

# I.T. "How To" Sheet

## EMAIL

### Volusia Reporting Email

1. Open Internet Explorer.
2. Type [www.volusiareporting.com/webmail](http://www.volusiareporting.com/webmail) in the Address Line and press Enter↵
3. When you see the below screen enter your email address as follows, [firstname.lastname@email.volusiareporting.com](mailto:firstname.lastname@email.volusiareporting.com) in the "Full email..." field and press Tab↵.
4. Enter your password (remember passwords are case sensitive) in the Password field.
5. If it is your computer AND you are the ONLY user of YOUR computer, press Tab↵ twice, press the Spacebar to select "Remember me" and press Enter↵ - OTHERWISE just press Enter↵

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### WebMail Screen

1. The WebMail functions similar to Outlook
2. Click  any selection on the right for ...
  - a. **Folders**
    - i. Send an Email: "New Message"
    - ii. Check new mail: "Inbox"
    - iii. Deleted mail: "Deleted Items"
  - b. **Calendars**
    - i. Add: "New Appointment"
    - ii. View calendar: "My Calendar"
  - c. **Contacts**
    - i. Add: "New Contact"
    - ii. View contacts: "My Contacts"
    - iii. View VRC Email Users: "Global Address List"
  - d. **Notes**
    - i. Add: "New Note"
    - ii. View/Edit: "My Notes"
  - e. **Tasks**
    - i. Add: "New Task"
    - ii. View/Edit: "My Tasks"
3. **\*VERY IMPORTANT:** Be sure to select "Log Out" and CLOSE Internet Explorer when using a computer other than your own!

