

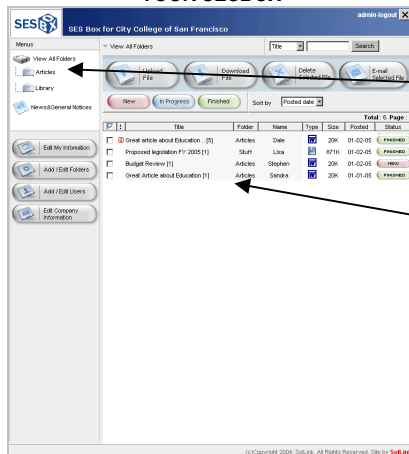
## QUICK NOTES

1. You will receive a message from SES BOX.
2. Go to: [www.strategicadvocates.com](http://www.strategicadvocates.com)
3. Click on the SESbox ICON
4. Type your USER ID and Password
5. Click LOGIN


**\*\*Attention Apple users:** If you are having trouble downloading files with your Microsoft Internet Explorer Browser, please try using your Apple Browser (SAFARI).

Here is what you will see:

### YOUR SESBOX



### ABOUT YOUR SESBOX

In **YOUR SESBOX**, you will find all communication between you and Strategic Education Services (SES). SES will determine the name of the specific folders and will place content in these folders accordingly. A flashing  will notify you about the new content.

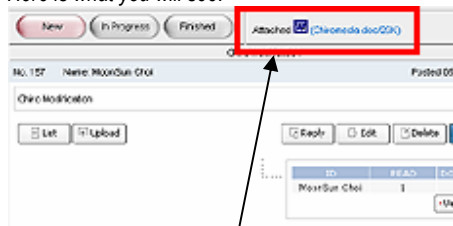
Most of the communication between you and SES will simultaneously appear in these folders and in the MESSAGE TRAY.

### TO VIEW (DOWNLOAD) A FILE

Title	Folder	Name	Type	Size	Posted	Status
<input type="checkbox"/> Great article about Education [2]	Articles	Dale	Doc	20K	01-02-05	<b>NEW</b>
<input type="checkbox"/> Proposed legislation FY 2005 [1]	Stuff	Lisa	Doc	871K	01-02-05	<b>PRIORITY</b>
<input type="checkbox"/> Budget Review [1]	Articles	Stephen	Doc	20K	01-02-05	<b>NEW</b>
<input type="checkbox"/> Great Article about Education [1]	Articles	Sandra	Doc	20K	01-01-05	<b>PRIORITY</b>

1. Click on the MESSAGE within the TITLE section of your MESSAGE TRAY (shown in RED).

Here is what you will see:



2. To VIEW (DOWNLOAD) a FILE, click on the ATTACHMENT SECTION
3. When the Microsoft POP UP appears, either OPEN the document or SAVE it to a local folder (i.e. a folder on your computer or desktop)

### TO COLLABORATE WITH SES

An explanation of buttons:

- List: Takes you back to MESSAGE TRAY
- Upload: Upload a FILE TO A FOLDER
- Reply: REPLY to SES (see below)
- Delete: DELETE (not authorized)
- Confirm: CONFIRM (not authorized)

### TO REPLY TO A MESSAGE FROM SES

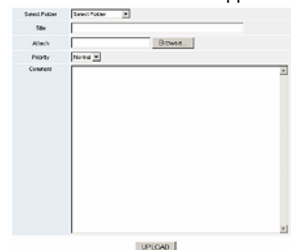
1. Click the REPLY button. A REPLY box will appear. You do not need to ATTACH anything to the message. Click POST MESSAGE.

### TO UPLOAD A FILE TO A FOLDER

You have the ability to upload information that you have on your computer to a particular folder within your SESbox.

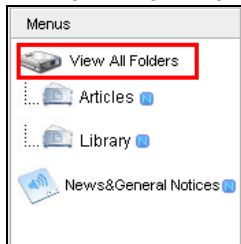
Here is how you do it:

1. Click UPLOAD. This box will appear:



2. Select a Folder to UPLOAD your information. Give your UPLOAD a TITLE.
3. Browse your computer for the document
4. Attach it
5. Establish a priority level and write a comment. Click POST A MESSAGE
6. Wait until your file has been uploaded.

### MENU AND FOLDERS



If you click on any of the above ICONS you can view all information within the specific folders. Within a particular folder you will find communication from SES (usually in the form of (Word Documents, Excel Sheets, or simple messages).

### SYMBOLS

- Denotes New Item
- Denotes High Priority

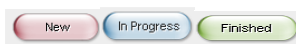
### BUTTONS

Title	Folder	Name	Type	Size	Posted	Status
<input type="checkbox"/> Great article about Education [2]	Articles	Dale	Doc	20K	01-02-05	<b>NEW</b>
<input type="checkbox"/> Proposed legislation FY 2005 [1]	Stuff	Lisa	Doc	871K	01-02-05	<b>PRIORITY</b>
<input type="checkbox"/> Budget Review [1]	Articles	Stephen	Doc	20K	01-02-05	<b>NEW</b>
<input type="checkbox"/> Great Article about Education [1]	Articles	Sandra	Doc	20K	01-01-05	<b>PRIORITY</b>

If you place a check in the box next to a file and click this button, you can DELETE the selected file.

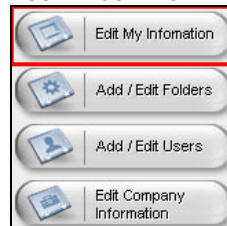


If you place a check in the box next to a file and click this button, you can EMAIL the selected file.



Click one of these buttons and your MESSAGE TRAY will sort accordingly.

### PERSONAL CONTROL PANEL



This is your personal control panel specific to your SESbox. Within this section, you can edit your information.

### Strategic Advocates


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[generalmail@strategicadvocates.com](mailto:generalmail@strategicadvocates.com)  
[www.strategicadvocates.com](http://www.strategicadvocates.com)







**MORE OPTIONS FOR DOWNLOADING AND UPLOADING FILES**

**TO VIEW (DOWNLOAD FILE) (1 of 2)**

You have more options:

**Option A:**

1. Click on the ICON (e.g. ) under the Type Column in your Message Tray.

Total: 9 Page: 1							
	Title	Folder	Name	Type	Size	Posted	Status
<input type="checkbox"/>	Great article about Education... [2]	Articles	Dan		20K	01-02-05	
<input type="checkbox"/>	Proposed legislation FY 2005 [1]	Stuff	Lisa		871K	01-02-05	
<input type="checkbox"/>	Budget Review [1]	Articles	Stephen		20K	01-02-05	
<input type="checkbox"/>	Great Article about Education [1]	Articles	Sandra		20K	01-01-05	

2. When the Microsoft POP UP appears, either OPEN the document or SAVE it to a local folder (i.e. a folder on your computer or desktop)

**Option B:**

1. Place a check in the box next to the file you want to view.  
2. Click the DOWNLOAD FILE button.



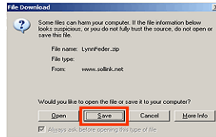
3. Click the SAVE button and save the document to a local folder (i.e. a folder on your computer or desktop).

\*Please remember to delete the file afterwards if it is confidential.

**TO VIEW (DOWNLOAD FILE) (2 of 2)**

1. When viewing a file (DOWNLOAD FILE) Microsoft often asks for a secondary level of approval from you to proceed. Simply click on the message area and click Download File (you might have to click RETRY). Once you have done that, you can either open the document or save it to your computer.

2. If you are having trouble viewing a particular file, simply SAVE it to your computer. Although you are able to OPEN the file, we strongly recommend that you always SAVE the file to your computer.



**TO UPLOAD A FILE TO A FOLDER**

You have the ability to upload information that you have on your computer to a particular folder within your SESbox.

Here is how you do it:

1. Click Upload



2. Select a Folder to UPLOAD your information. Give your UPLOAD a TITLE.

3. Browse your computer for the document

4. Attach it

5. Establish a priority level and write a comment . Click POST A MESSAGE

7. You will see a box like below. Wait until the file is uploaded.

