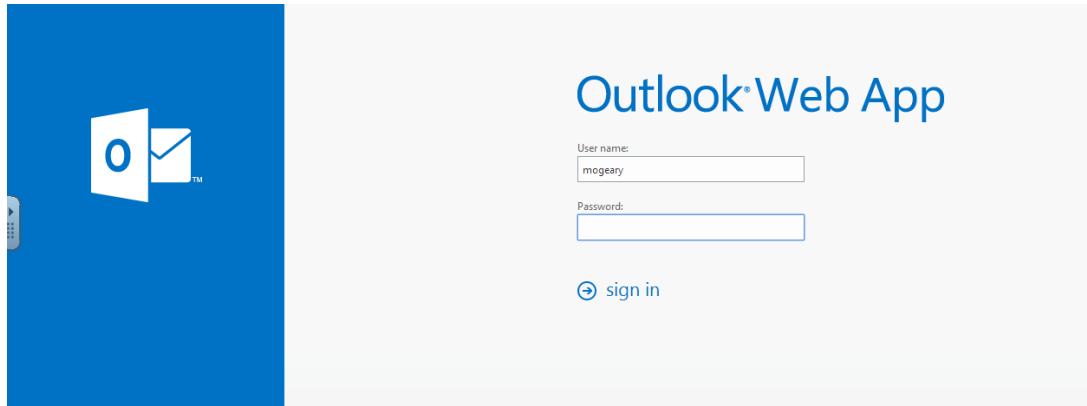


Exchange 2013

Log in to exchange.valleystream13.com

This is the webpage you will see.



Login with your credentials (This is the same as when you log onto the computer).

Click here to compose a new email

+ new mail

Search based on subject or sender

search Mail and People

To access your calendar

Calendar

Settings to change signature or set autoreply

Settings

Your folders will be listed here

Favorites
Inbox 224
Sent Items
Deleted Items 10
O'Geary, Melissa
Inbox 224

INBOX ITEMS BY DATE
all unread to me flagged

O'Geary, Melissa
Test
This is a test!

Test

O'Geary, Melissa
Fri 5/23/2014 2:28 PM
Inbox

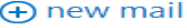
To: O'Geary, Melissa;


This is a test!


REPLY REPLY ALL FORWARD

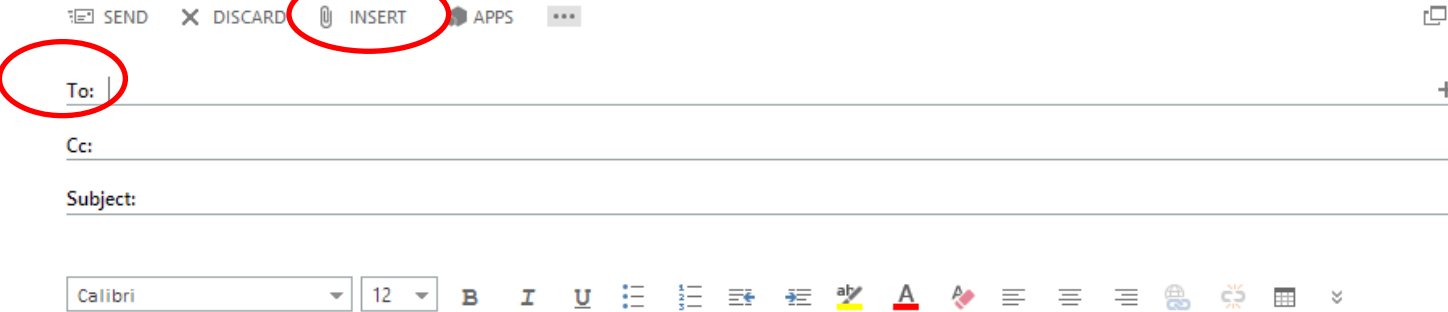
mark as read


To compose a new email:

- 1.) Click New Mail on the upper left corner 
- 2.) A new screen will appear on the right.

Click on **To** for the full district directory 











Insert to add attachments 



To: | 

Cc:

Subject:

Calibri | 12 | **B** **I** U |          

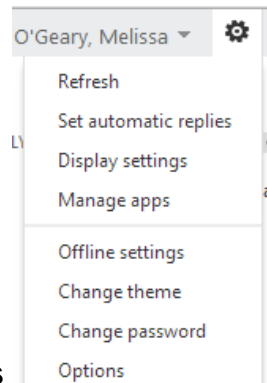
Melissa O'Geary
Technology
Valley Stream UFSD #13
880 Catalpa Drive
Franklin Square, NY 11010
516-568-6275

To add a signature:

1.) Click **Settings** on the upper right



2.) Then **Options**



3.) Go to **Settings** on the left and you will see where to set your email signature.

