

Using District Webmail

Every staff member in ICSD has a district email account. Emails from the administration, technology people, other staff members etc. are sent to this account. It is prudent to check your district email **daily**, even if you prefer to use a private email account for most of your communication.

Benefits:

1. The email account already exists in your name and is free.
2. It allows you to keep your school business and private correspondence separate. No need to give out personal email addresses to all your students and their parents.
3. Administrators and district personnel already send information to this account.
4. It is easy to send emails to other staff in ICSD because of the standard address used by the district.

How to use ICSD Webmail (Please be aware that you can use software such as Outlook Express or Entourage, etc. to access ICSD email.)

1. Go to www.icsd.k12.ny.us. This is the district's home page.
2. Scroll down to the bottom left hand corner of the page and click on the envelope icon.

This will bring up the WebMail logon page.

Username @icsd.k12.ny.us

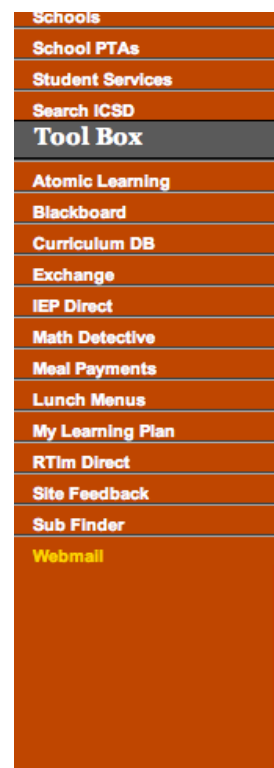
Password

Template Set

Language

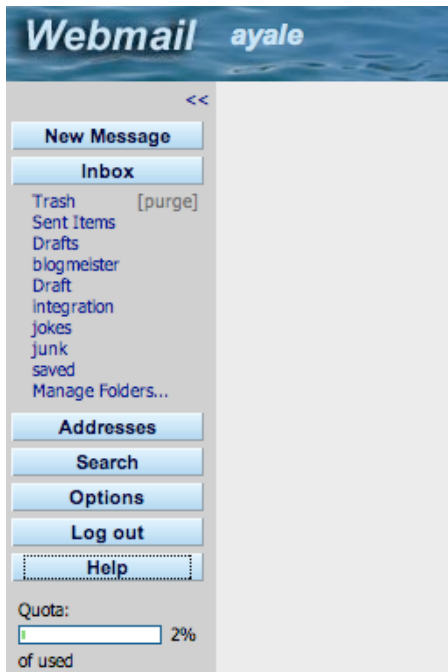
Remember me for 30 days ☐ [more info](#)

For help using ICSD WebMail click here



For better operation, choose the “Surge” template set.

3. Log into Web Mail using your network username and password. The email page will appear.



4. The buttons at the side allow you to use different email functions, such as “new message” if you want to compose an email to someone. If you want to read your emails, they are listed in the Inbox. Click on the subject and the message will appear.

Messages can be read and then put in folders (such as “saved mail”) or deleted, or forwarded using the buttons on the screen.

5. Always log out of your account using the “Log Out” button when you are done.