

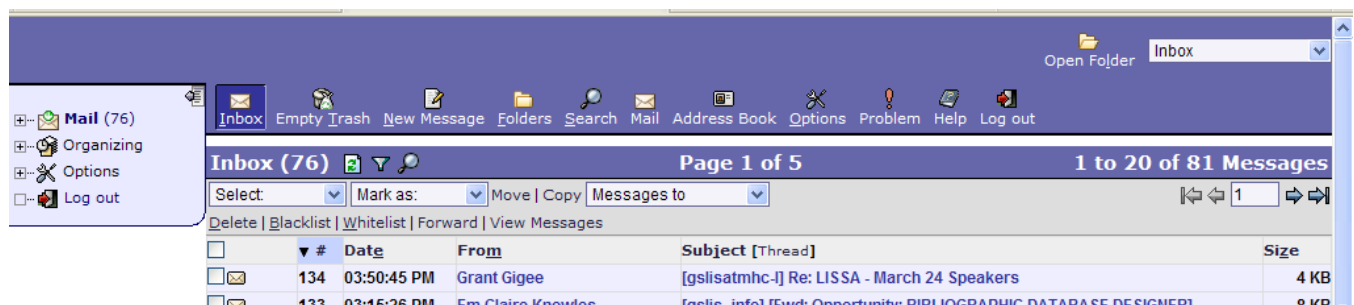
Using WebMail

Access Simmons College e-mail at <http://email.simmons.edu> from any computer with an Internet browser. The first time you sign in to email with your login and Student ID as the password, you will be prompted to change your password. Create a password that has a combination of lower and uppercase letters and numerals.

Logging in

- ◆ Open a web browser and go to: <http://email.simmons.edu>
- ◆ You will see a screen with two boxes for **Username** and **Password**.
- ◆ Point and click in the **Username** box and type your assigned e-mail name
- ◆ Press the <TAB> key or click in the **Password** box and type your password.
- ◆ Click on the button that says **Login**.
- ◆ If you forget your password, contact the Help Desk (helpdesk@simmons.edu) or call them at (617) 521-2222. They will reset the password to your user ID. Note: this may take 24-48 hours.

Reading E-mail



This is what the top of your inbox looks like. To view a message, click on the message subject of the name of the sender, and the message will open. Use the checkboxes to the left of each message to select emails to delete or move to another folder in your email account.

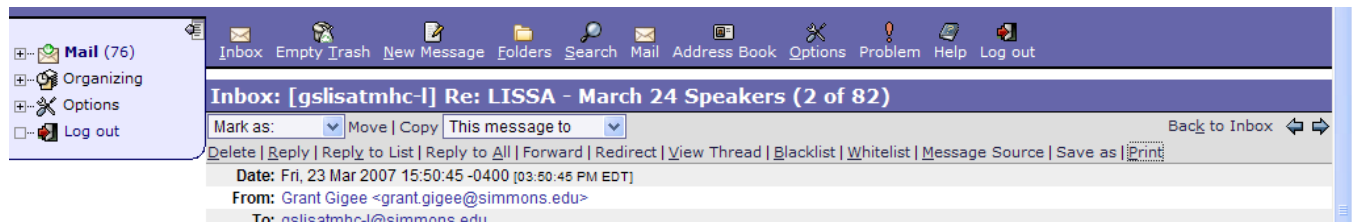
If you have more than twenty (20) messages in any folder, they will be displayed 20 at a time. In the upper right-hand corner, you can see how many emails you have, and which page of them is being displayed. Use the arrows next to the page number to move forward and back through the messages.

Forwarding E-mail

All official Simmons correspondence will be sent only to your Simmons.edu e-mail account. To forward your Simmons e-mail to another e-mail account, go to <http://preferences.simmons.edu>. Then click on “Filters,” then “Forward.” You will then see a screen where you can enter an email address to forward your Simmons e-mail.

Printing a message

To print a message, you have to open it first. Click on the “Print” link. The message will open in a new browser window, without any of the colors or icons from the webmail display.



Composing a message

Click on the **New Message** button to start begin writing a message. You will have this option when you first log on or when you are reading a message. At the **To:** line put the e-mail address of the person to whom you are sending the message. (Type your e-mail address in the **CC:** box if to allow confirmation that the email was sent successfully. Type a brief title the **Subject** line. Type your message in the **Message** section. When you have finished, click the **Send** button.

Replying to a message

When you open a message, you are given options in the tool bar to **Delete**, **Reply**, **Reply to List**, **Reply to All**, **Forward**, **Redirect**, **View Thread**, **Blacklist**, **Whitelist**, **Message Source**, **Save as**, and **Print**.

- ◆ **Reply** will start composing a message to the person who sent the original message.
- ◆ **Reply to List**: This is a new option for the March 2007 version of Webmail. If you are reading a message sent over a listserv, choosing “Reply to List” will address your message to the listserv. If you do not wish for all subscribers to read your message, only the sender of the original message, select “Reply.”
- ◆ **Reply to All** will address your Reply to all the people who got the original message. If the message was sent over a listserv, your reply will be sent to the listserv.
- ◆ **Forward** will start a message just like in Reply, but it will leave the address blank. You can put in any e-mail address.

Deleting Messages

To delete a message, click on the **Delete** link in the toolbar while you are reading it. When you are looking at a list of messages in a folder, you can also check the box beside a message then click on **Delete**. Periodically empty your trash folder by selecting the button that says “Empty Trash.”

Folders

Once you've read a message, you can delete it, or put it in another folder (other than the inbox). Check the box next to a message in a list, then click on **Move** or **Copy** (on the left side of the toolbar) and select the folder you wish to file your message into.

Getting Back to the Main Screen and Logging Out

Click on **Mail** or **Inbox** to get back to your new mail folder. Click on **Log out** to logout from WebMail.

For more help with Webmail, please see the Email Tips page maintained by the Help Desk:
<http://my.simmons.edu/services/technology/helpdesk/email.shtml>