Tutorial for Muskingum College WebMail

WebMail is the Muskingum College preferred method of accessing campus e-mail. WebMail is available from any computer with Internet access, so you can login from any location you wish and always receive your email.

Some important notes for using WebMail:
1. Messages are always available in your Inbox until you delete them. When you delete them they are stored in your Trash Can. To permanently delete them and reduce your mailbox size, you MUST empty the trash can.

2. When your mailbox becomes full, you will not be able to send or receive e-mails until space is made available by deleting messages.

How to Login to WebMail:

1. From the Muskingum College Home Page, click on the WebMail link in the top right corner.

2. On the WebMail login page, enter your username and password.

3. Click Login, or simply press Enter.

4. After logging into WebMail, you will see your Inbox and messages as shown above.

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From here you have several options, which are listed at the top of the page. These options are:

- **Delete** - Delete the selected messages.
- **Empty** - Empty the Trash Can.
- **Check** - Immediately check for New E-mail.
- **New** - Create a New E-mail.
- **Reply / Reply All** - Reply to the sender / Reply to the sender and ALL Recipients.
  
  **NOTE!** Please do NOT use the Reply to All option unless it is absolutely necessary. Doing so will slow the performance of YOUR mailbox AND the recipients by filling it with unneeded messages.
- **Forward / Redirect** - Forward messages to another user.
- **Prev / Next** - Go to the Previous or Next message in the list.
- **Address** - Show your Personal Address Book (WebMail Only, does not apply to Eudora or Outlook Express Address Books).
- **Print** - Print the selected messages.
- **Help** - Get Help using WebMail.
- **Options** - Setup Options for WebMail... More details later in this guide.
- **Folders** - Create / Manage E-mail Folders.
- **Copy / Move** - Copies or Moves Messages to another folder.
- **Logout** - Sign Out of WebMail.

6. To open a message, click on the message subject in the Inbox... this will open the message in a window (as shown above).

Notice that many of the options are the same as in the Inbox. Also notice the Reject This Sender option on the left... if you receive a spam e-mail that you do not want, simply click this link to block the user.
7. To send an email, click New, Reply, or Forward from the Inbox or Message you opened.

8. Enter the information in the To: and Subject: boxes, then enter your message.

9. Click Send, and then click Close Window on the screen that appears.
How to Configure WebMail Options and Filter Out Unwanted Junk Mail:

1. On the Inbox page, click Options.
2. The page shown to the left will appear.
3. The recommended option choices are shown here.
4. At the top of the page are additional option pages that can be configured. We are concerned with the Filtering Rules and the Reject List.

5. Click on Filtering Rules and this page appears.
6. Filtering allows you to automatically move certain messages into specific folders OR to delete messages which have certain subjects. This is useful for filtering spam.

7. Click on the Reject list, and we see the list of Rejected Senders.

To add something to the list, you can enter the specific address such as joesmith@hotmail.com...

OR

You can enter variable names such as *@hotmail.com (Everyone at Hotmail).

Note: Be careful using the * parameter... if you enter *" it will block ALL messages!