

Barre Schools Webmail Instructions

<https://gwweb.u61.net/gw/webacc>

Our school district has upgraded its e-mail capabilities, including a brand new web client. The web email is similar to Hotmail, AOL, and Yahoo Mail. It is available from any internet capable computer, using a variety of up-to-date internet browsers. Type in the address above to get to the secure email site.

1. Type in your e-mail login name (same as Novell login. Don't include @u61.net)

2. Type in your mail or network password here. (They are the same.)

3. For security reasons, uncheck this box. (otherwise others can access your account)

4. Press the login button to get into your email.

A screen like this will appear:

Create a new email or calendar/appt.

The address book now contains info on all staff.

Remember to Logout when you are finished. For extra security, close out the browser.

Options allows changing the number of messages displayed, password...

Excellent Help is available!

School Computer Helpline: 479-6901 (During regular school hours)