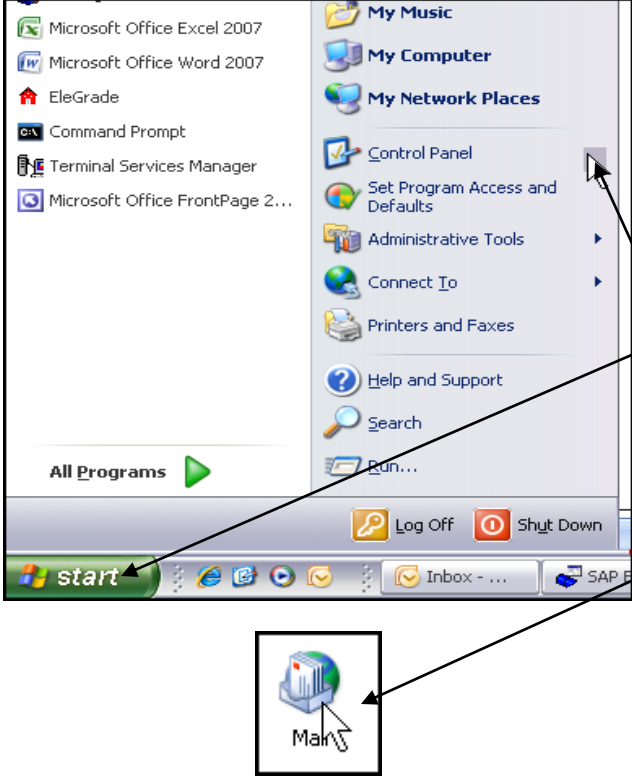
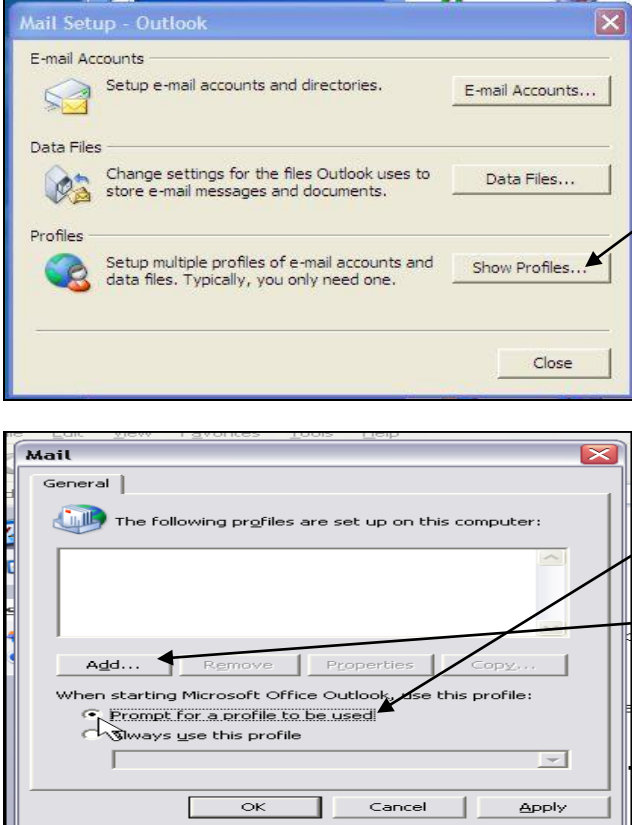
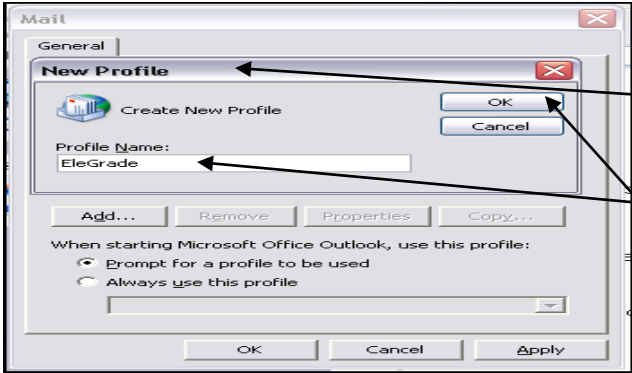
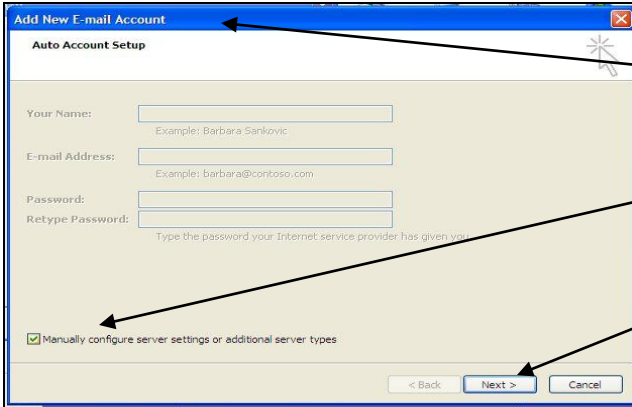
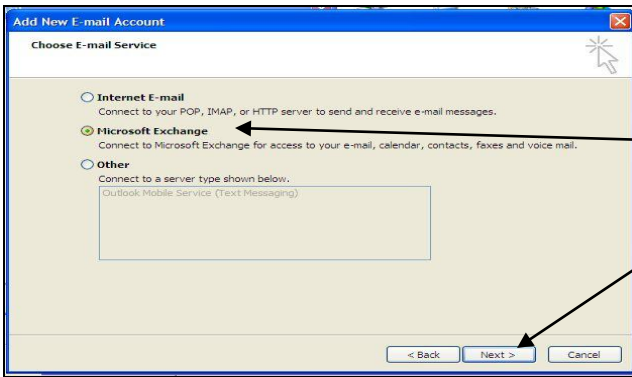
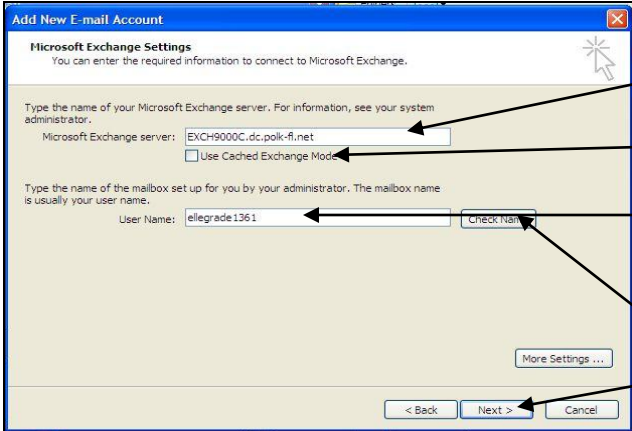
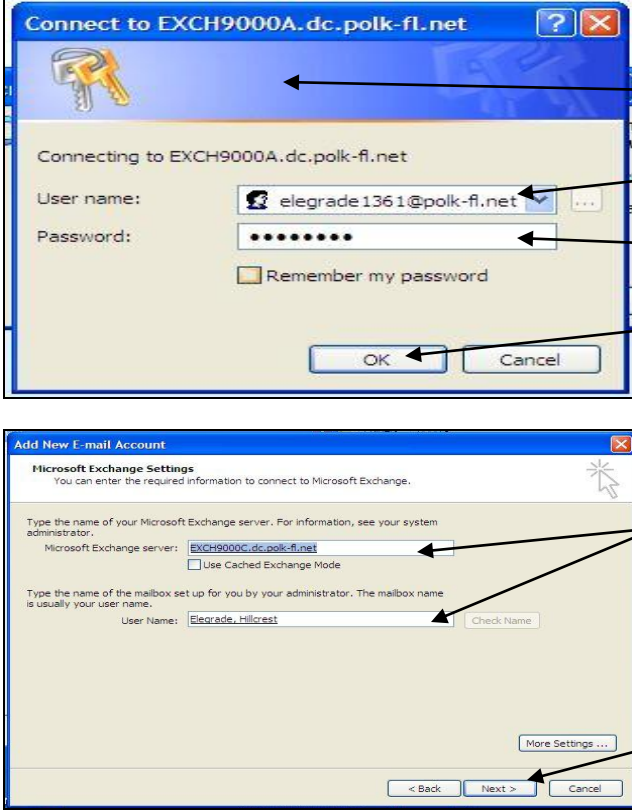
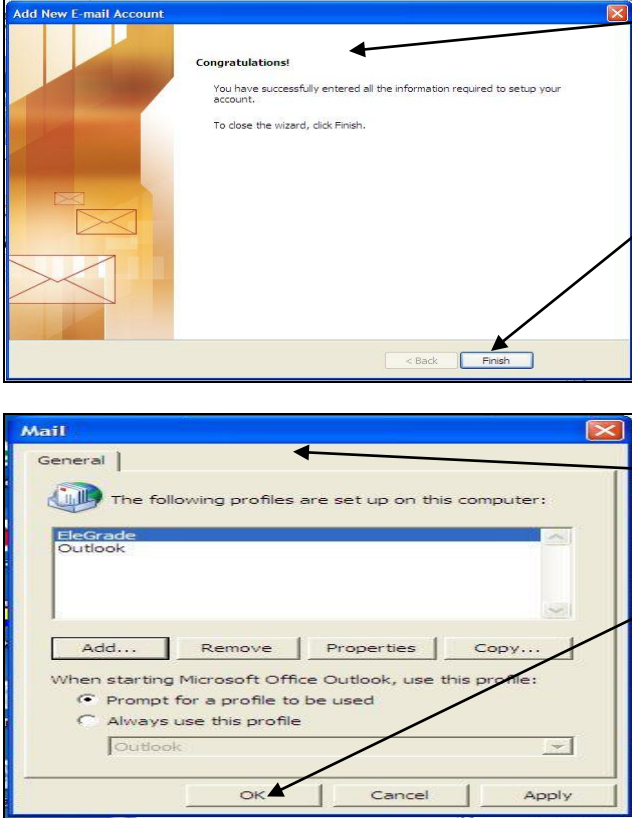


Creating an EleGrade Email Box in Outlook 2007

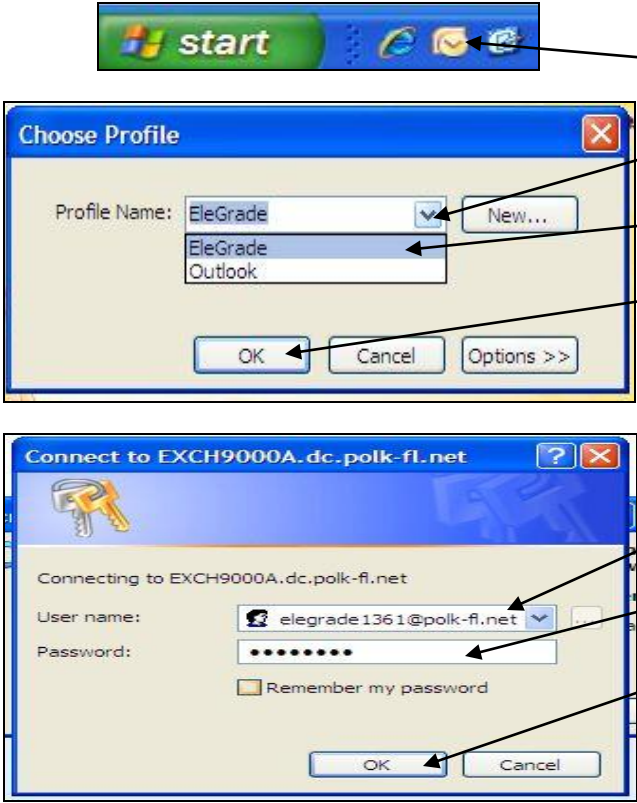
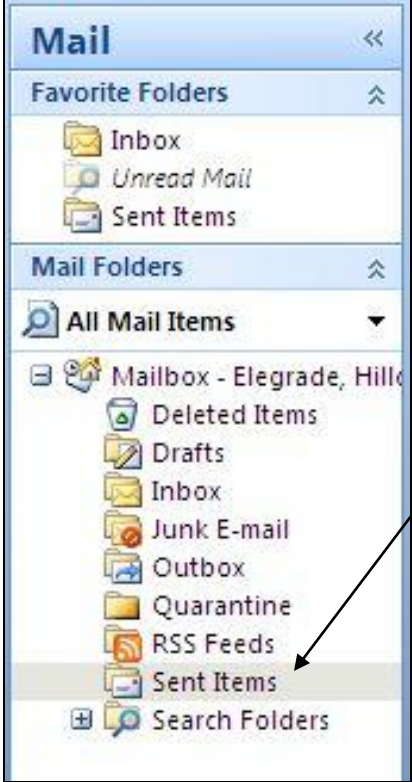
Steps	Screen Displayed	Procedures
<p>1</p>	 <p>The screenshot shows the Windows Start menu. Arrows point to the 'start' button at the bottom left, the 'Control Panel' icon in the right-hand pane, and the 'Mail' icon on the desktop below the menu.</p>	<p><u>To add an EleGrade Email Mail box to Outlook 2007:</u></p> <p>Click Start button</p> <p>Click Control Panel</p> <p>Double Click Mail icon</p>
<p>2</p>	 <p>The first screenshot is the 'Mail Setup - Outlook' dialog box. An arrow points to the 'Show Profiles...' button. The second screenshot is the 'Mail' dialog box, 'General' tab. Arrows point to the 'Add...' button and the 'Prompt for a profile to be used' radio button.</p>	<p>Click Show Profiles button</p> <p>Click Prompt for a profile to be used radio button</p> <p>Click Add button</p>

Creating an EleGrade Email Box in Outlook 2007

Steps	Screen Displayed	Procedures
3	 	<p><u>Configuring EleGrade Email Account (cont'd):</u></p> <ul style="list-style-type: none"> • New Profile Window Appears • Type EleGrade in box • Click OK button • Auto Account Setup Window Appears • Click Manually Configure server settings check box • Click Next box
4	 	<ul style="list-style-type: none"> • Click Microsoft Exchange button • Click Next button • Type Exch9000c or Exch9000d • Uncheck Caching Mode button • Type elegrade and school # as: elegradeXXXX where XXXX is the school number • Click Check Name or Next

Steps	Screen Displayed	Procedures
5	 <p>The first screenshot shows the 'Connect to EXCH9000A.dc.polk-fl.net' dialog box with fields for 'User name' (filled with 'elegrade1361@polk-fl.net') and 'Password' (masked with dots). The 'Remember my password' checkbox is checked. The 'OK' button is highlighted. The second screenshot shows the 'Add New E-mail Account' wizard with 'Microsoft Exchange Settings'. The 'Microsoft Exchange server' field is filled with 'EXCH9000C.dc.polk-fl.net' and the 'User Name' field is filled with 'Elegrade, Hillcrest'. The 'Next >' button is highlighted.</p>	<p><u>Configuring EleGrade Email Account (cont'd):</u></p> <p>Outlook Log On Box Appears</p> <p>Type email address</p> <p>Type email password</p> <p>Click OK button</p> <p>When the password is approved the correct account info is automatically filled in the appropriate boxes.</p> <p>Click Next button</p>
6	 <p>The first screenshot shows the 'Congratulations!' screen with the message: 'You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' The 'Finish' button is highlighted. The second screenshot shows the 'Mail' dialog box with the 'General' tab. A list of profiles is shown with 'EleGrade Outlook' selected. The 'OK' button is highlighted.</p>	<p>Congratulation Screen Appears</p> <p>Click Finish button</p> <p>Profile Box Appears</p> <p>Click OK box</p>

Creating an EleGrade Email Box in Outlook 2007

Steps	Screen Displayed	Procedures
7		<p><u>Starting the EleGrade Email Account:</u></p> <ul style="list-style-type: none"> • Click Email Icon • Click Profile Name dropdown • Click EleGrade • Click OK button • Type User Name • Type Password • Click OK button
8		<p><u>Using Your EleGrade Account:</u></p> <p>To use the EleGrade Admin Tool to create Parent Web Grade Passwords, you must first SHUT DOWN your personal Outlook and open your EleGrade account.</p> <p>When EleGrade creates and emails the Parent Password, a copy of the email will be placed in your SENT ITEMS.</p> <p>You should also create a PERSONAL FOLDER for this account to prevent your EleGrade Account from becoming locked.</p>