

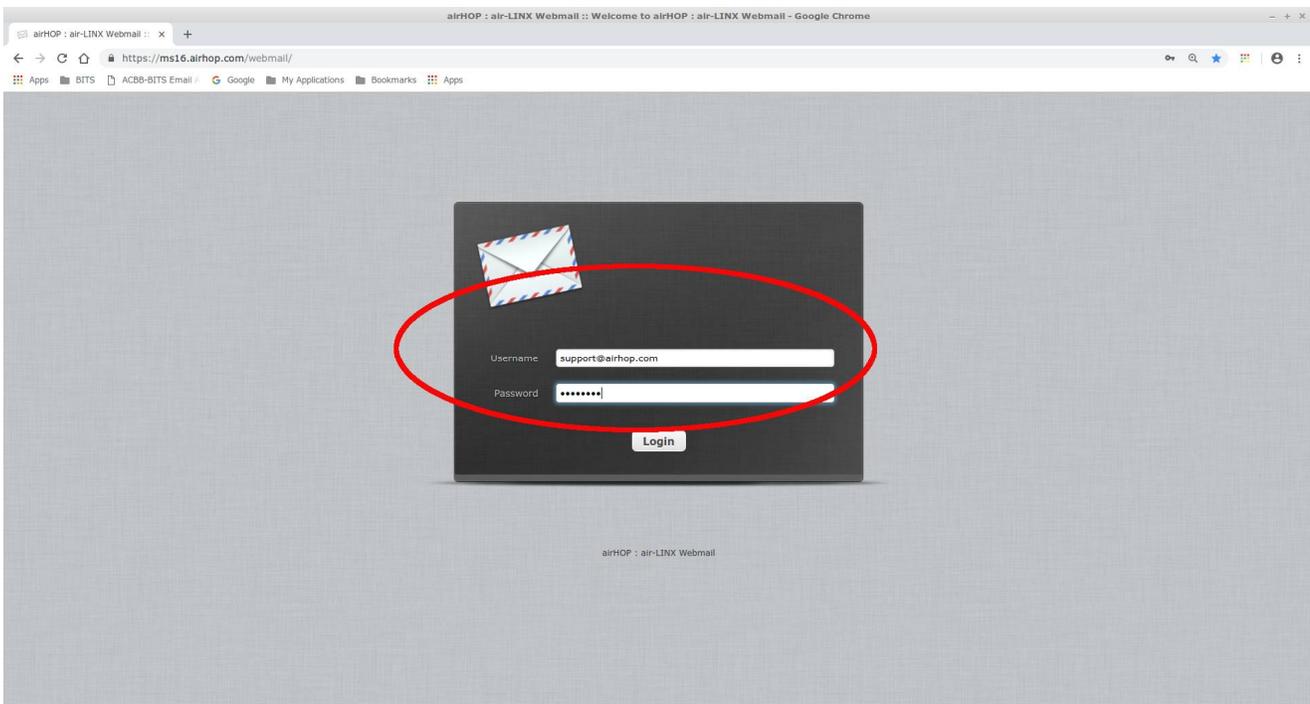


## Webmail Interface Quick Start Guide

The new Webmail interface is a significant improvement over the original Webmail solution. This guide is intended to provide easy to understand guidance for the new Webmail interface.

### Login Screen

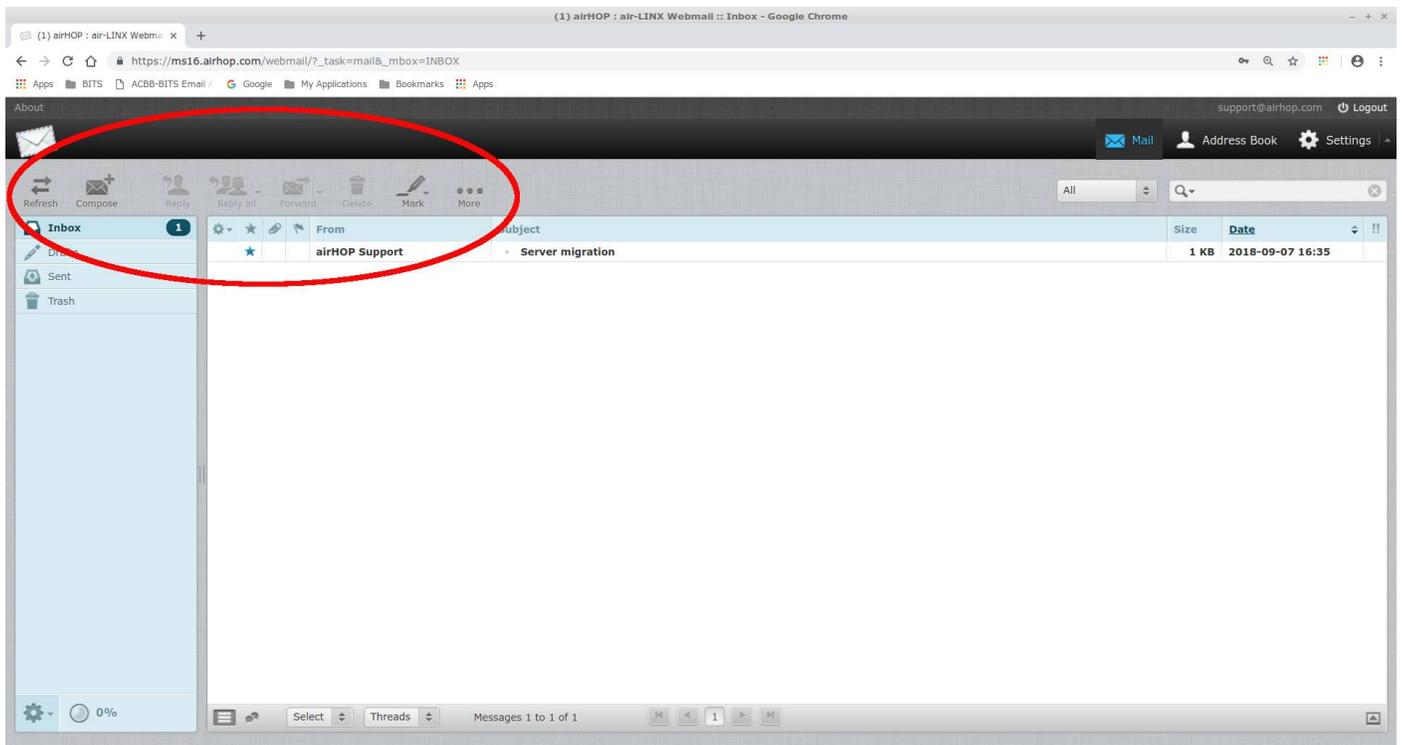
A screenshot is below. Note: When logging into Webmail, your Username is your full e-mail address. After entering your Username and Password, click on the Login button.





## Main Menu

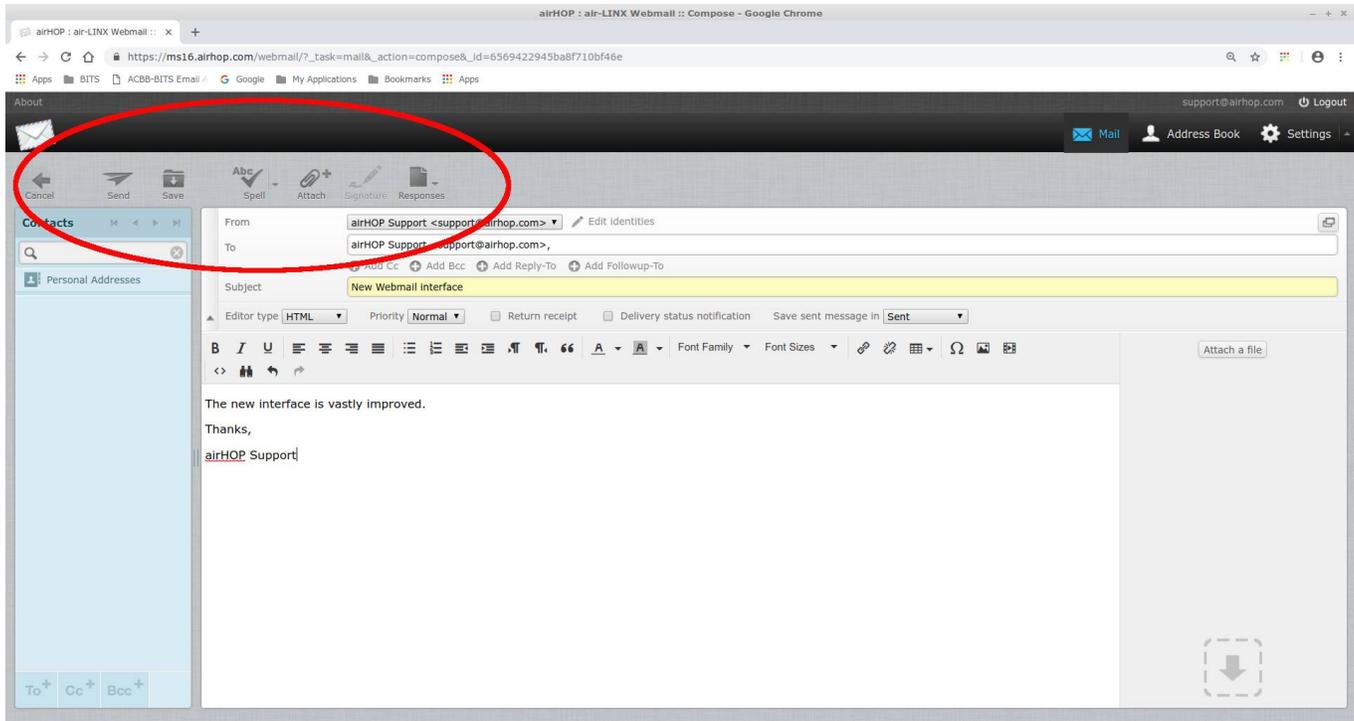
After logging in, you will be presented with the Main window which shows e-mail messages (sorted by most recent messages first). From this screen, you can Compose a new message, delete messages, etc. The left hand pane shows the default folders (Inbox, Drafts, Sent, & Trash). You can create additional folders as needed.





## Compose e-mail

In order to create a new e-mail message, click the Compose button. A new window will open where you can create and send a new message. To actually send the new message, you must click on Send in the upper left portion of the screen.





## Settings / Address Book

The user can change some preferences to suit their own needs. The Address Book entries allow the user to save frequently used e-mail addresses.

