

Using Webmail

1. Once you are on the Internet, open your web browser, most likely Internet Explorer or Firefox.
2. Go to the site with this address <http://mail.bcisd.org>
3. The next screen that you will see provides a place for you to enter your user name and password. This is the user name and password for your email. Remember it is not the same as your Internet user name and password. Most of the email user names are simply your first initial and up to 7 letters of your last name. Examples: polsen, wdygert etc. There are some exceptions where there would be duplicate names.
4. After entering the user name use the TAB key to move to the password box or use the mouse and click in the box for the password. Enter your email password. Tap the ENTER key.
5. The next screen will come up with a heading for Ice Warp Web Mail.
6. Find the menu bar and click on the heading for Get Messages.
7. As your messages appear, click on them to display the mail.

It is important to remember that this does not remove your messages from the server. So webmail is a good tool to use when you are away from your main computer. You will still want to use a regular email client like Outlook, Eudora or Thunderbird. It is also important to remember that your Webmail mailbox has a size limit. Deleting messages that you no longer need is very important.