

Ministry Leader Email Instructions

How to access Ministry Leader email boxes

Option 1


- Open a browser and type the address www.gsccl.net/email

Option 2

- Go to www.gsccl.net
- On the top navigation bar hover over resources (far right) and click on GSCC Leaders and then click Ministry Leader Email
- Enter your user name and password (if you don't have a user name and password, please contact your staff lead)
- This will take you directly to Outlook Web App. Here you send emails, receive emails and make folders

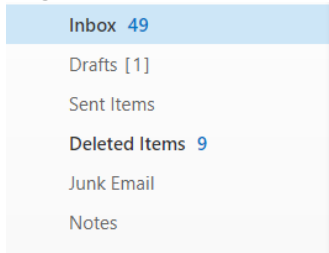
Please note: When answering an email, please be cautious. Do not click on any links unless you are expecting a link from someone. If the email name, or content raises a concern, please contact your staff lead before answering the email.

Sending emails

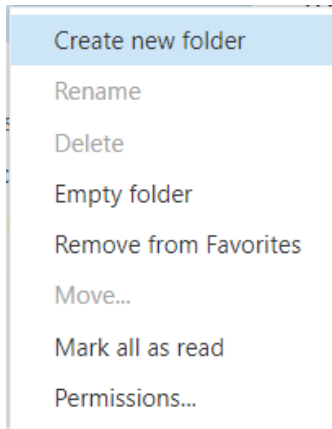
- Click on  New mail
- Enter email address in the To: row. (You can send an email to multiple recipients by entering their email addresses and separating them with a semicolon. For example abc@email.com; xyz@email.com)
- Add subject
- Add message
- Click send

Create a folder

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



- Select Create new folder

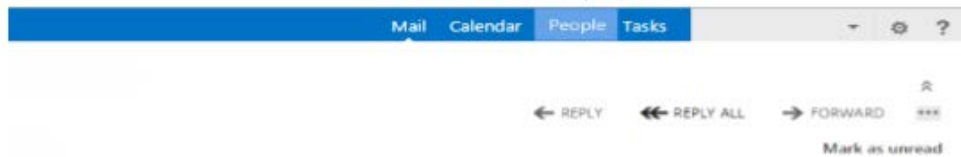


- Name your folder
- Hit enter

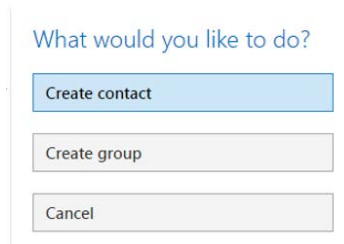
Once you have created a folder you can now drag and drop your email into the desired folder.

Create a contact

- Click people at the top of your screen

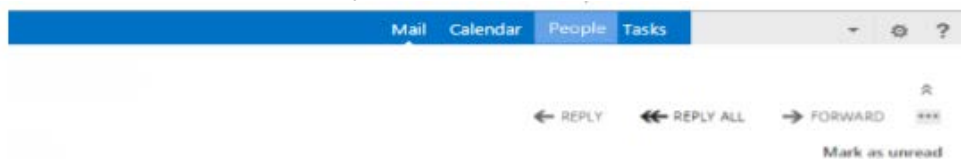


- Click on **+ New mail**
- Choose Create Contact
- Fill in Contact information
- Click Save

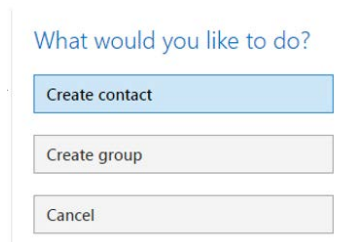


Create a group

- Click people at the top of your screen



- Click on **+ New mail**
- 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@gsc.net) and Password and click Next
- Click Save

Set up a signature

John Doe

Volunteer Lead, ABC Ministry

abcministry@gsc.net

Staff Contact: Jane Smith | jsmith@gsc.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