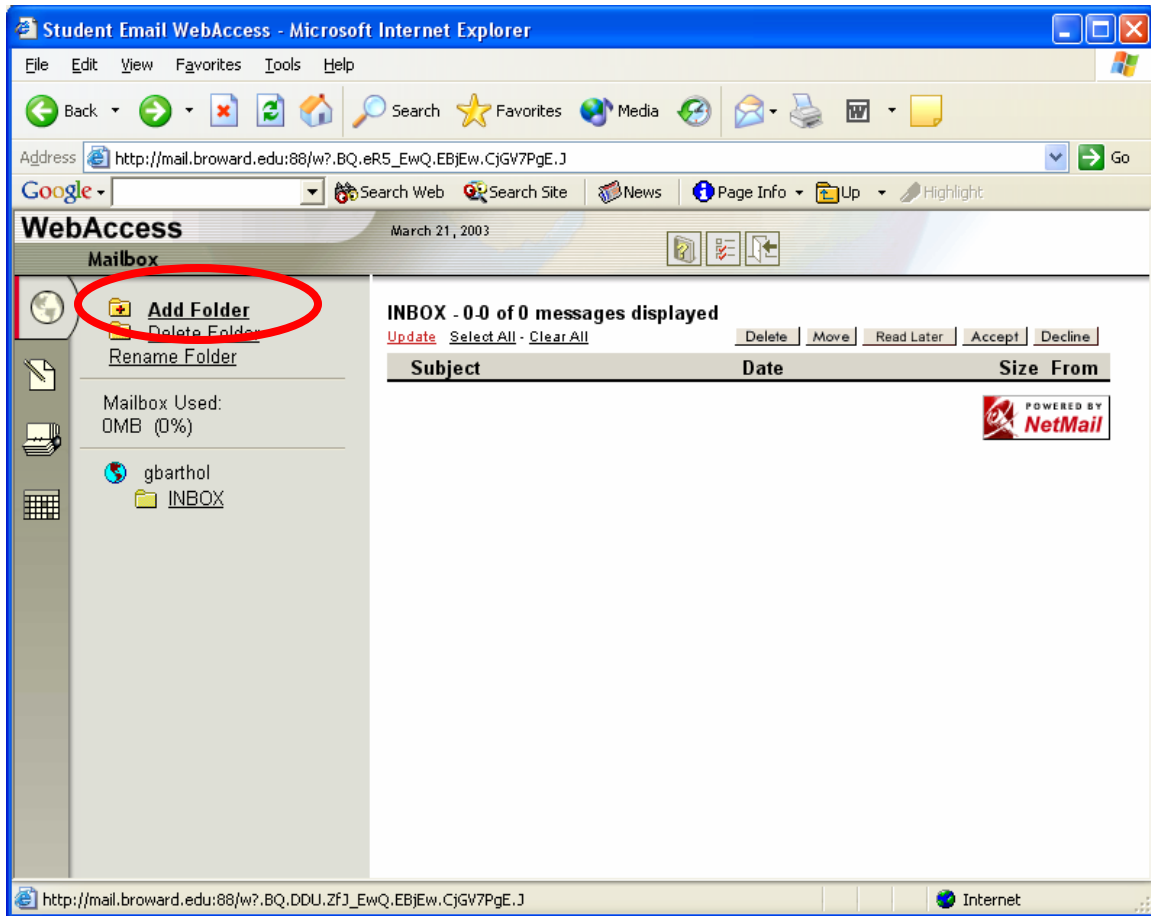
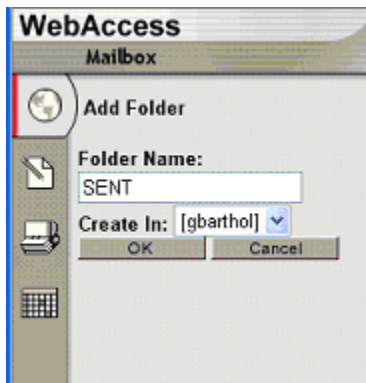


Create Sent Items folder

1. Click on the “Add Folder” link in the top left of the screen.



2. Type in “SENT” as name of folder
Make sure your user id is selected for the “Create In:” option
Then click OK



3. Click the “Options” button at the top of the screen

4. In the Options window, Click the link for “Mailbox Management”
5. In the Sent Folder option, select “SENT” from the list.
Then click Save at the bottom of the window

Student Email WebAccess - Microsoft Internet Explorer

Options - MailBox Management

General Settings **MailBox Management** Rules Proxy Settings

Mailbox Settings

Immediate purge of deleted messages : Yes No

Sent Folder: SENT

Forward all new messages

Yes No

Keep Copy: Yes No

Forward to:

Automatically reply to all new messages

Yes No

Message:

Add signature to outgoing messages

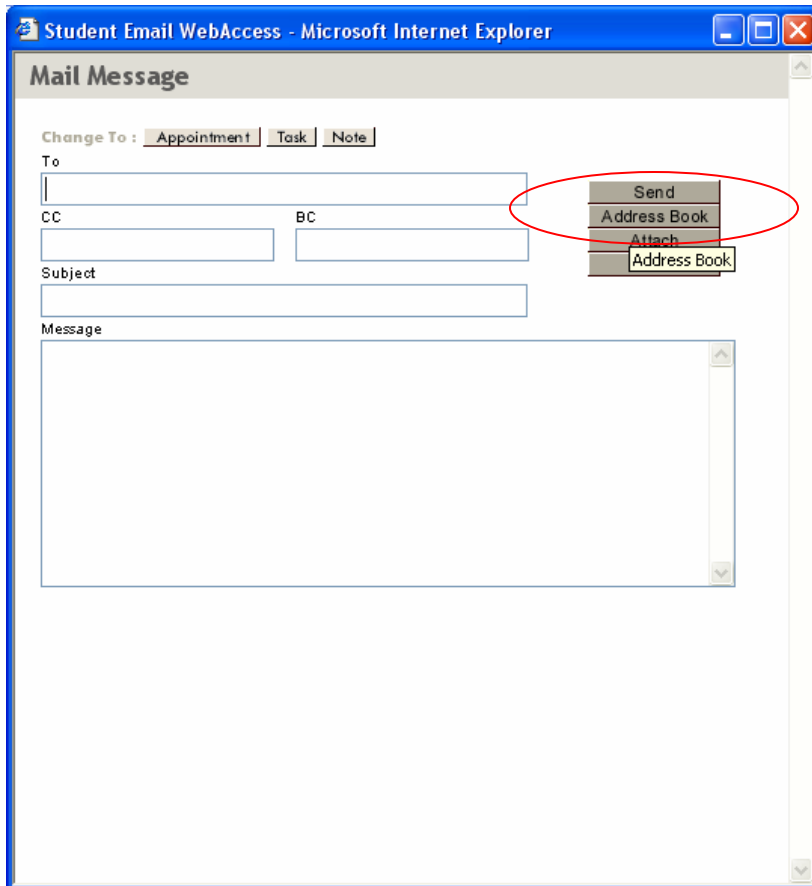
Yes No

Signature:

Save Close

To use the Address Book

1. When composing a message, click the button for “Address book”



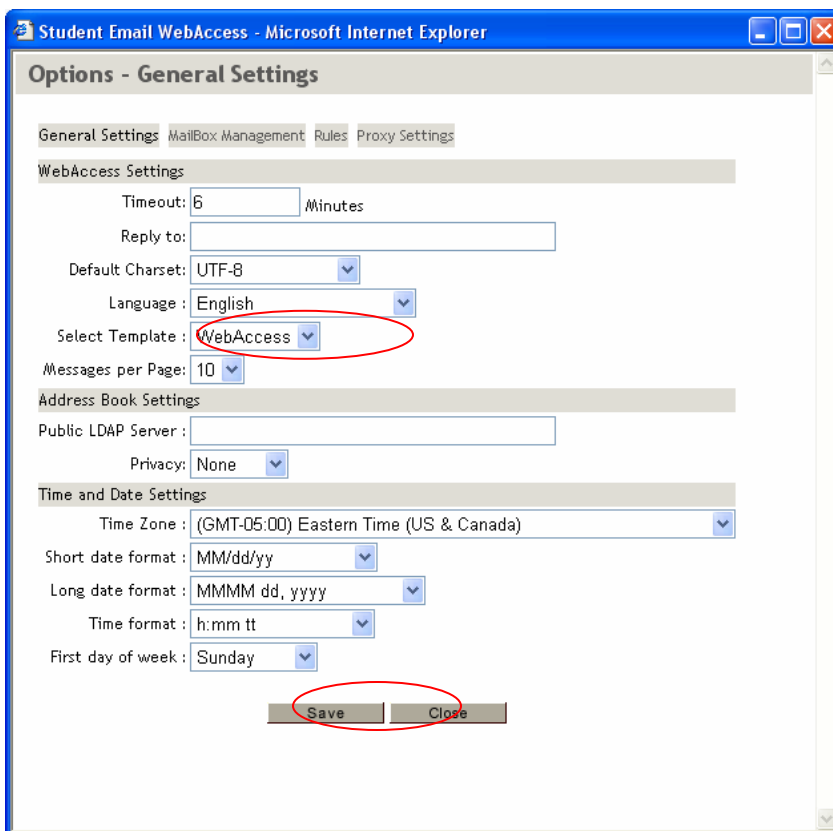
2. In the address book window, type in the name (preferably the last name) of the person you are searching for.
3. This will list one or more names depending on the results. Select the name you are looking for and then Click the “To:” button if it is to be sent to the person, “CC” for carbon copy, and “BCC” for Blind Carbon Copy.
4. Then click “Compose” button to return to the message window.

Changing the Timeout

1. Click the “Options” button at the top of the screen
2. In the Options screen, change the “Timeout” option to the desired number

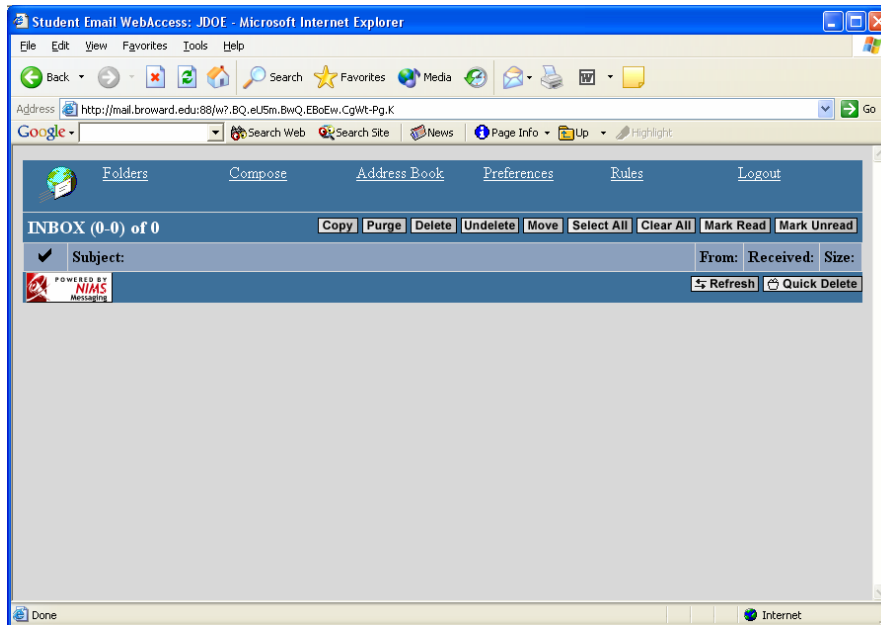
Changing the Appearance of the Email

1. Click the “Options” button at the top of the screen.
2. Change the “Select Template“ Option from WebAccess to WebMail

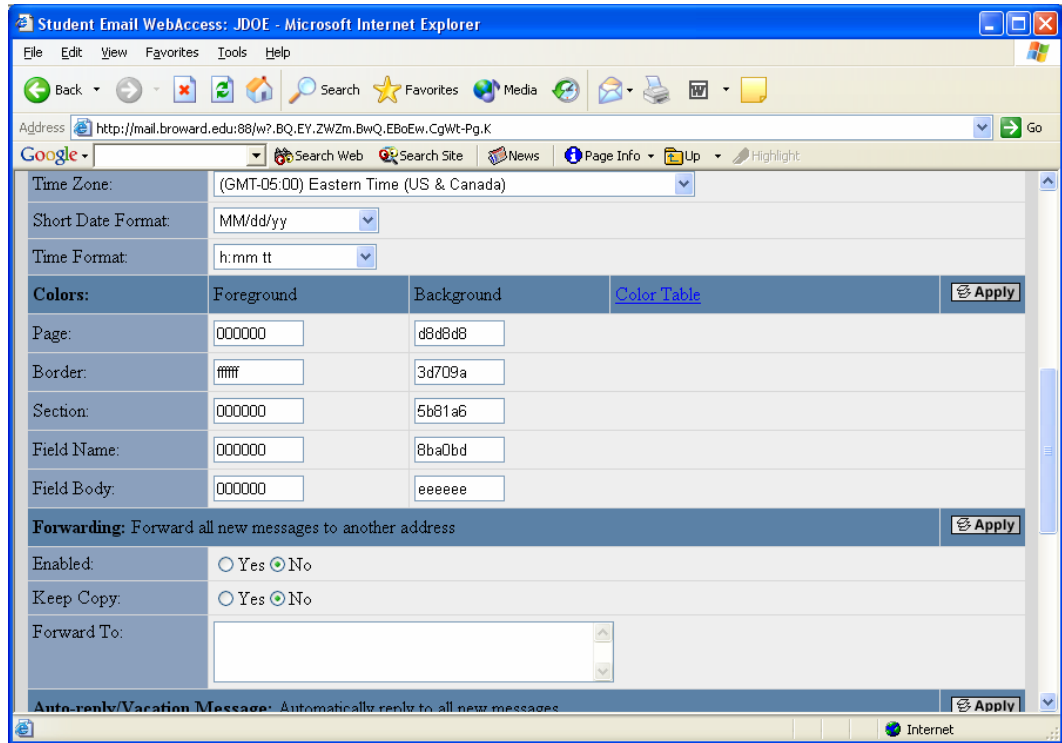


3. Click the “Save” button at the bottom of the screen

4. Close out of email and login again
At this point, the interface will have changed.



5. Now you can customize it with whatever color you would like.
 - a. To do this, click the “Preferences” link at the top of the page
 - b. This will open the “Preferences” page, scroll down to the “Colors” section



c. Here you can change the color of any element (page, border, section, ...)

To change the color type in the code (hex value) for that color in the appropriate box (this is easier than it looks, just click the link for “Color table” and it will show you the code for that color