



Created by
Janetta Garton
Technology Curriculum Director
Willard R-II Schools,
Willard, Missouri, USA

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Table of Contents

Students Accounts	3
Passwords.....	3
Safety.....	4
Home Page	6
Profile.....	7
How to Create a Great Profile.....	8
Webmail	9
Folders	11
Addresses	13
Signature	19
Spam Control	21
Auto Reply	22
Monitored Mail	23
Search Community	26
File Sharing and Storage	31
Chat	33
Forums	34
Instant Translation	39

What is ePals SchoolMail?

<http://www.epals.com/>

ePals SchoolMail is a complete, Internet-based email solution and collaborative toolset designed for the education environment.

Student Accounts

Students have access to basically the same features as the teacher. However, students are unable to create forums or chatrooms, though they may participate in them if invited to do so. They can only Join an Existing Chat for which they know the password. Students must be assigned to a Teacher who will be designated as their Monitor, regardless of the monitoring level to be used.

As their teacher, **you are responsible for checking the permissions on your students' Tech Usage Agreement Form to ensure that they have permission to use email at school.**

Passwords

Passwords are case sensitive. If a student is having difficulty with his/her password, ask the user to type the password in a text editor so they can see what they are typing. Then, have them to copy and paste the text (using Ctrl-C to copy; Ctrl-V to paste) the password into the password field.

If that doesn't work, reset the user's password. For a student, this can be done by the monitoring teacher. For a teacher, this will need to be done by your Administrator.

Safety

Filter Level

This determines the level of monitoring of student email by indicating which messages require a monitor's attention. The default is set to level 3, but you can request a different level for your students if desired.

- **Level 1:** The Monitor must approve every message sent and received regardless of content.
- **Level 2:** The Monitor receives a copy of every message sent or received, but must approve only those which contain profanity.
- **Level 3:** The Monitor will only receive messages that contain profanity. These messages will require approval before reaching their destination.
- **Level 4:** All content filters are off. The Monitor will only receive copies of student messages if ePals SchoolMail is set to flag messages with attachments and then only if the message has an attached file.

Flag Attachments

You can indicate whether email messages with attachments should be monitored on their way to or from students. I would recommend going with the default setting of Yes.

Access Level

The access level determines where students can send email to and receive email from. Student access levels are restricted to one the following options:

- **Class/Monitor:** Students are limited to mailing other students who have the same monitor/teacher.
- **School:** Students are limited to mailing students and teachers in the same school.
- **District:** This option, available only if your ePals system includes multiple schools, limits students to mailing students and teachers at schools created within your system.
- **ePals SchoolMail:** This option limits students to emailing people who are using ePals SchoolMail in their schools.
- **ePals Classroom Exchange:** This option allows students to email any address that contains epals.com as part of the domain.
- **Internet:** This option allows your students to email anyone with an email address, whether they are inside your district, part of ePals or using the Internet through other means.

Internet Safety Tips for Students

- Do show your parents, teachers and other trusted adults all the cool things you like to do online and tell them about the friends you're making.
- Do be respectful when you're writing to or chatting with people on the Internet and treat them in the way you like to be treated.
- Do ask your parent or teacher before you sign up for anything on the Internet and do get permission before you download anything from the Internet.
- Do check with a teacher or parent before you send anybody pictures or other files.
- Do let a parent, teacher or other trusted adult know if something unusual, upsetting or scary happens to you online.
- Don't respond to email, forum or chat messages that are mean, scary or make you feel uncomfortable.
- Never give out any personal information to anyone without the permission of a parent, guardian or teacher.
 - Don't tell people your last name.
 - Don't give out your phone number or address.
 - Don't tell people the name of your school without permission from a parent or teacher.
- Don't share your password with anybody other than a teacher or parent.
- Don't believe everything you read. Sometimes people on the Internet get their facts wrong or pretend to be someone or something they're not.
- Never arrange a face-to-face meeting without a parent, teacher or guardian present.
- Always make sure you log out when you are done using ePals, to ensure that your personal information remains confidential and that no one else can use your account.

If you receive a suspicious email message

Before taking the following steps, do your best to ensure that the offensive message is not just another annoying mass-emailed spam advertisement. Never reply to these messages, even if they offer you a chance to have yourself removed from the mailing list.

1. Save and print the message(s).
2. If the message contains threats of harm or other criminal content, immediately report it to your Administrator.
3. Immediately cease all correspondence with the individual. Do not reply.

Verify the identities of email contacts

You should attempt to verify the identity of anyone who has emailed you that you do not know.

1. If the class, school or organization has a website, visit it and see if the individual is listed as a staff member.
2. Email someone else at the school or organization and politely ask them to verify that the individual is a staff member.
3. If the class, school or organization does not have a website, check with the appropriate school board or call directory assistance to find out if the school or group exists and attempt to verify the identity of the individual.

Home Page

Most commonly used features are available here.

The screenshot shows the ePALS SchoolMail Home page for a user named Janetta Garton. The page has a dark sidebar on the left with navigation links: Home, Search Community, Webmail, File Sharing and Storage, Forums, Instant Translation, Chat, eCards, My Account, Support, and Logout. The main content area is white and features a large 'WILLARD' logo with a wolf head. Below the logo, a message encourages users to create a profile. To the right, there is a 'PROJECT AND CLASSROOM SEARCH' section with a search bar and a world map. Below the map, there are links to 'Tell a friend!' and 'Join the conversation'. At the bottom, there is a section for 'Ask ePals' with a list of questions and a 'More questions' link.

WillardR2 Net

Home

Welcome, Janetta Garton

WILLARD

How... that you're registered with ePals, we encourage you to [create a profile](#). Once you have created a profile and it has been approved by ePals, you will be able to begin contacting, and being contacted by, other members. With thousands of teachers using ePALS, you'll soon find yourself communicating with other classes from around the world! [Click here to create a profile](#).

Mail My Profile What's new!

[My Mail](#)

[Monitored Mail](#) [Request more accounts](#)

Ask ePals™ Share expertise. Ask questions. Get and give answers.

[Types of Communication](#)
by [Kari S.](#) | 2 answers

[Is there a target grade range for in2books and is...](#)
by [Joseph S.](#) | 2 answers

[What is a good book about when to start...](#)
by [Ted S.](#) | 2 answers

[Start School Lesson Ideas](#)
by [Kari S.](#) | 2 answers

[More questions](#)

Ask a question here... [Ask!](#)

get & share

PROJECT AND CLASSROOM SEARCH

Enter keywords here [Search](#)

[Advanced search](#) | [Search with maps](#) | [All profiles...](#)

[Millard South High School](#) from United States

[Primary School XXV Aprile](#) from Italy

[Northview School](#) from

TELL A FRIEND!

Like ePals? Tell a friend!

Enter your friend's email

[Tell!](#)

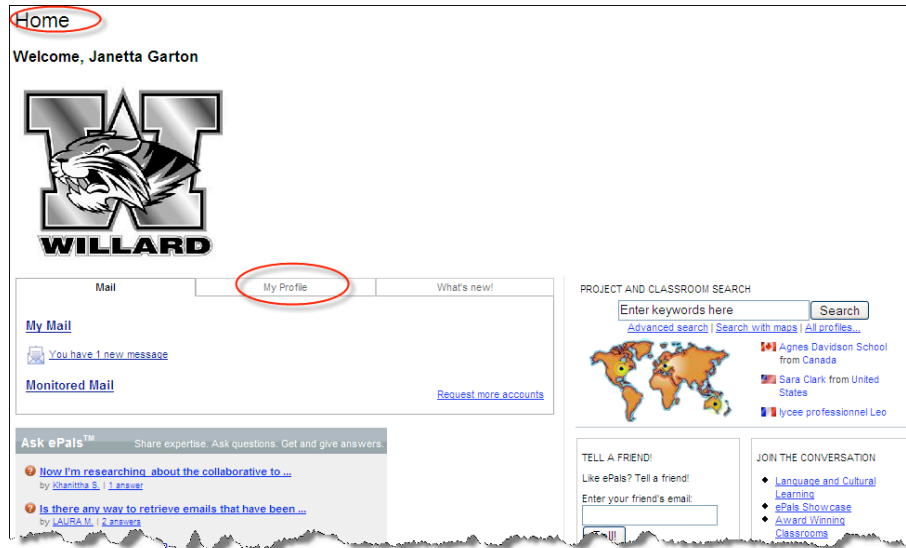
JOIN THE CONVERSATION

- [Language and Cultural Learning](#)
- [ePals Showcase](#)
- [Award Winning Classrooms](#)

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Profile

Once you have created a profile and it has been approved by ePals, you will be able to begin contacting, and being contacted by, other members. With thousands of teachers using ePals, you'll soon find yourself communicating with other classes from around the world!



The following information is used to create your ePals Global Community profile. By owning an approved ePals profile, you will be able to actively interact and connect with other ePals learners. Your profile should contain keywords that will help other ePals members find you. Be specific and include lots of details!

ePals Profile

The following information is used to create your ePals Global Community profile. By owning an approved ePals profile, you will be able to actively interact and connect with other ePals learners. Your profile should contain keywords that will help other ePals members find you. Be specific and include lots of details!

Update your profile often to keep your information current.

* indicates required field.

Profile name: *	<input type="text"/>
	<small>i.e. Westwood School, The Smith Family, or Main St. After School Club</small>
Street address: *	<input type="text"/>
	<input type="text"/>
City/Town: *	<input type="text" value="Willard"/>
State/Province: *	<input type="text" value="Select"/>
Zip/Postal Code: *	<input type="text" value="65803"/>
Language(s) Spoken:	<input type="text" value="English"/> <input type="text" value="French"/> <input type="text" value="Portuguese"/> <input type="text" value="Spanish"/> <input type="text" value="German"/>
Age range: *	<input type="text" value="0"/> - <input type="text" value="0"/> <small>Select the age range for your participants</small>
Total number of participants: *	<input type="text" value="Select..."/> <small>Approximate total number</small>
Number of classrooms/groups: *	<input type="text"/>
Categories:	<input type="checkbox"/> Special Education <input type="checkbox"/> Gifted <input type="checkbox"/> Hospital-based <input type="checkbox"/> Homeschool <input type="checkbox"/> Voice <input type="checkbox"/> Video <input type="checkbox"/> Chat <input type="checkbox"/> Postal Mail
Communication tools: <small>(besides ePals webmail and blogs)</small>	
Website:	<input type="text" value="http://"/> <small>Enter the URL starting with http://</small>
Make my profile accessible to users within:	<input type="text" value="ePALS Global Community"/>

Profile Description:

Please write a brief profile description including any information that you think might help potential ePals partners find your profile. Describe the types of correspondence and collaboration you are seeking, including the age, language and location of the ideal partner. Include any relevant keywords that someone might use in a search.

Minimum description length: 10 words.

Example Description:

My students are in a split 4/5 grade level. Their first language is English, but they are learning French as their 2nd language. My students would like to communicate with ePals in Japan, New Zealand and Australia. They would like to collaborate with classes interested in working with a partner classroom on a collaborative project about the environment and global awareness. We would also like to participate in the ePals Book Club.

We recommend that you update your profile whenever your objectives change, to keep the information current.

How to Create a Great Profile

A great profile description includes the following information:

- What countries do you want your ePals to be from?
- What language(s) are you interested in your students using?
- What subject areas are you working on where you believe ePals will help?
- How often will you be able to communicate with your ePals?
- How long do you see your ePals partnership lasting - a day, a week, a month, a year?
- Describe the interests and hobbies of your students.
- What ideas do you have for learning topics and projects?

Sample:

The diagram features a central sample profile description with five callout boxes pointing to specific parts of the text. Each callout box contains a green checkmark and a description of the highlighted information.

Callout 1 (Top Left): ✓ States grade level of students

Callout 2 (Top Middle): ✓ Gives specific information about desired ePals

Callout 3 (Top Right): ✓ Provides desired language used in communication

Callout 4 (Bottom Left): ✓ Provides the desired frequency of communication

Callout 5 (Bottom Middle): ✓ Gives desired topics, projects or ideas the students will be discussing

My students are in a split 4/5 grade level. Their first language is English, but they are learning French as their 2nd language. This year, we are going to study Europe and are looking for ePals anywhere in Europe. We would like to know what it is like living in other countries. What is similar what is different? They would like to collaborate with classes interested in working with a partner classroom on a collaborative project about the environment and global awareness. We prefer to correspond by email and to write at least once a month. You will meet an enthusiastic class and teacher. We look forward to hearing from you!

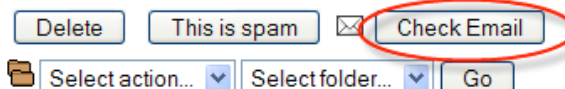
Webmail



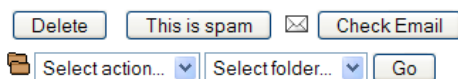
Your inbox holds all the messages sent to your webmail account. Messages stay here until you delete them or move them to another folder.

Check Mail

- Click the **Check Mail** button.
- Unread messages are marked with an envelope on the left.
- By default, messages are sorted in descending order by date, with the most recent at the top. Messages can also be sorted by sender by clicking From or by subject by clicking Subject.
- To move messages from the Inbox to another folder, first select the message(s) using the checkboxes on the left. Use the **Select folder** pull-down menu to pick the new folder. Then click the **Move To** button.

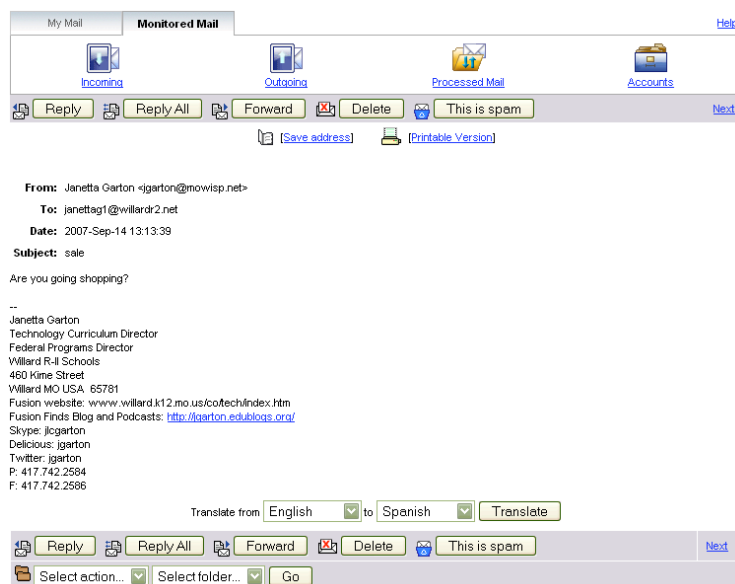


<input checked="" type="checkbox"/>			From	Date	Subject
<input type="checkbox"/>			Janetta Garton	Sep 14 2007	sale
<input type="checkbox"/>			Janetta Garton	Sep 14 2007	today's schedule

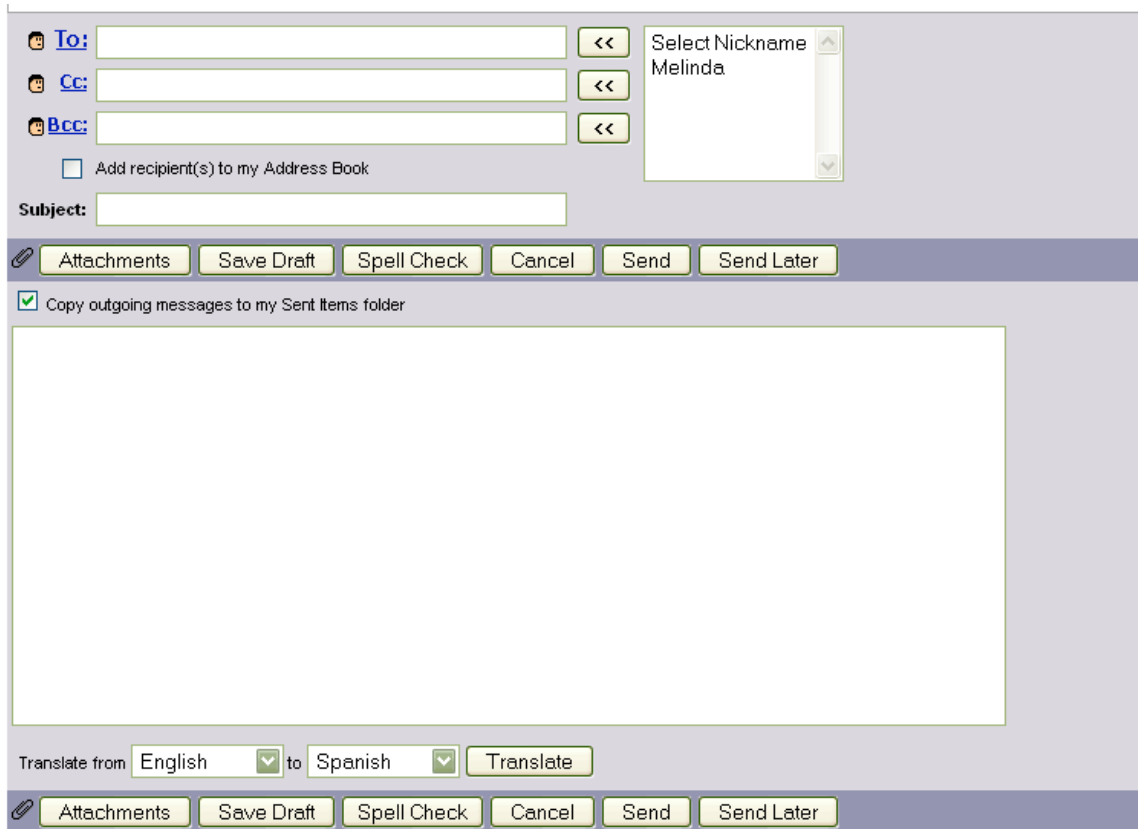


Reading a Message

- To read a message, click on its highlighted subject.
- You have buttons across the bottom and top for **Reply**, **Reply All**, **Forward**, **Delete**, and **This is spam**.



Compose a Message



To: << Select Nickname
Melinda

Cc: <<

Bcc: <<

☐ Add recipient(s) to my Address Book

Subject:

Attachments Save Draft Spell Check Cancel Send Send Later

☒ Copy outgoing messages to my Sent Items folder

Translate from English to Spanish Translate

Attachments Save Draft Spell Check Cancel Send Send Later

1. In the **To:** field you can:
 - Type in the email address. If there is more than one address use commas to separate them.
 - Select people from your address book by clicking To.
 - Select your recipients from the nickname list on the right side of the recipient fields. Select a person and then click the arrow next to the "To" field to add them.
2. In the **CC** (Carbon Copy) field: enter addresses to send copies of your messages to other people. Everyone who gets the message will be able to see who else got it.
3. In the **BCC** (Blind Carbon Copy) field: enter addresses for recipients without showing them to the recipients in the To: field. to send your email to several different people without them knowing who else you sent it to.
4. Check the **Add recipient(s) to my address book** if so desired.
5. In the **Subject** box: You must enter a subject for your mail to be sent.

6. **Attachments:** If you want to send a file with your message, click this button. When using your web-based email account, the maximum size for a single attached file is 2MB.
7. Use the **Signature** pull-down menu to choose the signature you would like to appear at the end of this email. Note that the menu will only appear if you have created one or more signatures.
8. **Message** field: Compose your message and click **Spell Check** to help reduce spelling mistakes and typos in your message.
9. **Use the Translate options to** instantly translate the general idea of your message.
10. **Save Draft:** save a message in your Drafts folder without sending it.
11. To save a copy of the message when you send it, tick the box next to **Copy outgoing messages to my Sent Items folder.**
12. Click **Send** to send your message when you are done writing. Or, you can click **Send Later** to send your message at a scheduled time in the future. Use the menus to schedule delivery and then click Queue Message.

Folders



Folders

Folders help you organize your mail. To see what is in a folder, click on the Folder Name.

Space Used: 7.2 Kb out of 50.0 Mb
Space Available: 50.0 Mb

0%
25%
50%
75%
100%

Folder Name	Messages	Unread	Space Used	
Inbox	2	1	7.2 Kb	
Drafts	0	0	-	
Sent Items	0	0	-	
Spam	0	0	-	[Empty Spam]
Trash	0	0	-	[Empty Trash]
Incoming	0	0	-	
Outgoing	0	0	-	
Processed Mail	0	0	-	[Empty Processed Mail]
Monitored Spam	0	0	-	[Empty Monitored Spam]

Create a New Folder

Folder name:

Create as a sub-folder in

Not a sub-folder ▼

Color

Default ▼

Both teachers and students have four folders that cannot be deleted or renamed:

- **Inbox:** Mail arrives here and stays in this folder until you move it.
- **Drafts:** Holds messages that you have saved but haven't sent.
- **Sent Items:** If you so choose, copies of messages you send are saved here.
- **Trash:** This is where you send unwanted, read or old mail.

If you are a teacher who is monitoring email accounts, you will also have:

1. **Incoming:** Holds mail coming into monitored accounts, including messages waiting to be approved.
2. **Outgoing:** Holds mail being sent from monitored accounts, including messages requiring approval before they are sent.
3. **Processed Mail:** Contains monitored messages that have been approved or deleted.

Creating Custom Folders

You can make custom folders to help you keep your messages organized.

A screenshot of a web-based form titled "Create a New Folder". The form has a light purple header bar with the title. Below the header, there are three rows of input fields. The first row is labeled "Folder name:" and has a text input box. The second row is labeled "Create as a sub-folder in" and has a dropdown menu with "Not a sub-folder" selected. The third row is labeled "Color" and has a dropdown menu with "Default" selected. At the bottom right of the form is a "Create" button.

1. Type the name for your new folder in the "Folder name" box.
2. Decide where you want to put your folder. If you want to put it within another folder, use the pull-down menu to choose which one. Otherwise, leave it set to *Not a sub-folder*.
3. If you want, choose a color for your folder.
4. Click Create. Your new folder will now appear in your list of folders.

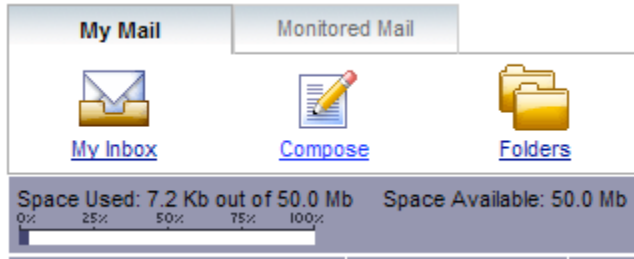
Renaming Custom Folders

A screenshot of a web-based form titled "Create a New Folder". The form has a light purple header bar with the title. Below the header, there are three rows of input fields. The first row is labeled "Folder name:" and has a text input box. The second row is labeled "Create as a sub-folder in" and has a dropdown menu with "Not a sub-folder" selected. The third row is labeled "Color" and has a dropdown menu with "Default" selected. At the bottom right of the form is a "Create" button.

1. To rename a folder, go to the bottom of the page.
2. Use the pull-down menu to select the folder you want to rename.
3. Type the new name into the box. (You can only rename folders you have created.)
4. Click **Rename**.

Storage

You can see how much space is available by looking at the usage meter. It will give you a visual graph showing the percentage of space you are using.



Addresses



You can store information about people you know in your address book. You can also create groups of people that you frequently contact together, like members of a club, so that you can send a message to the whole group in just one step.

Search for: in: All All

Sort by: Last Name

Groups ▲				
Grouped Contacts				
<input type="checkbox"/>	<input type="button" value="+"/> To: Cc: Bcc: <input type="button" value="v"/>	Student Accounts	Email Group	Edit
<input type="checkbox"/>	<input type="button" value="+"/> To: Cc: Bcc: <input type="button" value="v"/>	teachers	Email Group	Edit

Add new group:

Move selected contacts to: StudentAccounts

Adding Contacts

1. Click **Add Contact**.
2. At minimum, you have to enter a first name, last name and either a personal or business email address to use as the primary address.
3. In the primary email area, use the pull-down menu to select which email address is the primary (default) email address. If you have only entered one address, be sure you have selected it as the primary email address.
4. When you create a nickname, you create a shorthand way of referring to that person in the To, CC and BCC fields of an email. People for whom you have created a nickname will also appear in your Quick List, so you can just select them from the compose screen to send them an email.
5. Click **Save** when done.

Fields in bold are required

Name			
Nickname:	<input type="text"/>		
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Group(s):	Student Accounts teachers		

Email Addresses			
Personal:	<input type="text"/>	Business:	<input type="text"/>
Primary Email:	Personal		


Phone Numbers			
Personal:	<input type="text"/>	Business:	<input type="text"/>
Mobile:	<input type="text"/>	Pager:	<input type="text"/>
Fax:	<input type="text"/>		








Street Addresses			
Personal			
Street Address:	<input type="text"/>		
City/Town:	<input type="text"/>	State/Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>	Country:	Select country...
Business			
Company:	<input type="text"/>		
Street Address:	<input type="text"/>		
City/Town:	<input type="text"/>	State/Province:	<input type="text"/>
Zip/Postal Code:	<input type="text"/>	Country:	Select country...

Other	
Web Site:	<input type="text"/>
Notes:	<div></div>


Cancel Delete Save



Editing Contacts

1. Find the person whose information you wish to change and click the **Edit** link next to that name. (If the person is in a group, click  next to their group to see them.)
2. Change the information as required.
3. Click **Save**.

				Groups and Contacts ▲		Nickname	Email
Grouped Contacts							
<input type="checkbox"/>		To: Co: Boc: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Student Accounts		 Email Group	Edit
<input type="checkbox"/>		To: Co: Boc: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 Garton, Makenna			 makgar12@willard2.net	Edit
<input type="checkbox"/>		To: Co: Boc: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	 Garton, Greg			 gregar08@willard2.net	Edit

Deleting Contacts

1. Find the person that you wish to delete and click the checkbox at the far left of the row for that name. (If the person is in a group, click  next to their group to see them.)
2. Click **Delete Selected**.
3. Confirm that you wish to delete the contact.



<input checked="" type="checkbox"/>		To: Co: Boc: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Miller, Melinda	Melinda	 mmiller7571@gmail.com
-------------------------------------	--	---	--	-----------------	---------	--

Add new group:

Move selected contacts to: Student Accounts


Moving Contacts

When you move a contact, that person will no longer appear in the old location. You can duplicate an entry so that it appears in both spots by using Copy.

<input checked="" type="checkbox"/>		To: Co: Boc: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Miller, Melinda	Melinda	 mmiller7571@gmail.com
-------------------------------------	--	---	---	-----------------	---------	---

Add new group:

Move selected contacts to: Student Accounts

1. Find the person or people that you wish to move and select them by clicking the checkbox at the far left of the row next to each name. (If the person is in a group, click  next to their group to see them.)
2. Scroll down the page to where there's a pull-down menu that says **Move selected contacts to:**.

3. Use the pull-down menu to the right to select the group to which you wish to move the contact(s).
4. Click **Apply**.






Copying Contacts

When you copy a contact, the contact information is duplicated and the person will appear in multiple groups.

1. Find the person or people that you wish to copy and select them by clicking the checkbox at the far left of the row next to their names. (If the person is in a group, click next to their group to see them.)
2. Scroll down the page to where there's a pull-down menu that says **Move selected contacts to:**.
3. Select **Copy selected contacts to:** from this menu.
4. Use the pull-down menu to the right to select the group where you wish to place the copied contact(s).
5. Click **Apply**.
6. Choose whether you want to:
 - a. **Hard Copy** is used to create a new entry based on the existing information you have stored about the contact. The new entry is not connected to the original entry. When you change the original entry, the new entry is not affected and vice versa.
 - b. **Soft Copy** is used when you wish to duplicate an entry so it can appear in multiple groups. Soft Copy allows you to create an exact duplicate of an existing address book entry. The old entry and the new entry will remain connected. If you make changes to one, they will appear in the other. Soft Copied contacts appear with a special icon to help you identify them: .

Sending Email with the Address Book

1. From the Compose screen, choose recipients using your nickname list.
2. In the Compose screen, clicking To, CC or BCC will let you choose recipients out of your address book.
3. Pick recipients from the Address Book screen.

<input type="checkbox"/>	<input type="checkbox"/>	To: <input checked="" type="checkbox"/> Co: <input type="checkbox"/> Bcc: <input type="checkbox"/>		Student Accounts	
<input type="checkbox"/>		To: <input checked="" type="checkbox"/> Co: <input type="checkbox"/> Bcc: <input type="checkbox"/>		Garton, Makenna	
<input type="checkbox"/>		To: <input checked="" type="checkbox"/> Co: <input type="checkbox"/> Bcc: <input type="checkbox"/>		Garton, Greg	
<input type="checkbox"/>	<input type="checkbox"/>	To: <input type="checkbox"/> Co: <input checked="" type="checkbox"/> Bcc: <input type="checkbox"/>		teachers	
<input type="checkbox"/>		To: <input type="checkbox"/> Co: <input checked="" type="checkbox"/> Bcc: <input type="checkbox"/>		Miller, Melinda	Melinda



Creating Groups

1. Find the **Add new group:** box under the list of address book entries.
2. Pick a name for your group and type it into the box.
3. Click **Add Group**.

Add new group:

Viewing Members of a Group

To view all of the members of a group, click the plus sign (+) next to that group. If no plus sign appears, it means there are no people currently assigned to the group.


Grouped Contacts					
<input type="checkbox"/>	<input type="checkbox"/>	To: <input type="checkbox"/> Co: <input type="checkbox"/> Bcc: <input type="checkbox"/>		Student Accounts	
	<input type="checkbox"/>	To: <input type="checkbox"/> Co: <input type="checkbox"/> Bcc: <input type="checkbox"/>		teachers	



Renaming Groups

1. In your address book, find the group you wish to rename.
2. Click the **Edit** link next to that group.

<input type="checkbox"/>	<input type="checkbox"/>	To: <input type="checkbox"/> Co: <input type="checkbox"/> Bcc: <input type="checkbox"/>		Student Accounts	 Email Group	Edit
<input type="checkbox"/>	<input type="checkbox"/>	To: <input type="checkbox"/> Co: <input type="checkbox"/> Bcc: <input type="checkbox"/>		teachers	 Email Group	Edit

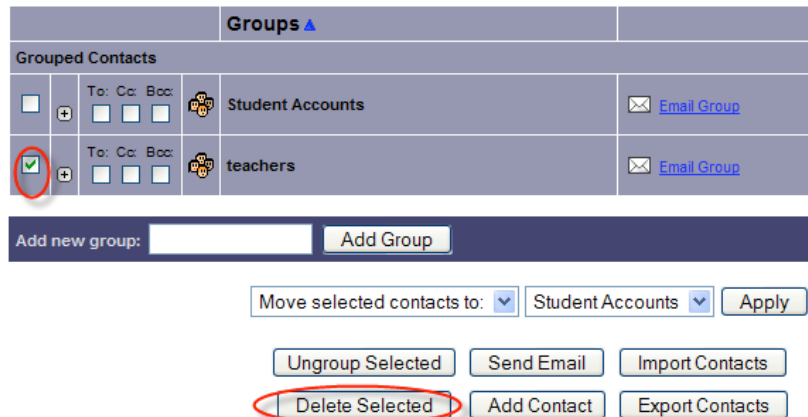
3. Near the bottom of the screen, you will see a textbox with the group's current name. Make the changes to the group's name here.
4. Click **Save**.

☐ 

Contacts ▲		Nickname	Email
<input type="checkbox"/>	To: <input type="checkbox"/> Co: <input type="checkbox"/> Bcc: <input type="checkbox"/>	 Miller, Melinda	Melinda  mmiller7571@gmail.com

Deleting Groups

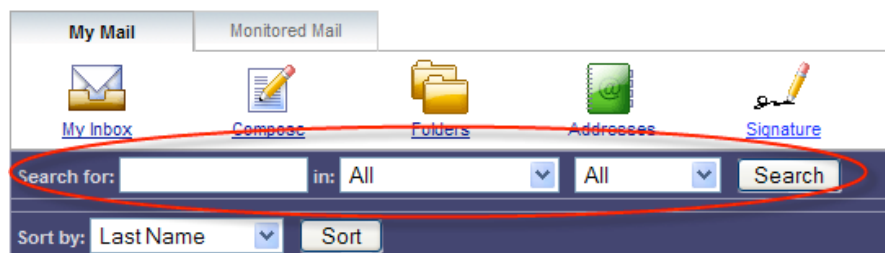
1. Click the checkbox to the left of the group you wish to delete.
2. Click **Delete Selected**.
3. Any contacts that only appeared in this group will be moved to your address book. Contacts that appeared in multiple locations will remain in their other locations.



Searching for Contacts

You can search for people in your address book based on several criteria, such as name, address, website and more.

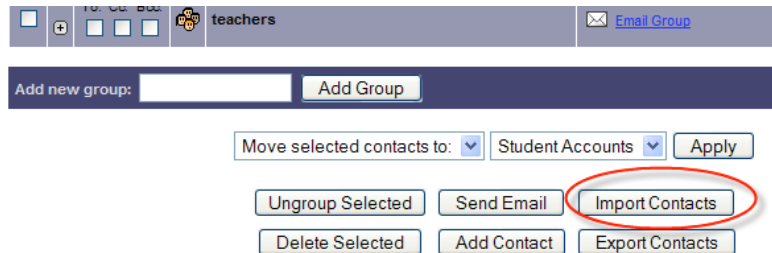
1. Type the term or name you wish to search for in the **Search for:** textbox.
2. Use the pull-down menu to choose in which address book field to look for the term you have entered. Or, choose **any** to look in all address book fields.
3. Click **Search**.
4. When you're done, you can click **Clear Search** to view your address book normally.



Importing Contacts

If you have an address book that you have exported from another ePals SchoolMail account or from other software, you can import these into your ePals SchoolMail address book.

1. Click **Import Contacts**.
2. Click **Browse...** to find the file on your computer. The extension of the imported file must be .csv.
3. Select the file and click **Open**.
4. If you wish to import these contacts into one of your groups, click the checkbox next to Import to Group and select the group from the pull-down menu.
5. Click **Import**.
6. If you are importing contacts from anything other than an ePals SchoolMail address book, you will be asked to make sure that your categories make the ePals SchoolMail categories. Categories for the addressing book you are importing are on the left. Use the pull-down menu on the right to match them.
7. Click Import when done.



Signature



Signatures appear at the bottom of every email that you send. If you have more than one signature, you can choose which one you want to use on the compose screen as you are writing an email.

Creating a Signature

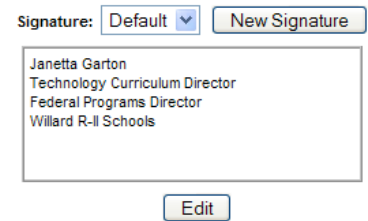
1. From the main signature page, click **New Signature**.
2. Type the name for this signature in the **Name this signature** box.
3. In the big text box, enter the signature as you want it to appear at the end of your emails.
4. Click **Update**.



5. A message will appear in red, just below the toolbar, to let you know if there were any problems with saving your signature.

Editing a Signature

1. From the main signatures page, use the pull-down menu to select the signature you want to edit.
2. Click **Edit**.
3. You can now change the name of the signature or the signature itself by editing the text in the boxes. The small box is for the name of the signature. The large box contains the signature itself.
4. Click **Update** to save your changes.
5. A message will appear in red, just below the toolbar, to let you know if there were any problems with saving your signature.



Deleting a Signature

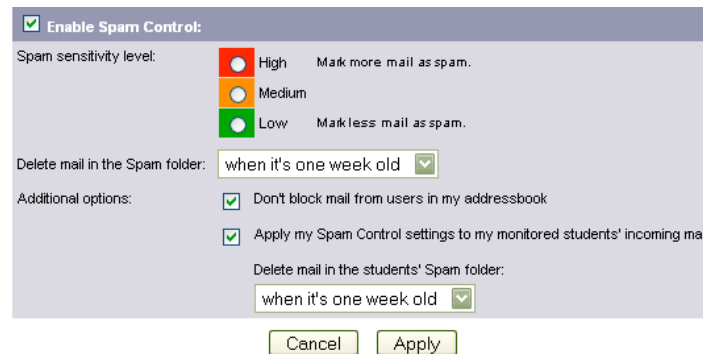
1. From the main signatures page, use the pull-down menu to select the signature you want to delete. You can't delete your default signature.
2. Click **Delete**.
3. You will be asked to confirm that you want to delete this signature.
4. A message will appear in red, just below the toolbar, to let you know that your signature was deleted.



Spam Control



Use this interface to configure the built-in Spam Control. Spam Control scans every incoming message and assigns it a score based on the likelihood of it being spam. You can use this interface to configure the sensitivity of this filter and determine how to handle spam messages.



The screenshot shows the Spam Control configuration window. At the top, there is a checkbox labeled "Enable Spam Control:" which is checked. Below this, the "Spam sensitivity level:" is set to "Low" (indicated by a green circle). To the right of the radio buttons, there are descriptions: "High" (Mark more mail as spam.) and "Low" (Mark less mail as spam.). The "Delete mail in the Spam folder:" dropdown is set to "when it's one week old". Under "Additional options:", there are two checked checkboxes: "Don't block mail from users in my addressbook" and "Apply my Spam Control settings to my monitored students' incoming mail". Below these, there is another "Delete mail in the students' Spam folder:" dropdown, also set to "when it's one week old". At the bottom, there are "Cancel" and "Apply" buttons.

- Use the checkbox next to **Enable Spam Control** to turn filtering on or off.
- **Spam sensitivity level:** This allows you to determine how strict the spam filter will be.
- **Delete from the Spam folder:** Mail can be periodically cleaned out of the Spam folder based on the values you select here. Options include:
 - **As it's received:** so spam will never be moved to your Spam folder. Use this setting only if the filter never marks actual mail as spam, because you won't be able to review it before it's deleted.
 - **When it's one day old**
 - **When it's one week old**
 - **When it's one month old**
 - **Never:** mail will only be deleted when you manually click the *Empty* button in the Folders interface. Spam will count against your email storage limit. It's a good idea to scan your Spam folder every once in a while to make sure there's no mail that you want to keep.
- **Don't block mail from users in my Addressbook:** Use this setting to override the Spam Control if the sender of the message is in your addressbook.
- **Apply to my monitored student's incoming mail:** If checked, this setting runs incoming monitored mail through the same Spam Control setting that you are using. That means that you won't have mail being delivered to your students that would not have been delivered to you.

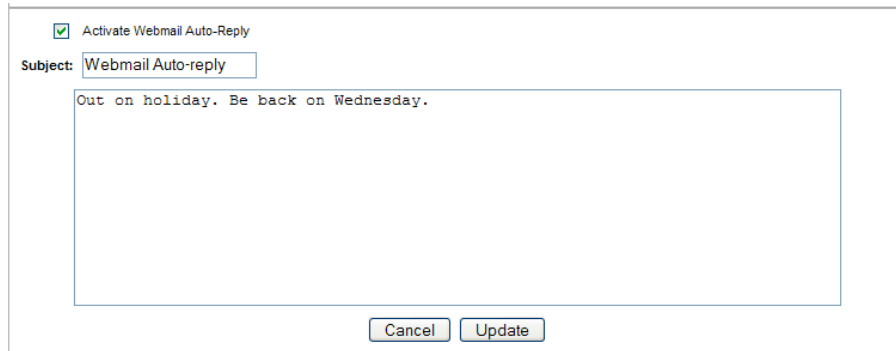
Auto Reply



Sometimes, you may wish to have a reply automatically sent to people who send you an email message. For example, during academic breaks, you may wish to let people know when you will be back and checking your messages.

Set up an Auto-Reply

1. Click the checkbox next to **Activate Webmail Auto-Reply**.
2. Enter a subject that will appear in the email **Subject** line.
3. Type the message you wish to have automatically sent in response to email messages that you receive.
4. Click **Update**.

The screenshot shows a webmail interface for setting up an auto-reply. At the top, there is a checkbox labeled "Activate Webmail Auto-Reply" which is checked. Below this, there is a "Subject:" label followed by a text input field containing "Webmail Auto-reply". Underneath the subject field is a large text area containing the message "Out on holiday. Be back on Wednesday." At the bottom right of the form, there are two buttons: "Cancel" and "Update".

5. Click **Done**.

Turning Auto-Reply On and Off

1. Click the checkbox next to **Activate Webmail Auto-Reply**.
2. Click **Update**.

Monitored Mail

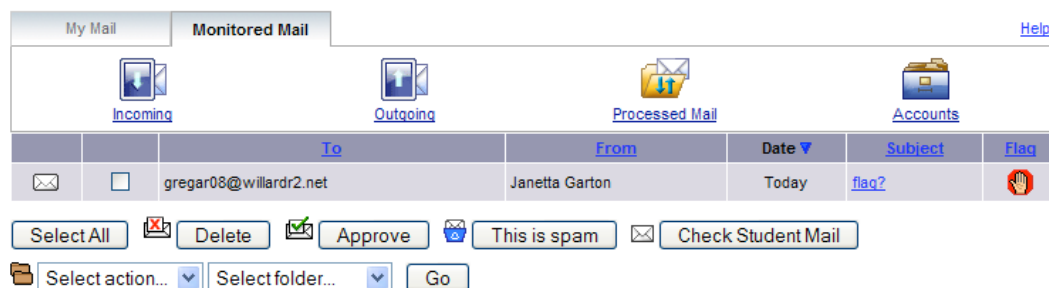
One of the cornerstones of ePals SchoolMail is monitored email. With this, a monitor, usually a teacher, previews student messages to ensure that the content is appropriate. As a teacher, you may be an email monitor, responsible for your students' email accounts. As their monitor, you will oversee what passes through their email accounts to ensure that it is appropriate. If you are assigned to monitor students, you'll see the Monitored Email link on your homepage. Once you click on the link, you will be directed to the monitored mail management console.

The settings chosen can help alert monitors to inappropriate language in a message and file attachments that might be unsuitable, simplifying their task of keeping track of students' email activities.

Your ePals SchoolMail Administrator has customized Monitored Email to meet the unique needs of your community, such as your Acceptable Use policy. Your ePals SchoolMail Administrator assigns student accounts to you and sets the rules to determine when student's email messages need your approval. If you have questions about your monitoring assignment, contact your Administrator by using the Support link available on the bottom left hand side of your home page.

Checking and Viewing Monitored Mail

1. Hover your mouse over the **Monitored Mail** tab.
2. Click the link for **Incoming**.
3. Click **Check Student Mail**.
4. Unread messages are marked with an envelope on the left. The flag for the message is shown on the right.
5. To read a message, click on its highlighted subject.



Approving Messages

1. Use the checkboxes on the right to select the messages you want to approve.

2. Click **Approve**.

To approve a message while reading it:

1. Click on the subject of the message to open it.
2. Click **Approve**.

Once you've approved a message, it will be moved to your **Processed Mail folder**, where you can review it later if desired. If you do not approve a message, it will not reach the recipient. You may delete the message without it going any further.

Deleting Messages

1. Click the checkbox next to each message you want to delete.
2. Click the **Delete** button.

Moving Between Folders

1. Pick one or more messages to move using the checkboxes on the right.
2. Use the **Select a Folder** pull-down menu to pick the new location for the message(s).
3. Click the **Move To** button.

Processed Mail



[Processed Mail](#)

Once you have approved or rejected a message going to or from a student's monitored email account, it is moved to the Processed folder.

- Click **Empty Contents** to have all the messages in the processed folder permanently erased.
- If you rejected a message before, you can choose to approve it from the processed mail folder.



Accounts



[Accounts](#)

This list contains all of the student accounts that have been assigned to you. From here, you can:

- view the full name and email address of all students assigned to you

- reset the passwords of any students: this allows you to give a new, temporary password to a student who has forgotten theirs. The next time they login, the student will be asked to enter a new, personal password
- send a list of all student accounts to your inbox.


My Mail		Monitored Mail		Help	
 Incoming		 Outgoing		 Processed Mail	
				 Accounts	
Name		Email Address		Password	
 Greg Garton		gregar08@willardr2.net		Reset	
 Makenna Garton		makgar12@willardr2.net		Reset	


[Click here to send a list of student email addresses only to your Webmail account.](#)


To request more accounts, click on the link **REQUEST MORE ACCOUNTS**. You will then be directed to the Support form. Fill out the form with your request for additional accounts and click **CONTINUE**. Your request will then be sent to your Administrator.

Search Community


Search Community helps you find members of Willard, other ePALS SchoolMail users, and ePals Global Community. The tool lets you specify criteria for a learning partner, such as a location or language.


 WillardR2 Net


 Home


 Search Community


 Webmail


 File Sharing and Storage


 Forums


 Instant Translation


 Chat

 eCards

 My Account


 Support


 Logout





Search Community


Search

 New profiles

 Quick search

 Map Search

 Last Search

 Help

Profile name:

(This is usually the name of the school, group or institution.)

Description contains:

City/Town:

State/Province:

Country/Territory:

Select a country

Afghanistan

Albania

Algeria

Special Categories:

College

College/University

Continuing Education

Gifted

Participant age is between:
Any age and Any age

Language(s):

English

French

Portuguese

Spanish

German

Japanese

Chinese

Arabic

Abkhazian

Achinese


Created by:

Number of participants:
doesn't matter

Participants with access to:
☐ Chat
☐ Audio / Voice software
☐ Video software


Profile submitted
after 01/08/1996 (mm/dd/yyyy)


Search based on:
Willard School District


 SEARCH


Fewer options

 New profiles

 Quick search

 Map Search

 Last Search

 Help

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- 26 -

Quick Search

Quick Search is displayed when you click the Research Community link in the main menu on the left. It offers the most commonly-used search options.

The screenshot shows the 'Search Community' page of the ePALS SchoolMail WillardR2 Net. On the left is a vertical navigation menu with icons and links for Home, Search Community, Webmail, File Sharing and Storage, Forums, Instant Translation, Chat, eCards, My Account, Support, and Logout. The main content area is titled 'Search Community' and includes a brief instruction: 'Use the search engine to find partners based on important characteristics such as location, language, subject studied (use the "Description keywords" field) or anything else you can think of.' Below this is a search form with various fields and dropdown menus. At the top of the form are five buttons: 'New profiles', 'Power Search', 'Map Search', 'Last Search', and 'Help'. The form fields include: 'Profile name:' (text input), 'Description contains:' (text input), 'City/Town:' (text input), 'State/Province:' (text input), 'Country/Territory:' (dropdown menu with options: Andorra, Angola, Anguilla, Antarctica), 'Special Categories:' (dropdown menu with options: College, College/University, Continuing Education, Gifted), 'Participant age is between:' (two 'Any age' dropdowns separated by 'and'), 'Language(s):' (dropdown menu with options: English, French, Portuguese, Spanish, German), and 'Search based on:' (dropdown menu with 'Willard School District' selected). A 'SEARCH' button is located at the bottom of the form. Below the search form is a 'More options' button. At the bottom of the page, there is a copyright notice: '© 1996-2007 ePals, Inc. All rights reserved.'

WillardR2 Net

Search Community

Use the search engine to find partners based on important characteristics such as location, language, subject studied (use the "Description keywords" field) or anything else you can think of.

Search

New profiles Power Search Map Search Last Search Help

Profile name:
(This is usually the name of the school, group or institution.)

Description contains:

City/Town:

State/Province:

Country/Territory:
Andorra
Angola
Anguilla
Antarctica

Special Categories:
College
College/University
Continuing Education
Gifted

Participant age is between: Any age and Any age

Language(s):
English
French
Portuguese
Spanish
German

Hold down the Ctrl-key (the Command-key on a Macintosh) while clicking to choose more than one item from the list.

Search based on: Willard School District

New profiles Power Search Map Search Last Search Help

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- If you want to look for matches using more than one criterion in these fields, separate each term with a comma. The Find Classrooms tool will look for profiles containing any of these terms.
- If you want to use countries or languages among your search criteria, select them from the lists by clicking them with your mouse. To select more than one language or more than one country, hold the control key down as you click.
- If you do not see the criteria you are looking for, click on More Options to use the Power Search tool.

Power Search

Power Search expands Quick Search to add a few additional choices:

- **Participant age**
- **School or group name**
- **Created by:** Search for a profile created by a particular person by typing a name in the box.
- **Number of participants:** Use the pull down menu to indicate the approximate number of people you wish to collaborate with.
- **Participants with access to:** Click the checkboxes to choose any additional communication methods you want your partner class to use.
- **Date of the profile's submission:** Enter a date in the box and then use the menu you to select whether to look for profiles created after, on or before that date.

Map Search

This search allows you to use a graphical map to locate other community members.

1. Click on the region of interest to see a map of all the countries in that area.
2. Click on the country of interest to see a list of participating members in that country.

Participating Countries

Just click on one of the regions below to see a map of that area. From there, you can click on any country to see a list of potential ePALS learning partners in that country. You can also quickly search for partners in any country by using the pull-down menu underneath each map.




Understanding Search Results


Regardless of your search method, the results will be displayed the same. You will see the profiles that were found, starting with the one that has the most recent login.


Once you have found a profile that interests you, and as a teacher, you can click on the **Contact this profile** icon. The contact link lets you email this member.


Search Community: Search Results


Search Results


New profiles


Quick search


Map Search


Last Search


Help

[Refine your search](#)


Page: [\[previous\]](#) [1](#) [2](#) [3](#) [4](#) [5](#) [\[6..10\]](#) [\[next\]](#)

Translate from English to Spanish Translate

Found **181** matches for the following criteria:

- Language(s): **English**
- Age: **5 - 18**

Displaying matches **1** through **5**.

1. Instructional Technology InstTech		United States
Member since:	March 08, 2007	
Created by:	Jeanette Parham	
Language(s):	English	
Special Categories:	Kindergarten, Special Education	
Age range:	4-19	
Number of participants:	30	
Participants with access to:	Video software	
City/town:		
Country:	United States	
Description:	<p>I am a Resource Teacher/Technology Coordinator at the District level. I support onsite Technology Coordinators in 14 different schools directly and support even more Technology Coordinators indirectly. We are a large school district. I come in contact with many teachers and many students from grades K to 8. If you have an idea for a project and are looking for a partner then I might be able to assist you in making some connections. If you are looking for a project to join then I might be able to share with you project ideas that are currently being implemented in our District. Our focus is on technology integration. We are interested in developing as well as participating in collaborative projects that connect directly with the current curriculum.</p>	
 Contact this profile		 Send an eCard

Refine Your Search



Refine Your Search lets you build on the search you have just completed and only appears when you are viewing search results. By clicking this link, you will be able to modify your search to find more or fewer profiles.

Found **181** matches for the following criteria:

- Language(s): **English**
- Age: **5 - 18**

Displaying matches **6** through **10**.

Last Search

Last Search, available if you are logged in and have previously performed a search, allows you to reload your last search. You can modify the criteria and use the search tool as you would normally.

New Profiles

This search displays the latest submitted profiles.



Displaying **New Profiles** from **1** to **5**.

1.The Miquon School		United States
Member since:	August 14, 2007	
Created by:	Erica Nelson	
Language(s):	English	
Special Categories:	Gifted	
Age range:	10-12	
Number of participants:	16-20	
Participants with access to:	Postal Mail	
City/town:	Conshohocken	
State/province:	Pennsylvania	
Country:	United States	
Description:	My students are in a split 5/6th grade level. Our school is a small private school located just outside Philadelphia, Pennsylvania. We are interested in connecting with other children around the world both online and through letters. In participating with other children from around the world, I would hope to make a strong alliance with another school, teacher, and their students. We would also be interested in a group project which would enhance our understanding of one another's culture.	

File Sharing and Storage



The File Sharing and Storage tool allows you to store files and retrieve them from any computer, anywhere. In addition, you can use File Sharing to distribute and collect files from colleagues located anywhere in your ePALS system. You have three storage areas that have different access privileges:

- **My Private Files:** Only you have access to these files.
- **My Shared Files:** available to other users.
- **Other Shared Files:** These are files that other members of the Willard ePals System have in their My Shared Files folder.

Click File Sharing and Storage in the main menu on the left. You will see a screen that displays the files currently saved in your storage area. To view your other storage areas, use the pull-down menu to select a file type and click GO.

Uploading

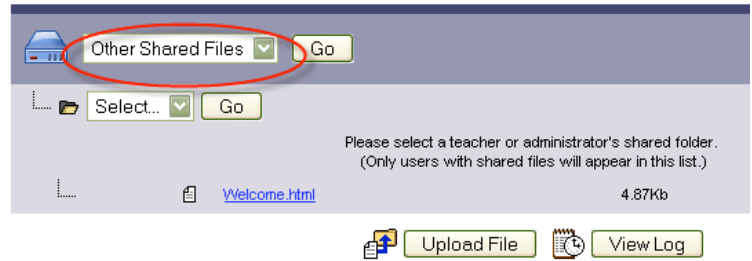
1. From the File Storage and Sharing page, click the Upload File button.
2. Select Upload to and use the pull-down menu to select My Private Files or My Shared Files.

Or, to send a file directly to another user

3. Click Username and enter the username of the person to receive this file. The username is the first part of the user's email address (i.e. the part that comes before the @ symbol).
4. Click Browse and navigate to the file that you wish to upload and select it.
5. Click Upload.
6. You will see a message that says: *The selected file has been uploaded.*
7. Click Close when you are done uploading files.

Downloading

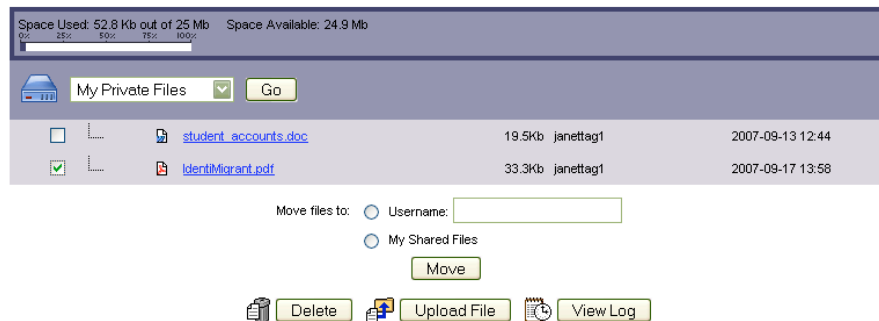
1. Use the pull-down menu to select My Private Files, My Shared Files, My Other Shared Files, or My Students' Files.
2. Click Go. A list of file names will appear as links.
3. Click on the link for the file you want to download.
4. Choose Save to Disk from the popup window and click OK.



Moving Files

You can allow other members of your ePals community to access a file by moving it from your Private Folder to your Shared Folder. You can also move a folder from your Shared Folder into your Private Folder.

1. From the File Storage and Sharing page, use the pull-down menu to select the appropriate folder.
2. Click Go.
3. Select the file(s) to move by clicking on the corresponding checkboxes.
4. Choose to move the files to a Username, My Shared Files, or My Private Files.
5. Click the Move button.



Deleting Files

1. From the File Storage and Sharing page, use the pull-down menu to select the appropriate folder.
2. Click Go.
3. Select the files by clicking the checkboxes next to the names of the files you want to delete.
4. Click Delete. You will be asked to confirm this action. Click Yes to delete the files or NO to return to the main screen without deleting any files.

Chat

Only teachers can create chat rooms. Students can only Join an Existing Chat for which they know the password.



Create Your Own Private Chatroom

Fill out the following form to create your own private chatroom. Remember, you will need to distribute the password to anyone you would like to be able to enter.

Desired chatroom name:	<input type="text"/>
	eg: Lincoln_High_Chat
Enter a password:	<input type="password"/>
	Minimum 4 characters. Your guests will need this to enter your chatroom.
Re-enter your password:	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="Create"/>	

Join An Existing Chatroom

Please enter the name of the chatroom you wish to join and its password, then choose a color for the text you type.

Chat Username:	janettag1	
Chatroom Name:	<input type="text"/>	
Chatroom Password:	<input type="password"/>	
Choose a User Color:	Blue	<input type="button" value="v"/>
<input type="button" value="Cancel"/> <input type="button" value="Join the Chat"/>		

Chatroom Password Change

By changing the password for a chatroom, you can change who can enter. Remember, you will need to give the new password to anyone you want to join you in your chatroom.

To change a chatroom password, choose the chatroom from the list and complete the form below.

Chatroom Name:	<input type="text" value="Select..."/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="Change Password"/>	

Remove Chatroom

Select the chatroom you wish to delete using the pull-down menu and click "Delete".

Chatroom Name:	<input type="text" value="Select..."/>
<input type="button" value="Cancel"/> <input type="button" value="Delete"/>	

Forums



1. **Click here for a list of forums:** will display forums available on ePals. Here you can have ongoing, public discussions with other teachers and students around the world. Anything you say here can be seen by anyone else who uses this discussion board.
2. Click on one of the **Discussion Board titles** to view its messages.



Join the
worldwide discussions
at ePALS.com!

[Click here for a list of forums](#)

ePALS SchoolMail™

WillardR2 Net

Home

Search Community

Webmail

File Sharing and Storage

Forums

Instant Translation

Chat

eCards

My Account

Support

Logout

ePALS Discussion Boards

Talk about the issues that are relevant to you. All of our discussion areas are moderated, so your message may take up to 24 hours to appear.

ePALS Community Discussion Boards:

Teacher Talk

Join teachers to discuss technology in the classroom from webcams to scanners and from iMovies to research. Tell us your tips for classroom management, project ideas, the joys and frustrations of teaching and more.

Parent Talk

Exchange views on issues such as Internet safety, home-schooling, homework or anything else of interest with parents worldwide.

Student Talk

This is the place for students to talk about what matters to them. School stuff, home stuff or any other stuff -- Student Talk is all about what matters to students.

ePALS Projects Discussion Boards:

Healthy Wetlands, Healthy You, Project

Whether it's a fen, a bog, a swamp or vernal pool, all wetlands affect the quality of water that is found in our own taps and wells. Participate with thousands of students from across Canada and around the world as they describe what they find in their local wetland.

The Way We Are

This online twinning project is being completed between 40 classrooms in Canada and developing nations. Participate alongside all age groups as they look at breaking down commonly held stereotypes via email and a moderated discussion board. Separate teacher discussion area and resources enables you to use any curriculum to teach tolerance and respect. Resources supplied.

War-Affected Children

Older students (ages 12 and up) discuss the plight of children in war-torn nations in this discussion based on Graça Machel's ground-breaking research on this issue. Students can learn more about war-affected children from peers who are actively working to address this issue and students around the world.

ePALS Book Club Talk

Trying to encourage reluctant readers? Do you want to find other community members who love to read as much as you? Or, to talk about using trade books in the classroom? Join ePALS Book Club Talk for non-stop book talk!

Unsung Heroes Talk

Students, teachers and other members of the ePALS community ask: Who are the people in your schools and communities who are making the world a better place? What makes a hero and how are you working to help others? Tell us about your Unsung Heroes.

Olympics Talk

ePals invites you to take the podium in Olympics Talk. Practice your English writing, share your dreams, answer our Olympics Question of the Week and go for the gold!

Comments or questions? [Contact support.](#)

[[Discussion Board Moderation Policy](#)]

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- 34 -

Read Messages

1. Click on a **Category** of interest. You can see the number of messages for each category as well as how many are new.

Welcome to Teacher Talk! Talk with other teachers. Add on to a current discussion or start a new one! Any topic of interest to educators is of interest here.

Teacher Talk

New Message Reply Messages Forums Help

Search for: Go

Administrators/IT Coordinators	[650 messages, 1 NEW]
ePALS Teacher Spotlight	[411 messages]
ePALS Wanted/Classifieds	[12676 messages, 73 NEW]
Literature in the Classroom	[827 messages, 2 NEW]
Mentoring	[714 messages, 1 NEW]
Ongoing Projects	[5299 messages, 21 NEW]
Other	[789 messages, 2 NEW]
Research	[372 messages, 4 NEW]
Special Education	[563 messages]
Teacher Resources	[1007 messages, 1 NEW]
Technology	[760 messages, 1 NEW]

All the threads for the messages in this category are displayed. Only the first message of a thread appears in this main index. The total number of messages in the thread is shown in brackets after the date.

Search for: Go

[View all Categories](#)

Literature in the Classroom [829 messages, 2 **NEW**]

Subject	Author	Last Post	
Online Book Club for Teachers, Canada	Colette M.	September 11, 2007	[4, 1 NEW]
4th and 5th grade Book Pals Needed, USA	Claire K.	September 11, 2007	[3]
Short Story Writing Circle Advice?, Australia	bernardina S.	September 06, 2007	[1, 1 NEW]
Author Studies, Primary?, USA	Heather L.	September 05, 2007	

1. If you click on a folder it will expand the list to show all the messages in that folder. You can click on the folder again to close it.

Search for: Go

[View all Categories](#)






ePALS Wanted/Classifieds [12711 messages, 48 **NEW**]













Subject	Author	Last Post	
Spanish ePals Wanted, USA	Sheri K.	September 17, 2007	
Japanese ePALS?, UK	Tanja R.	January 22, 2003	[3, 1 NEW]
Re: ePALS, Japan	David H.	April 27, 2003	
Re: ePALS, UK	Tanja R.	April 29, 2003	
Re: Japanese ePALS?, Japan	David H.	May 22, 2003	
Re: Japanese ePALS?, Japan	andy r.	September 17, 2007	
Japanese College ePALS Wanted, USA	Yuko T.	September 17, 2007	[2, 1 NEW]
Teen Japan ePals Wanted, Canada	Brad W.	September 17, 2007	[2, 1 NEW]

2. If you click the Subject link all the messages for just this folder will be displayed in a window, along with the complete text of the first message.

ePals: Teen ePals Wanted, Canada

Teacher Talk - View Message

 New Message	 Reply	 Messages	 Forums	 Help
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
	Teen ePals Wanted, Canada	from	 Nancy L.	
	Re: Teen ePals Wanted, USA	from	 tisha s.	
	Re: Teen ePals, Germany	from	 Iris N.	
	Re: Teen ePals, Russia	from	 Irina T.	

Topic: ePALS Wanted/Classifieds
Subject: Teen ePals Wanted, Canada
Posted: September 12, 2007 at 13:37:14

Hello!
 I am teaching English as a second language. My students are 15 and 16 years old. They are writing their first letter this week but unfortunately they have nobody to send their email letters to.
 Thank you!

Translate from to

3. Once you have expanded the list of messages, you can click on any message subject to read that message.
4. When viewing a message, click **Previous Message in Thread** or **Next Message in Thread** to move through all the messages in a particular thread.
5. Click **Messages** near the top of the page to get back to the main screen for this discussion board.

	Japanese ePALS? UK	from	 Tanja R.	
	Re: ePALS, Japan	from	 David H.	
	Re: ePALS, UK	from	 Tanja R.	
	Re: Japanese ePALS? Japan	from	 David H.	
	Re: Japanese ePALS? Japan	from	 andy r.	

Topic: ePALS Wanted/Classifieds
Subject: Re: ePALS, UK
Posted: April 29, 2003 at 12:33:43

Dear David,

Thanks for replying. I have not yet found anyone and it would be great if we could start up an email exchange. I have a class of 31 year 8's who are in their first year of Japanese. The entire class do not want to participate but I definitely have 13 who are quite prepared to email in their spare time. They are very eager to form friendships in Japan. They would also write in a mixture of Japanese and English. This I think would be beneficial to all. If you send me a list of the pupils emails I can pass them on to my pupils. In the mean time I will send you a list of the pupils from my class.


Thanks!!

Tanja Rees

Translate from to

[Previous message in thread](#) [Next message in thread](#)

Responding to Messages

1. First, view the message to which you are replying.
2. Click **Reply** . At the top of the screen, you'll see the subcategory for this message. You'll also see the subject of your message, which you may change if you wish.
3. A box appears with the message you are responding to quoted. Now you can type your response into the box, formatting the text as desired.
4. If you would like to be notified of any replies to your posting, check the box at the bottom of the message box.
5. When done, click **Post Message**. Once your message is saved, it may need approval before other people can see it.

Topic: ePALS Wanted/Classifieds
Subject: Re: ePALS, UK

> Dear David,
> Thanks for replying. I have not yet found anyone
> and it would be great if we could start up an
> email exchange. I have a class of 31 year 8's who
> are in their first year of Japanese. The entire
> class do not want to participate but I definitely
> have 13 who are quite prepared to email in their
> spare time. They are very eager to form
> friendships in Japan. They would also write in a
> mixture of Japanese and English. This I think
> would be beneficial to all. If you send me a list
> of the pupils emails I can pass them on to my
> pupils. In the mean time I will send you a list
> of the pupils from my class.
> Thanks!!
> Tanja Rees

Due to spam, we recommend that you do not include your email address in your forum posting.

Translate from to

☒ Send email notification of replies to this message.

Posting A New Message

1. Post a new message when you have a new topic or question you want to talk about and you don't see it already occurring on the forum.
2. From the Main Index, click **New Message**.
3. Use the Topic pull-down menu to tell us what subcategory to file your message under.
4. In the Subject field, type a short, descriptive topic for your message.
5. Use the text box to enter your message.
6. If you would like to be notified of any replies to your posting, check the box at the bottom of the message box.
7. When done, click **Post Message**.
8. Once your message is saved, it may need approval before other members can see it. Once approved, it will be added to the bottom of the list of messages in that thread, or to the top of the message index if it is a new thread.

The screenshot shows the 'Teacher Talk - Post New Message' forum interface. At the top, there is a navigation bar with icons and links for 'New Message', 'Reply', 'Messages', 'Forums', and 'Help'. Below this, the 'Topic' is set to 'Administrators/IT Coordinators' with a dropdown arrow, and the 'Subject' field is empty. A large text area for the message body is provided. Below the text area, a warning message states: 'Due to spam, we recommend that you do not include your email address in your forum posting.' There is a language translation section with 'Translate from' set to 'English' and 'to' set to 'Spanish', with a 'Translate' button. A checkbox labeled 'Send email notification of replies to this message.' is checked. At the bottom, there is a 'Post Message' button and another navigation bar with the same icons and links as the top.

Instant Translation

Machine translation is effective in conveying the essence of the source message in the destination language. The resulting translation should be adequate for conveying the meaning of the original message. It is only possible to translate up to 2048 characters (approximately 250 words) at one time using the instant translation tool. To improve translation quality, please remember the following tips when composing text:

- Use correct grammar, spelling, and punctuation.
- Avoid slang.
- Avoid using abbreviations and acronyms.
- Write short sentences.
- Avoid symbols (such as arrows) as they may appear garbled in other fonts.

Instant Translation

Enter the text you wish to translate. Choose what language you want to translate "from" and "to," then click the "translate" button.

Enter text for translation here

Translate from English to Spanish Translate

[Information about machine translation](#)

Please note that automatic translation software is effective for conveying the "gist" of your message, and will not be a perfect translation.