

LOG- IN TO EMAIL ACCOUNT

1. On the SSC Faculty Access web page, Click on *Email Log In* or go to <http://webmail.sscok.edu> to retrieve and send email.

Your e-mail address will be: **username@sscok.edu**

2. Enter your Username and your password then Click *Login* button



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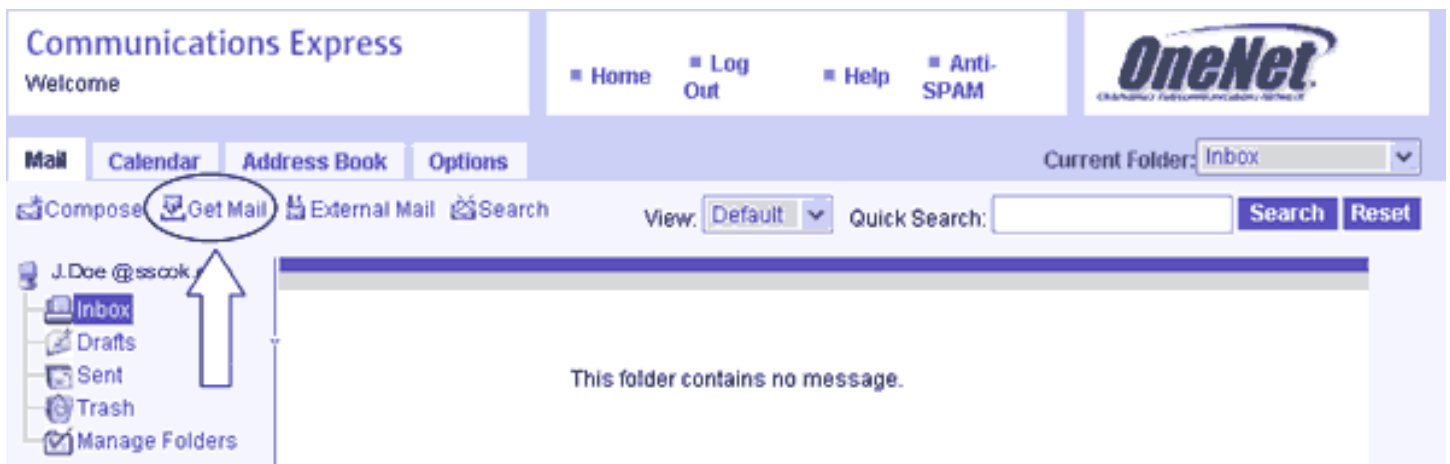
CHANGING YOUR PASSWORD

1. Click on *Options*
2. Click on *Global*
3. Click on *Change Password*
4. Enter information into boxes.
5. Click *Save* button



RETRIEVE MAIL

1. To retrieve incoming mail click-on *GET MAIL*.



2. Click-on *Subject* link to open e-mail.



3. Click-on *NEXT* to open the next e-mail in your inbox. OR- return to your inbox by clicking on *INBOX* on left side. (not shown)



COMPOSE / SEND MAIL

There are two ways to send mail: 1. Enter addresses manually or 2. Use corporate directory

ENTER ADDRESSES IN MANUALLY.

1. Click-on *COMPOSE* to create mail.
2. Click in *To:* box and enter email address
3. Click in *Subject:* box to enter a subject heading for your e-mail.
4. Click in message box to enter your message.
5. Click-on *SEND* button to send your message.



New Message

Send Attach Save Draft Spell Check Dictionary English

To: j.smith@sscok.edu **2**

Cc:

Bcc:

Attachments

Subject: back to school **3**

| Plain Text [Rich Text (HTML)]

4

Priority: Normal Request receipt: None

Check spelling before message is sent

5 Send Help

USING CORPORATE DIRECTORY

1. Click-on *COMPOSE* to create mail.



2. Click “TO:”

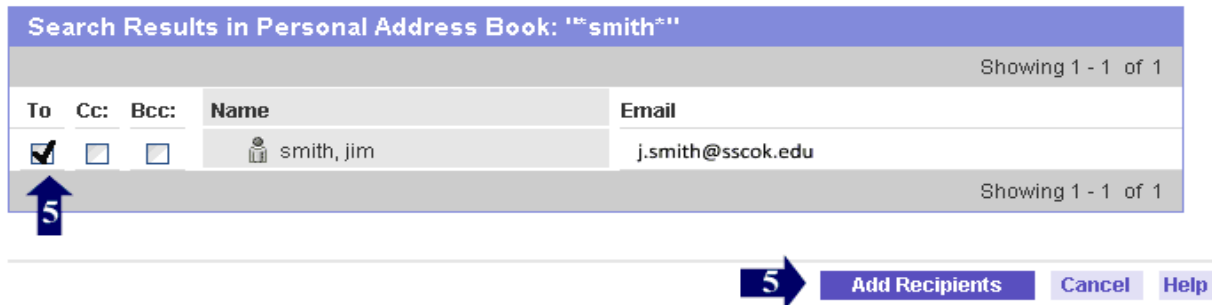


3. Enter name in search box.

4. Choose *Corporate Directory* and then Click-on *Search*.



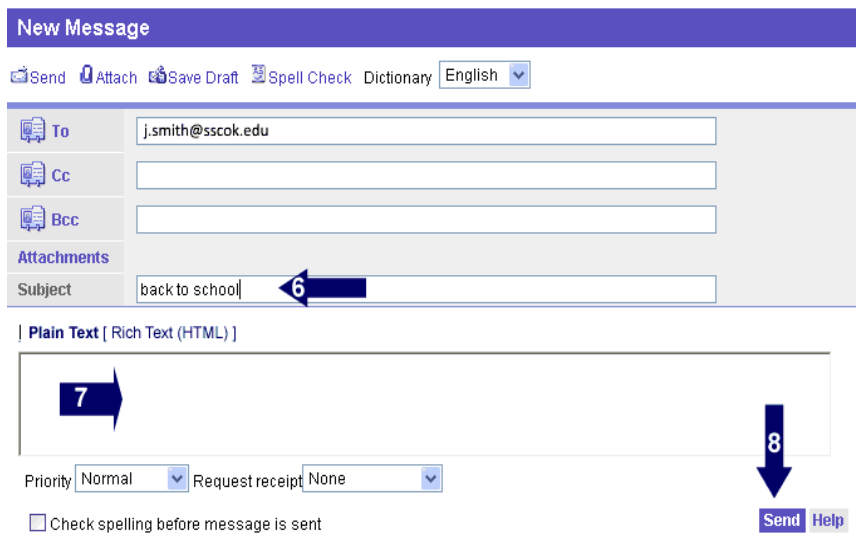
5. To choose address: Check box below *To:* and Click *Add Recipients*.



6. Click in *Subject:* box to enter a subject heading for your e-mail.

7. Click in message box to enter your message.

8. Click-on *SEND* button to send your message.

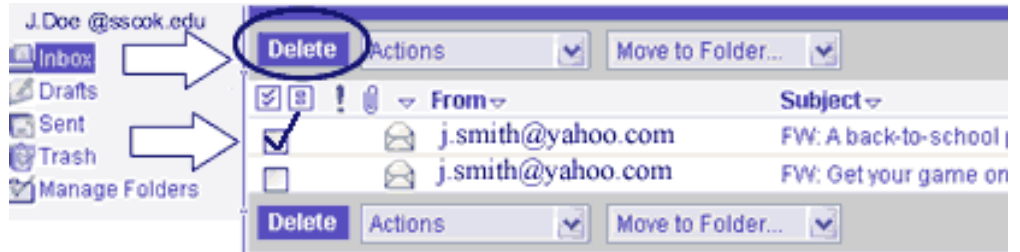


DELETE MAIL - Inbox

1. To select mail to be deleted: Check box.

2. Click-on *Delete*

Note: This will move your mail to the trash folder.



TO UNDELETE MAIL (restore mail to a folder)

1. Click-on *TRASH*

2. To select mail to be restored: Check box

3. Click-on *Move to folder* then Choose Folder to move message too.

This will restore mail to the selected folder



TO EMPTY TRASH (permanently delete messages)

1. Click-on *TRASH*

2. To select mail to be permanently deleted: Check box (s)

3. Click-on *Delete*

4. Click "OK" on the dialog box that appears. (After this step, emails are permanently deleted and unrecoverable.)



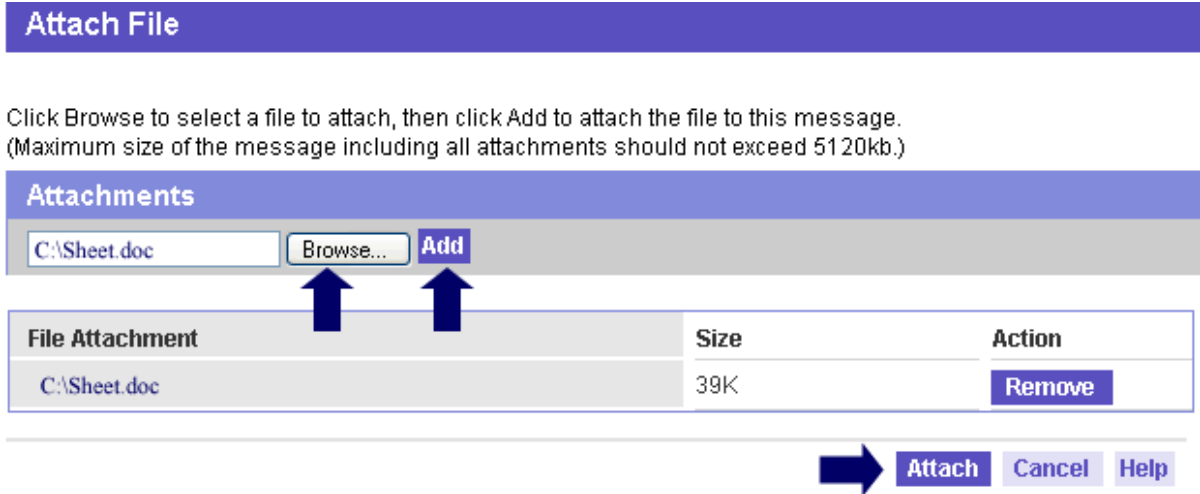
ATTACH A FILE

1. Click-on *COMPOSE*.



2. Click-on *ATTACH*.

3. Click-on *Browse* to find the file you want to attach. Click filename to select file. Filename will appear in box.

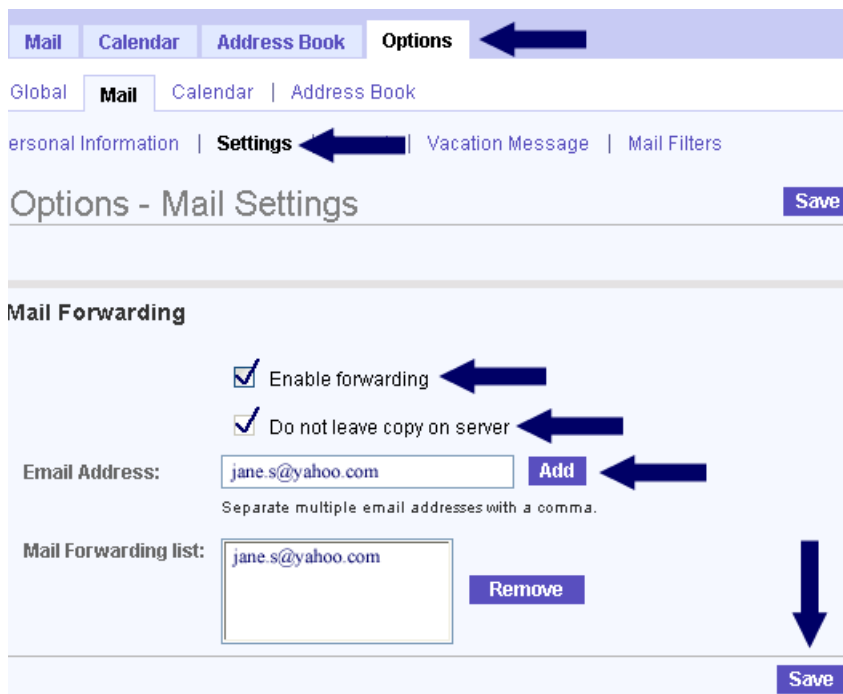


4. Click-on *ADD* then Click-on *Attach*.

TO SET MAIL TO FORWARD NEW MESSAGES.

To send (forward) all new messages to another existing email account do the following:

1. Click-on *Options* then Click-on *Settings*
2. Click *Enable Forwarding* and *Do not leave copy on server*
3. Enter email address where you want new messages to be received and click *Add*.



4. Click on *Save*

All New messages will now be sent to the address you entered.