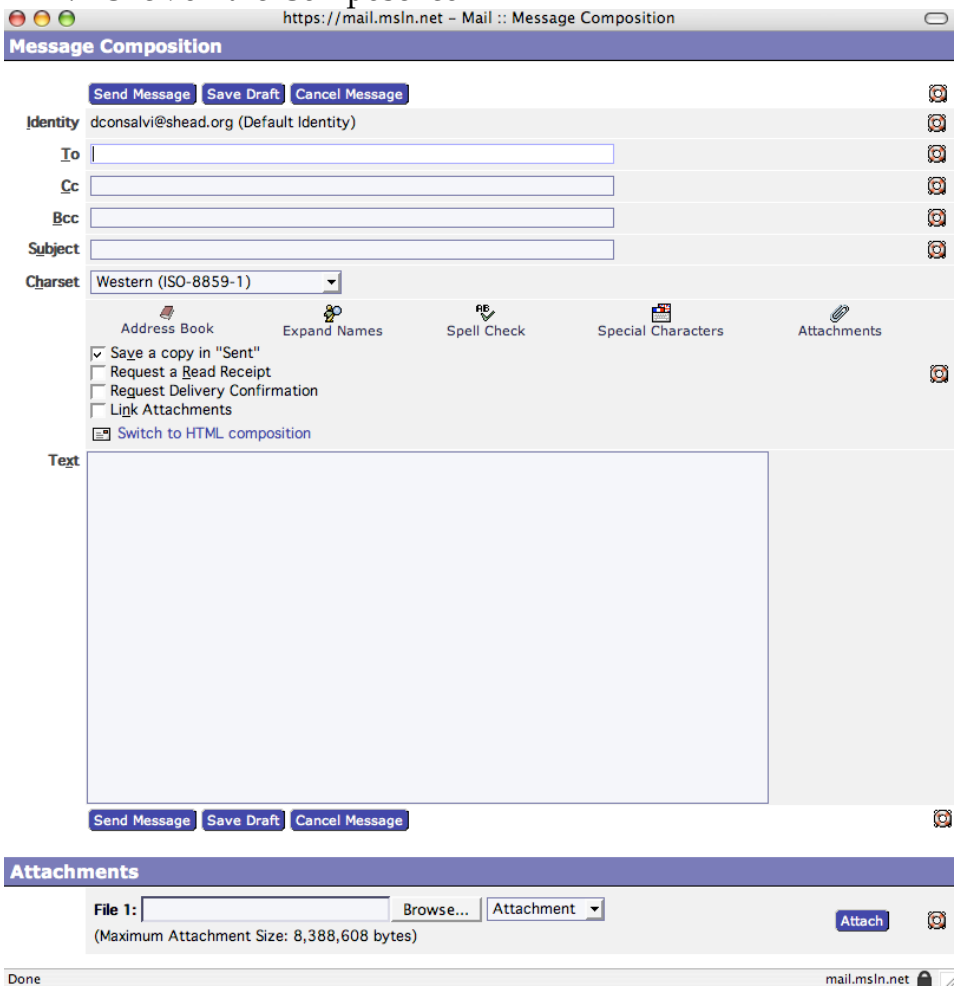
Checking your mail:



1. Click on the Inbox icon or the Mail tab to be able to see your list of messages.
2. Click on the message and you are there.

Creating new mail:

1. Click on the Compose icon



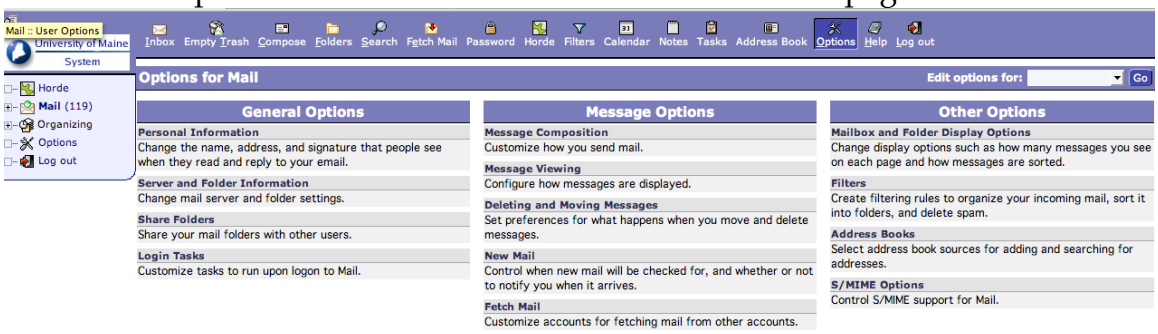
2. Enter the address to send the email in the To:
3. Enter a subject that explains what the email is about in the Subject:
4. Enter multiple recipient addresses under the Cc (carbon copy) or Bcc (Blind carbon copy if you don't want everyone to see the addresses of everyone else)
5. Compose your message.

6. Use the Attachments option at the bottom of the page to connect files to your email. You must hit the Attach button on the right side before hitting the Send Message button or the file will not send with the email.
7. If that is all you need to send, click Send Message and you are done.

You may send test emails to yourself to practice. Just use your own email address in the To: space.

Customizing your MSLN Webmail:

Choose the Options icon and follow the instructions on the pages.



This is a good way to transfer files and save backup copies of work. But remember it is a good idea to always have multiple copies just incase something goes wrong.

Good luck and have fun but remember this is a school environment, so use this for appropriate material only. You can be held accountable for inappropriate material on Shead email accounts. Shead's Internet and Computer Use Policies are in affect with this resource.