

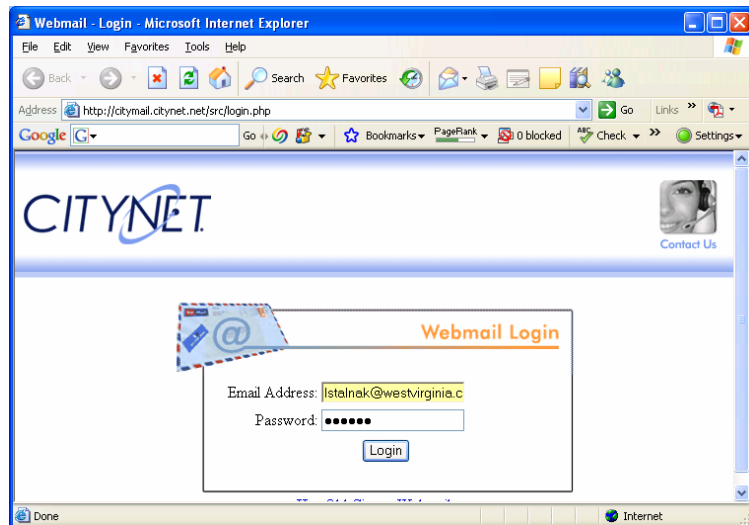
DIRECTIONS FOR CHECKING YOUR CITYNET E-MAIL AT ANY COMPUTER



Log on to the internet. Type www.citynet.net

Choose Webmail

... or you can type in www.citymail.citynet.net and go directly to the Login screen.

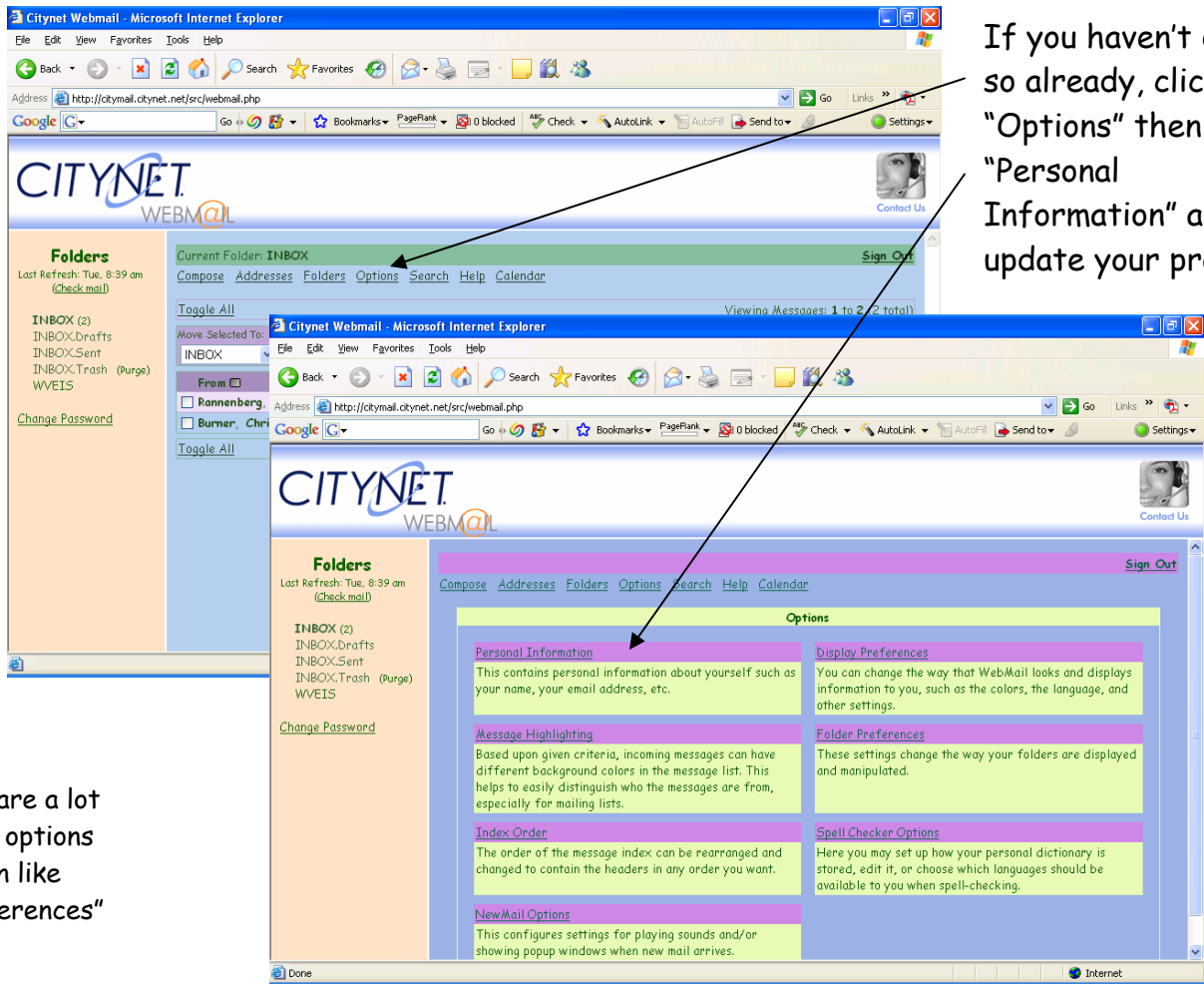


Your e-mail address is unique to your school. For example, at Salem Middle School:

- The Site Coordinator's address is salem.sc@westvirginia.com
- The Liaison's address is salem.l@westvirginia.com
- The FACE person is salem.face@westvirginia.com*

**The only exception to this is if your middle school and high school are different schools but have the same name. In that case an "m" is added to the middle school (for example: buckhannonm.sc@westvirginia.com)*

The default password for everyone is gearup (no spaces, all lower case). You may choose to change that.



If you haven't done so already, click on "Options" then "Personal Information" and update your profile.

Note: There are a lot of other nice options on this screen like "Display Preferences"

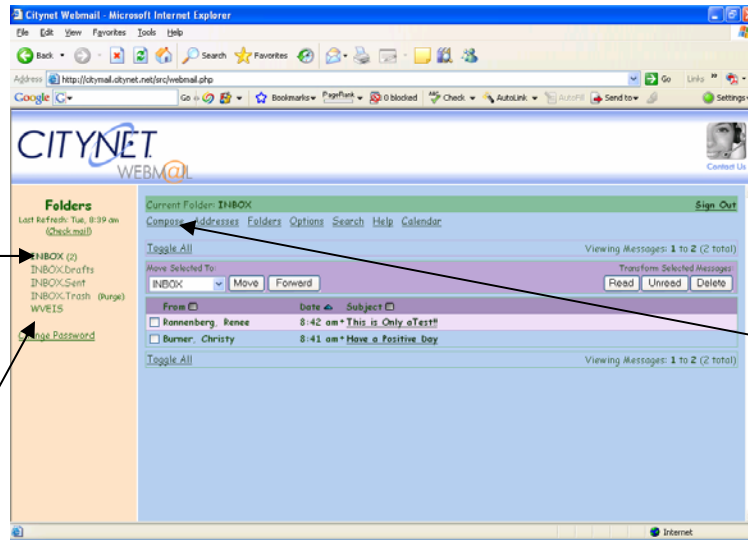
The screenshot shows the 'Options - Personal Information' form. It includes the following fields and options:

- Name and Address Options:**
 - Full Name:
 - Email Address:
 - Reply To:
 - Signature:
- Multiple Identities: [Edit](#) [Advanced Identities](#) (discards changes made on this form so far)
- Timezone Options:**
 - Your current timezone:
- Reply Citation Options:**
 - Reply Citation Style:
 - User-Defined Citation Start:
 - User-Defined Citation End:
- Signature Options:**
 - Use Signature: Yes No
 - Prefix Signature with '--' Line: Yes No

(See next page for instructions for this screen.)

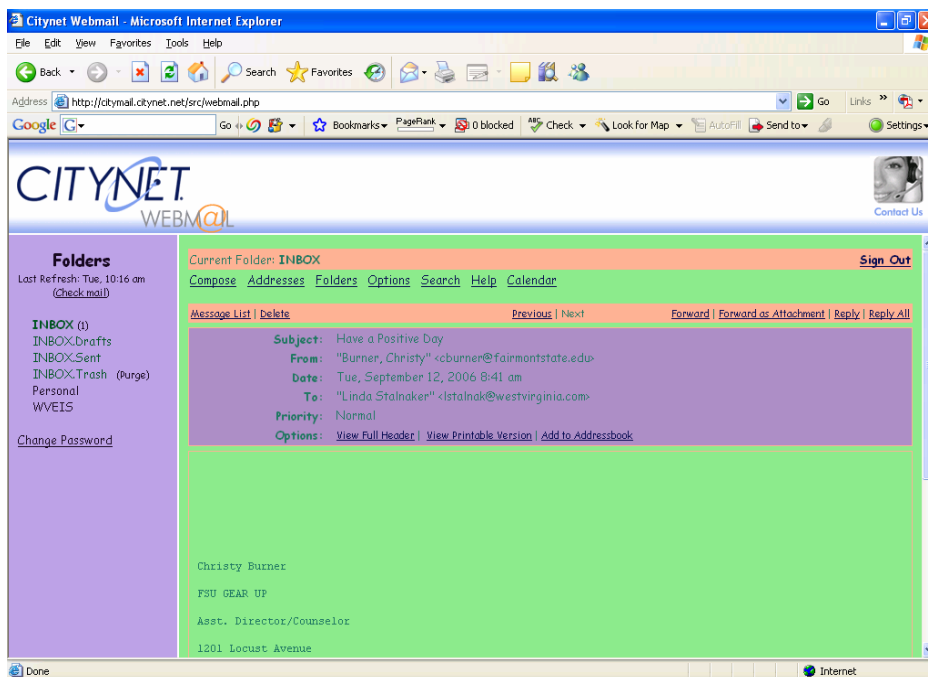
Complete the Personal Information screen. Use your name and GEAR UP e-mail. Leave Reply To blank. The Signature option allows you to choose text that will show up at the bottom of every e-mail you send. Choose the Timezone "Same as Server" and "No Citation". Then complete your Signature options, if you want to use that feature. Click Submit.

Click on the "Inbox" in the left column to check your e-mail. Click on the message subject to read it.



To create new e-mail messages, use the "Compose" command.

You'll notice additional folders under Inbox in the left column. You can move current messages to those folders using the "Move" command directly above your messages. Create custom folders under the "Folders" options on the toolbar. After you create a new folder, click "Refresh Folder List". The new folder will appear in the left column. Then you can move items to a folder to save them.



To answer an e-mail, click on the "Reply" button in the upper right section of the

Be sure to "Sign Out" when you're finished.