

BIS Help Guides

How to send an email using Webmail

Learn how to write emails from any Internet connected device.

Written By: BIS Edtech Team

Roundcube Webmail :: Inbox

https://webmail.bis-school.com/?_task=mail&_mbox=INBOX

Diigolet Tech integration Yahoo Tools Bing Tools Google Tools Photos & Graphics Website Health Legal documents

BIS Webmail

Mail Address Book Settings Logout

Filter: All

Folders	Subject	From	Date	Size
Inbox	School is out, time to do some work!	Nevers, Frederic	2014-06-27 19:26	7 KB
Drafts	Sec Teachers: All-Staff: Correction:	Julie Metzloff	Today 17:00	4 KB
Sent	Sec Teachers: All-Staff: PS: Return dates: ADMIN staff	Julie Metzloff	Today 15:12	4 KB
Junk	Sec Teachers: All-Staff: Return dates for the next schoo...	Julie Metzloff	Today 15:09	6 KB
Trash	Re: Troy's Laptop	Krenczewski, Marcel	Today 15:05	20 KB
Deleted Messages	Troy's Laptop	Krenczewski, Marcel	Today 14:59	9 KB
Mentor	Sec Teachers: All-Staff: Leaving Staff Laptop Return	Krenczewski, Marcel	Today 14:47	9 KB
Notes	Sec Teachers: Yearbook	Hannigan, Sara	Today 14:20	22 KB
Sent Messages	licencing	Tia Martin	Today 14:19	20 KB
Students	Sec Teachers: All-Staff: Handy tips for setting up an aut...	Paul Dawes	Today 14:18	318 KB
Student 1	Re: [Technology in the IB Curriculum] Summer Update: ...	Projestus Mutalemwa	Today 13:13	16 KB
Student 2	Re:	Anna Stevens	Today 12:59	103 KB
Technology	Re: 1:1 Laptop CIG - Slam Sessions	Anna Stevens	Today 12:59	6 KB
10A	Re: 1:1 Laptop CIG - Slam Sessions	Anna Stevens	Today 12:59	6 KB
10C	Re: Re: 1:1 laptop slam sessions	Anna Stevens	Today 12:58	11 KB
8D	Re: Re: 1:1 laptop slam sessions	Anna Stevens	Today 12:58	13 KB
	Re: 1:1 laptop slam sessions	Anna Stevens	Today 12:58	4 KB
	Re: Re: 1:1 laptop slam sessions	Anna Stevens	Today 12:58	11 KB
	Re: Re: 1:1 laptop slam sessions	Anna Stevens	Today 12:58	13 KB
	Re: 1:1 laptop slam sessions	Anna Stevens	Today 12:58	4 KB
	Re: 1:1 laptop slam sessions	Anna Stevens	Today 12:58	5 KB
	Re: Re: Sec Teachers: All-Teachers: Mac keyboard short...	Anna Stevens	Today 12:58	6 KB
	Re: 1:1 laptop slam sessions	Anna Stevens	Today 12:58	5 KB
	Re: Re: Sec Teachers: All-Teachers: Mac keyboard short...	Anna Stevens	Today 12:58	6 KB
	Re: Re: Support with laptop distribution	Anna Stevens	Today 12:57	5 KB
	Re: Re: change of direction for CIG group	Anna Stevens	Today 12:57	5 KB
	Re: Learning with technology PD Day - 2nd May 2014	Anna Stevens	Today 12:57	19 KB
	Re: Re: Support with laptop distribution	Anna Stevens	Today 12:57	5 KB

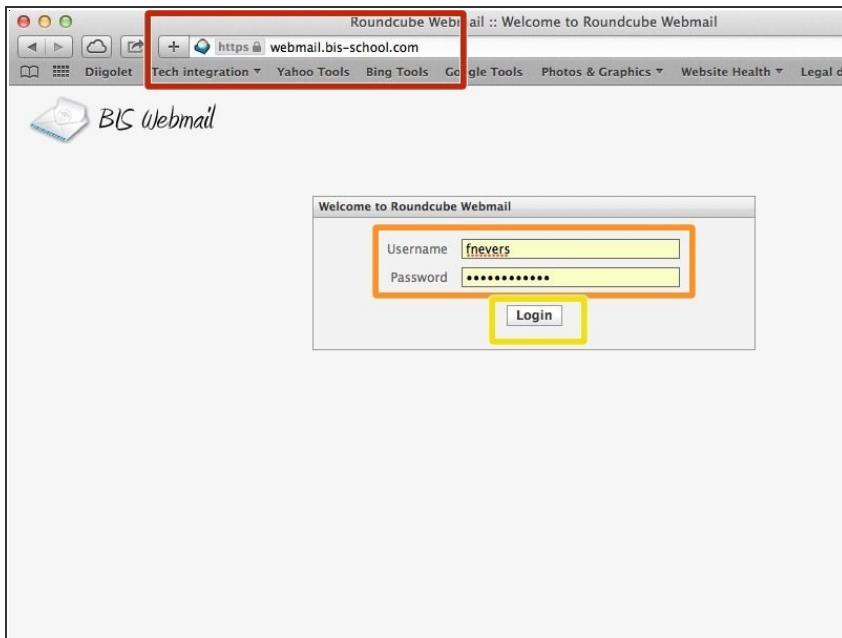
Select: ☐ ☐ ☐ ☐ ☐ Threads: ☐ ☐ ☐ Show preview pane: ☐

Messages 1 to 40 of 10868

INTRODUCTION

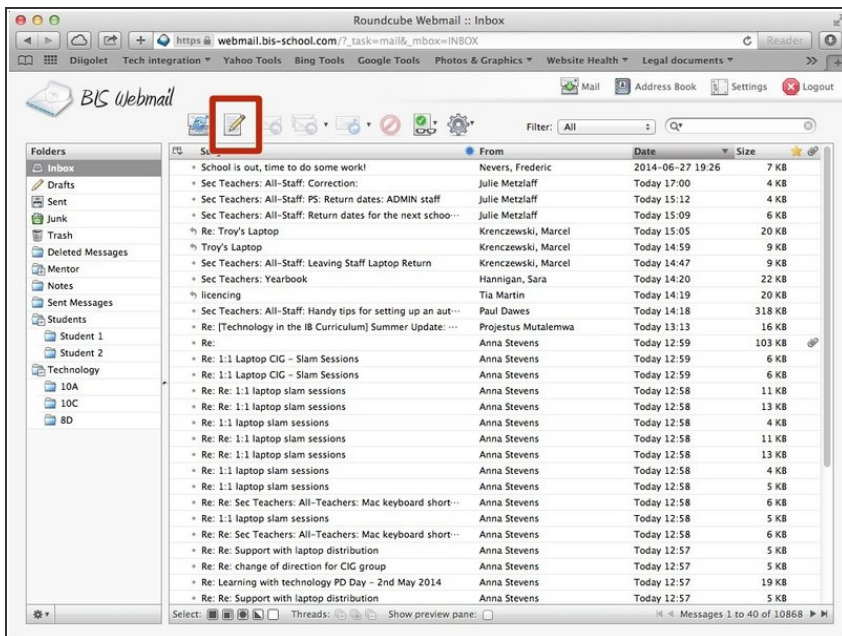
Although the IT team do a great job of setting up the email client on your Mac laptop, there will be times when you need to access your school email account from a different machine (e.g. phone, iPad, etc.). This guide will show you how to use Webmail, the Web browser friendly email client for your school email account.

Step 1 — Visit the Webmail page



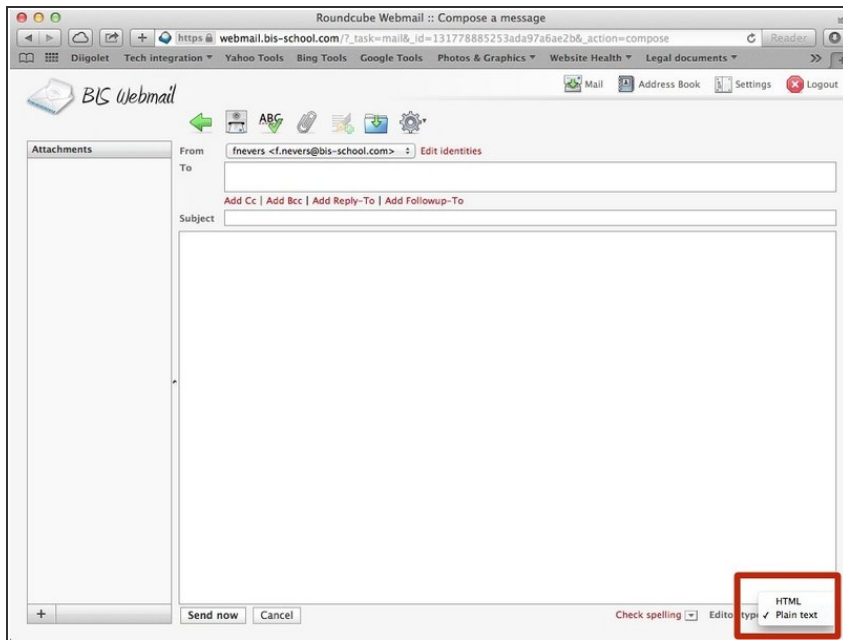
- Visit <http://webmail.bis-school.com>
- Type your username and password
- Click 'Login'

Step 2 — Visit the 'compose' page



- Click on the 'Compose new message' icon

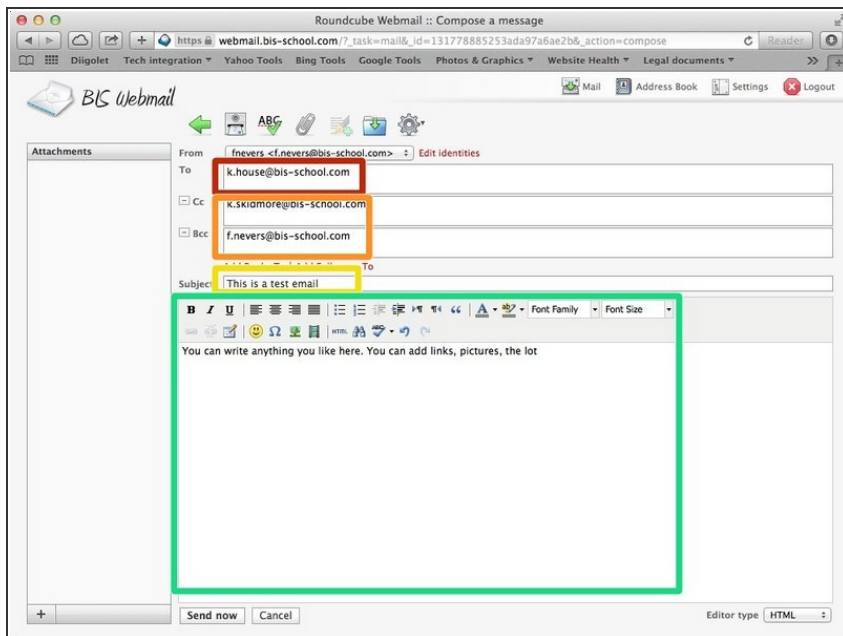
Step 3 — Enable HTML messages (optional)



i By default your messages will be sent as plain text, which makes it difficult to add links, bold text, etc.

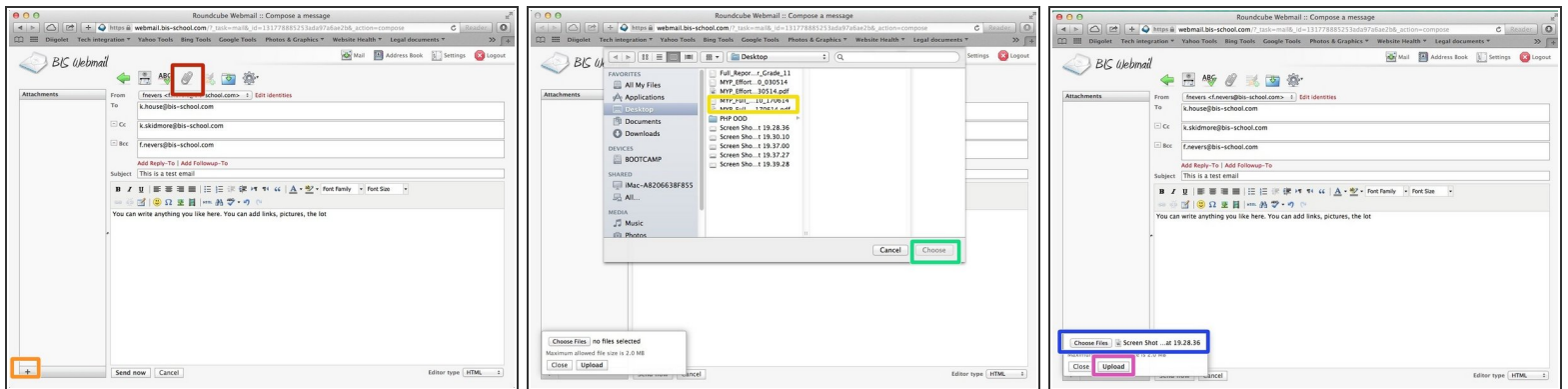
- You can enable fully formatted messages by clicking on the drop down box at the bottom right of the compose window, and select the HTML option

Step 4 — Choose the recipients and compose your message



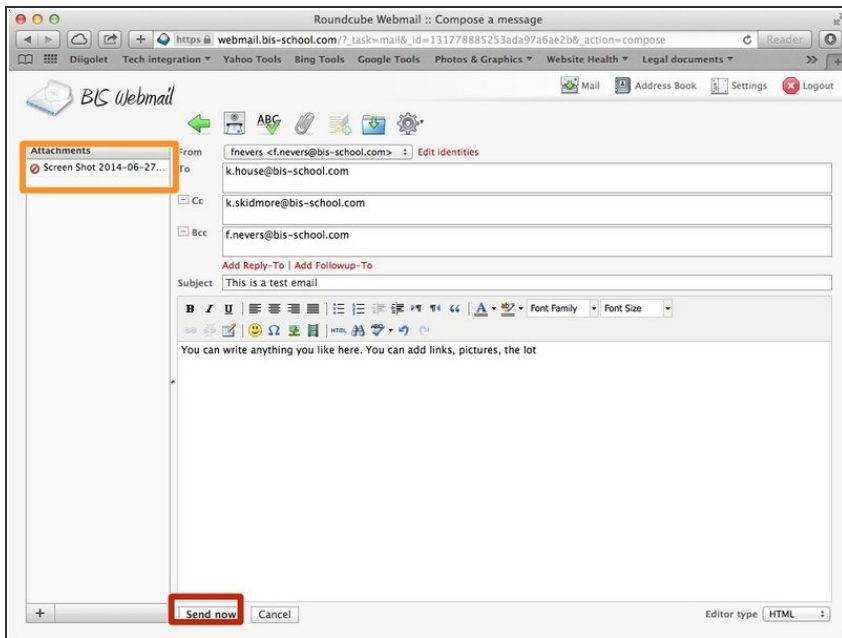
- Type the main recipient's address. You can add more recipients separating each address using a comma
- You can add CC, BCC, REPLY-TO, FORWARD-TO addresses using the red links below the input textboxes
- Type a subject for your message. This is what the recipient will see first
- Compose your message. You can use the formatting options available in the formatting bar. Hover your mouse over each icon to see what they do.

Step 5 — Attach a file (optional)



- i** There are two ways to do this
- Click on the paperclip icon at the top of the window
 - OR Click on the + icon at the bottom left of the window
 - Select a file
 - Click 'Choose'
 - Check the file details are correct
 - Click 'Upload'. This may take a while depending on your connection

Step 6 — Send your message



- Click 'Send Now'
- ⓘ You won't get a confirmation your message has been sent, but you will be sent to the main page. You will get an error message if the email couldn't be sent.