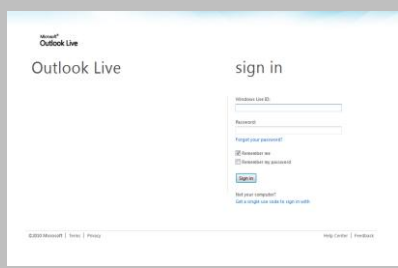
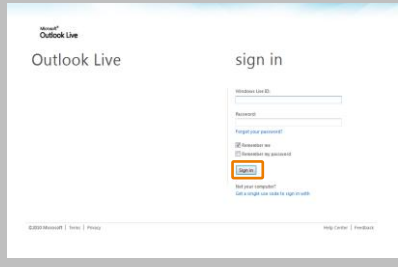
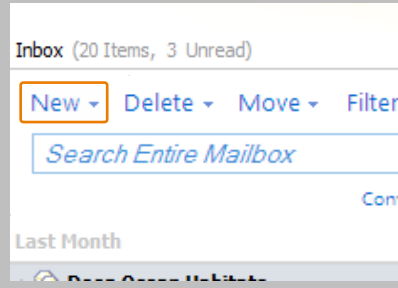


Portland Public Schools

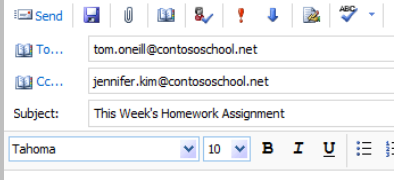
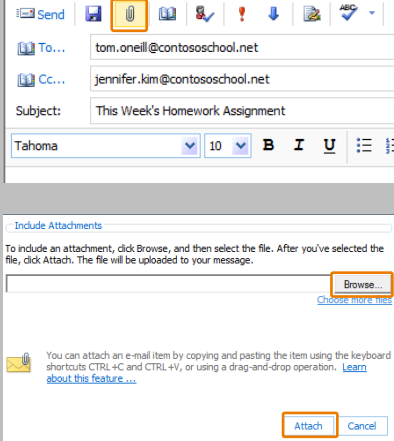
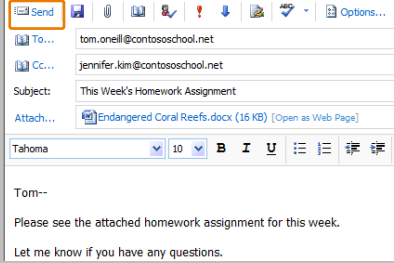
PPSLive Quick Reference Guide Basic User Interface

PPSLive is the new District email system that uses the web version of Microsoft Outlook. This guide covers how to conduct basic email functions in PPSLive. For more detailed user guides, take a look at the training materials here: <http://www.pps.k12.or.us/departments/information-technology/5693.htm>.

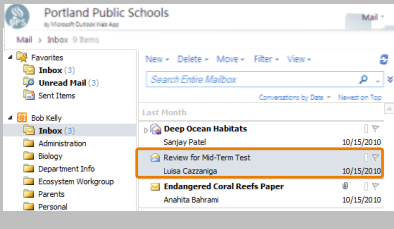
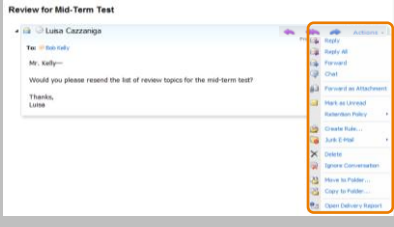
Before using the new email system, be sure to activate your PPSLive account by going to www.webmail.pps.k12.or.us.

Login to PPSLive		
Step 1	Open your browser and navigate to www.outlook.com .	
Step 2	Enter your username@pps.net and password and click Sign In.	
Send an Email		
Step 1	To send an e-mail, click New . A compose e-mail message window will appear.	

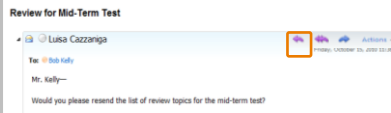
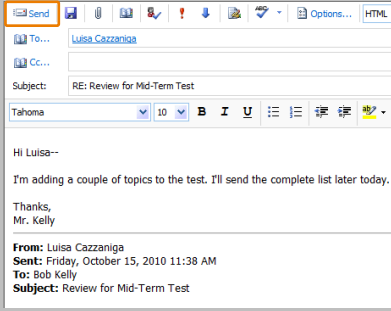
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<p>Step 2</p>	<p>Enter the e-mail address in the To field and in the Cc field (if necessary) and include any additional contacts you want to receive your e-mail. To add Bcc, click on Options.</p> <p>In the Subject field, enter the subject of the message. Enter the text of the message in the body field below.</p>	
<p>Step 3</p>	<p>To attach a file, click the paper clip button.</p> <p>Click Browse and browse to the file you want to attach, then click Open.</p> <p>Click Attach.</p> <p><i>Note: To attach another e-mail message, copy and paste or drag-and-drop the message from the Inbox or other mail folder to the new message.</i></p>	
<p>Step 4</p>	<p>When your e-mail is complete, click Send.</p>	

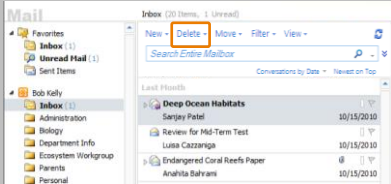
Reply to an Email

<p>Step 1</p>	<p>Click Inbox, then click the e-mail to reply to and it will appear in the Reading Pane.</p> <p><i>Note: You can use the View dropdown menu to set the Reading Pane to appear to the right of the Message Pane, the bottom of the Message Pane, or turn it off completely.</i></p>	
<p>Step 2</p>	<p>Click the Actions drop-down arrow list.</p> <p>Click Reply.</p> <p><i>Note: When replying to an e-mail, all previous e-mail texts will be included below your new message, however no attachments will be included.</i></p>	

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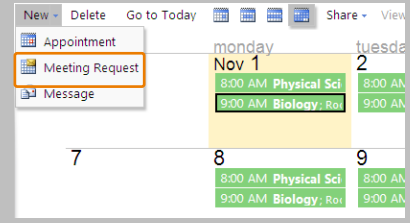
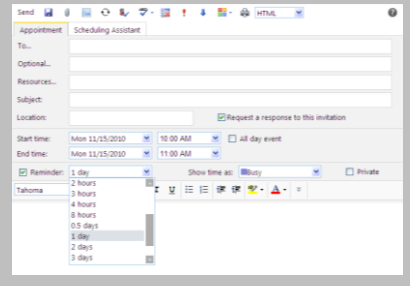
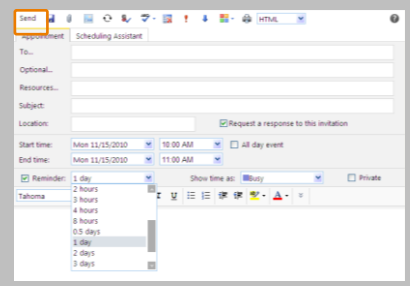
<p>Step 3</p>	<p>Alternatively, click the Reply button.</p>	
<p>Step 4</p>	<p>Enter the reply. When your e-mail is complete, click Send.</p>	

Delete an Email

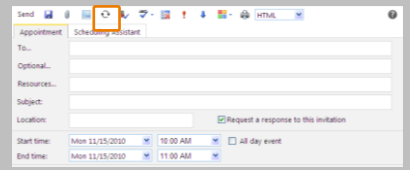
<p>Step 1</p>	<p>Select the e-mail you want to delete.</p> <p>Click the delete button.</p>	
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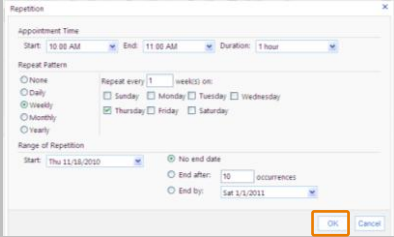
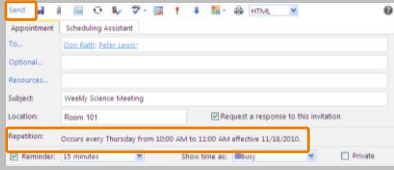
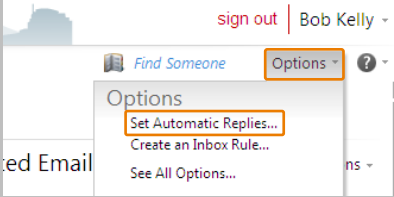
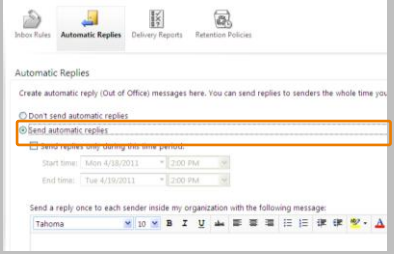
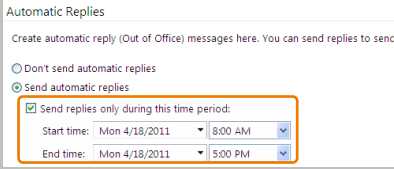
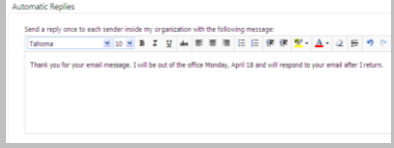
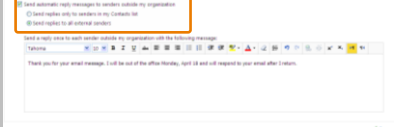
Create a Meeting Request

Step 1	<p>Click the New drop-down arrow list.</p> <p>Click Meeting Request.</p>	
Step 2	<p>Enter e-mail addresses in the To field or click To and browse for contacts from your address book.</p> <p>Enter a meeting name in the Subject field.</p> <p>Enter the meeting location in the Location field. You may also browse for a location from the Global Address List by clicking on Resources.</p> <p><i>Note: To send the meeting notice to the room calendar, you have to click on Resources. Location will auto-populate.</i></p> <p>Enter the Start Date/Time and End Date/Time.</p> <p><i>Note: When you click new Appointment/Meeting Request, by default it will select the first day of the work week (Monday) as your meeting day.</i></p> <p>Enter a reminder for the meeting. The default reminder is 15 minutes.</p>	
Step 3	<p>Click Send. The meeting will now be displayed in your Calendar.</p>	

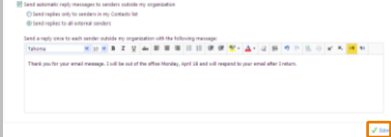
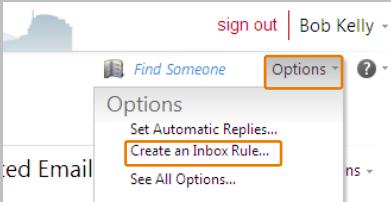
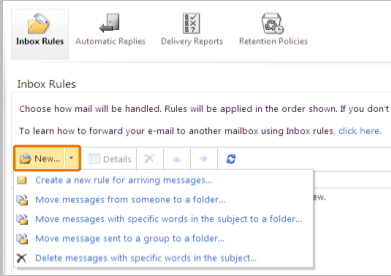
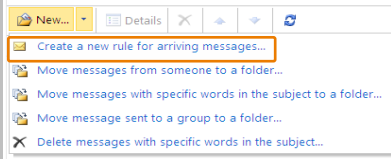
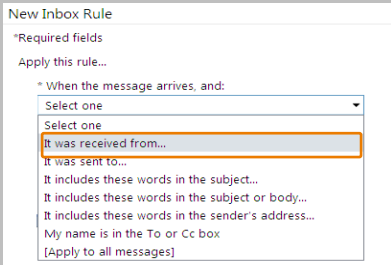
Create a Recurring Meeting

Step 1	<p>Create a meeting request as before. When done, click the arrows icon to set up a recurring meeting.</p>	
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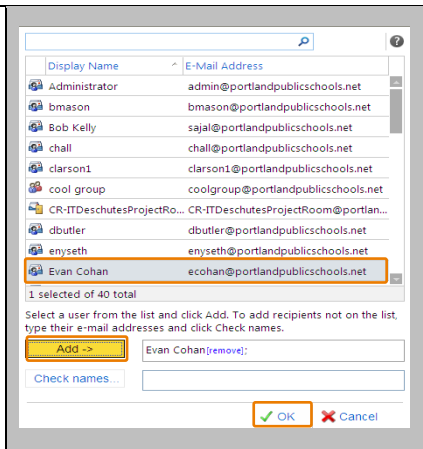
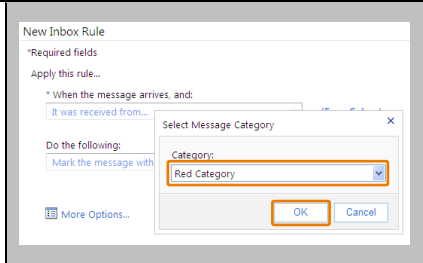

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<p>Step 2</p>	<p>Select the repeating pattern you want to set for the meeting then click OK.</p> <p><i>Note: Unlike GroupWise, PPSLive asks you to choose a pattern for your recurring meetings rather than allowing you to choose individual dates.</i></p>	
<p>Step 3</p>	<p>The recurrence rule will show in your meeting request.</p> <p>When you have entered all the required information, click Send.</p>	
<h2 style="margin: 0;">Set Out of Office Reply</h2>		
<p>Step 1</p>	<p>Click Options. Select Set Automatic Replies.</p>	
<p>Step 2</p>	<p>Select Send automatic replies.</p>	
<p>Step 3</p>	<p>Select the dates and times for when you want the out of office message to be sent.</p>	
<p>Step 4</p>	<p>Type in your Out of Office message.</p>	
<p>Step 5</p>	<p>Select if you want to send the Out of Office reply to external senders.</p>	

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<p>Step 6</p>	<p>When you have typed your Out of Office reply, click Save.</p>	
<h2>Create a Rule</h2>		
<p>Step 1</p>	<p>Click Options. Select Create an Inbox Rule.</p>	
<p>Step 2</p>	<p>In the Inbox Rules tab, click New.</p>	
<p>Step 3</p>	<p>Choose the type of rule you want to create. For this demo, we will choose Create a new rule for arriving messages...</p>	
<p>Step 4</p>	<p>Select the drop down box under When the message arrives, and: Click the applicable action. For this demo, we will click on It was received from...</p>	

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<p>Step 5</p>	<p>Your address book will open. Select the contact you want to create the rule for, click Add and then click OK.</p>	
<p>Step 6</p>	<p>Click the drop-down box under Do the following: to select the desired action.</p> <p>For this demo, we will click on Mark the message with a category...</p>	
<p>Step 7</p>	<p>Select message category and click OK.</p>	
<p>Step 8</p>	<p>Click Save.</p>	
<p>Step 9</p>	<p>Click on My Mail to return to your inbox.</p>	

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