

## Student Email Quick Start Sheet

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Some things you should know about your new email system:

- **You're no longer a number.** Your username is based on your first and last names.
- The new system has a **file storage area**, so you can upload files to your account for use at home or to share.
- You'll be able to upload files without attachments. If your teacher uses ePals, you can share files with them without using messages and attachments.
- You'll have **25 MB** of space for email and files.
- Email messages are monitored . . . meaning messages with profanity or similar language may not be sent or received.
- There's a **2 MB limit** for attachments.

One thing that stays the same this year--you will be able to access your email from any computer with an Internet connection: [www.schoolmail.epals.com/login](http://www.schoolmail.epals.com/login).

Look for the link at the **DASD web site >> For Students.**

**Your email address will be something like**

jdoe@dasd.epals.com

First initial + last name@dasd.epals.com



**Webmail:** Use this button to access your mailbox, compose email, move messages, delete messages, manage your address book, and more.



**File Sharing & Storage:** Use **My Private Files** when you need to save files for later use at home or outside of school.

**Shared Files** might be used to share files with your teacher.

Click on **Upload File** >> Select **Private** or **Shared** >> **Browse** for your file >> **Open** >> **Upload**



**eCards:** Send a card . . .



**Logout:** When you finish with email, please be sure to logout and close your browser window.