

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 Premium as the client setting. Then click the Log On button and the system will display your message list.

NKU Email Login

Username:

Password:

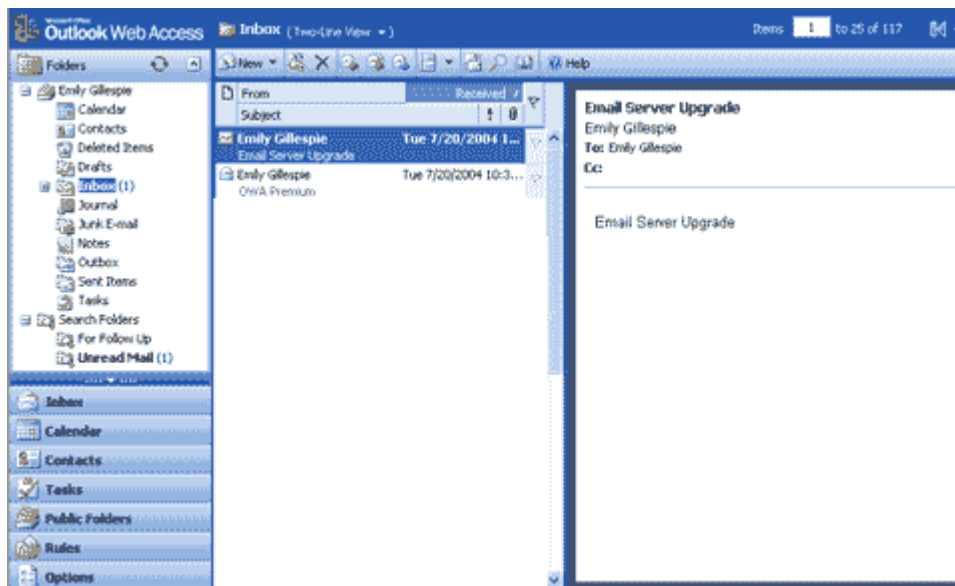
Client ([what's this?](#))

Premium

Basic

Reading E-mail

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.

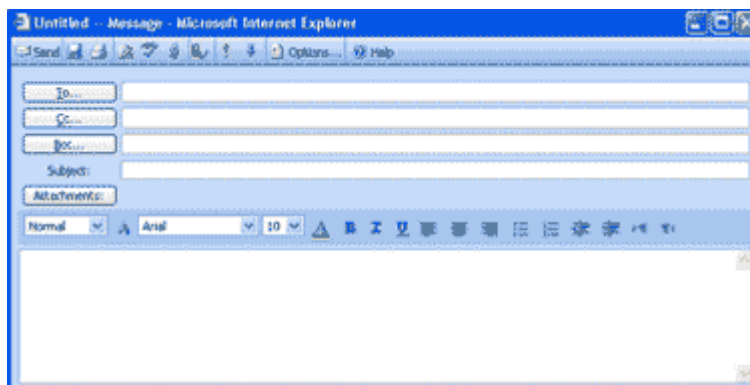
Sending E-mail



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."



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 E-mail Message

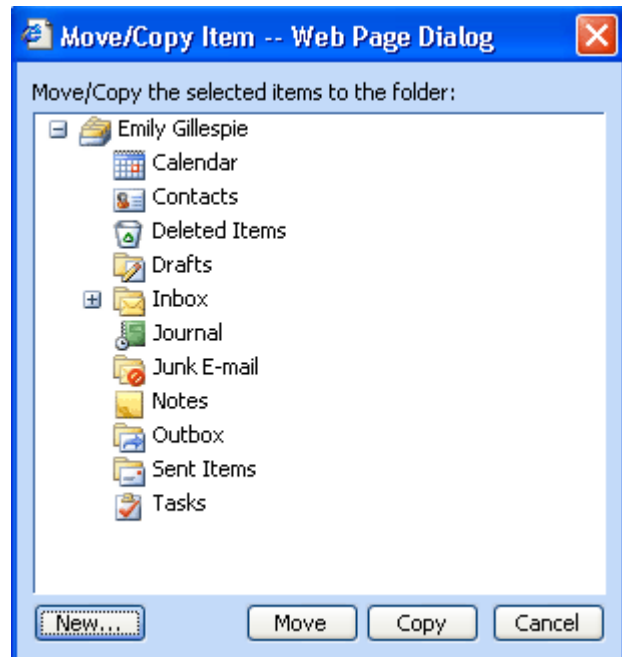


To forward an e-mail message while you are reading the message, click the Forward button. Fill in the required information and click the Send button.

Saving an Email message in a Folder



To save or copy an e-mail message in another folder, open the e-mail message and click Move to Folder button. To place the message in a folder that already exists, select the folder name from the list. To create a new folder, choose the New button and type in the new folder name. 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.

Signature



After creating a signature in the options section, you can include a signature in all of your outgoing e-mail messages. Before sending the message click on the signature button to add your signature.

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.