

Chatsworth High School

TECHNOLOGY

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To: All LAUSD EMAIL USERS

Date: January 23, 2004

Re: lausd.k12.ca.us accounts

The management system for LAUSD email changes next week. Essentially, the current system terminates at 5 pm, Thursday, January 29. The new system then begins at 6 am, Friday, January 30. In summary, what you need to know:

- current users will retain the same email address
- all users will have a new temporary password (employee number)
- messages (email) on the current system will not be transferred and will not be available after January 29, 5 pm.
- address book entries will not be transferred
- all saved email will be dumped and will not be transferred

This is sort of like your current email provider is suddenly no longer available but your email address is active with another provider. There is no transfer of any kind. At this time and maybe never, the new system will not allow POP access (use of Outlook or other mail applications); it is web-based.

For more information go to: www.lausd.k12.ca.us/lausd/offices/itd/epals.htm.

There is a link to this information on LAUSDnet. There is also information on the Chatsworth High web site.

If you have email messages on lausd.k12.ca.us that you wish to save or have access to after January 29, 5 pm, you must save the messages to your computer or forward to another email service other than lausd. You must also salvage your address book information prior to January 29, 5 pm.

PS: Waiting until January 29 to save or salvage your information could be a bad idea, especially if a lot of people wait until the last minute.

LAUSD_{net} WebMail

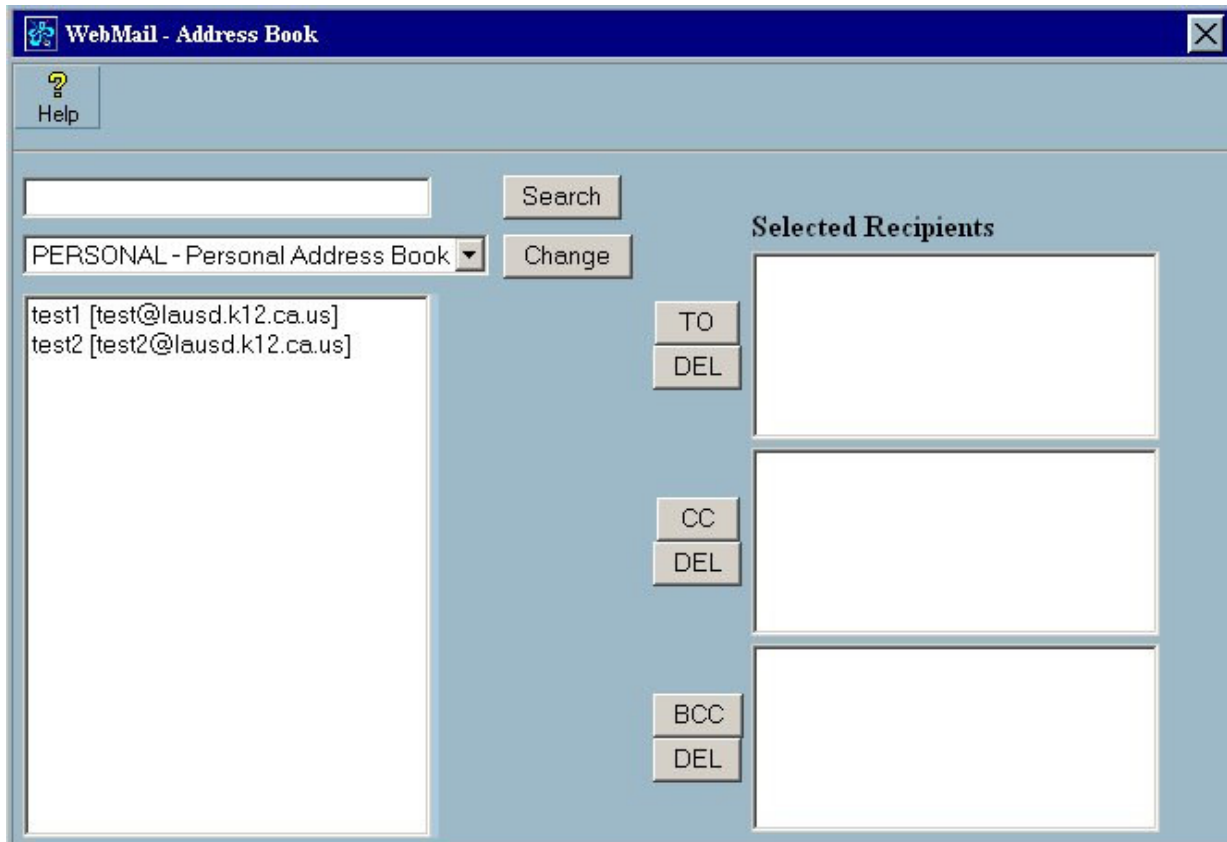
Instruction Guide on Exporting Address Book Contacts

Step 1: Log into your Webmail account.

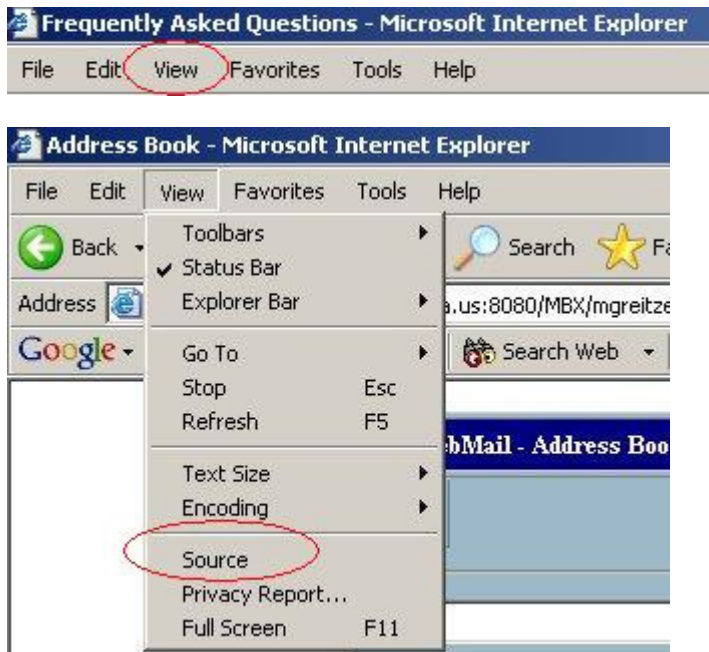
Step 2: Click on the address tab.



You should now be able to see your entire list of contacts on the screen or be able to scroll down the list.



Step 3: Click on View at the top corner of your web browser and then select source.

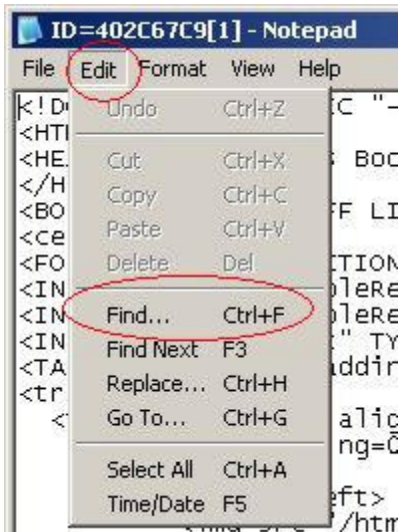


Step 4: You should have a text box on your screen that looks like the following:

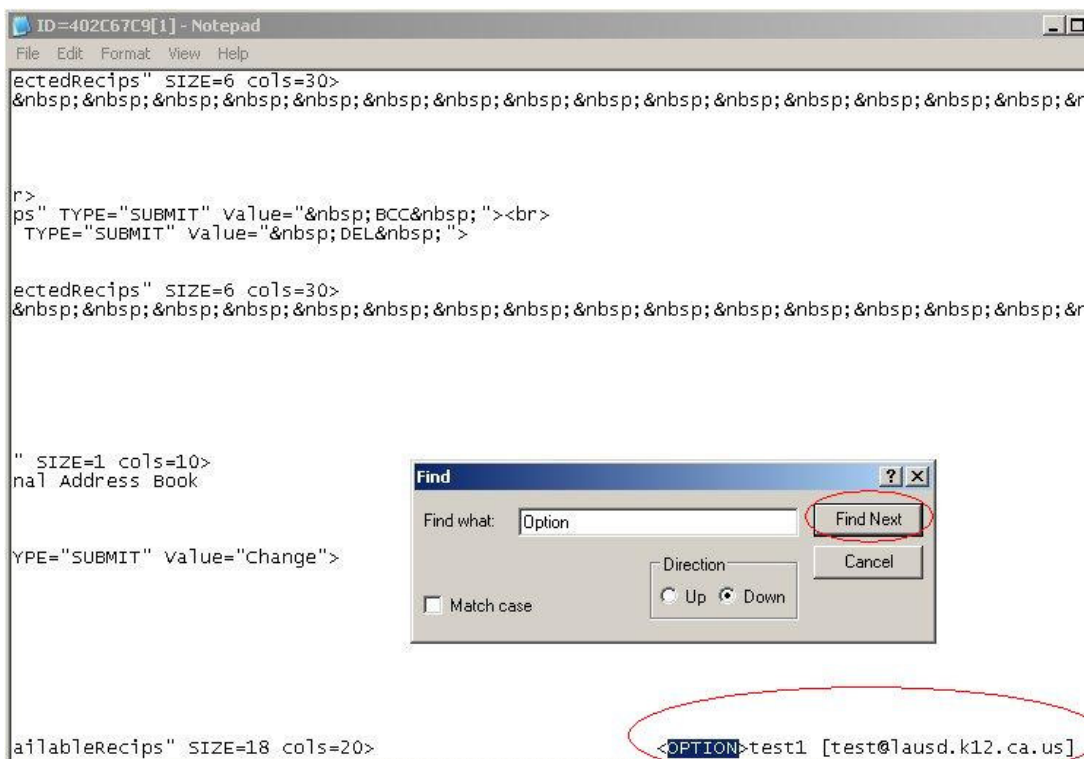
The image shows a Notepad window titled 'ID=402C67C9[1] - Notepad'. The window contains HTML source code for an 'Address Book' page. The code includes a DOCTYPE declaration, HTML and HEAD tags, and a BODY tag with various attributes. The main content is a table with a header row and a body row. The header row contains a table with two columns: one for the page title 'webMail - Address Book' and one for a 'DoneAddress' button. The body row contains a table with two columns: one for a search form and one for a 'DoneAddress' button.

```
<!DOCTYPE HTML PUBLIC "-//IETF//DTD HTML 3.0//EN" "html.dtd">
<HTML>
<HEAD><TITLE>Address Book</TITLE>
</HEAD>
<BODY bgcolor=#FFFFFF LINK=#0000FF VLINK=#0000FF ALINK=#0000FF>
<center>
<FORM METHOD=post ACTION=/MBX/mgreitze/ID=4016DAE2>
<INPUT NAME="AvailableRecipsTop" TYPE="hidden" VALUE="0">
<INPUT NAME="AvailableRecipsMax" TYPE="hidden" VALUE="500">
<INPUT NAME="Subject" TYPE="hidden" VALUE=""><INPUT NAME="MessageText"
<TABLE border cellpadding=0 bgcolor=9DB9C8>
<tr>
<td bgcolor=navy align=left valign=top>
<table cellpadding=0 width=100%>
<tr>
<td align=left>
<b>webMail - Address Book</b></font>
</td>
<td align=right>
<INPUT NAME="DoneAddress" TYPE="image" src="/html/DEFAULT/clo
</td>
</tr>
</table>
</td>
</tr>
</table>
</tr>
</tr>
```

Step 5: Click on Edit inside the text box and select Find. Search for OPTION.



Step 6: Keep clicking on Find Next until you find your first contact.



Step 7: Open your document program (i.e. Notepad, Wordpad, Microsoft Word, Worperfect) and copy and paste your addresses to your new document.