

## TDSB CAC / School Council Chair Shared Email Account Access

**New Account / First Time Use:** If you have a new Parent account, you must first set up your own personal password, before you can use the account to access tdsb wifi or your council email account. Follow the **first time use** document found here: <http://is.gd/engageatTDSB>

**Mobile Device Access:** **Please note** – The email app on mobile devices cannot be used to access your shared council mailbox. You must use a browser on a computer, as discussed below, to access the mailbox.

### **Step 1**

Open your browser (Internet Explorer, Chrome, Firefox, or Safari) and in the **address** field, type:

**webmail.tdsb.on.ca**

Press **Enter**.

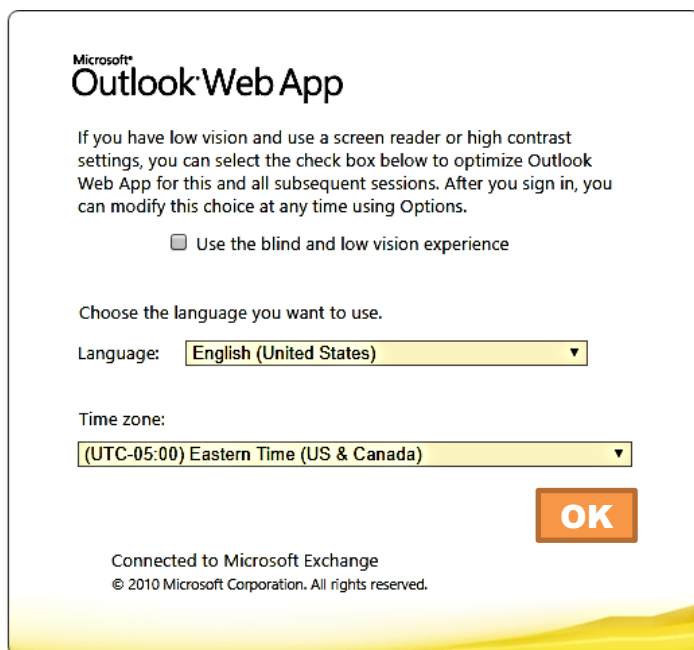
Log in with your ID and current password:



The screenshot shows the tdsb Outlook login interface. At the top is the 'tdsb Outlook' logo. Below it are two input fields: 'User name:' containing 'P000000112' and 'Password:' containing '....'. At the bottom left is a 'sign in' button with a right-pointing arrow icon.

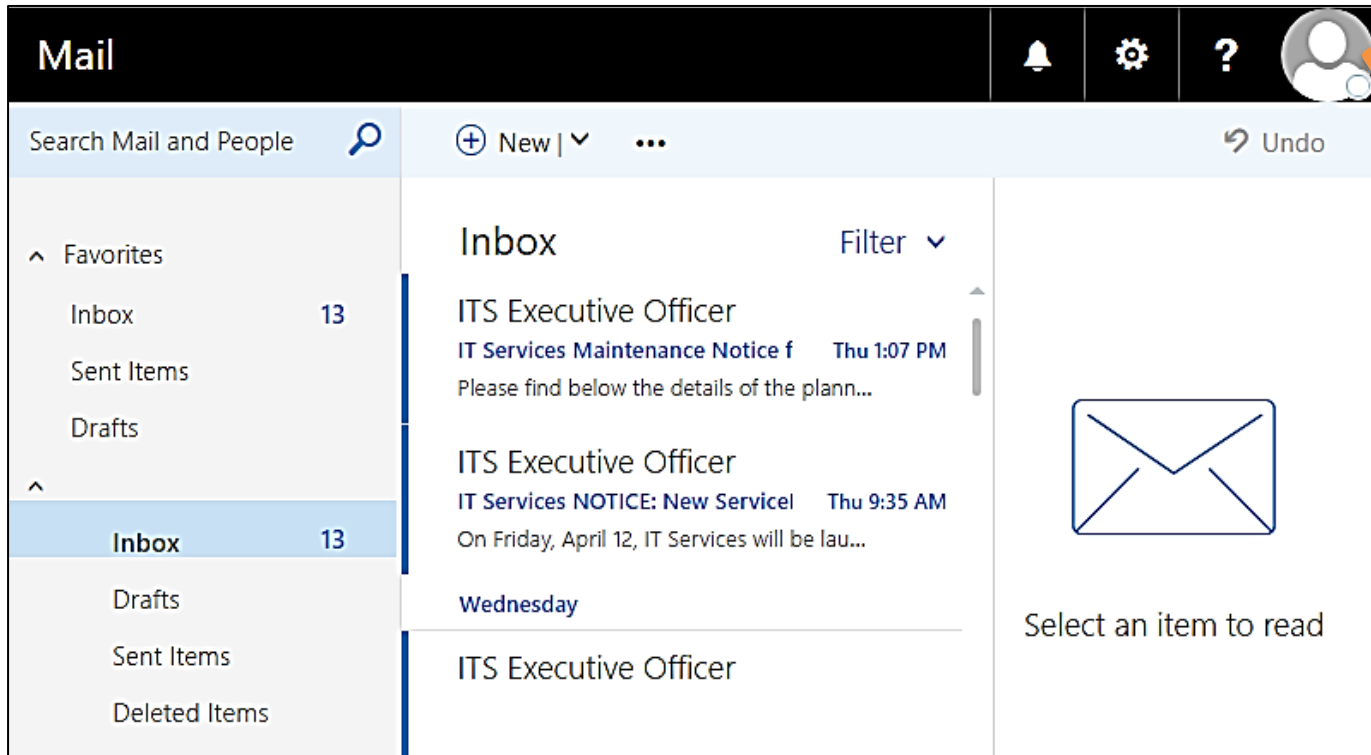
The **first time** you log into Outlook, you will see these options.

Click **OK**.



The screenshot shows the Microsoft Outlook Web App settings screen. At the top is the 'Microsoft Outlook Web App' title. Below it is a paragraph of text: 'If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web App for this and all subsequent sessions. After you sign in, you can modify this choice at any time using Options.' Below this text is a checkbox labeled 'Use the blind and low vision experience' which is currently unchecked. Further down is the text 'Choose the language you want to use.' followed by a 'Language:' dropdown menu set to 'English (United States)'. Below that is the text 'Time zone:' followed by a 'Time zone:' dropdown menu set to '(UTC-05:00) Eastern Time (US & Canada)'. At the bottom right is a large orange 'OK' button. At the very bottom, it says 'Connected to Microsoft Exchange' and '© 2010 Microsoft Corporation. All rights reserved.'

The following **Outlook Web App** page will be displayed. Make sure your browser window is maximized / fills the screen, so that you can see all of the options.



**Note:** This is your personal TDSB mailbox, not the shared council mailbox. Follow the next step to switch to your council mailbox.

When finished with your email session, remember to click here, and **sign out**, and then close the browser.

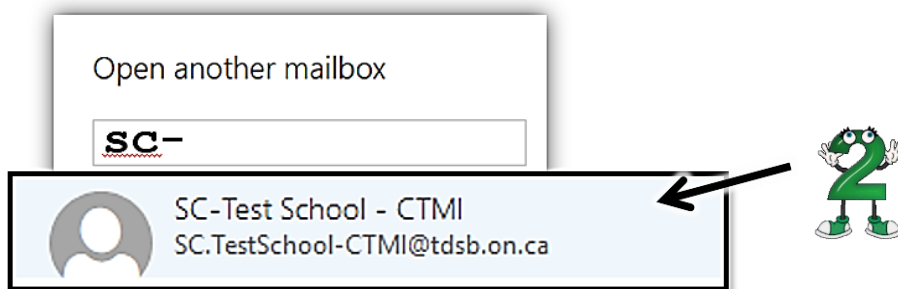
## Step 2 – Switch to your CAC, or School Council mailbox

Access the shared mailbox for your Committee or School Council: Click on the circle person icon;

1. Select **Open another mailbox.**



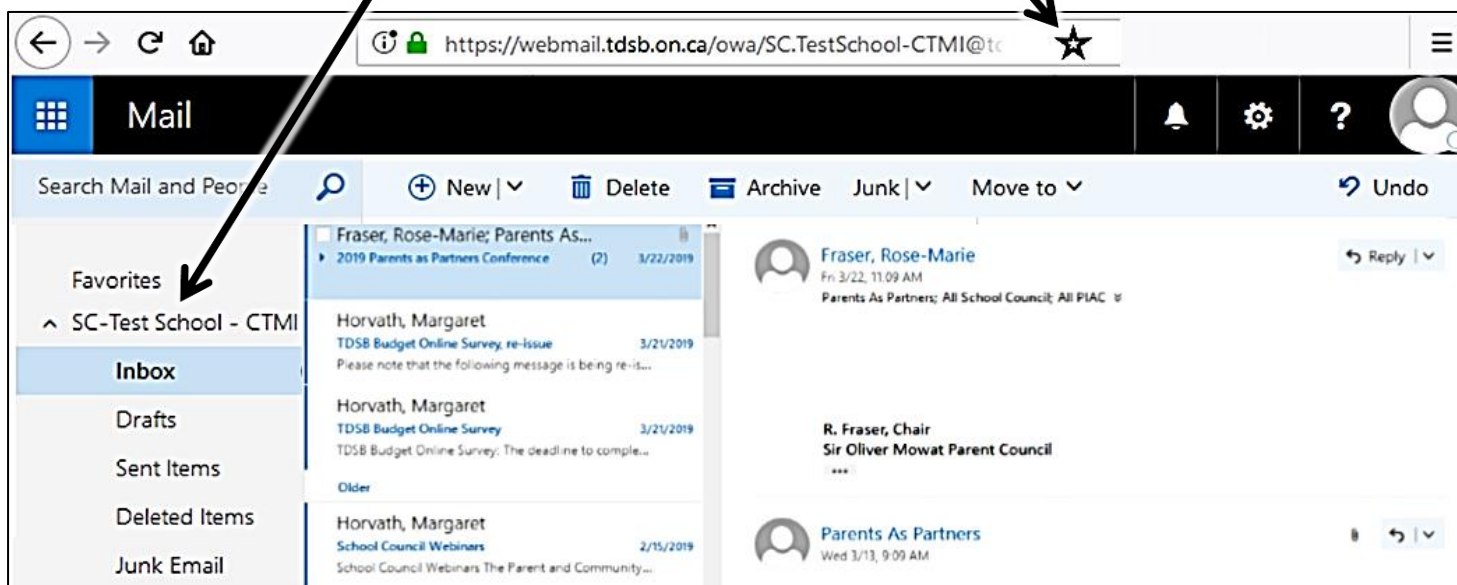
Find mailbox name: Type **CAC-** or **SC-** and press the **Enter** key.



2. Select the appropriate mailbox from the list that appears.  
Click **Open.**

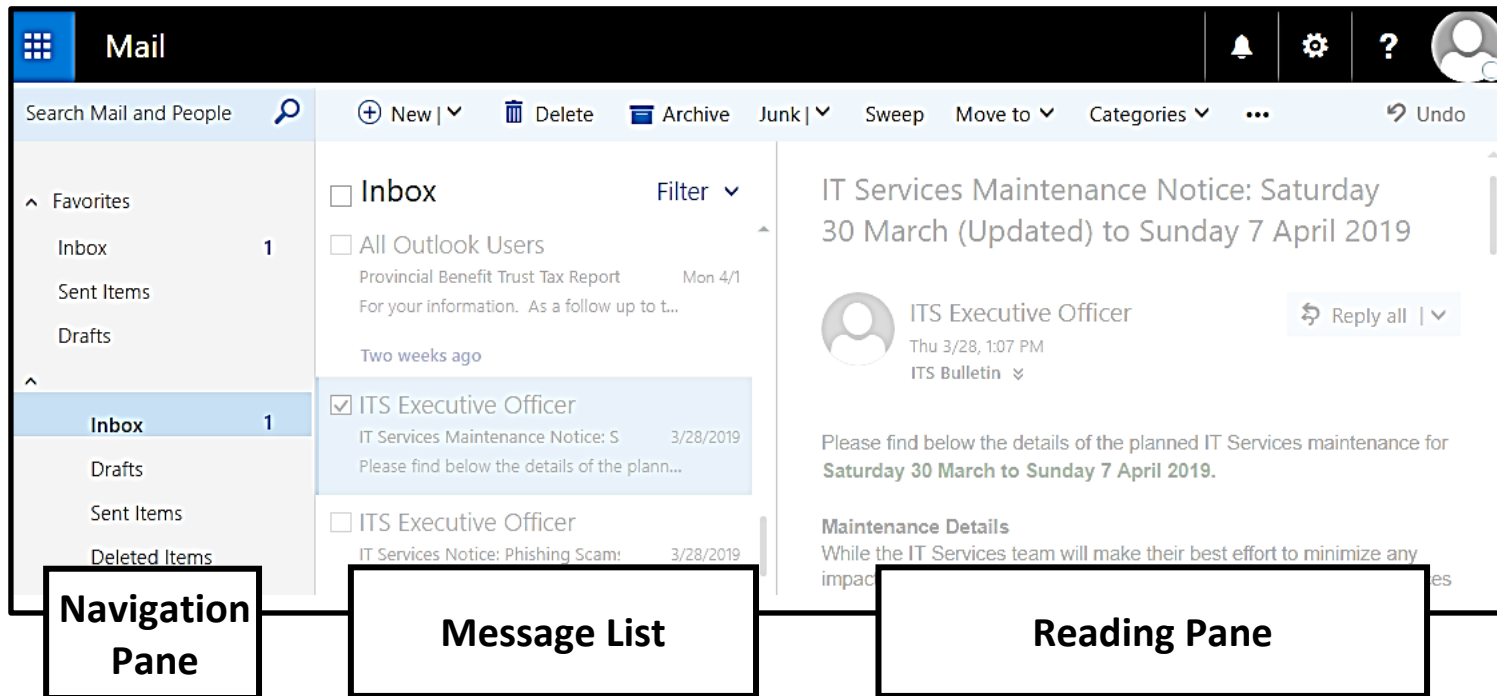
You are now viewing the shared mailbox.

**You can bookmark this page in your browser, for quicker access in the future.**



The email screen is usually divided into three sections by default.

The three sections are, from left to right: **Navigation Pane**, **Message List**, & **Reading Pane**.



The **Navigation Pane** allows you to switch from viewing the Inbox, to viewing the Drafts, Sent Items, or Deleted Items folders.

Above the **Message List**, you will find buttons to create **New** mail, and **Delete** selected messages.

The **Reading Pane** displays the body of the selected message.

**When finished with your session, remember to click the sign out button at the top right, and then close the browser.**

<http://is.gd/engageatTDSB>