

**For additional information or assistance, please contact the appropriate department:**

**Warner Webmail**

Computer Services  
1-800-949-7248 ext. 2345  
[computerservices@warner.edu](mailto:computerservices@warner.edu)

Use the online assistance form at:  
[www.warner.edu/staff/cs/webmailrequest.asp](http://www.warner.edu/staff/cs/webmailrequest.asp)

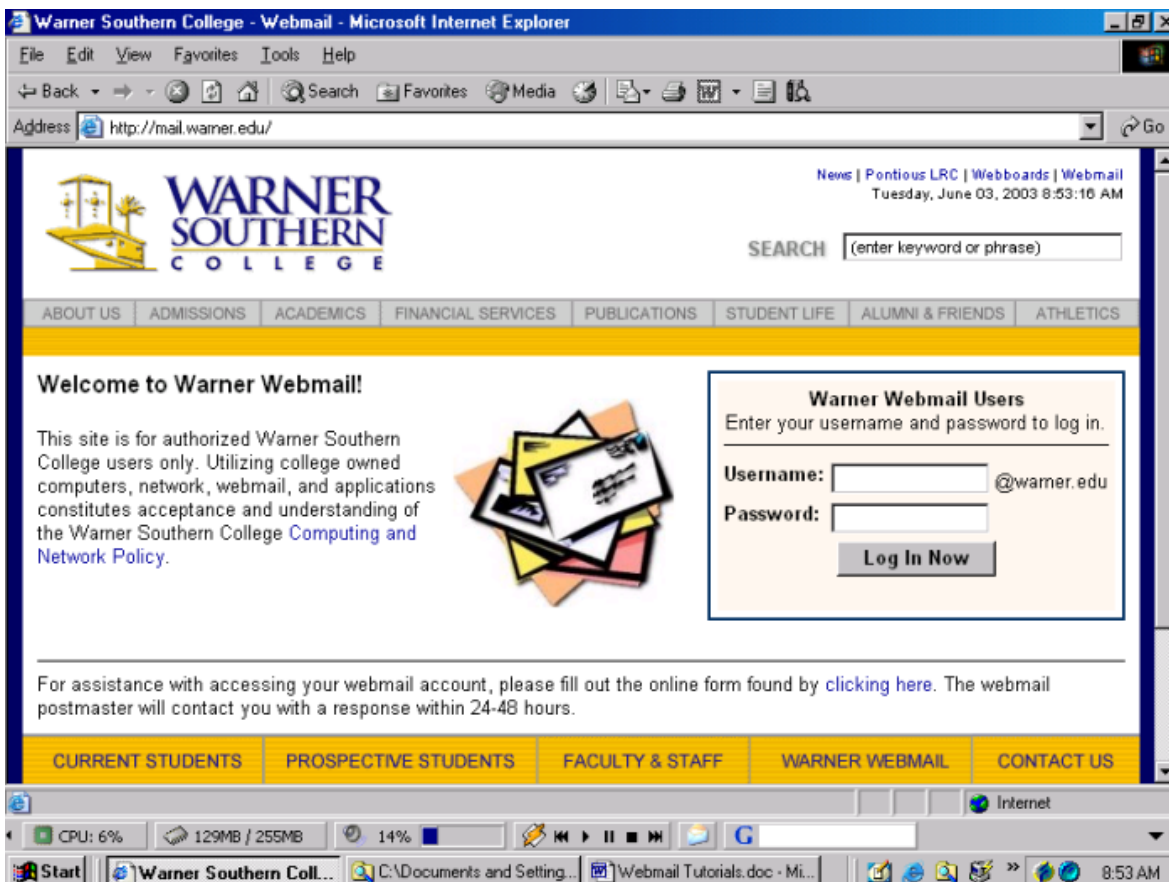
**Course Webboards and Webpages**

Webboard Administrator  
1-800-949-7248 ext. 2345  
[webboard@warner.edu](mailto:webboard@warner.edu)

Use the online assistance form at:  
[www.warner.edu/staff/cs/webboardrequest.asp](http://www.warner.edu/staff/cs/webboardrequest.asp)

**How to Access the Webmail System:**

1. Using a current version of either Netscape or Internet Explorer, enter the following URL into the address/location field of your web browser: <http://mail.warner.edu> You will retrieve a page similar to the one shown below.



2. In the field labeled "Username", type your last name and first initial (all lower case)
3. In the field labeled "Password", type the word warner. This is your password to access your account for the first time. Once you have logged into the e-mail account for the first time, we strongly recommend that you change your password.
4. Click on the Log In button

## Webmail Interface

After logging in, you will be presented with the following screen:



This is the “New Mail” folder – which will list any new messages that you have received. The STATUS column indicates whether you have read the message, the FROM column indicates who sent the message, the SUBJECT gives you an idea as to the intent of the message and the DATE and TIME lets you know when the message was received.

DELETE: Messages can be deleted by placing a checkmark in the subject column and then click the DELETE button. This will only move the message to the deleted message folder.

FILE: This will allow you to file specific messages into other webmail folders that you setup.

INBOX: This simply takes you back to your new mail folder.

SEARCH: This option will allow you to search for a specific e-mail within your webmail folders.

OPTIONS: This will allow you to change your password, signature, and other features.

CHECK: Clicking this button will simply check the system again for new e-mail.

LOGOUT: Exits you out of the webmail system.

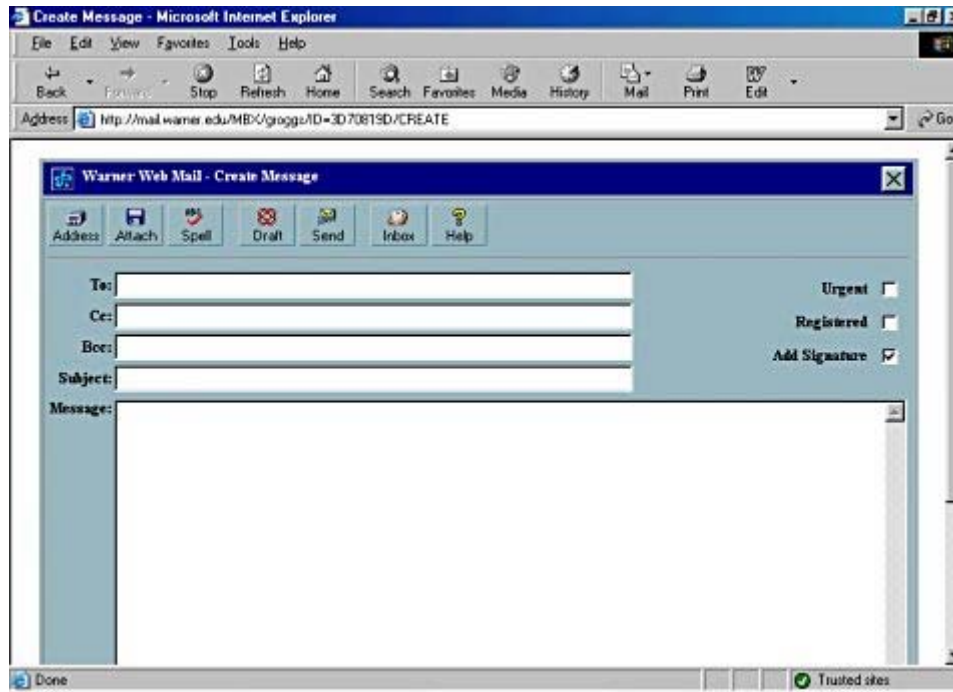
## Changing your password

One of the first things that you should do is to change your password from warner to something more secure. To do this, follow the steps listed below:

1. Click the OPTIONS button at the top of the screen
2. Scroll down the page until you see “CHANGE PASSWORD”
3. Type in your new password. It must be at least five characters long and can contain numbers & letters... punctuation and spaces are not allowed.
4. Type the new password again where indicated to verify your new password
5. Scroll down the page and click the OK button to finish changing your password.

## To Send a Message

To create a new message, click on the CREATE button. This screen will appear:



You will then complete the following things to send your message:

1. In the TO field, you will type the e-mail address of the person in which you want to send the message
2. In the CC field, you can type an e-mail address of a person that you want to send a carbon copy.
3. In the BCC field, you have the option to enter another e-mail address for a blind carbon copy message.
4. Type a short descriptive message within the SUBJECT field
5. Within the message field, you can type the body of the message that you want to send.
6. By clicking the ATTACH button at the top of the screen, you can add files to your message, such as digital photos and word processing document files. If you click this button to attach a file, a new screen will appear that asks you to BROWSE for the file, and then to ADD FILE. You must go through this process and click the OK button for a file to be attached to your e-mail.
7. Click the SEND button.

## Using Microsoft Outlook & Outlook Express:

You have the option of using an e-mail client to access your webmail account. This may save you time from having to access multiple e-mail accounts, or logging onto our web based e-mail system. To setup your e-mail client, choose the appropriate software that you currently use:

### Outlook 2000

- ◆ Select **Accounts** from the **Tools** menu.
- ◆ Click the **Add** button and then the **Mail** button to launch the **Setup Wizard**.
- ◆ Enter your name as you wish it to appear in the **From** field and click the **Next** button when done.
- ◆ Enter your e-mail address in the **username@warner.edu** format in the e-mail address field and click the **Next** button when complete.
- ◆ In the **E-mail Server Names** window, select **POP3** from the drop-down list if it is not displayed.
- ◆ Enter **mail.warner.edu** in the **Incoming Mail Server** field.
- ◆ Enter **mail.warner.edu** in the **Outgoing Mail Server** field.
- ◆ Click the **Next** button when complete.
- ◆ In the **Internet Mail Logon** window, enter your e-mail account name (username) in the **Account Name** field.
- ◆ Enter your password. You may optionally click to mark the checkbox if you wish Outlook to remember your password. Click the **Next** button when complete.
- ◆ Click the **Advanced Options** radio button (a window will display). In the **Connection Method** window, specify the type of internet connection that you use.
- ◆ Click the **Next** button and then the **Finish** button to complete.

### Outlook 97/98

1. Select **Services** from the **Tools** menu.
2. Information Services required are:
  - Internet Mail
  - Personal Address Book
  - Personal Folders

Use the **Add** button if you need to install any of the above.

3. Highlight **Internet Mail** and select **Properties**.
4. Enter your name in the **Your Full Name** field.
5. Enter your e-mail address in the **username@warner.edu** in the **E-mail address** field.
6. Enter **mail.warner.edu** in the **Mail Server** field.
7. Enter your username in the **Account Name** field.
8. Enter your password.
9. Click the **Advanced Options** button.
10. When the window displays, enter: **mail.warner.edu** in the field labeled **Forward all outbound mail to the following server** and then click the **OK** button.
11. Click the **Connection** tab and then, specify the type of internet connection that you use.
12. Click the **Apply** button and then the **OK** button.

### Outlook Express

1. Select **Accounts** from the **Tools** menu
2. Click the **Mail** tab
3. Select **Add** and then **Mail**
4. Type **Your Name** as you wish it to be displayed on outgoing messages and then click the **Next** button.
5. Verify that "**I already have an e-mail address that I'd like to use**" is checked and enter your **Internet E-mail address** in the field provided in the format "**username@warner.edu**." When complete, click the **Next** button.
6. In the **E-mail Server Names** window, select **POP3** from the drop-down list. Enter **mail.warner.edu** in the **Incoming Mail (POP3, IMAP or HTTP)** server field.
7. Enter **mail.warner.edu** in the **Outgoing Mail (SMTP)** field. Click the **Next** button when done.
8. Enter your username in the **POP Account Name Field** and your password in the password field. If do not wish to supply your password each time you check for incoming mail, verify that the **Remember password** box is checked.
9. Click the **Next** button and the wizard will save your settings and return to the **Internet accounts** window. Note that the **Account Name** that is displayed by default is the name specified as the incoming (POP3) mail server, in this example, **mail.warner.edu**.
10. The **Type of account** (mail) is automatically displayed for you and the **Connection type specified** is automatically set for you as **Any Available**.