

Helix Email using the Internet

(This is how you access your email when you are NOT on campus)

Logging into you Helix Email

1. Launch Internet Explorer version 4.5 or higher.
1. Type in the URL <http://www.helixcharter.net> and click the link labeled "Helix Email Access" (bottom right of screen)
1. A dialogue box should appear

Type the following:

- **User ID:** your ID number
- **Password:** your password
- **Domain:** helixcharter



Connect to "www.helixcharter.net" as:

User ID: 44176478

Password:

Domain: helixcharter

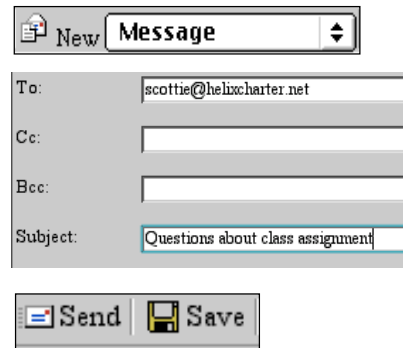
☐ Remember Password

Cancel

OK

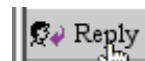
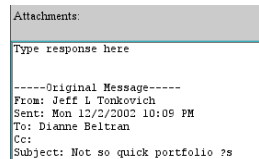
To send an Email

1. Select MESSAGE from the pull down menu and click the NEW icon
1. Type the persons email address in To: section
1. Type in a subject heading
1. Type message in the email body section
1. Click SEND icon (top left of email window) when finished)

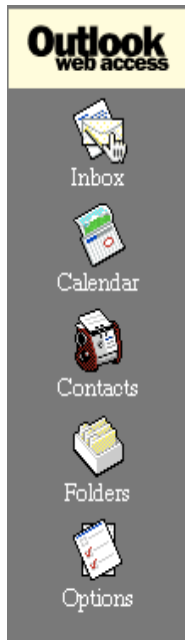


To reply to an Email

1. When the email is displayed, Click the REPLY icon
2. Click once in the email body section and type your response
3. Click SEND icon



Outlook web access Options. *The options on web access are slightly different than Outlook at school.*



Inbox – displays new messages, messages already received. Create new message here.



Calendar - displays your monthly Calendar as well as your daily Calendar. Create new appointments here.



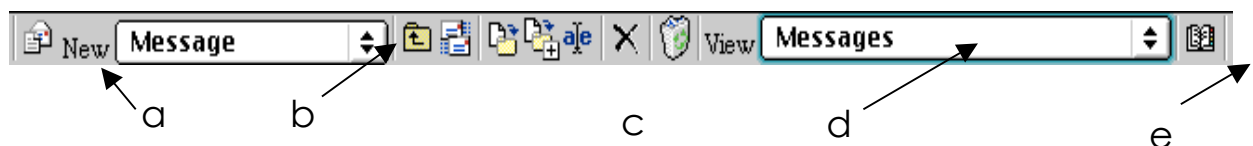
Contacts - displays all your Contacts. You can create, edit, and delete contacts.



Folders - displays and allows you to view your Outlook folders; Calendar, Contacts, Deleted Items, Drafts, Inbox, Journal, Notes, Outbox, Sent Items and Tasks.

- ☐ Inbox
- ☐ Journal
- ☐ Notes

Outlook Toolbar Options



- a.** Will give you a New screen of whatever you selected in the pulldown menu (b)
- b.** Depending on the area you are in (inbox, calendar, contacts etc.), this pull down menu displays what you can create (new message, new appointment, new contact, etc)
- c.** This deletes a selected item
- d.** Depending on the area you are in, this pull down menu changes your view
- e.** This selects your Address Book