Getting Started Guide

Revised: October 16, 2013

Logging in

From a school computer

You should find that you are logged in automatically when you start Internet Explorer on your school computer.
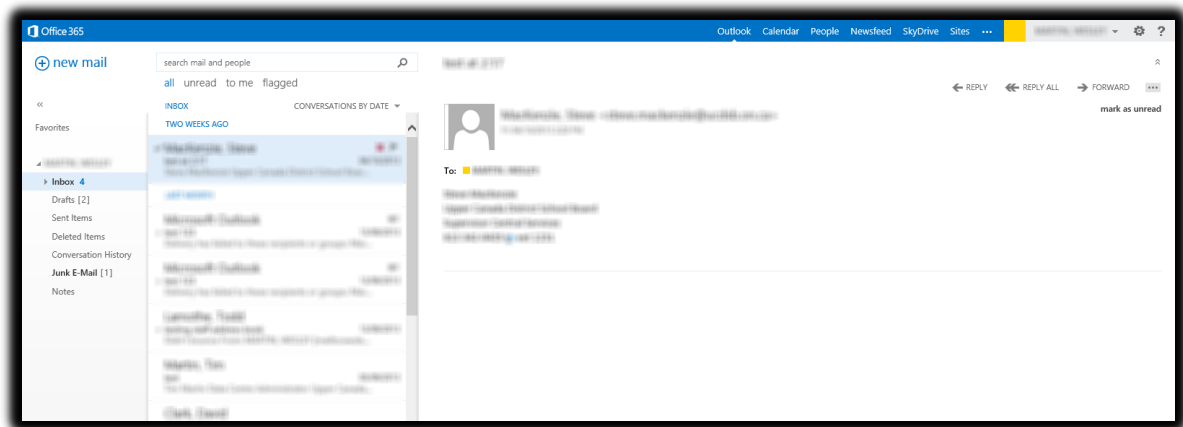
From your own computer

In your Browser at home, type in the following URL: https://my.ucdsb.ca

You will be brought to the following screen. Login with your *Student number* and *Password*.

Using MyUCDSB Email

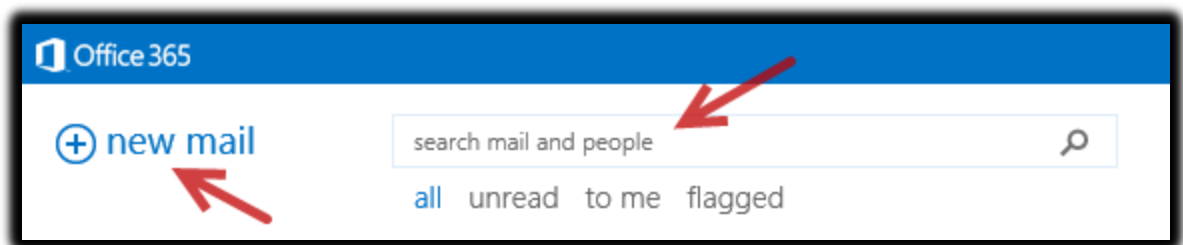MyUCDSB looks very similar to Microsoft Hotmail or Outlook.com.

You can click through your mail by using the menu on the left hand side of the page.

Your **MyUCDSB** account allows you to:
- Manage your email
- Write email messages
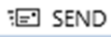- Build your own Contact lists
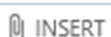- Create Personal Calendar events
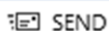
Handling Messages

The ⊕ **new mail** icon located in the top left-hand side of the screen allows you create new messages. The **Search** box will allow you to search for mail messages and people.

My.ucdsb.ca

Sending Email

Click the [+ new mail] icon located in the top left-hand side of the screen. You can now add recipients, compose your email, and add attachments. You can customize your message by using the formatting and style toolbars located below the Subject line.

- [SEND] Click to send the message, with or without an attached file.

- [X DISCARD] Click to discard the current message without saving changes.

- [INSERT] Click to display the *attachment*, *picture*, or *signature* drop-down.

- [...] Click this button to show additional options such as: *save, show bcc, show from, check names, set importance, switch to plain text, show message options.*

- **To:** In the text box, enter the email address(es) of the person(s) to whom this message will be sent. You may also click **To:** to access your personal contacts.

- **CC:** In the text box, enter the email address(es) of person(s) to whom you'd like a copy of this message to be sent. You may also click **Cc:** to access your personal Contacts.

- **Subject:** Enter the subject of the email into the text box.

Note: Once you have clicked [SEND], you cannot cancel sending the message.