

LOG- IN TO EMAIL ACCOUNT

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

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

2. Enter your User ID and your password then Click *Login* button

Sun Java™ System Communications Express

Username:

Password:

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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

Communications Express

Welcome

Mail | Calendar | Address Book | **Options**

Global | Mail | Calendar | Address Book

Settings | **Change Password**

Mail | Calendar | Address Book | Options

Global | Mail | Calendar | Address Book

Settings | **Change Password**

Options - Change Password

Current Password:

New Password:

Re-enter New Password:

RETRIEVE MAIL

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

Communications Express

Welcome

Home | Log Out | Help | Anti-SPAM

OneNet

Mail | Calendar | Address Book | Options

Current Folder:

Compose | **Get Mail** | External Mail | Search

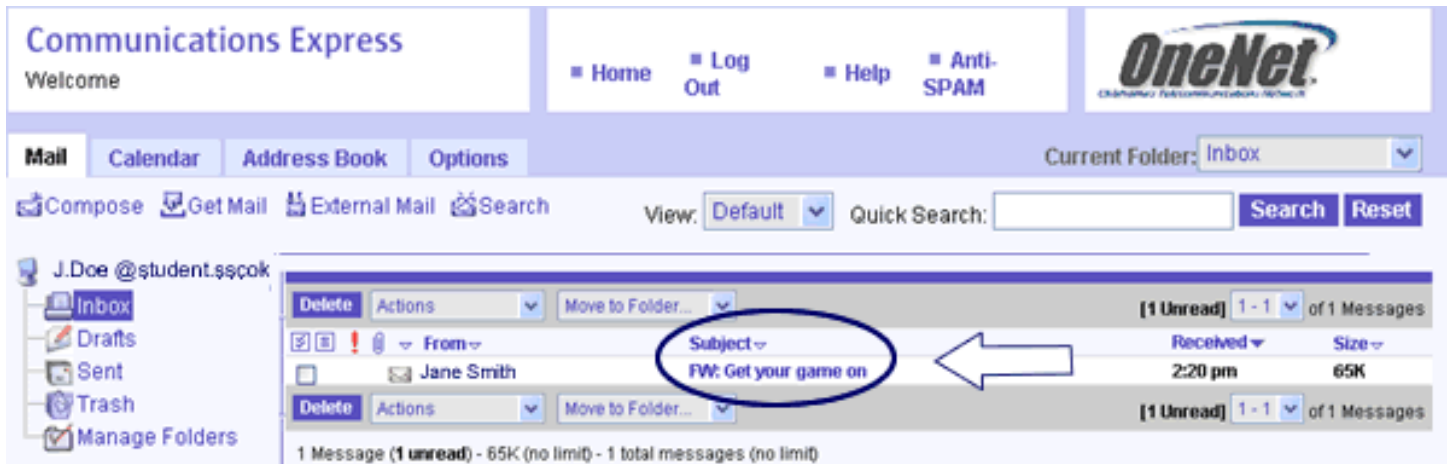
View: Quick Search:

J.Doe @student.sscok.edu

Inbox | Drafts | Sent | Trash | Manage Folders

This folder contains no message.

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 address book.

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.

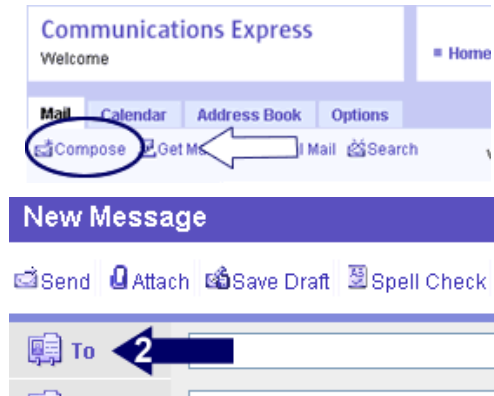


The screenshot shows the 'New Message' form. The 'To' field is filled with 'j.doe@student.sscok.edu' and the 'Subject' field is filled with 'back to school'. The 'Send' button is circled in blue, and a white arrow points to it from the bottom right. The form also includes fields for 'Cc', 'Bcc', and 'Attachments', and a 'Priority' dropdown menu.

USING ADDRESS BOOK

SEARCHING ADDRESS BOOK

1. Click-on *COMPOSE* to create mail.
2. Click “TO:”
3. Enter name in search box.
4. Click-on *Search*.

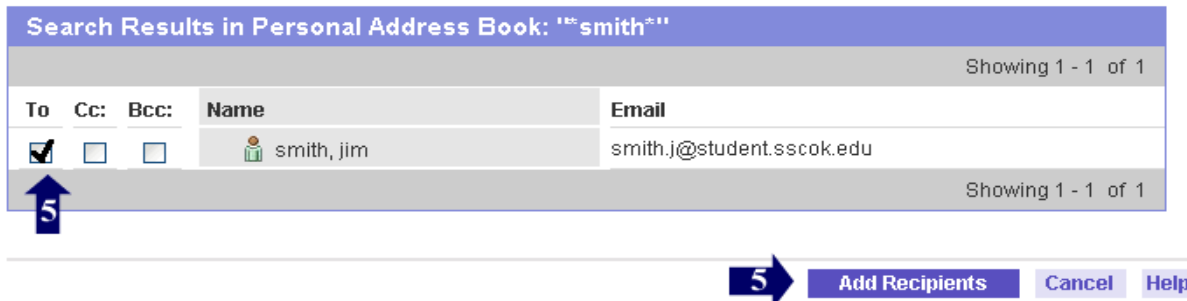


Add From Address Book

Display Name in

3 4

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.

New Message

Send Attach Save Draft Spell Check Dictionary English

To: j.doe@student.sscok.edu

Cc:

Bcc:

Attachments

Subject: back to school

6

Plain Text [Rich Text (HTML)]

7

Priority: Normal Request receipt: None

8

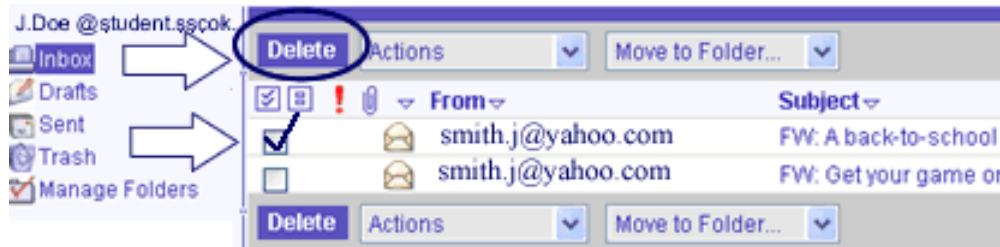
Send Help

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.



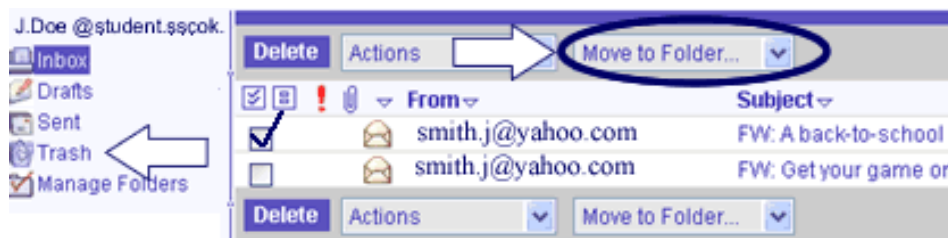
TO UNDELETE MAIL (restore mail to a folder)

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



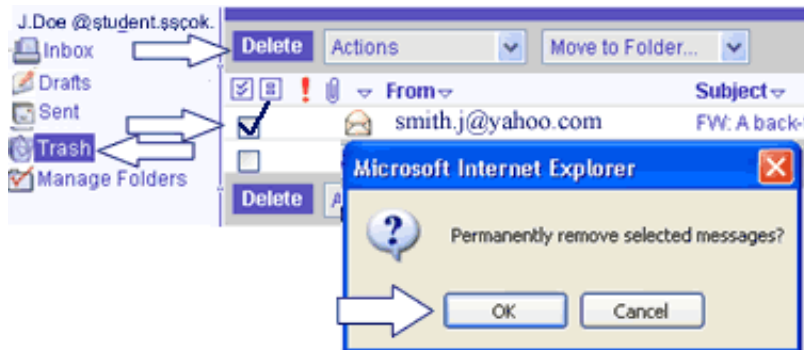
TO EMPTY TRASH (permanently delete messages)

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.)



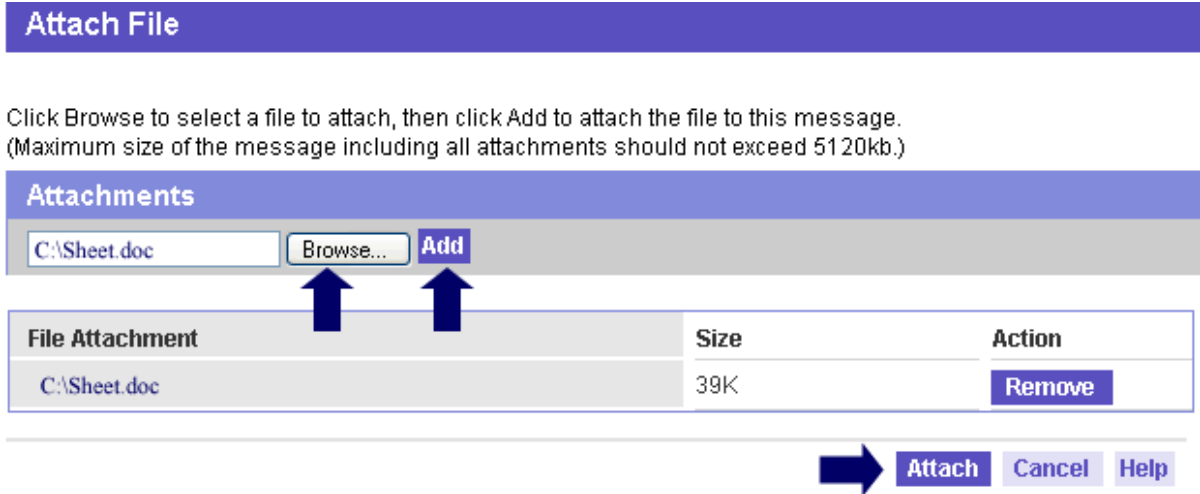
ATTACH A FILE

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.

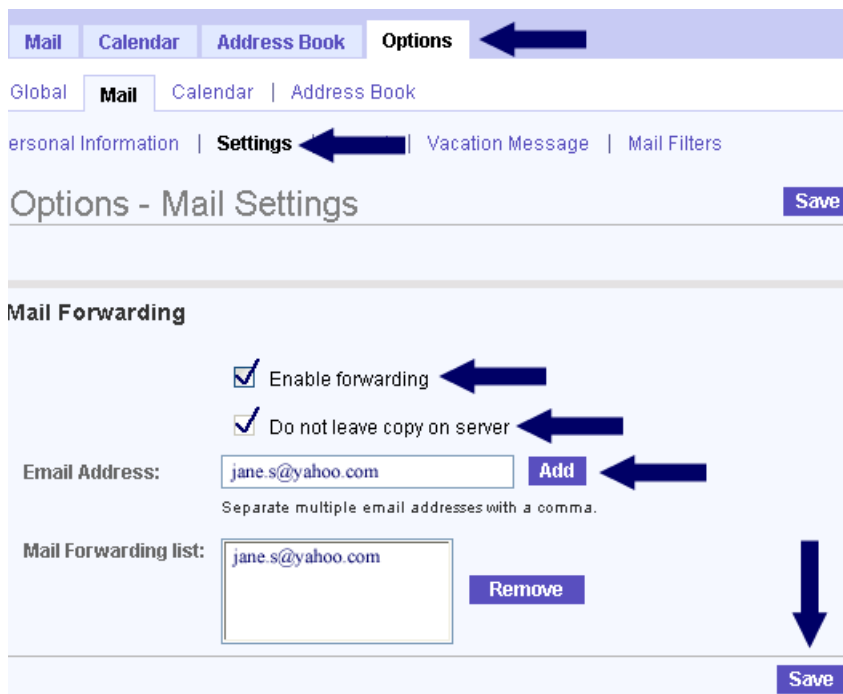


4. Click-on *ADD* then Click-on *Attach*.

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.