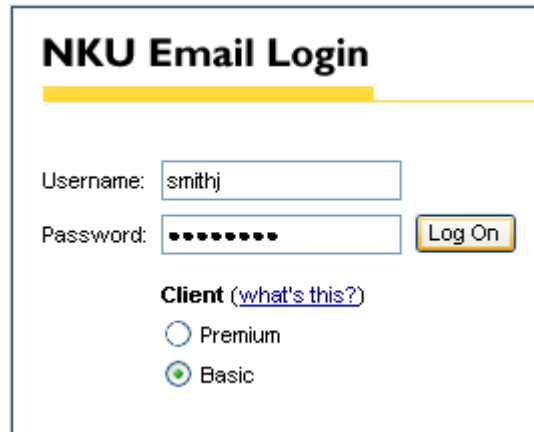


## Logging on to Web-Based E-mail

As soon as you know your NKU e-mail username and password you can log on to Web-Based E-mail and begin sending and receiving e-mail. To log on, open your Web browser and enter the address: <http://webmail.nku.edu>

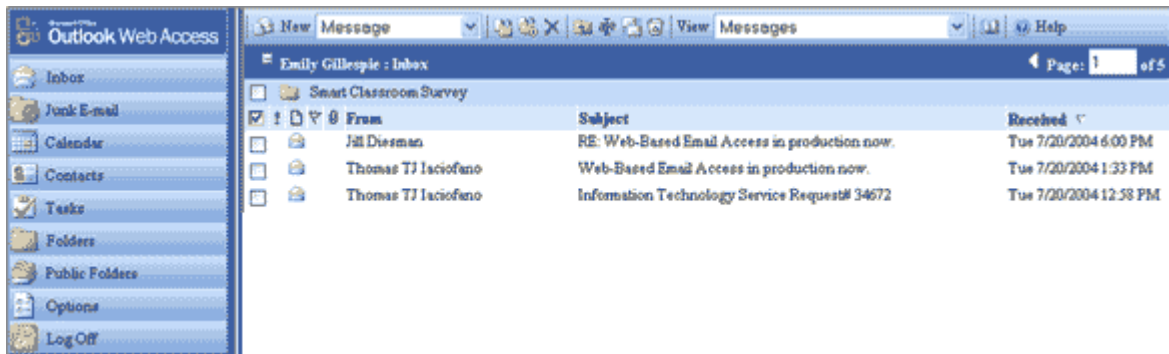
At the login screen, enter your username and password, and choose Basic as the client setting. Then click the Log On button and the system will display your message list.



The image shows the NKU Email Login page. It features a title "NKU Email Login" with a yellow underline. Below the title are two input fields: "Username:" with the text "smithj" and "Password:" with a masked password of ten dots. To the right of the password field is a "Log On" button. Below these fields is a "Client" section with a link "(what's this?)". There are two radio button options: "Premium" (unselected) and "Basic" (selected).

## Reading Email

To read an e-mail message, click on the subject of the message. To close an open message and return to the message list, click on the "X" in the upper right-hand corner of the message window.



## Replying to an E-mail Message



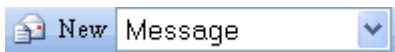
To reply to an e-mail message while you are reading the message, click the Reply button. Enter your reply and click the Send button.



Using the Reply to All button will send your reply to all recipients of the original e-mail message.

## Sending E-mail

To create and send a new message, click on the New button.



Enter a recipient e-mail address in the "To:" field and a subject in the "Subject:" field then click the Send button. You can send your message to more than one recipient at a time by entering a series of semi-colon-delimited e-mail addresses in the "To:" field.

You can spell-check your message before sending it by clicking on the Spell button.

A copy of any message you send is placed in the folder called "Outbox - Sent Messages folder."

A screenshot of the "New Message" dialog box in an email client. The dialog has a light blue background and a title bar with "Send", "Importance: Normal", "Options: None", "Close", and "Help" buttons. Below the title bar are four text input fields: "To:", "Cc:", "Bcc:", and "Subject:". Below these fields is an "Attachments:" label and a large empty text area for adding attachments. The "To:" field is currently empty.

## Deleting Messages



To delete an open message, click the Delete button. To delete messages from the message list, click on the check box(es) next to the message(s) and click the Delete button.

## Forwarding an Email Message

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To forward an e-mail message while you are reading the message, click the Forward button. Fill in the required information and click the Send button.

## Saving an E-mail message in a Folder

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To save an e-mail message in another folder, open the e-mail message and click the Move to Folder button. To place the message in a folder that already exists, select the correct folder from the list, then click apply. The message will automatically be moved to the new folder.



## Adding Attachments



To add attachments to your message, click on the Attachments button before sending. Select the document you would like to attach from the correct location.

## Options



You can create an out-of-office message or include a signature in all of your outgoing e-mail messages by using one of the special options. Explore the other options available on your own.

## Log Off



Log out of the Web-Based E-mail system by clicking on the Log Out button. For added security on public computers, it is recommended that also close your Web browser.