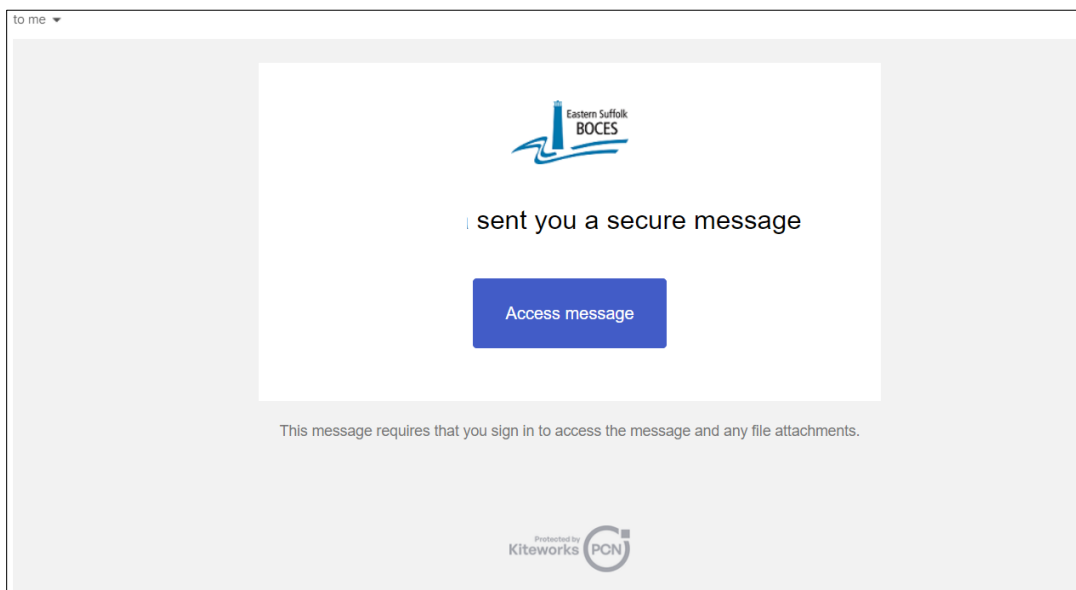


Using ESBOCES Courier for External Users

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*.

A screenshot of a web-based sign-in screen. At the top is the Eastern Suffolk BOCES logo, which includes the text "Educational Services That Transform Lives". Below the logo, the heading "Sign in" is centered. Underneath the heading is the label "E-mail address" followed by a text input field. Below the input field is a blue button with the text "Next". At the bottom of the form area, there are two links: "Getting Started?" on the left and "Contact Us" on the right. At the very bottom of the page, there is a footer that says "Protected by Kiteworks" next to a circular logo containing the letters "PCN".

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

Crear 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*.



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

⌂

Create account

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

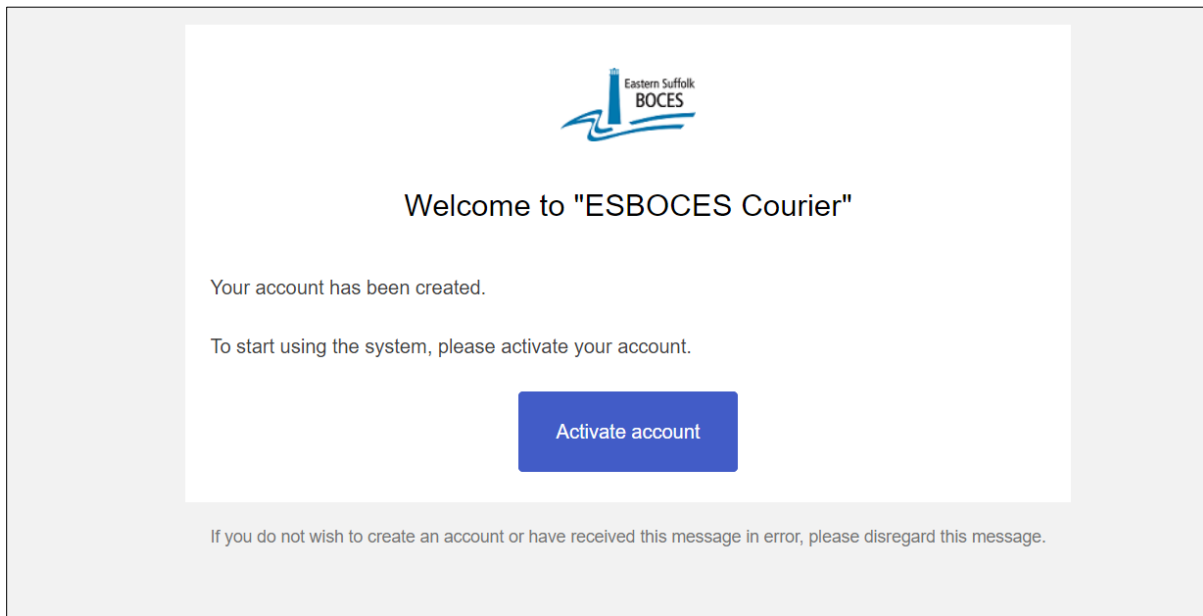


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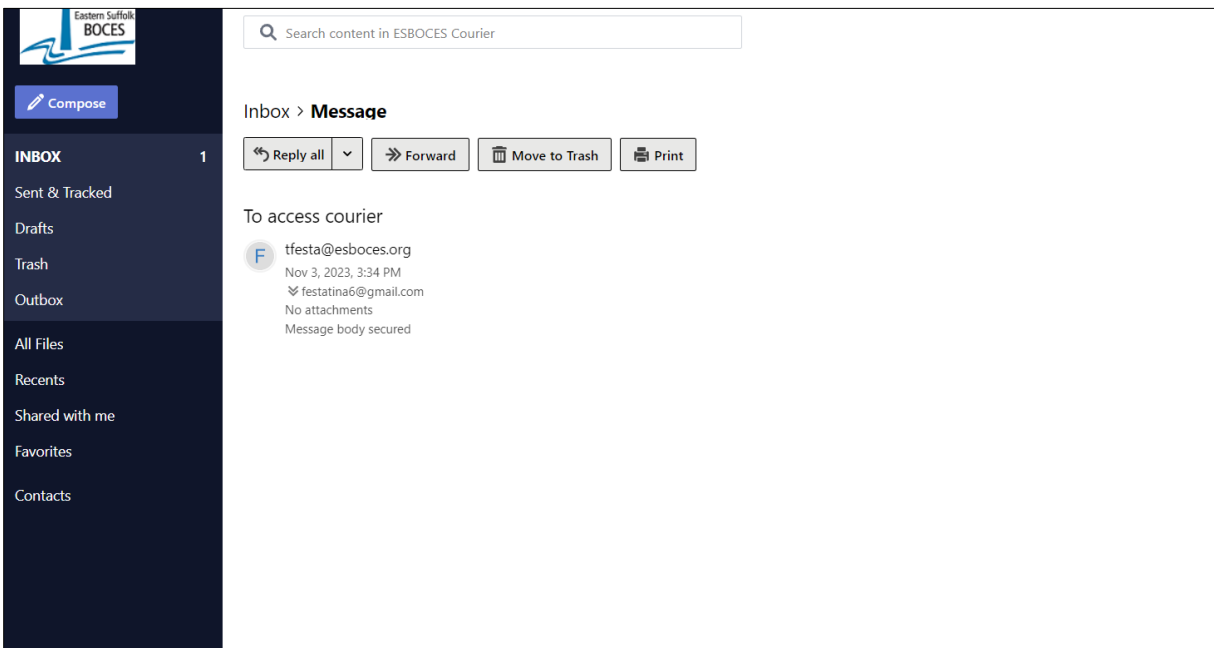
One more step!

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.