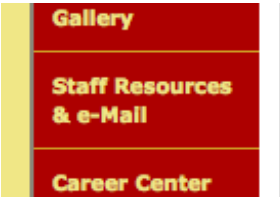


Web based e-mail allows your to check your GFW e-Mail from any computer connected to the Internet.

1) Connect

To use web-based e-Mail:

- click the “Staff Resources & e-Mail” link on the GFW web site (<http://www.gfw.k12.mn.us>), or



or, enter this web address: **<http://mail.gfw.k12.mn.us>**

2) Log-in

To log in:

- Username: Enter the first part of your e-mail address
- Password: Enter your e-mail password

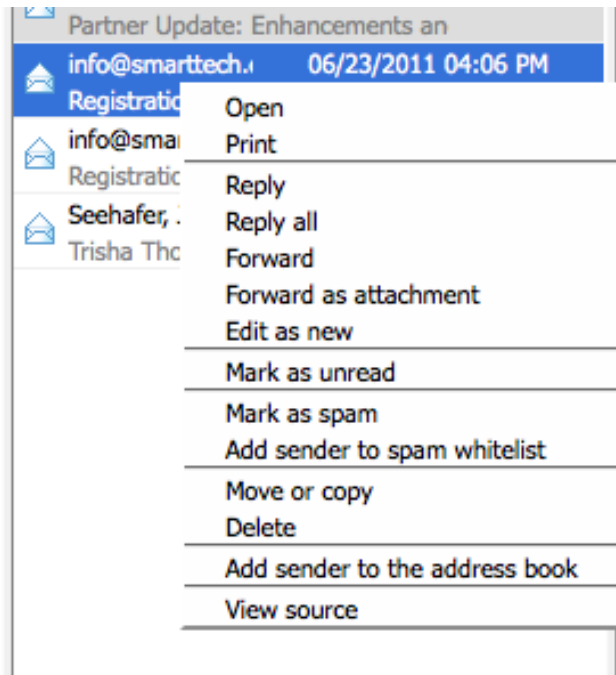
Click **OK**



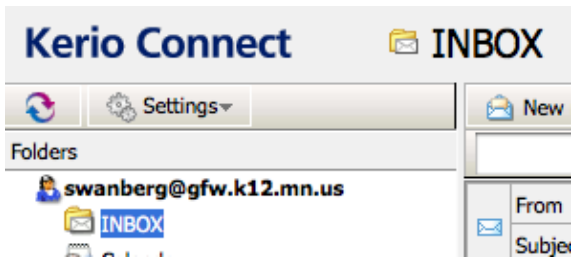
3) Check Your Mail

4) Some Hints and Tips

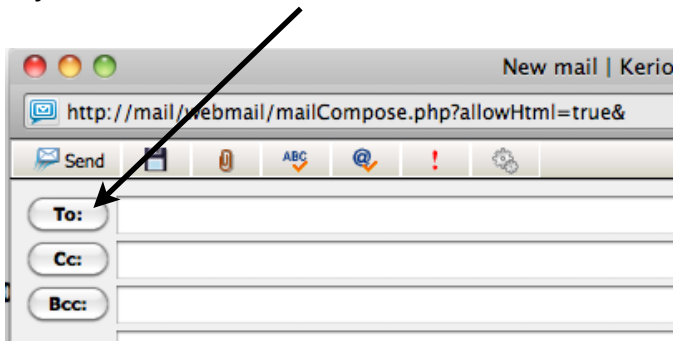
Control-clicking on an e-mail message brings up a menu with useful options--including adding the contact to your address book.



Click the symbol to the left of “settings” to check for new e-mail
Important to change this setting: Settings Menu--->Settings--->Check the option “Delete messages permanently (Don’t move them to the deleted items folder)”



When you create a new e-mail, click the “To” oval to bring up the address book.



A note on attachments:

-You may not be able to open all attachments. If someone sends you an attachment, but you do not have the program that created the attachment on your computer, the attachment will not open.

-If you send attachments as .pdf and .jpg, all users will be able to open.