Webmail 2010

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
Navigating the Default Webmail View

- **Delete messages**: Click to delete messages.
- **Click Options for more setup**: Click for additional setup options.
- **Search Box**: Use for searching messages.
- **Help function**: Access help.

**Instructions**

- The arrow is how you can show or hide folders: click to hide, then click again to show.
- Expand/Collapse Button bar allows you to collapse your folder view to icons.
- Select New to start composing a new message or set up a new meeting.

**Diagram Notes**

- The diagram shows the default webmail view with various folders and buttons.
- The user interface includes options for managing messages, setting up meetings, and accessing help.
Options Menu

Set up an away message

Return to your Inbox

Shortcuts to other options or to help items

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
Organize E-Mail Menu

Set up your mail filters in Inbox Rules

Inbox Rules

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.

<table>
<thead>
<tr>
<th>On</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Adult Content Rule</td>
</tr>
</tbody>
</table>

1 selected of 17 total
Settings Menu

- Set up your Calendar
- Adjust how messages appear in your inbox
- Use Block & Allow to manage your junk e-mail settings
- Create your signature in this text area and check the box to include it in e-mails.
- Change the font, font size, or format of messages
- Click Save to keep the changes you have made

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.