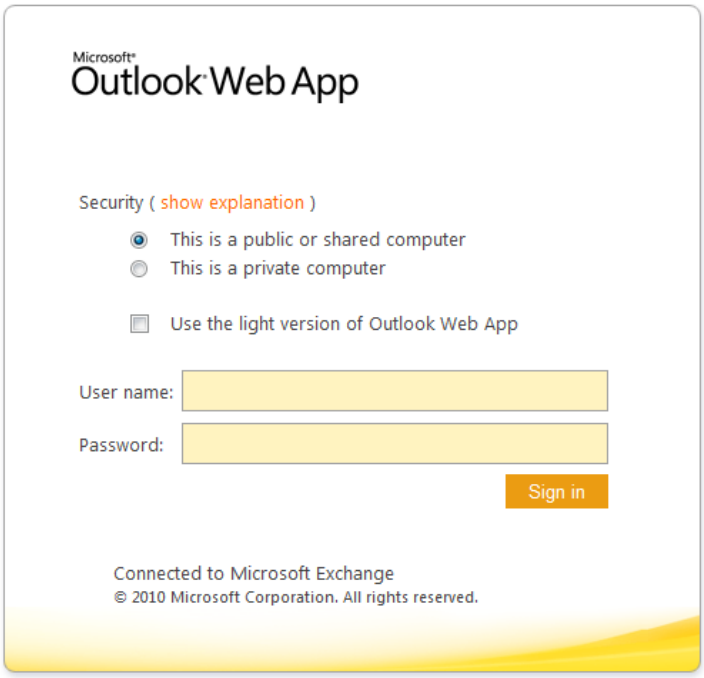
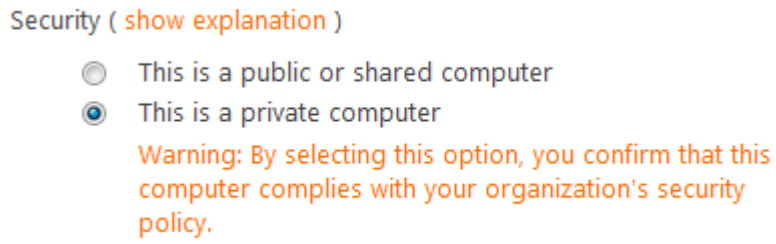
Using the City of Stamford / Stamford Public Schools

Web Email System

Open the Login Screen: Go to the following site: www.stamfordct.gov/mail and choose the login link. The login screen will look like this:



If you are at home or work, you may choose the setting for "This is a private computer".



Public and private settings control the amount of time before you get automatically logged out if you stop using your email and forget to sign out.

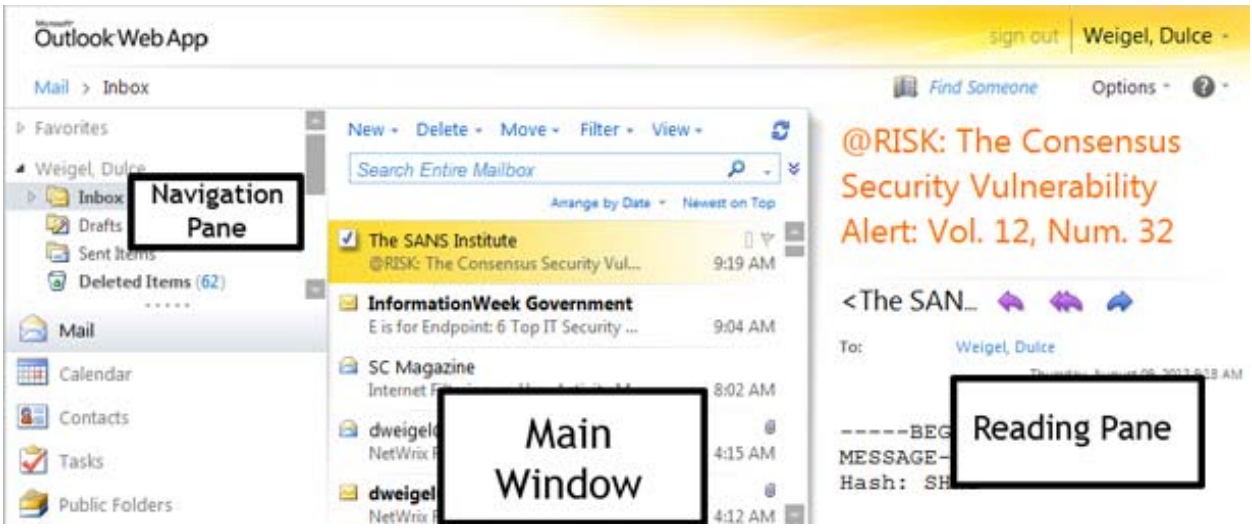
The private setting provides more time before you are automatically logged out. This setting is good to use at home. If you are in a classroom, you may want to choose the public setting. The light version is not recommended for normal use and should be used only if you have a really slow connection, or have problems with the other versions. The light version has very few features.

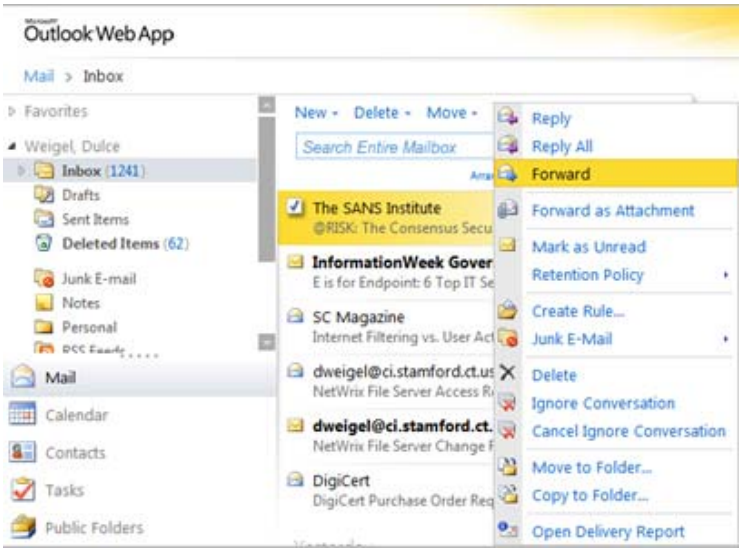
The Basics:

Log in by entering the username and password you have been given or are using for your email. Once you enter your username and password and click "Sign In", you will be brought to your inbox. (If you have a new password you will be prompted to change it first, and then you will see your inbox.) Please note that your username is NOT your email address, it is everything before the @symbol. So someone whose email is JSmith@stamfordct.gov would have a username of JSmith.

Your Mailbox:

At the top of the Main Window you have all of your action items like "New, Delete, Move, Filter, and View." Under the Navigation Pane is a list of all the Outlook Applications. Mail, Calendar, Contacts, and Tasks shortcuts can be used to access the different applications within Outlook. The Reading Pane Gives you a preview of a selected message.



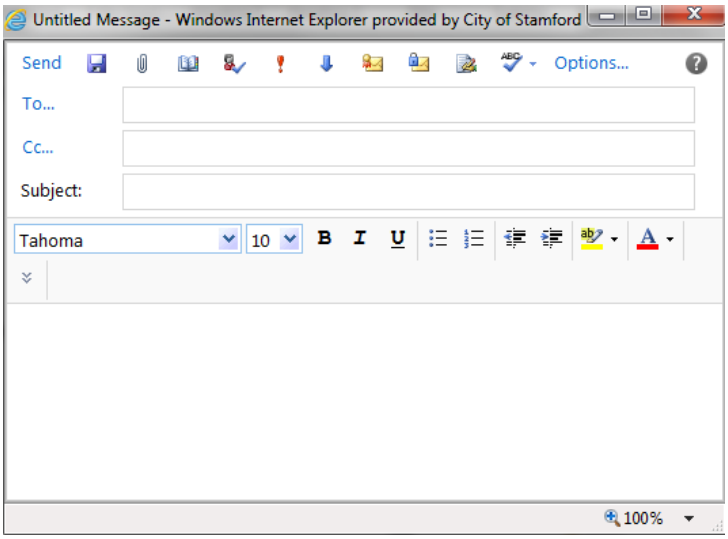


Using the right click on your mouse when selecting a message (or in any Outlook application) will also provide you with additional options when reading your messages.

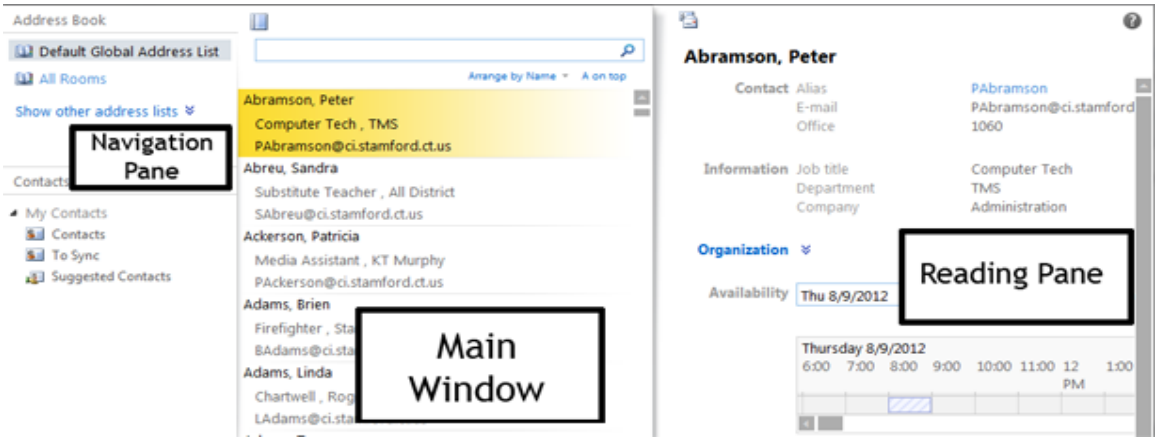
See example left.

Composing a New Message and Finding People in the Address List:

Click “New” and a new window will appear to create a message.

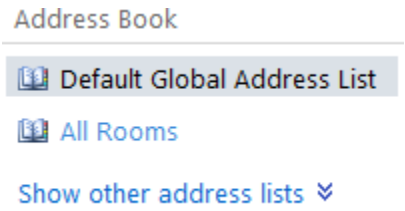


To select people to receive your message, click “To”. This will cause the “Default Global Address List” to come up where you can choose people from our organization. In the navigation pane, you see the Global Address List as well as the options to choose your own contacts. In the main window, you get a list of the people in the address list you chose and in the reading pane, you get information about the person you chose.

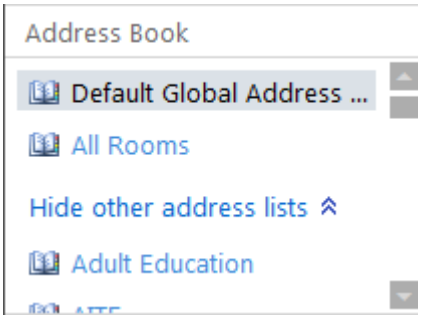


You are also able to browse by school so that you can avoid having to scroll through the entire list of people just to find people in your school. (The people listed in your school are based on the most current listing that IT has been given.)

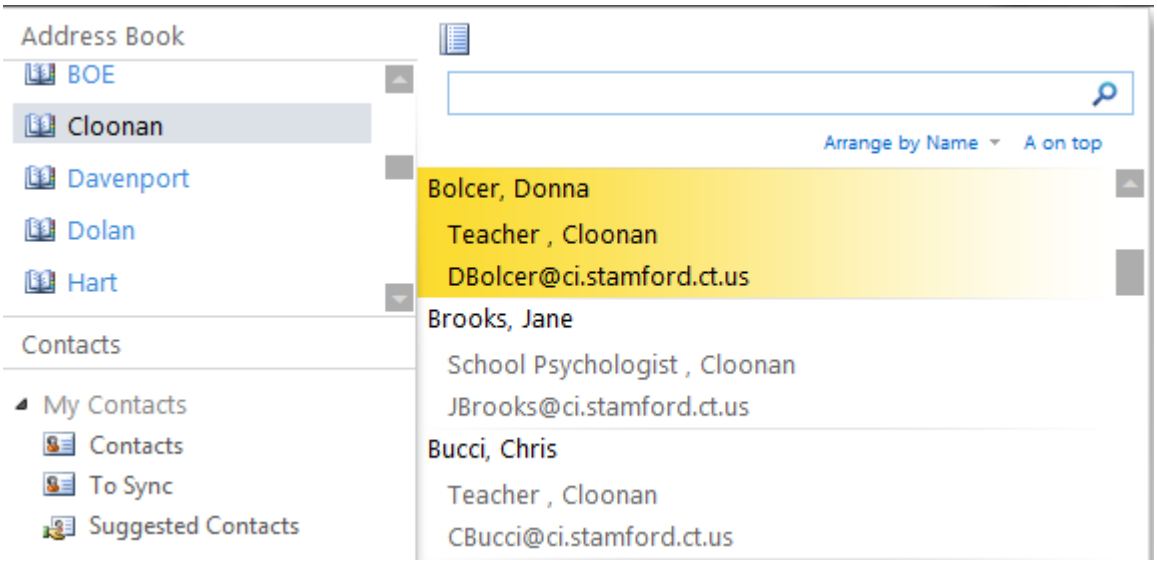
Click the option for “Show other address lists”.



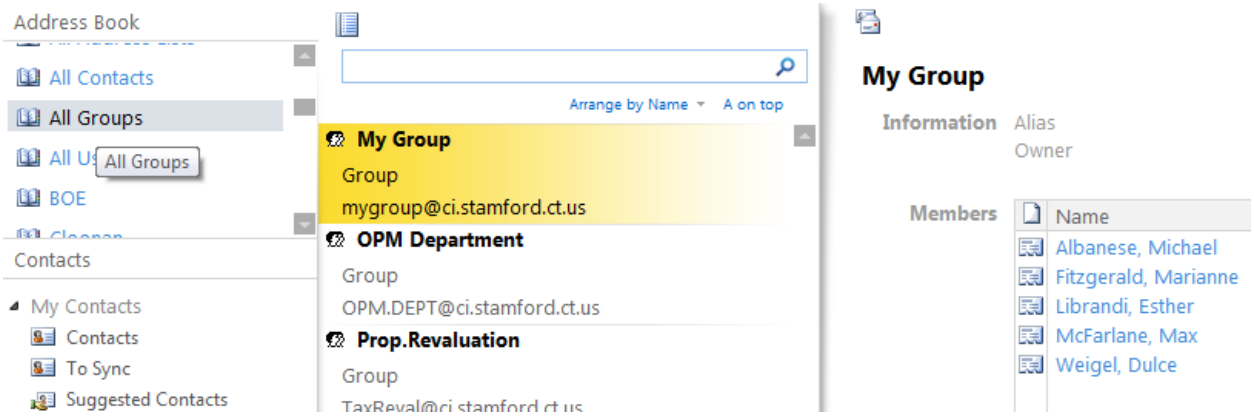
Then the other address lists will appear under this option. (Unfortunately there is no way to show the entire list at once, so you will have to scroll.)



Click the name of the school you want and those people will show in the main window.

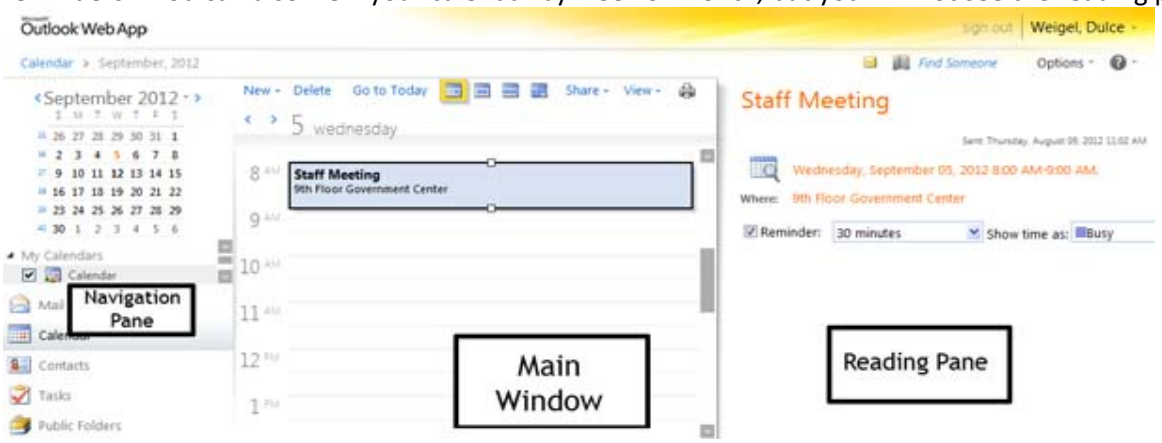


You can also view groups. Choose “All Groups” on the left and the groups will show in the main window. Members of the group will show in the reading pane so you know you have the right group. These groups are global groups and are not the same as a group you might create in your own contacts.

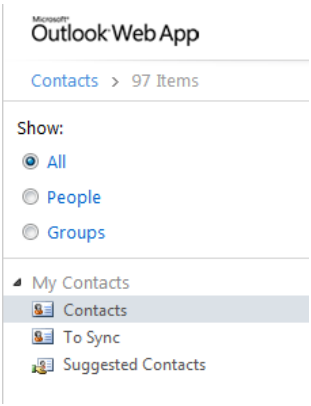


Your Calendar:

In the Calendar application you can create, delete and edit existing appointments/events. If you use the daily view, the Reading Pane offers you a full explanation of any appointment and allows you to edit any reminders. You can also view your calendar by week or month, but you will not see the reading pane.

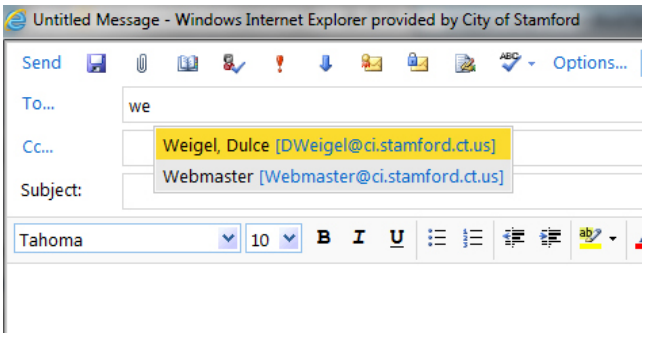


Your Contacts:



You can create a list of personal contacts that is exclusive to you. These are not the same as the Global Address List that includes all employees. From the action items menu you can create, edit and delete selected contacts. You can also make groups of people that you might always contact together.

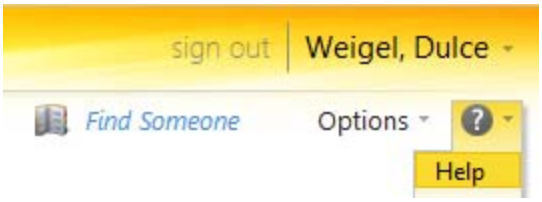
Suggested contacts are people to whom you have sent or received email a number of times, but who are not currently in your contacts.



Outlook also maintains what is called your "most recent recipients list". This list helps you out when you are creating a message by offering suggestions of recipients after you type a few letters in the "To" field.

I still need help!

There is help available on every screen. Just look for the little question mark in the upper right hand corner of each window. Click the arrow and then click “help” and you should go to help.outlook.com which is Microsoft’s help site for Outlook web app. Usually you will find that the help is context sensitive so it will help you with the screen you are on.

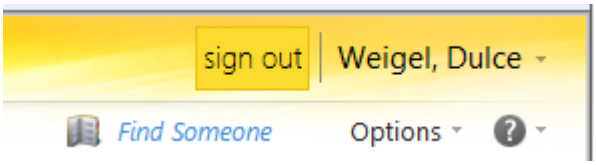


Dos and Don'ts:

Spam is mail that you might get that is unsolicited and unwanted. We have a spam filter which catches hundreds of thousands of messages; however there is the chance that you might get a spam message. If you do get a spam message, **DO** delete it – do not click any links or attachments in this message. **DON’T** give out your username and password in response to a message.

DO make sure that only you know your password and that you choose something you can remember, but also something that is not too easy for others to guess.

DO always sign out when you are finished using your email to prevent unauthorized access to your mailbox. You can either just close your browser or you can click the sign out button in the upper right hand corner next to your name.



DO keep track of what is in your mailbox. Empty your deleted items on a regular basis and remove mail that you no longer need.