

Webmail 2010

Quick Start Guide

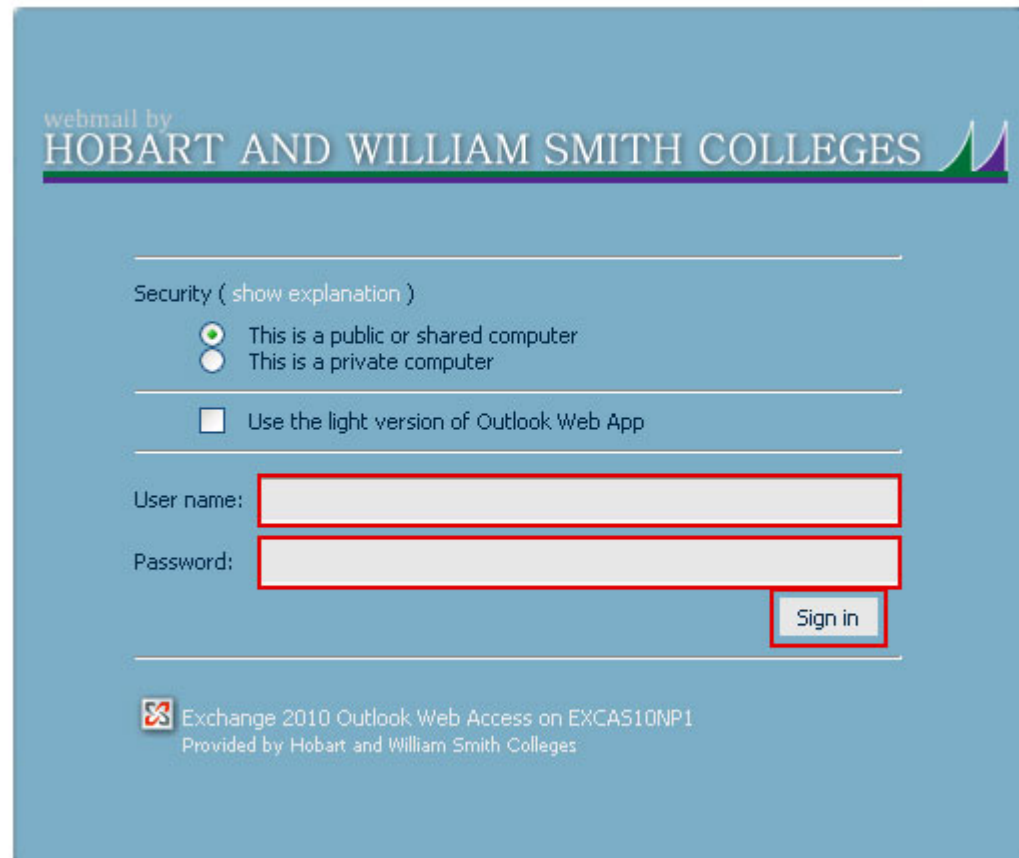
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The new Webmail interface gives users the full e-mail experience anywhere, any time, and works identically on HWS-supported browsers (Internet Explorer, Safari, and Firefox). It looks much more like the Outlook client. This guide gives an overview of some of the new features.

Accessing Webmail

1. In a Web browser, go to <http://webmail.hws.edu>
2. Enter your **username** and password
3. Click **Log On**



The screenshot shows the login page for webmail by Hobart and William Smith Colleges. The page has a blue background. At the top, it says "webmail by HOBART AND WILLIAM SMITH COLLEGES" with a logo on the right. Below this is a horizontal line. Underneath the line, there is a "Security (show explanation)" section. It contains two radio buttons: "This is a public or shared computer" (which is selected) and "This is a private computer". Below that is a checkbox labeled "Use the light version of Outlook Web App". Further down are two input fields: "User name:" and "Password:". The "Sign in" button is located to the right of the password field. At the bottom, there is a small icon and text: "Exchange 2010 Outlook Web Access on EXCAS10NP1 Provided by Hobart and William Smith Colleges".

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Navigating the Default Webmail View

The screenshot displays the Webmail 2010 interface for Hobart and William Smith Colleges. The interface includes a navigation pane on the left, a main content area, and a top header. Callout boxes provide instructions for various features:

- Delete messages:** Points to the 'X' icon in the message action bar.
- Click Options for more setup:** Points to the 'Options' link in the top right.
- Search Box:** Points to the 'Find Someone' search field.
- Help function:** Points to the help icon in the top right.
- The arrow is how you can show or hide folders: click to hide, then click again to show:** Points to the arrow icon in the folder list.
- Expand/Collapse Button bar will allow you to collapse your folder view to icons:** Points to the expand/collapse button in the folder list.
- Select New to start composing a new message or set up a new meeting:** Points to the 'New' button in the message action bar.

The interface shows the following elements:

- Header:** "webmail 2010 by HOBART AND WILLIAM SMITH COLLEGES" and "Sign out" link.
- Navigation Pane (Left):** Favorites, Inbox, Drafts, Sent Items, Notes, Junk E-mail, Deleted Items (1), RSS Feeds, Mail, Calendar, Contacts, Tasks, Public Folders.
- Main Content Area:** "Inbox (85 Items)", "New" button, "Move" dropdown, "Search Inbox" field, "Arrange by: Date" dropdown, "Filter" and "View" dropdowns, "Newest on Top" dropdown.

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Options Menu

The screenshot shows the Microsoft Outlook Web App interface. At the top left, it says "Microsoft Outlook Web App". On the right, there are links for "Sign out", "My Mail", and a help icon. The main content area is divided into three sections: "Account Information", "Heading out?", and "Shortcuts to other things you can do".

Account Information

- General**
 - Display name:
 - E-mail address:
- Contact Numbers**
 - Work phone:
 - Mobile phone:

Heading out?

- Tell people you're on vacation**

Shortcuts to other things you can do

- Forward your mail using Inbox rules**
- Learn how to get Direct Push e-mail on your mobile phone**
- Connect Outlook to this account**

Callouts point to the "Set up an away message" link in the "Heading out?" section, the "Return to your Inbox" link in the top right, and the "Shortcuts to other options or to help items" section.

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Organize E-Mail Menu

Set up your
mail filters in
Inbox Rules

The screenshot displays the Microsoft Outlook Web App interface. On the left, the 'Organize E-Mail' menu is expanded, showing options like 'Account', 'Groups', 'Settings', 'Phone', and 'Block or Allow'. The 'Inbox Rules' option is highlighted. A callout box with the text 'Set up your mail filters in Inbox Rules' points to this option. The main content area shows the 'Inbox Rules' configuration page, which includes a header with 'Inbox Rules' and a sub-header with instructions: 'Choose how mail will be handled. Rules will be applied in the order shown. If you don't want a rule to run, you can turn it off or delete it.' Below this, there are icons for 'New...', 'Details', and several action icons (delete, up, down, refresh). A table lists the rules, with one rule 'Adult Content Rule' selected. The status bar at the bottom indicates '1 selected of 17 total'. The footer contains the copyright notice '© 2009 Microsoft'.

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Settings Menu

The screenshot shows the 'Settings Menu' in Webmail 2010. The left sidebar contains 'Account', 'Organize E-Mail', 'Groups', and 'Settings'. Under 'Settings', there are links for 'Phone' and 'Block or Allow'. The main content area is divided into several sections:

- Mail**: Includes icons for Mail, Spelling, Calendar, General, and Regional. A callout box points to the Calendar icon with the text: "Set up your Calendar".
- E-Mail Signature**: Features a rich text editor with a font dropdown (Tahoma), font size (10), and bold, italic, underline, and text color options. A callout box points to the text area: "Create your signature in this text area and check the box to include it in e-mails." Below the editor is a checkbox: "Automatically include my signature on messages I send".
- Message Format**: Includes checkboxes for "Always show Bcc" and "Always show From". A dropdown menu is set to "HTML". Below is a "Choose message font:" section with a font dropdown (Tahoma), font size (10), and bold, italic, underline, and text color options. A "Sample Text" box is provided.
- Read Receipts**: A section titled "Choose how to respond to requests for read receipts." with radio buttons for "Ask me before sending a response" (selected), "Always send a response", and "Never send a response".
- Reading Pane**: A section titled "Choose when items should be marked as Read." with radio buttons for "Mark the item displayed in the Reading Pane as Read" (selected), "Mark the item as Read when the selection changes", and "Don't automatically mark items as Read". A "Wait" field is set to "1" seconds.
- Conversations**: A section titled "Sort messages in the conversation Reading Pane in this order:" with radio buttons for "Newest message on top" (selected) and "Newest message on bottom". Below is "Choose how to sort the messages in List View in an expanded conversation." with radio buttons for "Match the sort order of the Reading Pane" (selected) and "Show the conversation tree". A checkbox for "Hide deleted items" is also present.

At the bottom right, there is a green checkmark and the text "Save". A callout box points to it: "Click Save to keep the changes you have made".

Other callout boxes include:

- Pointing to the 'Block or Allow' link: "Use Block & Allow to manage your junk e-mail settings".
- Pointing to the 'Reading Pane' section: "Adjust how messages appear in your inbox".
- Pointing to the font settings: "Change the font, font size, or format of messages".

If you have questions, please contact the Help Desk in the Library Learning Commons or 315-781-4357 (ext. 4357/HELP on campus) or helpdesk@hws.edu.