



Using *WebMailPro*

Before You Begin

Bedford County Public Schools is proud to offer **WebMailPRO** email. **WebMailPRO** is a web-based e-mail service specifically designed to meet the needs of teachers, staff, and administrators. **WebMailPRO** gives you the ability to access your Bedford County email on any computer that has an Internet access.

You will need a Username and Password before you can login into **WebMailPro**. If you do not have a Username and Password you may contact Phyllis Pinion at 540-586-1045 ext. 222 or email ppinion@bedford.k12.va.us.

Using *WebMailPro*

1. A link to **WebMailPro** can be found on the Bedford County website www.bedford.k12.va.us. You will find the link under the **Quick Links** menu on the left side of the home page.

Bedford County Public Schools

Home Schools Teachers Parents Students

Quick Links
BoardDocs
DELL Discounts
Electronic Registrar
General Information
Job Openings
Lunch Menus
 Elementary
 Middle
 High
Policy Manual
Privacy Policy
Site Directory
Substitute - SmartFind
Weather Related Info
WebMailPro

Welcome to Bedford County Public Schools' web page. Bedford County is located at the foot of the beautiful Blue Ridge Mountains in the heart of central Virginia. The public school system of Bedford County is dedicated to excellence in education and strives to ensure that all children of school age receive the highest quality education appropriate to their individual needs and abilities.


WebMailPro →

Or you can enter the following web address: www.k12usa.com into your web browser – then click on the **Login** link on the left side.

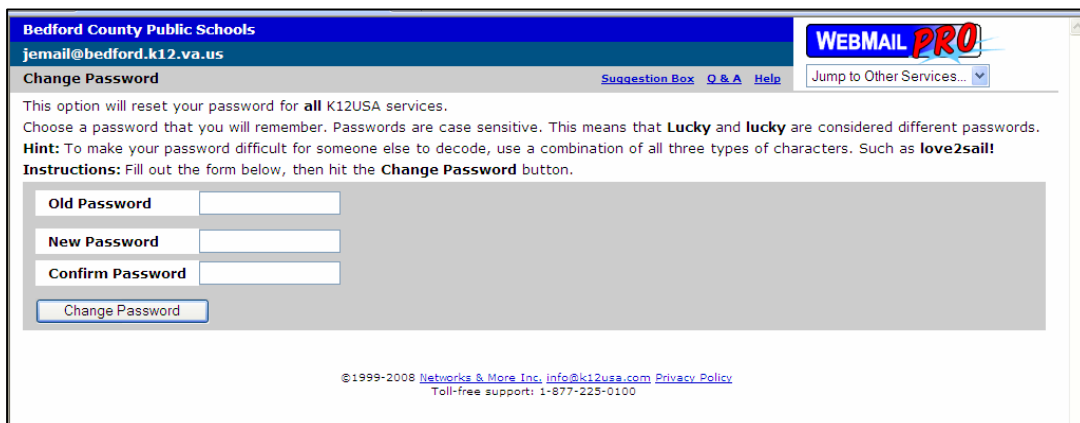
- The login screen will open. Click on the dropdowns to select your State/Country and District – if they are not already displayed. Enter your Username and Password. You are ready to send and receive email.



- The Web Service Login screen will open. Click on the **WebMailPro** link.



- The first time you login, you will be prompted to change your password. The next screen will confirm that the change was successful.



Using WebMailPro

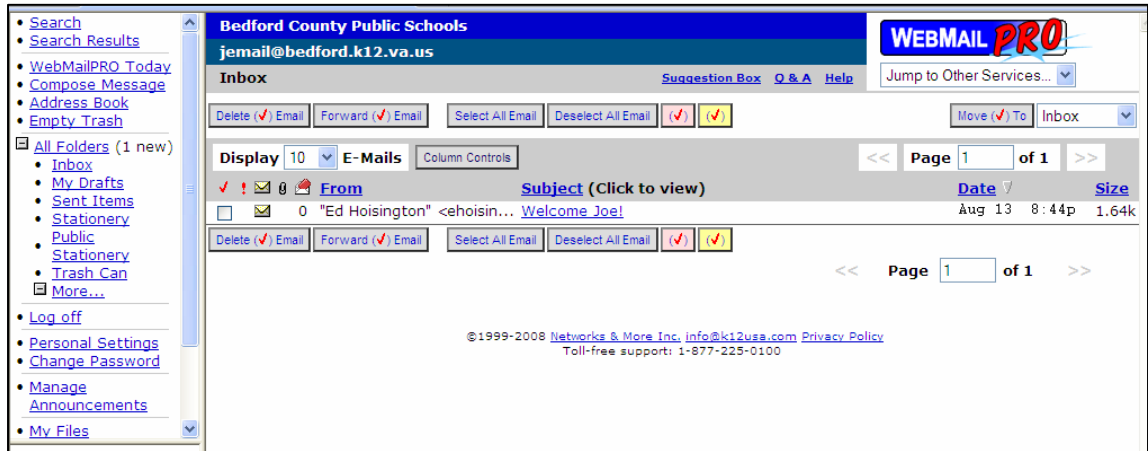
5. The **WebMailPro Today** screen will open. Here you will find several navigation links list on the left. There is also an Events Calendar, Announcements, and the Weather.

The screenshot shows the 'WebMailPRO Today' interface for Bedford County Public Schools. The user is logged in as 'jemail@bedford.k12.va.us'. The main content area displays a 'Welcome Joe Email' message and a notification that there are no messages in the 'Inbox'. Below this, there is an 'Events Calendar' for August 2008, showing a calendar grid with dates from 27 to 31. To the right of the calendar are links for '[Add new event]' and '[Printer Friendly]'. Below the calendar is a 'Weather' section for Bedford, VA, updated on Wednesday, August 13, 2008, at 3:27 PM EDT. The weather forecast shows 'Tonight', 'Thursday', 'Thursday Night', and 'Friday' with corresponding weather icons. On the left side, there is a navigation menu with links for 'Search', 'Search Results', 'WebMailPRO Today', 'Compose Message', 'Address Book', 'Empty Trash', 'All Folders' (including 'Inbox', 'My Drafts', 'Sent Items', 'Public', 'Stationery', 'Trash Can', 'More...'), 'Log off', 'Personal Settings', 'Change Password', 'Manage Announcements', 'My Files', and 'Shared Files'. At the bottom of the left menu, there is a 'Compose a Message from your Address Book!' section with a 'PRO' logo and a link to 'Click here to learn more.'

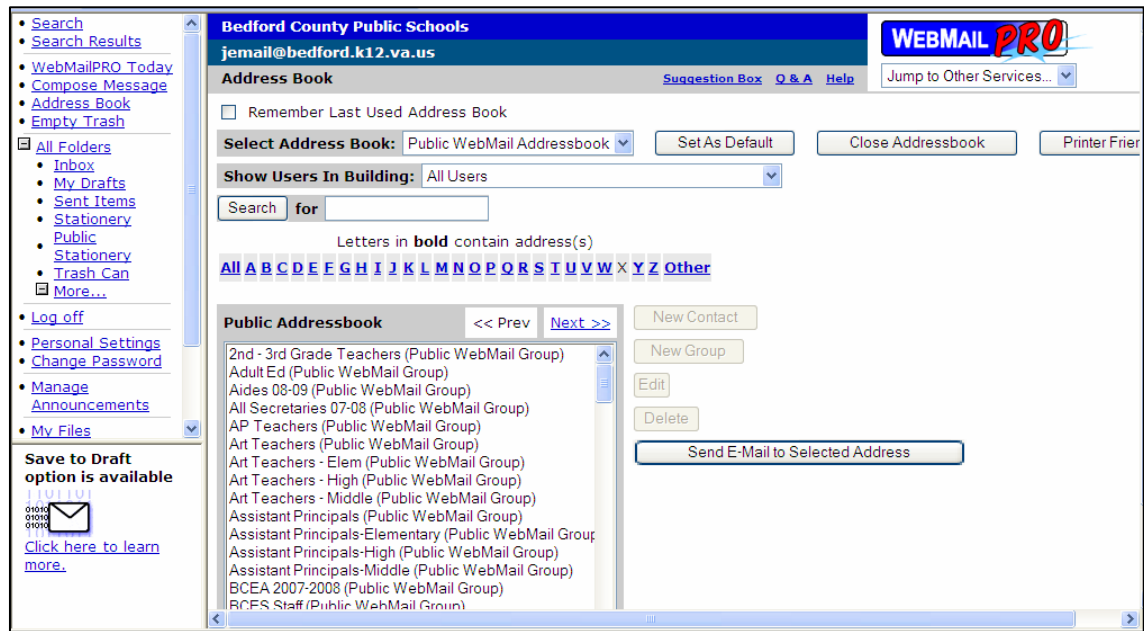
6. The **Search** link can be used to find items within **WebMailPro**. You can search within Subject, From, To, or Entire Email.

The screenshot shows the 'Search eMail' interface within the WebMailPro system. The user is logged in as 'jemail@bedford.k12.va.us'. The main content area features a search form with a 'Search for' input field, a dropdown menu set to 'Inbox', and a 'Search Within:' section with radio buttons for 'Subject' (selected), 'From', 'To', and 'Entire Email (including Header)'. A 'Search' button is located below the search options. The left navigation menu is identical to the previous screenshot. At the bottom of the page, there is a footer with copyright information: '©1999-2008 Networks & More Inc. info@k12usa.com Privacy Policy' and 'Toll-free support: 1-877-225-0100'.

7. **Inbox** – the **Inbox** link will display emails that you have received.

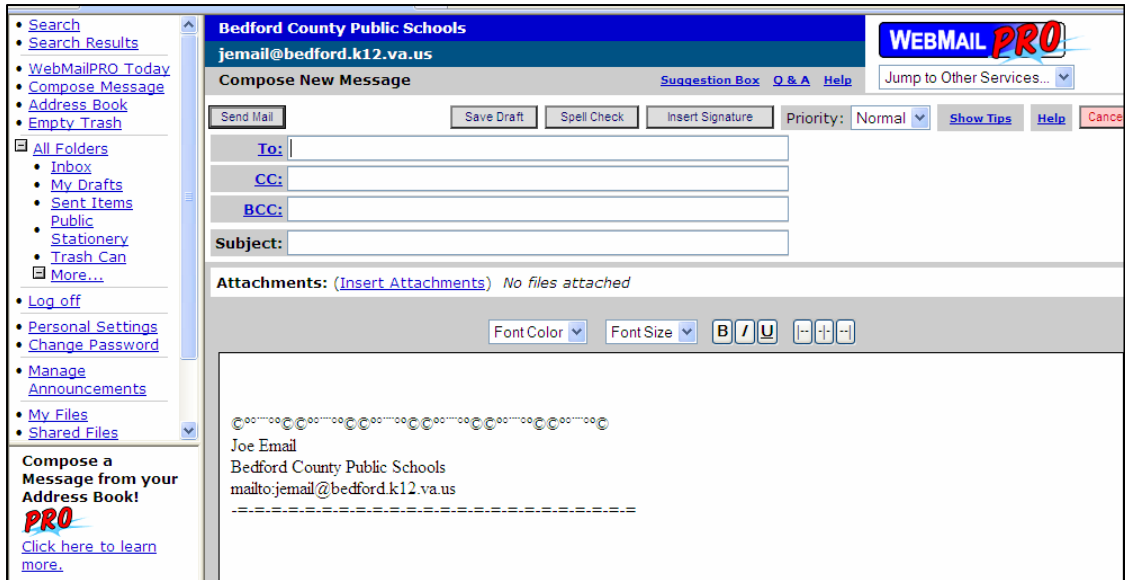


8. The **Address Book** link will display all the email addresses of everyone in the **Public WebMailPro Addressbook** – you will not be able to add to this list. Addresses you add will be in added to your **Personal Addressbook**. You can also find other users by using the **Show Users In Building** dropdown.



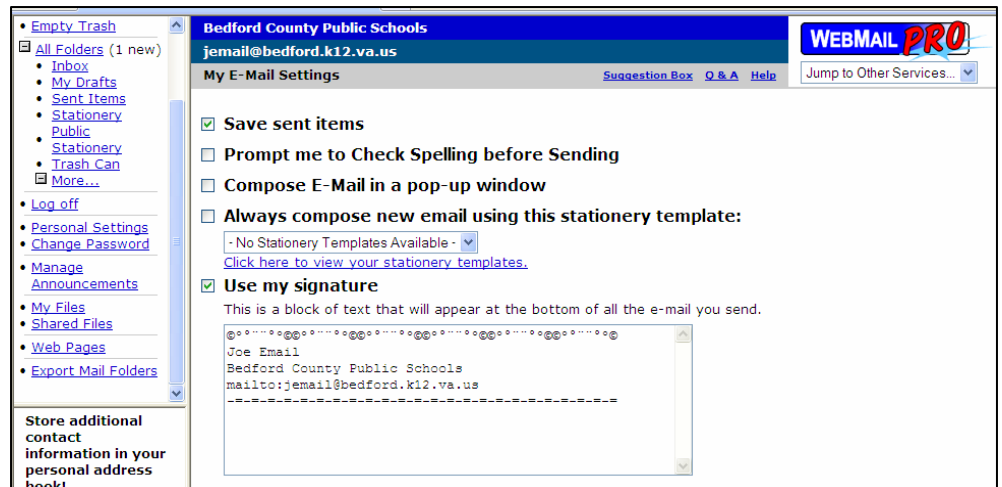
- To compose an email, click on the **Compose Message** link. TIP: to email someone within the district, just type the first part of their email address e.g. ehoisington@

Compose your email and click the **Send Mail** button.



- The **Personal Settings** link allows you to personalize your email environment. There are several things that you can do here.

- **Rule Wizard**
Create rules to automatically sort your E-mail.
- **Personal Display Settings**
Customize WebMailPro using your favorite colors & fonts.
- **My E-Mail Settings**
Design your signature, manage default stationery, control automatic E-Mail forwarding, set vacation messages and control the saving of sent E-Mail messages.
- **My Block List**
Maintain a list of E-mail addresses you don't want to receive E-mail from.
- **Spam Score Color Coding**
Color code E-mail spam scores in the list view for easy identification.
- **Inline Image Control**
Control display of inline images in your incoming E-mail.
- **Column Controls**
Control display of column information in your E-mail list views.



Creating a Webpage

The **WebMailPro Web Page Publishing System** is designed to help you get information on your website quickly and easily.

Professional web site designers and programmers are normally burdened with many concerns:

- Understanding and writing web page code
- Designing the appearance of the web site
- Deciding how to organize information on the website
- Making the web site easy to navigate
- Having to move files around on a computer network to create and update the web site
- Making sure the website works on anyone's computer

Only after addressing all these issues can a web site designer concentrate on the most important part of a website:

Providing information to the people who visit the website looking for that information.

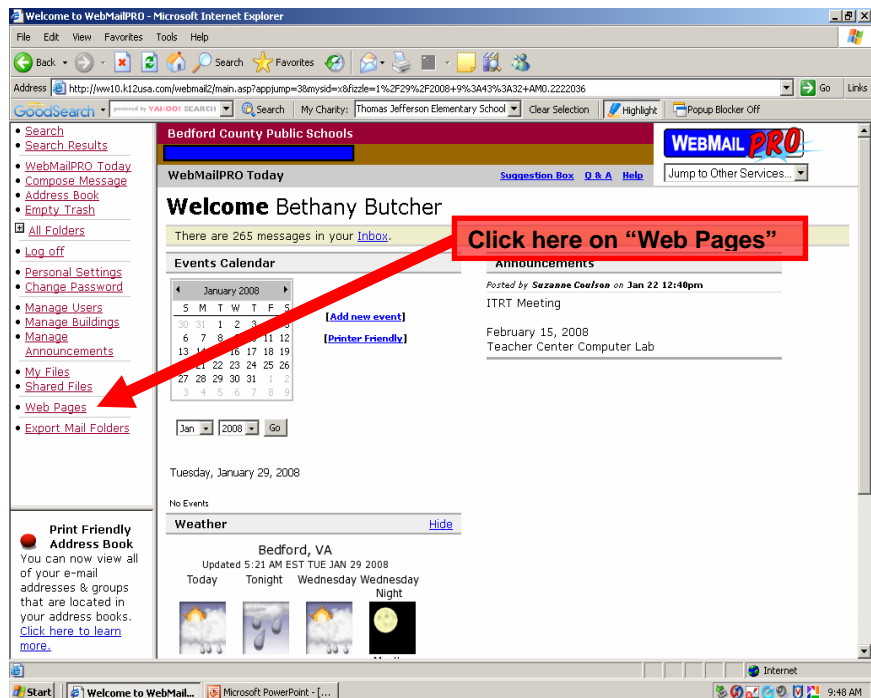
The **WebMailPro Web Page Publishing System** eliminates all the problems that get in the way of creating a website. All you will ever have to worry about is one simple thing:

Filling out a form to add information to your website.

By reducing the complexity of website creation to this one simple task, it possible for anyone to make a website quickly and easily!

Getting Started

Use the **Web Page** link to access the publishing system.



There are always two versions of your website:

1. **The Draft Version**

This is your work in progress. You can make one or many additions or changes to your website and then look at the result to see if you like it.

2. **The Final Version**

This is the public version of your website that everyone can visit. Once you are satisfied with your Draft Version, click on the **Commit Changes** link at the top of the page. This will copy all your changes to the Final Version.

To create your first web page:

1. Click the **New Content** link at the top of the page
2. Select what **Type of content** you want to add
3. Fill out the form with the appropriate information
4. Click on the **Save Draft** button

After you save the draft version, you are shown the web page with the information you just created.

Entering New Content

There are ten different types of web pages you can make. Each type of web page will have its own form to fill out.

- Some form fields are optional, and can be left blank. If you do not change the default text that appears when the form is initially shown on the web page, the form field will be considered left blank, and the default text will not be shown.
- Some form fields are required, and must have some sort of information in them.
- If any required form fields are left blank, you will be reminded to put information in them if you try to save the draft.

The process of making a web page and making content for that page are combined into a single form. For instance, when making a homework page:

- If there are no homework pages yet, you will be asked **What do you want to name your Homework Page?** with a space to name the Homework page. When you **Save Draft**, a homework page will be created with that name, containing the homework assignment you entered.
- If there are existing homework pages, you will be presented with a drop-down box you can use to pick which Homework Page to put the homework assignment on. You can also click on the **New Homework Page...** button to create a new Homework page for your assignment.

The Rich Text Editor

When making content for some web page types you can make use of a Rich Text Editor, which lets you change the font, size, and color of your content, as well as add links and pictures.

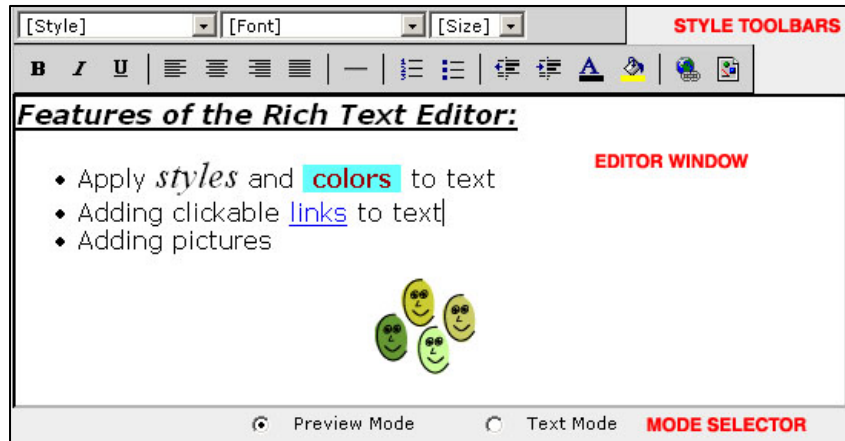
The Rich Text Editor works in most modern browsers, specifically:

- Internet Explorer Version 5 or above on a Windows computer

Using WebMailPro

- Firefox Version 1 or above on just about any computer, including Macintosh and Linux
- Mozilla Version 1.4 or above on just about any computer, including Macintosh and Linux

This illustration shows the main parts of the Rich Text Editor. Explanations of each part are below.



A. The Style Toolbars

These buttons and drop-down boxes let you control the style of the text.

B. The Editor Window

This is where you type in your text. You can select areas of text in this window and use the buttons in the Style Toolbars to change the style of the text.

C. The Mode Selector

These radio buttons let you control the view in the Editor window.

- **Preview Mode** lets you see the text as it will appear on the web page.
- **Text Mode** lets you see the Web Page code that is created when you use the Rich Text Editor. If you understand HTML, you can edit this code directly if you wish.

If the Rich Text Editor isn't available on your browser, you will still be able to enter plain text, or your own HTML code if you wish.

The Rich Text Editor is available for the following Page Types:

- Home Page
- Blog
- Homework Assignments
- Lesson Plans
- Bulletin Board
- Calendar

All other page types will only allow plain text to be entered.

Uploading Pictures and Files

The **Picture Album** and **File Downloads** pages have form fields that let you upload files from your computer. To upload a file:

1. Click on the **Browse...** button.
2. Use the dialog box to locate the file you want to upload.
3. Select the file, then click the **Open** button.
4. The location of the file will appear in the form field.

When you click the **Save Draft** button, the file will be uploaded along with the information in the rest of the form. Depending on the speed of your internet connection this might take several minutes for larger files.

Here are some tips for uploading files:

- **Images**
 - Uploaded images are automatically resized to fit on a page. The longest allowed side of an image is 560 pixels.
 - If images are smaller than 560 pixels they are left as is.
 - The only allowed image types are **JPEG, GIF, and PNG**.
 - Animated GIFs, if smaller than 560 pixels, will remain animated GIFs after being uploaded. If they are larger than 560 pixels, they will be resized to 560 pixels, converted to JPEG, and will no longer be animated.
 - Uploaded images larger than 2 megabytes may not work correctly. If you have problems with larger images, please make them smaller before uploading.
- **Files**
 - All uploaded files are scanned for viruses. If your uploaded file contains a virus it will be deleted from our service automatically.
 - The largest file you can upload is 5 Megabytes.

Web Page Types

A list of available web page types and what they can be used for.

- **Home Page**
 - Automatically becomes the first page people see when they come to your website.
 - Can generate an automatic Site Directory showing the titles and descriptions of all your web pages.
 - You can also add blocks of text or text and pictures and re-arrange their order on the page.
- **Blog**
 - Blog page entries are presented in chronological order, showing newest entries first.
 - You can create many blog pages, each one targeted to different audiences and/or topics.
 - You can also create just one blog, and tag the entries on it for specific audiences and/or topics.
 - Entries can be sorted by audience, topic, and creation date.
- **Homework Assignments**
 - Homework assignments are presented in chronological order, showing newest entries first.
 - You can create many homework assignments pages, each one for a different class.
 - You can also create just one homework assignments page, and tag entries for specific classes.
 - Entries can be sorted by class, assigned date and due date.

- **Lesson Plans**
 - Create lesson plans that can be located by date and class.
 - Lesson plans are presented in a familiar book format.
 - You can create many lesson plan pages.

- **Picture Album**
 - Upload your pictures to display in a thumbnail gallery.
 - You can click on thumbnails to view the larger image.
 - Large images are conveniently resized.
 - You can give pictures titles and descriptions.
 - You can create many picture album pages.

- **File Downloads**
 - Upload your files to display as a list of links.
 - You can click on links to download the files to your computer.
 - You can give files titles and descriptions.
 - Files are automatically virus scanned!
 - You can create many File Downloads pages.

- **Podcasts**
 - Upload your audio files to display as a list of links.
 - You can click on links to play the audio files on your computer.
 - You can give podcasts titles and descriptions.
 - Audio files are automatically virus scanned!
 - You can create many Podcast pages.

- **Bulletin Board**
 - Use to show important, eye-catching messages.
 - You can click on the notes to get more information.
 - You can create notes in a variety of colors.
 - You can create many Bulletin Boards.

- **Calendar**
 - Use to display scheduled events.
 - You can hover your mouse over the entry to see more information or click on the entry to get more information.
 - You can click on calendar dates to see all events for that day.
 - Events can span one or many days.
 - Events can have start and stop times.
 - You can create many Calendar pages.

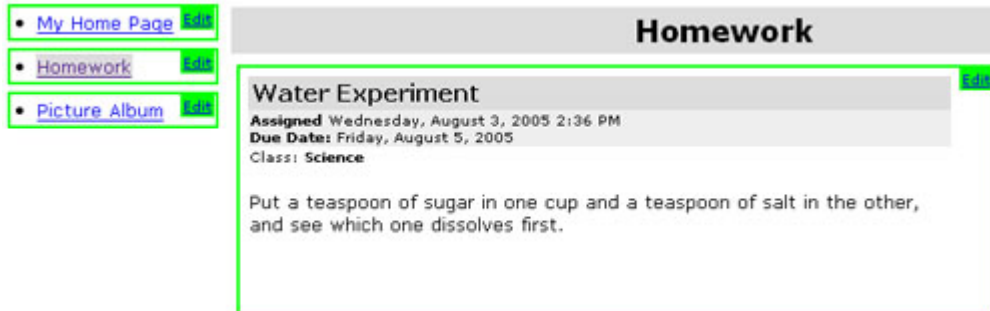
- **Internet Resources**
 - Use to display collections of internet links.
 - You can click on links to open them in a new window.
 - Links can be arranged in categories.
 - You can create many Internet Resource Links pages.

- **Contact Page**
 - Use to display a web form that sends E-mail to your WebMailPRO account.
 - You can create many Contact pages customized for different purposes.

Changing Existing Content

Once you have content on your website, you can change or delete it as you like.

The first step to changing or deleting content is to click the **Change Content** link. This will present the current web page with all the editable elements outlined with green boxes which have **Edit** links in the upper right hand corner.



- When you click on an edit link for an item in the left-hand menu, you will get a form that lets you edit page-specific items. This form also gives you the option to delete the entire page.
- When you click on an edit link around other items on the page, you will get a form that lets you edit that page item. This form also gives you the option to delete the item.

Setting your Preferences

Click on the **Preferences** link in the top menu to access the Preferences form. This form lets you change settings that affect your overall web site.

The All pages use the same style option

- If you check the box, all pages will use the same style indicated in the drop-down box.
- If you uncheck the box, you will be able to set the style for pages individually.
- When you change the setting to all pages using the same style, any individual styles that might have been set beforehand will be changed to the style chosen for all pages.
- When you turn the setting off again, the individual pages will still have the style set here. You will have to edit the individual page settings to change their styles to something else.

The menu items ordering options

- If you select **Show menu items in alphabetical order**, the menu items will be shown in alphabetical order. Newly added pages will be inserted into the alphabetical order where appropriate.

- If you select **Show menu items in custom order**, you will be able to change the order of menu items when you edit the individual page settings. Newly added pages will be inserted at the bottom of the menu.

The Editing Form Font Size option

- This sets the font size used in the editing forms. You can adjust this to your individual preference, or to make the forms and instructions easier to read.

Once you are done changing items on this page, click the **Save Preference Changes** button to save your preferences.

If you do not want to save your changes, click the **Exit Without Saving** button.

Committing Your Changes

There are always two versions of your website:

1. The Draft Version
This is your work in progress. You can make one or many additions or changes to your website and then look at the result to see if you like it.
2. The Final Version
This is the public version of your website that everyone can visit.

The default view when you are editing your website is the **Draft Version**. You can switch back and forth between the Draft Version and the Final Version using the links at the top of the page, to compare your work in progress with what is currently viewable by the public.

Once you are satisfied with your Draft Version, click on the **Commit Changes** link at the top of the page. This will:

- Delete the current **Final Version** of your website.
- Copy all current pages in the **Draft Version** of your website that are allowed to be published to The **Final Version**.

Note: You cannot undo this action.

Complete list of everyone who has a webpage:

<http://bedford.va.k12us.com/home>

Or

Go directly to your page – use first initial last name after the slash:

<http://bedford.va.k12us.com/jteacher>