



## Memo

**To:** E-mail Users  
**From:** Shelley Rossitto  
**Date:** February 9, 2007  
**Re:** E-mail

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Welcome to Groupwise, our new e-mail system. Please access **“help”** within the e-mail to learn the new features of the system.

There are two ways to access your mail. All desktops have a “client” on them. This e-mail service is slightly different than the web based version. It has more capabilities. You can use either but the client has more options. If you decide to access your e-mail from home and use the client in school the e-mail systems will look slightly different.

### Accessing your e-mail:

#### In School:

- Click on icon on desktop – that brings you to the e-mail client. Since you are logged into Novel it will automatically log you into the e-mail system.
- Click on “staff e-mail” icon on Monticello webpage ([www.monticelloschools.net](http://www.monticelloschools.net)) – this will bring you to the web based version of the software not the client. You will need to put in your username and password (same as Novel) to access it.
- Go to Internet Explorer and type in the following address (bookmark it): [www.mail.k12mcsd.net](http://www.mail.k12mcsd.net). This will bring you to the web based version again and you will follow the procedures in the second bullet.

#### At Home:

You will have access to only the web based version of Groupwise.

- Click on “staff e-mail” icon on Monticello webpage [www.monticelloschools.net](http://www.monticelloschools.net) – this will bring you to the web based version of the software not the client. You will need to put in your username and password (same as Novel) to access it. The web based version is adequate but not as robust as the client.
- Go to Internet Explorer and type in the following address (bookmark it): [www.mail.k12mcsd.net](http://www.mail.k12mcsd.net). This will bring you to the web based version again and you will follow the procedures in the second bullet

Please remember to always **log out** of your e-mail when you are not at your workstation when in school and at home. It is critical for security purposes.