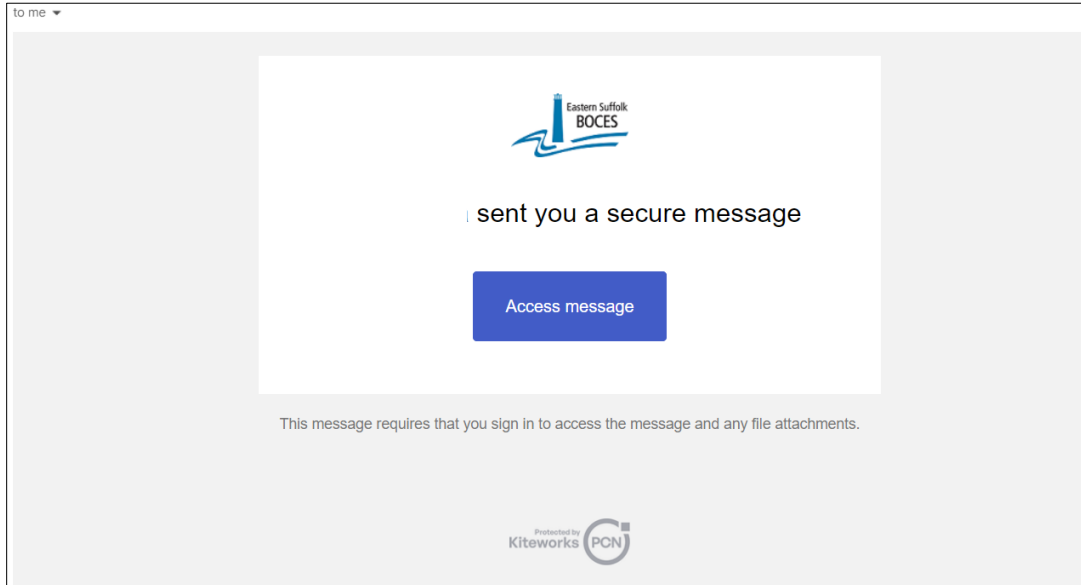


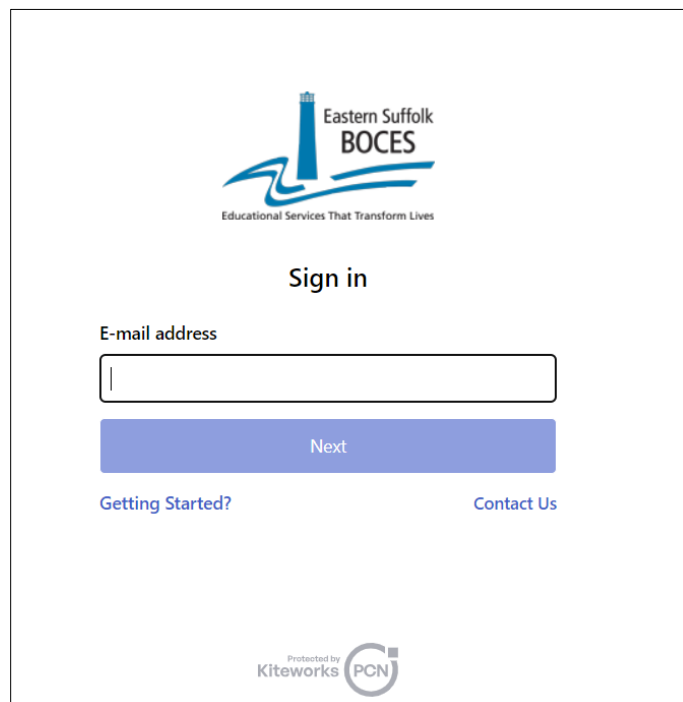
Using ESBOCES Courier for External Users

To send a message via Courier, you must first receive a message from an ESBOCES employee.

When you receive a secure message from ESBOCES click on *Access message*.



The sign in screen for Courier will open. Enter your email address and click *Next*.



The screenshot shows a sign-in screen with the Eastern Suffolk BOCES logo at the top, including the tagline "Educational Services That Transform Lives". The heading "Sign in" is centered. Below it is the label "E-mail address" followed by a text input field. A blue button labeled "Next" is positioned below the input field. At the bottom of the screen, there are two links: "Getting Started?" on the left and "Contact Us" on the right. The footer includes "Protected by Kiteworks" and the PCN logo.

If you're using Courier for the first time, you will need to create an account.

Creast and enter a password. It will need:

1 number

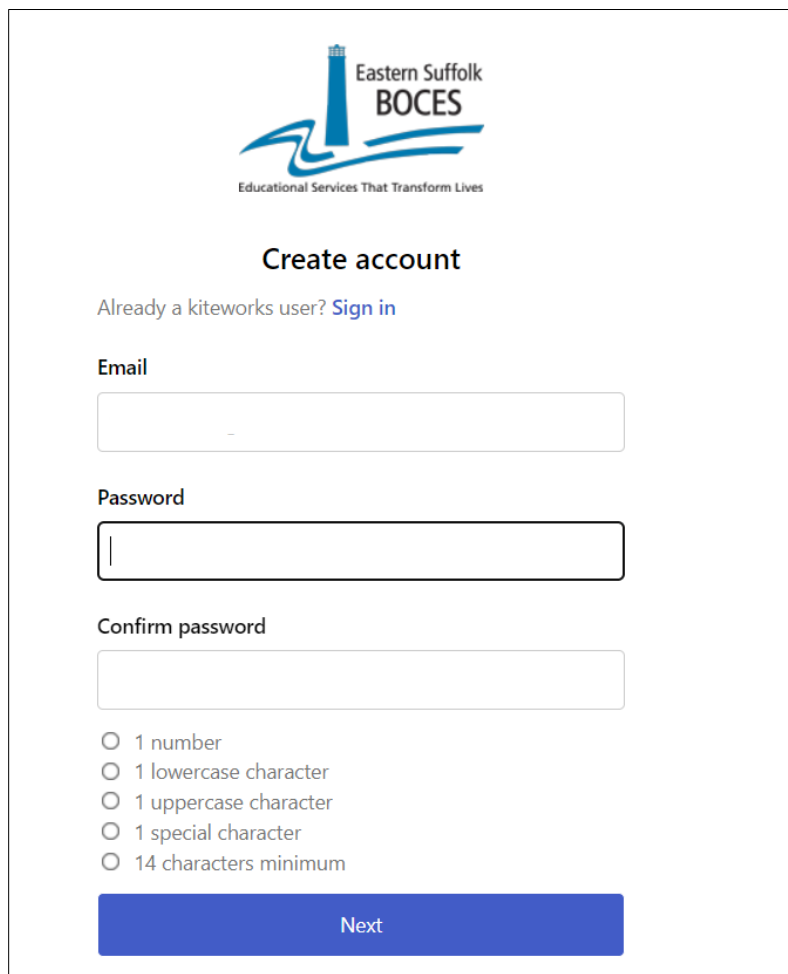
1 lowercase character

1 uppercase character

1 special character

Must be at least 14 characters long

Enter the password again. Then click *Next*.



The screenshot shows the account creation interface for Eastern Suffolk BOCES. At the top is the logo with the text "Eastern Suffolk BOCES" and "Educational Services That Transform Lives". Below the logo is the heading "Create account" and a link "Already a kiteworks user? Sign in". There are three input fields: "Email", "Password", and "Confirm password". Below the "Confirm password" field is a list of password requirements with radio buttons: "1 number", "1 lowercase character", "1 uppercase character", "1 special character", and "14 characters minimum". At the bottom is a blue "Next" button.

Eastern Suffolk BOCES
Educational Services That Transform Lives

Create account

Already a kiteworks user? [Sign in](#)

Email


Password

Confirm password

1 number
 1 lowercase character
 1 uppercase character
 1 special character
 14 characters minimum

Next

Enter the provided captcha code and click *Create Account*.



Eastern Suffolk
BOCES
Educational Services That Transform Lives

Create account

Already a kiteworks user? [Sign in](#)

Email

Password

 ✓


Confirm password

 ✓

Enter the captcha code

394914	<input type="text"/>
	<input type="button" value="C"/>

You'll be sent an email to activate your account.

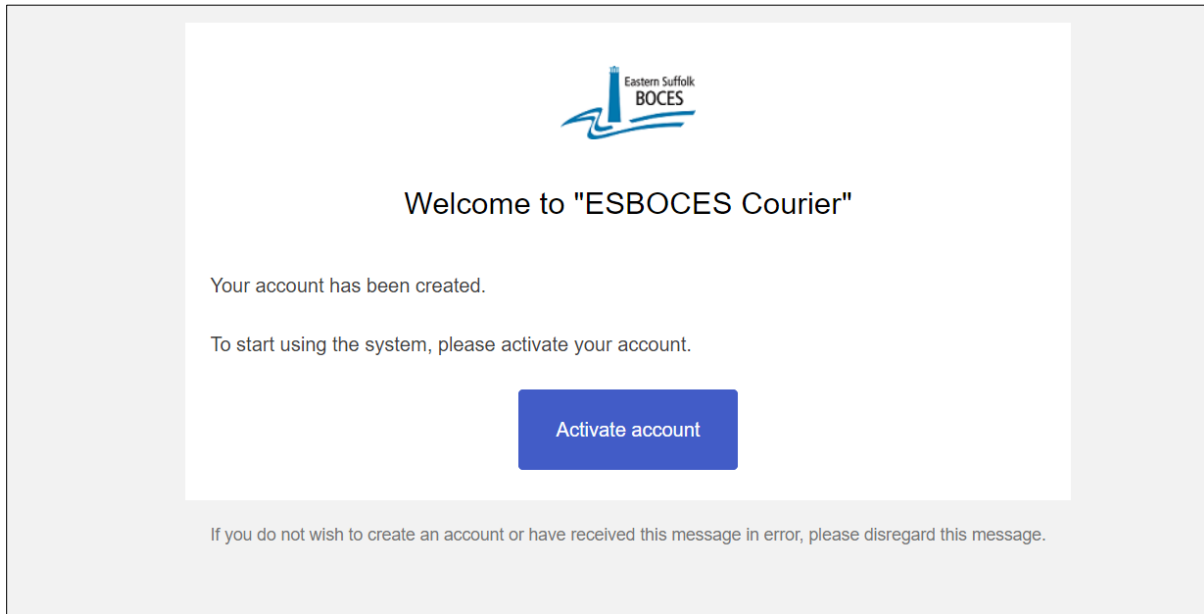


Eastern Suffolk
BOCES
Educational Services That Transform Lives

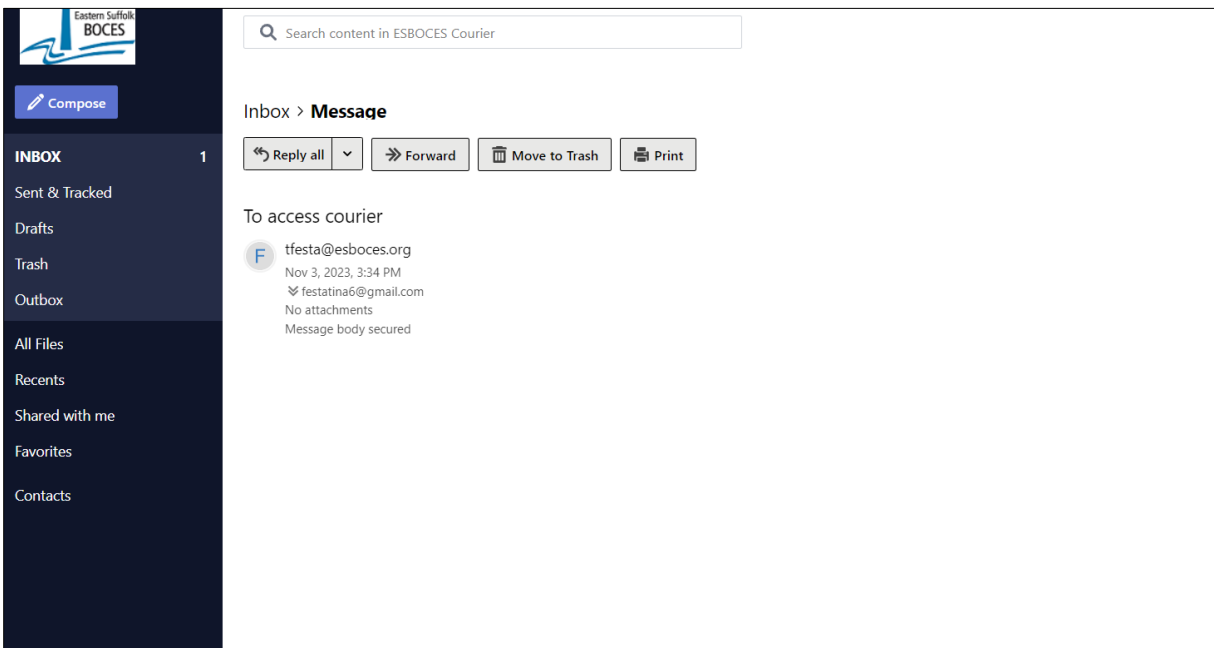
One more step!

We've sent a message to
Check your email and click on the button to activate your
account.

Click *Acitivate account*.



Courier will open and you will have access to the message and attachments.



Once your account has been activated you can also send and reply to messages.

To create a new message in Courier go to <https://courier.esboces.org/>

At the sign in page enter your account email and password.

If you forgot your password, there will be an option to re-set it. Follow the prompts.