Ministry Leader Email Instructions

How to access Ministry Leader email boxes

- Go to www.gscc.net
- Scroll down to the footer (this can be done from any page on the website), click on GSCC Leaders and then click Ministry Leader Email on the upper right hand of the page.
- This will take you directly to Outlook Web App.
- Enter your user name and password (if you don't have a user name and password, please contact your staff lead)
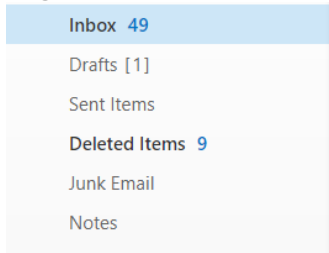- Here you send emails, receive emails and make folders

Please note: When answering an email, please be cautious. Do not click on any links unless you are expecting a link from someone. If the email name, or content raises a concern, please contact your staff lead before answering the email.
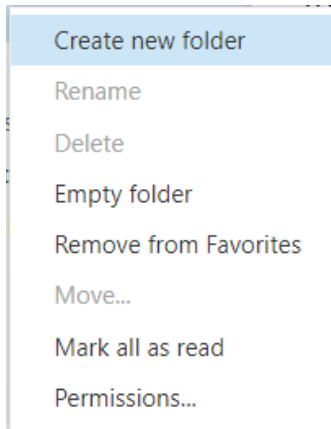
Sending emails

- Click on ⊕ New mail
- Enter email address in the To: row. (You can send an email to multiple recipients by entering their email addresses and separating them with a semicolon. For example abc@email.com; xyz@email.com)
- Add subject
- Add message
- Click send

Create a folder

- Right click on the Inbox on the left hand side of your screen

  Inbox 49
  Drafts [1]
  Sent Items
  Deleted Items 9
  Junk Email
  Notes

- Select Create new folder

  Create new folder
  Rename
  Delete
  Empty folder
  Remove from Favorites
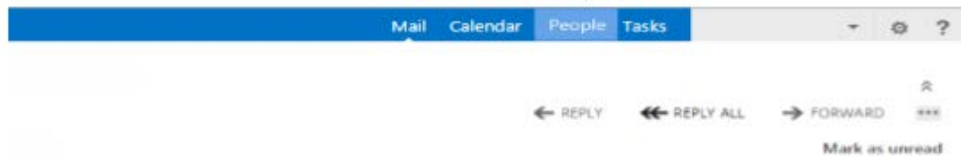 Move...
  Mark all as read
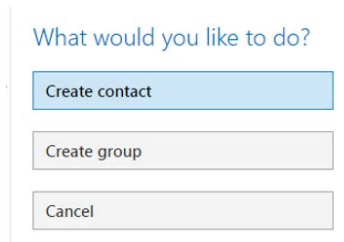 Permissions...

- Name your folder
- Hit enter

Once you have created a folder you can now drag and drop your email into the desired folder.

Create a contact

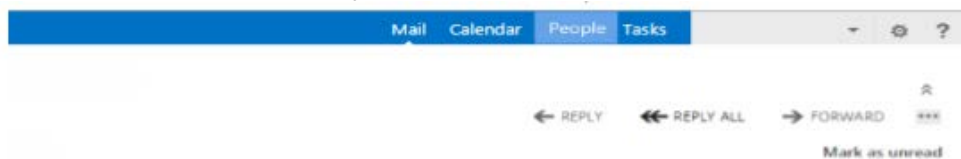- Click people at the top of your screen

- Click on ⊕ New
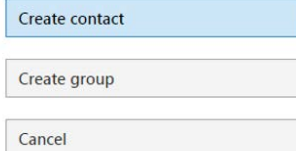- Choose Create Contact
- Fill in Contact information
- Click Save

Create a group

- Click people at the top of your screen

- Click on ⊕ New
- Choose Create Group
- Click in member box and begin typing the name of the person you want to add to your group
- Click on the person's name
- Once you have all the contacts you want in the group click save

Attach an attachment

- Click on "New mail"
- Click on "INSERT"
- Click Attachments
- Navigate to the attachment(s) you want to add. Select them and click "Open."

How to add the e-mail account to your phone - instructions for on iPhone

- Tap the Settings icon
- Select Mail, then Accounts, then Add Account
- Select Exchange
- Type in your e-mail address (VisitationMinistry@gscc.net) and Password and click Next
- Click Save

Set up a signature

John Doe
Volunteer Lead, ABC Ministry
abcministry@gscc.net
Staff Contact: Jane Smith | jsmith@gscc.net | 817-421-1387, ext. XXX

In order to add a signature to your e-mails, follow these steps:

- Click the Settings icon (upper right hand corner)
- Click "Options"
- Click "settings"
- Type desired signature in the email signature box
- Check the box for the option "Automatically include my signature on messages I send."
- Click save