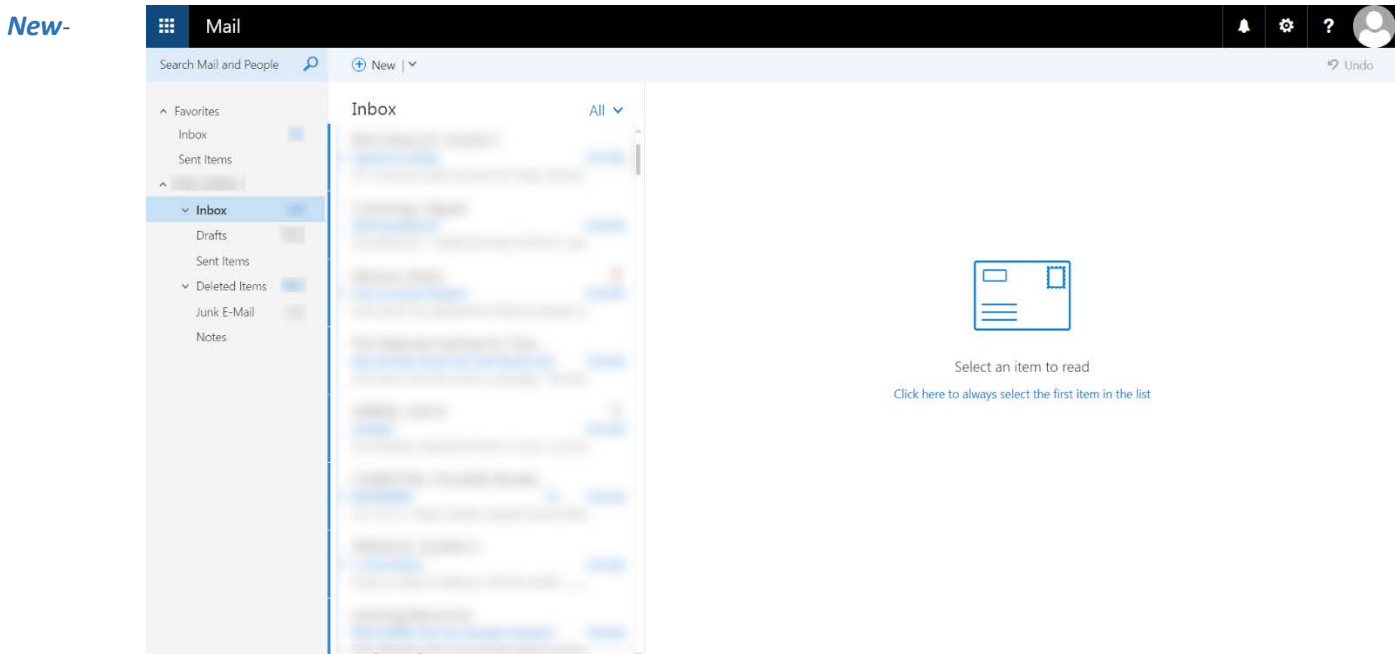
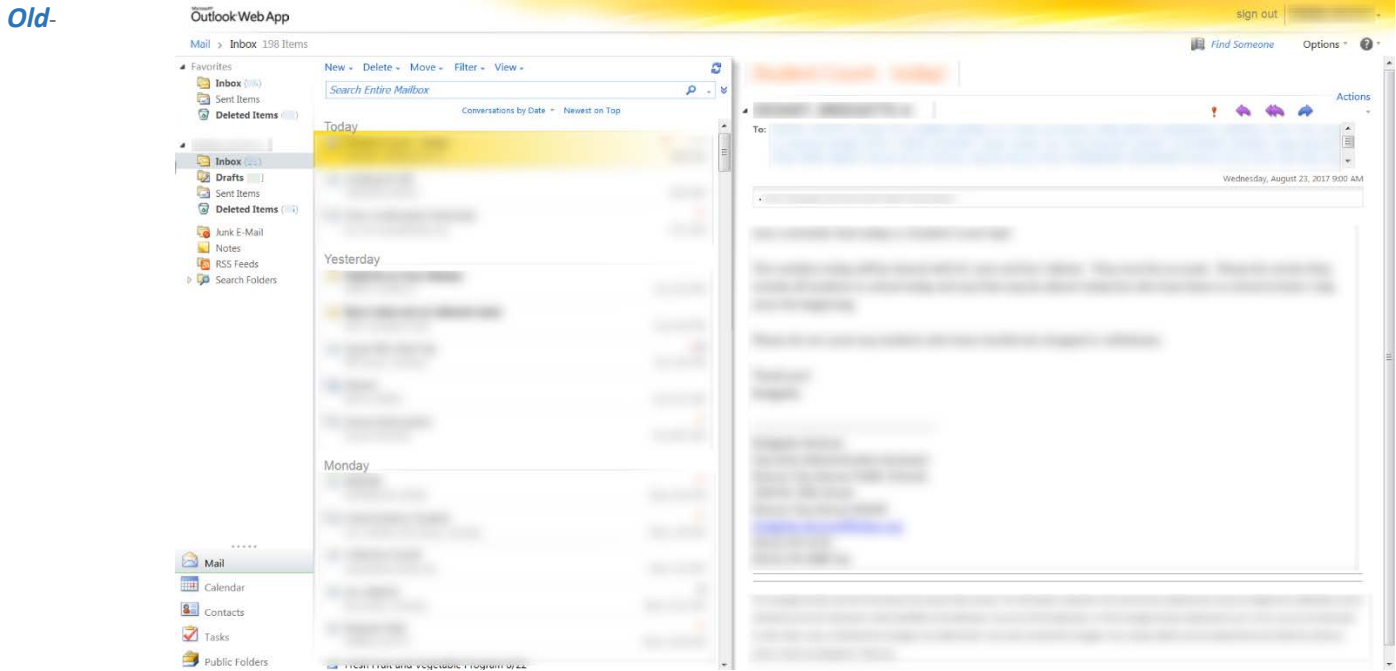


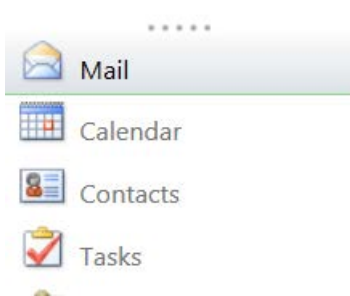
Below you will find information about the recent upgrade to your district email.  
 These changes are most visible in Outlook Web App (<https://kckmail.kckps.org/>).  
 Your username and password will stay the same but the appearance has been upgraded.

## OVERALL APPEARANCE

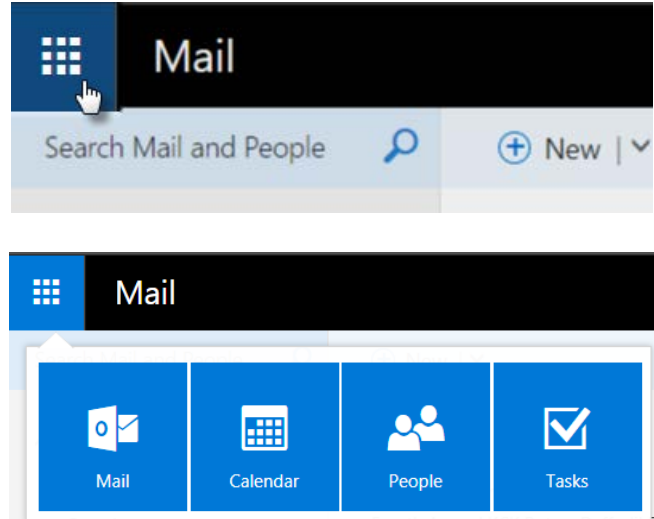


## NAVIGATION OF APPLICATIONS

**Old-** You used to navigate to the application like Mail, Calendar, Contacts in the bottom left hand corner.



**New-** You will now click on the nine squares in the top right hand corner to access the various applications.



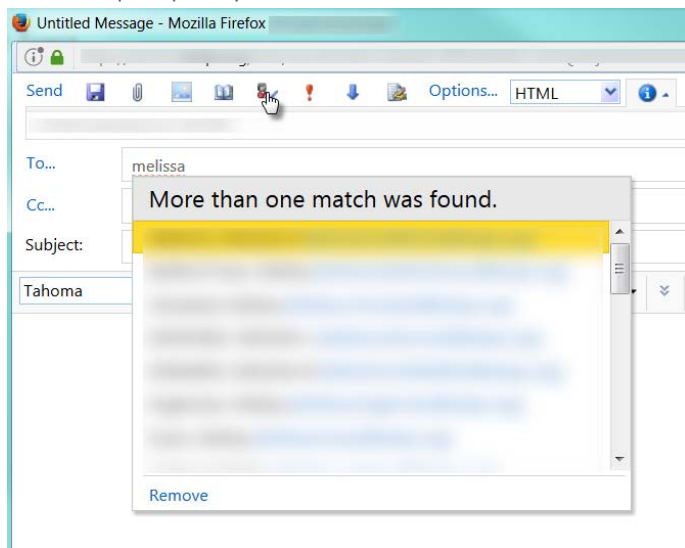
## YOUR CONTACTS AND GROUPS

**Old-** Contacts and Groups used to be under the Contacts Tab.  
*See above for photo reference.*

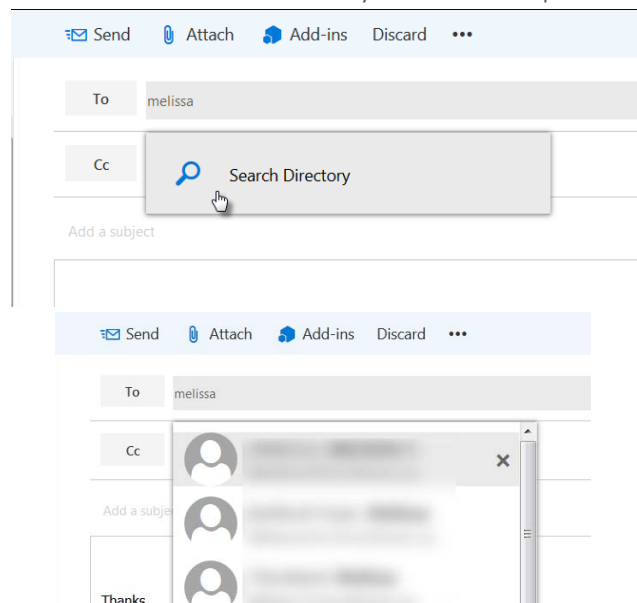
**New-** Contacts and Groups are now under the People Tab.  
*See above for photo reference.*

## SEARCHING THE DIRECTORY/ADDRESS BOOK

**Old-** When drafting a new email, you could start to type in someone's name and check on the the Person Icon with a check mark and it would pull up everyone with that name in the district.

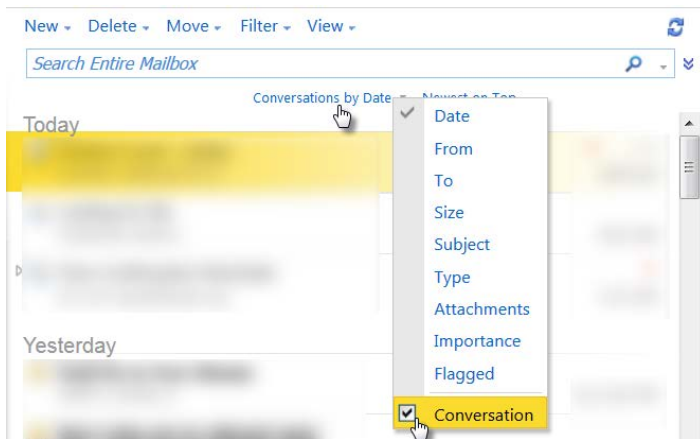
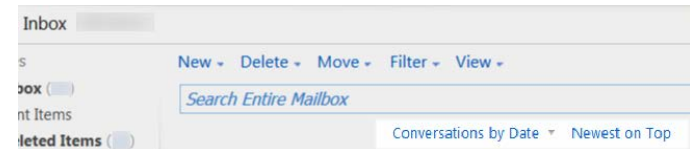


**New-** When drafting an email, start to type the person's or groups' name and then click on Search Directory for all available options.

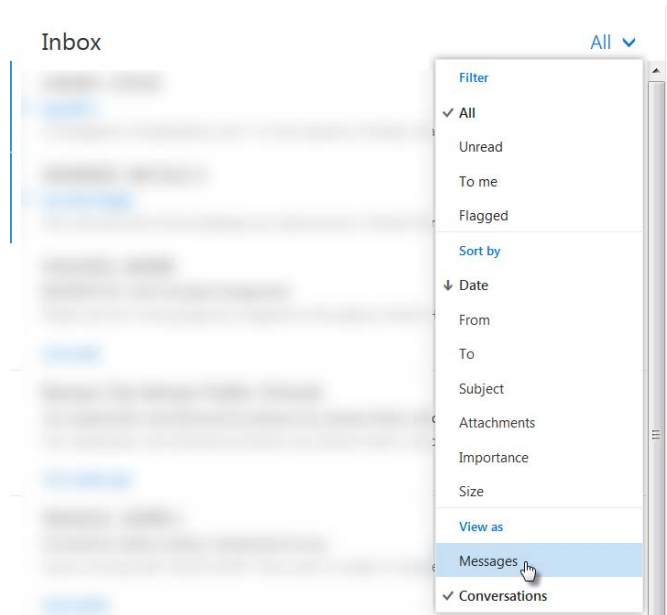


## CHOOSING HOW YOUR INBOX CONTENT DISPLAYS

**Old-** When in your inbox, you could see how your mailbox was sorting underneath the search bar. Conversations mode groups similar messages together by Sender/Title. To turn that off, you would click on Conversations by..., and then uncheck the box that says Conversation.

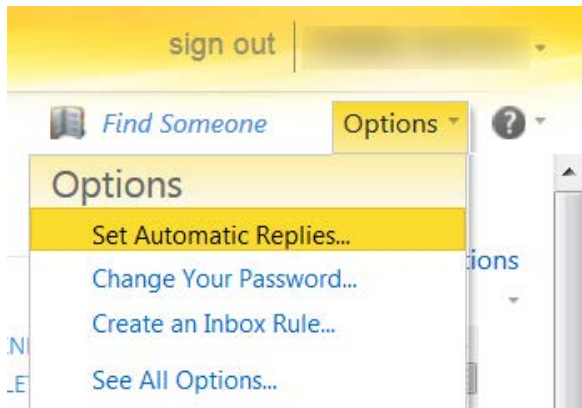


**New-** Everyone's inbox will default to Conversation Mode initially. To turn that off, make sure you are in Mail, your inbox will be in middle of the screen, Click on All, and at the bottom Check View As...Messages.

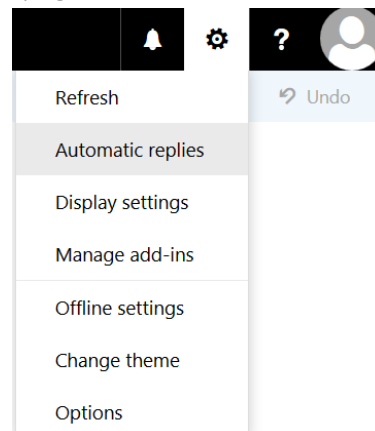


## HOW TO SET AN AUTOMATIC REPLY

**Old-** To set an automatic reply like an out-of-office, you would click on Options in the top right hand corner, then Click on Set Automatic Replies.



**New-** To set an automatic reply like an out-of-office, you would click on the Cog in the top right hand corner, then Click on Automatic Replies.



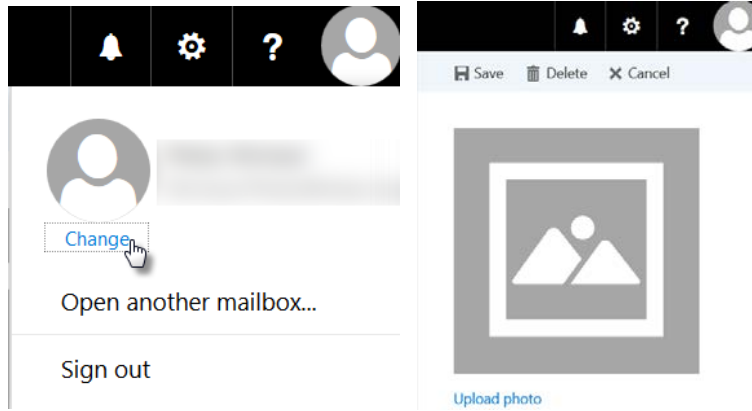
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## NEW CUSTOMIZATION FEATURES

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In the new system, there are a couple customization options you can use if you would like. They are completely optional.

1. If you click on the Person Icon in the top right hand corner, click on Change, you can add a photo of yourself.



2. You can change the theme of your inbox. Click on the Cog, Choose Change Theme, choose a theme, and click OK to save your selection.

