

QUICKSTART GUIDE

Remote Access

11/01

The First Time You Use Remote Access

- A. Access Lotus Notes on your regular computer to set your password:
1. On the Workspace at Office screen, double click the Round Rock ISD.org's Address Book.
 2. On the Navigation Pane on the left side of the screen, make sure "People" is selected.
 3. Find your name on the user list by typing the first letter of your last name to bring up the Quick Search box. Enter the rest of your last name and click on **OK**. Use your arrow keys, if necessary, to locate your name.
 4. Double click on the entry for your name to access your Person Document.
 5. Click on the **Edit Person** button at the upper left corner of the screen.
 6. **If you are on the old version 4.6:** Scroll until you see the "Internet Password" field in the left column.
If you are on the new version 5: Click on the Basics tab and look for the "Internet Password" field.
 7. Click between the two gray brackets so your insertion point is blinking within the field. If any code is present, delete all the code, including the parentheses.
 8. Type a password with at least eight alpha and/or numeric characters, all in lower case. Please do not use rrisdnotes, our Lotus Notes default, so that the security of your mailbox is protected.
 9. Click on the **Save and Close** button at the upper left corner of the screen. Your password will be encoded so no one else will be able to read it.
 10. Allow at least one hour to pass so your password can be replicated to the AdminNote2 mailbox.
- B. Access Internet Explorer to establish your mailbox location:
1. At Address, delete the URL address (beginning with http) and enter the following:
`https://mail.roundrockisd.org/mailjump.nsf`
 3. Press **Enter**.
 4. On the Security Alert dialog box, click on the **Yes** button to proceed.
 5. On the Enter Network Password dialog box, type in your user name as follows:
`firstname_lastname` (i.e. mary_smith)
Note: some browsers will not accept the underscore. If you have difficulty accessing your mailbox, enter your user name without the underscore (i.e., mary smith).
 6. Press **Tab** and enter the password you created on your Person document. Click on **OK**.
 7. When your mailbox appears on the screen (the first screen), create a link to access this screen quickly.

As You Continue to Use Remote Access

After you have done the initial set-up described above, you will be able to access your mailbox quickly by doing the following:

1. Access Internet Explorer.
2. Click on your link.
3. On the Security Alert dialog box, click **Yes** to proceed.
4. On the Enter Network Password dialog box, enter your user name and password.
5. Click on **OK**.

Use Your Mailbox

1. On the Main Menu (the first screen), click on **Inbox** to access the Mail Screen.
2. On the Mail Screen, click on any of the options on the left side of the screen.
3. To view your messages, click on **Inbox**.
4. To select a message, click on the name of the sender (underlined). When the message appears, you can click on the buttons on the toolbar to **Edit**, **Forward**, **Reply**, **Reply With History**, **Trash** or **File** the message.
5. You also can click on buttons to create a new **Memo**, return to the **Inbox** or access your **Calendar**.
6. To print the message, you must use the Explorer menu bar: click on **File>Print** or use the **Print** icon.
7. To delete a message, you must have the message on your screen. Click on the **Trash** button and the message will be placed in the Trash folder. The Mail Screen will re-appear. To permanently delete messages, click on **Empty Trash** under **Actions** on the Mail Screen.
8. To create and send a message:
 - Click on the **Create New Memo** option on the Mail Menu or the **Memo** button on the screen where the message is displayed.
 - On the Memo form, type names or click on the **Address** button to use Address Finder.
 - Type the body of your message in the large white area.
 - Select whether you want to **Send Only**, **Send and Save** or **Save as Draft**.
 - Click on the **Submit** button to complete the process of sending your message.
9. To use the Address Finder:
 - Click on the **Address** button on the Memo form.
 - Click into the field at "Target Name," type in the last name of the individual or the name of a group.
 - Click on the **Search for Target Name** button. If you are unsure about the spelling of a name or group, type in as many letters as possible and then scroll to find the exact name.
 - Click on the name so it is highlighted.
 - Click on the **Send To**, **Copy To**, or **Blind Copy To** buttons as necessary.
 - Click on the **Return with address selections** button.

Close the Browser

To exit from your remote mailbox, click on **File** on the Explorer menu bar and then **Exit**.

**For assistance, contact your technology facilitator or
call the Information Services HelpDesk at 464-5167**