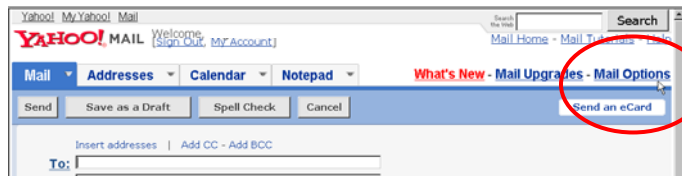


Sycamore CUSD 427 Email System- Plain Text Directions

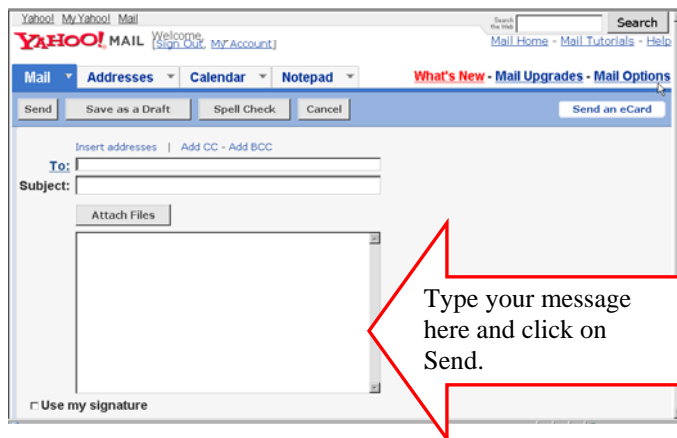
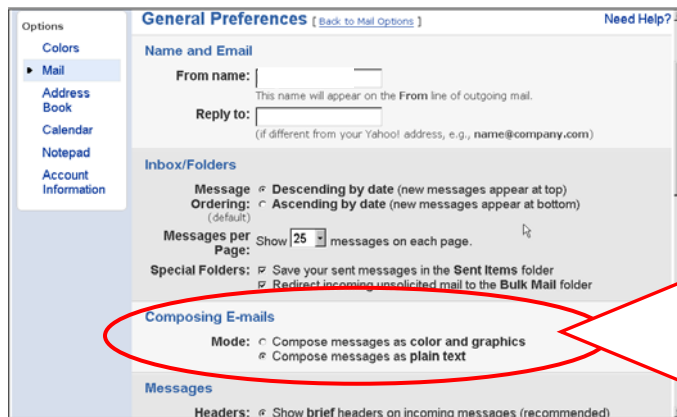
Yahoo, Hotmail, EarthLink, AOL and other web-based email programs have made some changes in the method they send email. The Sycamore Schools Dist #427 is a Plain Text system. If you use an email program that allows you to create fancy signature, use emoticons, or change the background, our email system will not be able to receive your message. Please write in a plain text method. See directions below: [Yahoo](#), [Hotmail](#), [Earthlink](#) and [AOL](#)

Yahoo

For Sycamore School District to receive an email message from Yahoo, the user will need to type in the message box and not use any of the options in the tool bar area shown above the message box. To make sure that the message you send in is Plain Text, follow the instructions below.



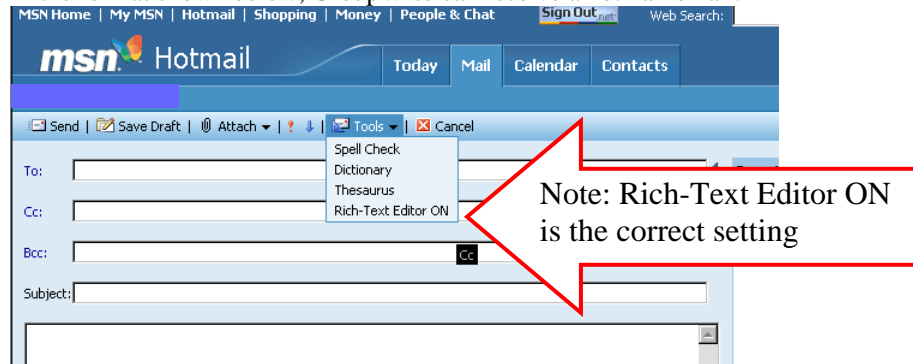
- Click the "Mail Options" link in the upper right hand corner of the page
- Click "General Preferences"
- Under the "Composing Emails" section, select "Compose messages as Plain Text"
- Click the "Save" button at bottom of the page



Hotmail

For Sycamore School District to receive an email message from Hotmail, the user will need to make sure the setting says **Rich-Text Editor ON**.

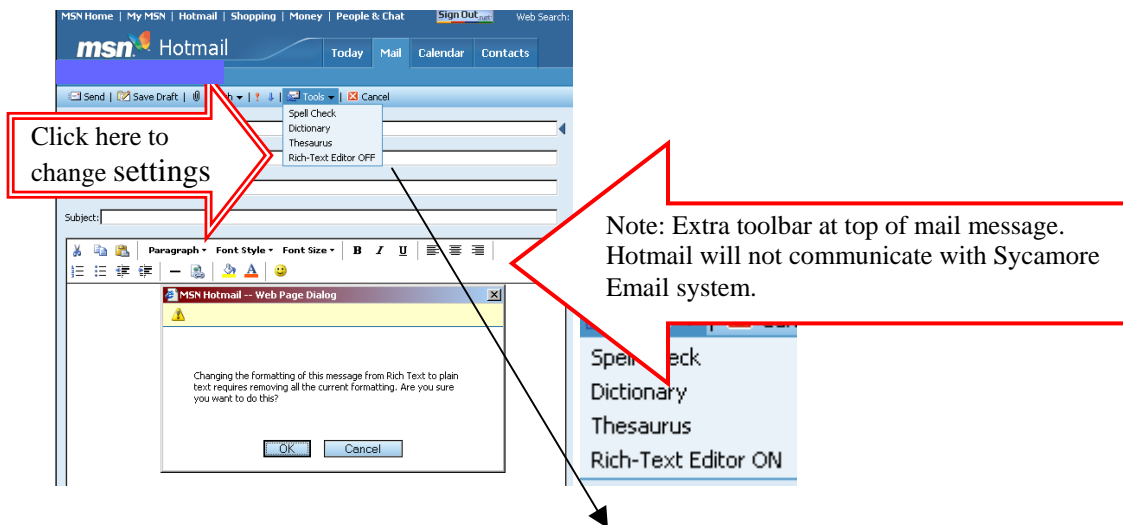
In the format shown below, GroupWise can receive a hotmail email.



Make sure your message says “Rich-Text Editor ON” to send email to a Sycamore Schools Dist #427 employees.

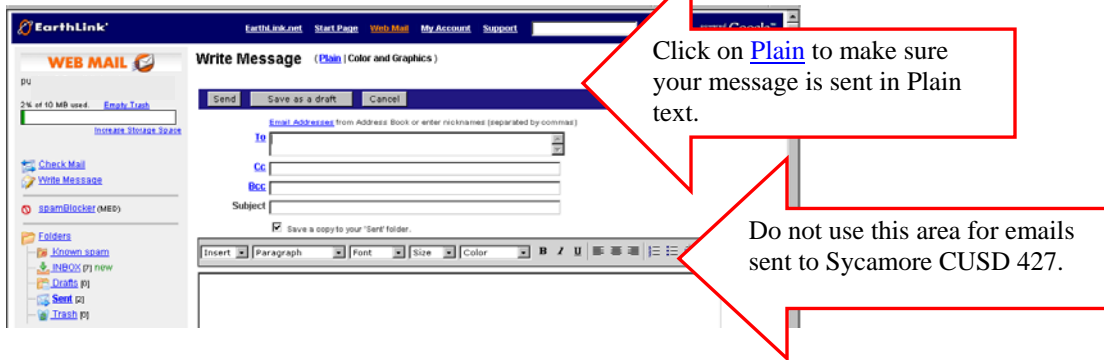
To make sure the setting is **Rich-Text Editor ON** in a hotmail message: Start a New Message, go to Tools, see in the drop down list and click on Rich Text Editor OFF. (You are choosing to turn off the Rich-Text Editor) You will see a MSN Hotmail-Web Page Dialog box (shown below). Click OK to continue to turn off the Rich-Text Editor.

When you see a screen, as shown below, Sycamore School District is not able to receive hotmail messages.

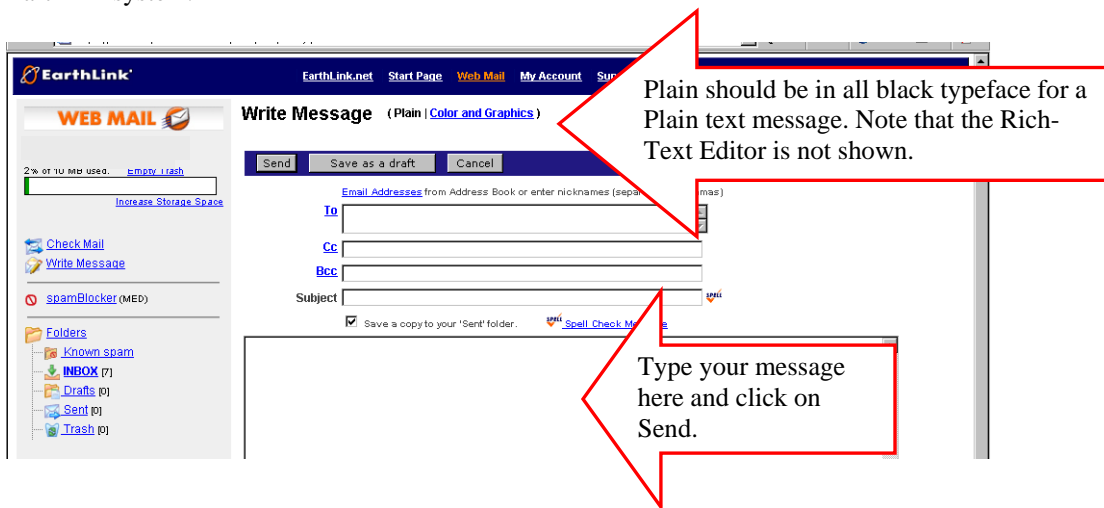


Make sure that the option says **Rich-Text Editor ON**.

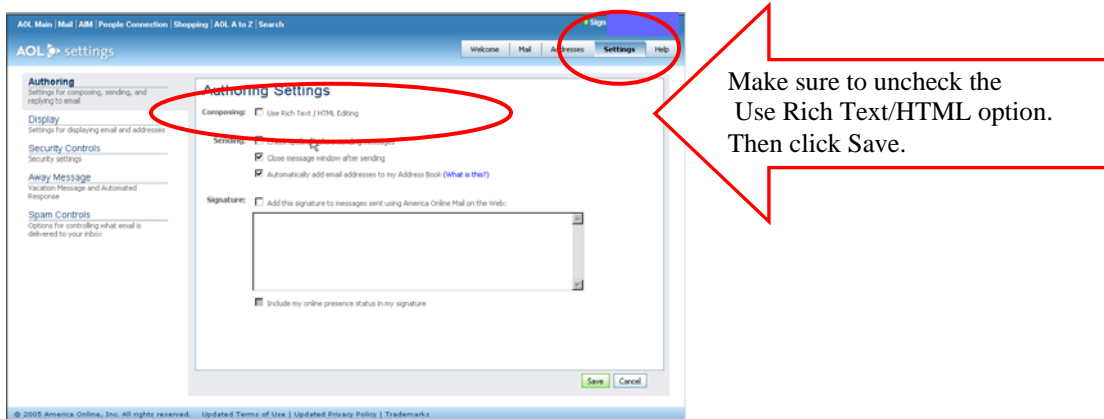
Earthlink



The word Plain, at the top of the email message should be in all black typeface for a Plain text message in the Earthlink system.



AOL



Before writing your message, go to Settings then Uncheck the Composing -Use Rich Text/HTML editing option at the top of the page. Click Save.