

Web Mail

Most people use Microsoft Outlook or another email client to access their email from their laptop or desktop. With **Web Mail**, you can access your email *anywhere, anytime*, as long as you have access to the Internet with a web browser. This service can be used in addition to your regular Outlook email when you are traveling or on vacation.

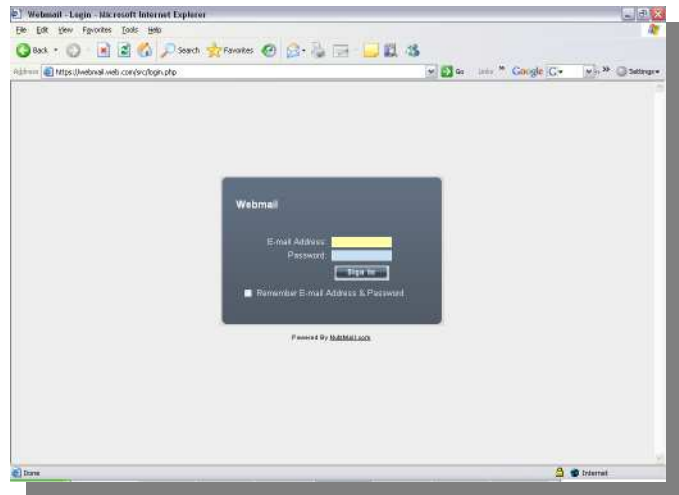
Go to:

<https://webmail.web.com>

Enter your email address and password.

View your e-mail:

After you log in, you will see a list of messages in your inbox. If you primarily use Microsoft Outlook for email, you will be looking at new mail (not all your mail which is in Outlook).



NOTE:

Your storage space is NOT unlimited. Typically, Microsoft Outlook is configured to remove email messages from the server after they are downloaded into Outlook. This keeps your email server mailbox from getting too full. After a message is downloaded into Outlook, you will not see it on webmail. This is the typical configuration, but there are other ways to configure Outlook.

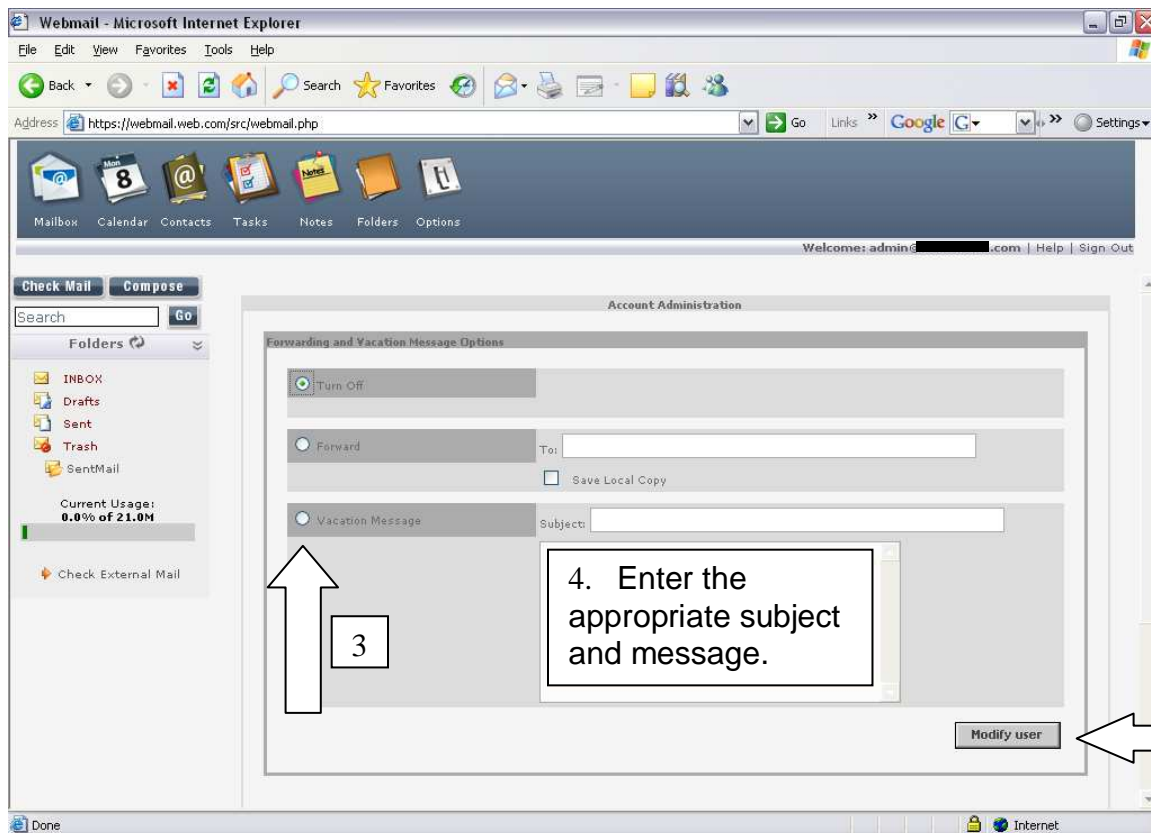
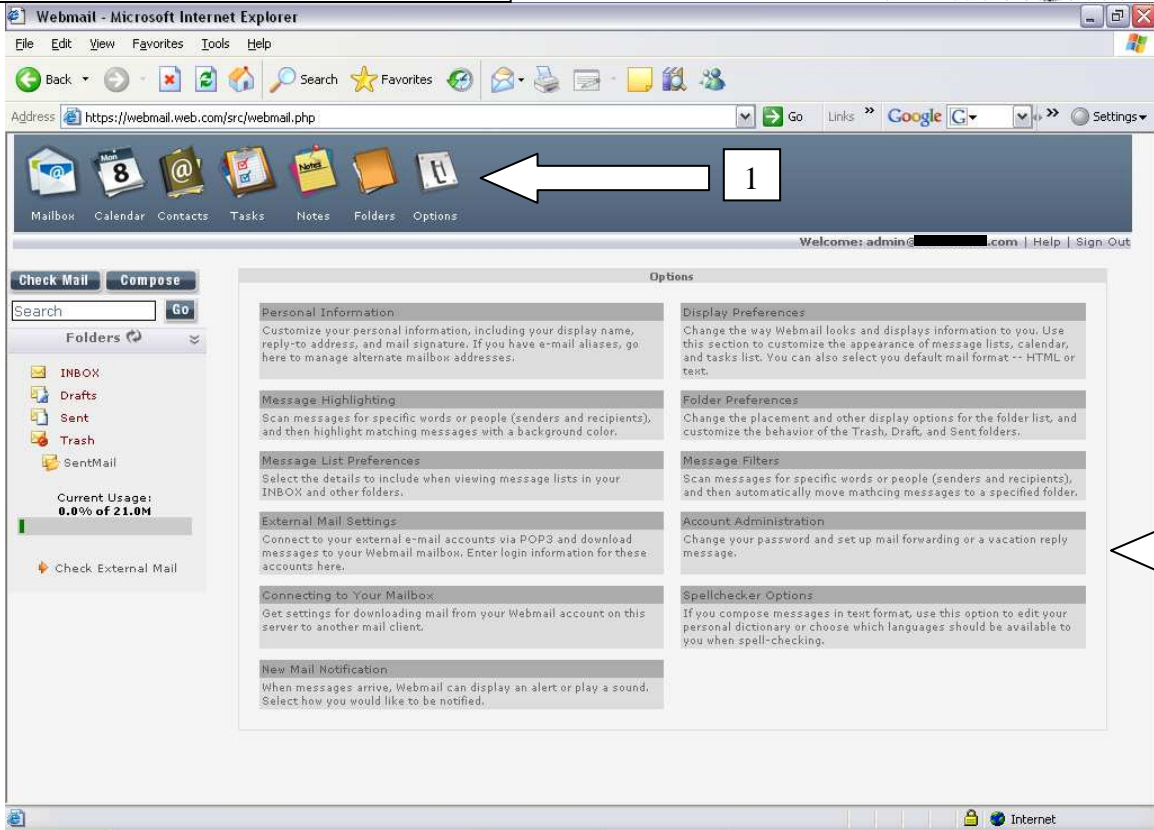
In the next few sections, you will learn how to use webmail to:

- **Create an “Out of Office” reply** – If you will be out of the office for a few days or weeks, you can use this feature to notify people who email you that you are away. Note that EVERYONE who sends you an email will see this message, including spammers.
- **Set up email forwarding** - If someone is leaving the office, the email can be set to be forwarded to the person covering for them. If you select “save local copy” – the messages will stay on the server so the original recipient will also get a copy.
- **Change your password** – We recommend that for security reasons, you change passwords periodically. Note that if you use the web interface to change your password you must also make the change in Outlook (or Outlook won't work). Also, even your technology advisor won't know the new password, so if forget your new password, we will have to re-set your password.

Questions? Call Ekaru at 978-692-4200

**Out of Office Reply – Go to “Options”
> “Account Administration”**

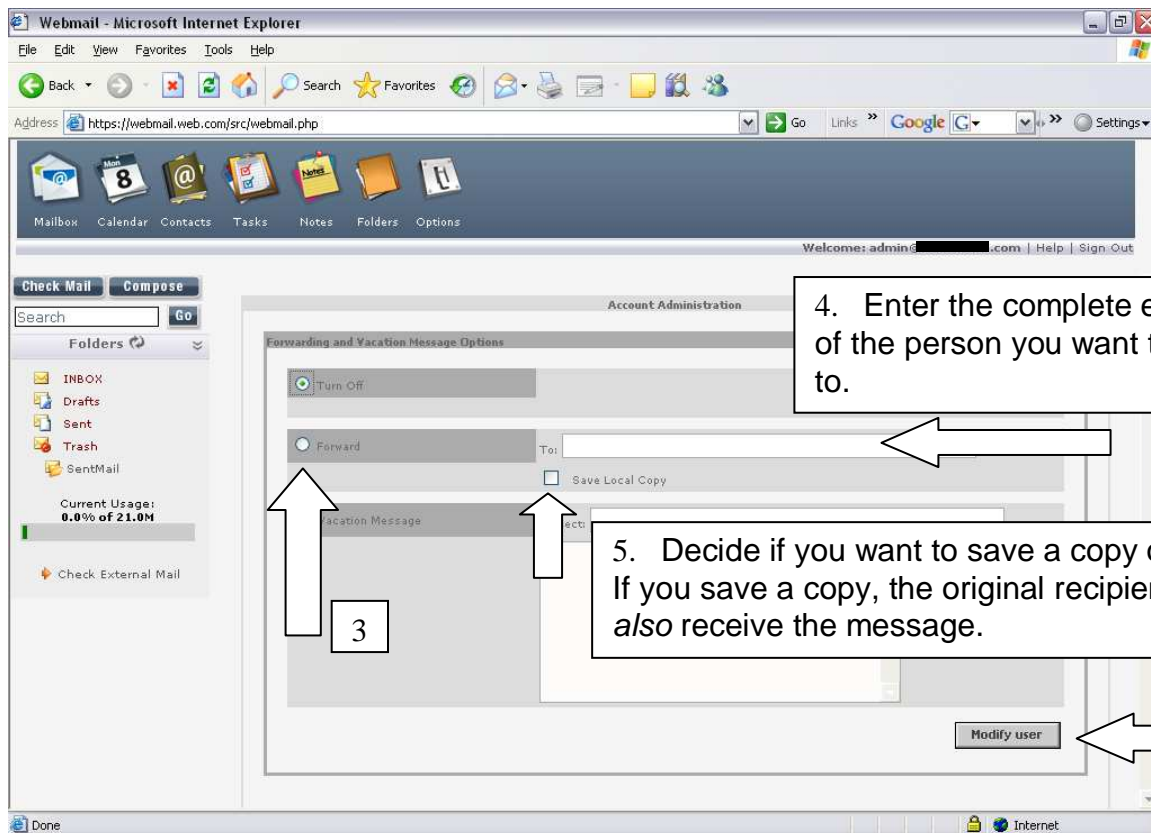
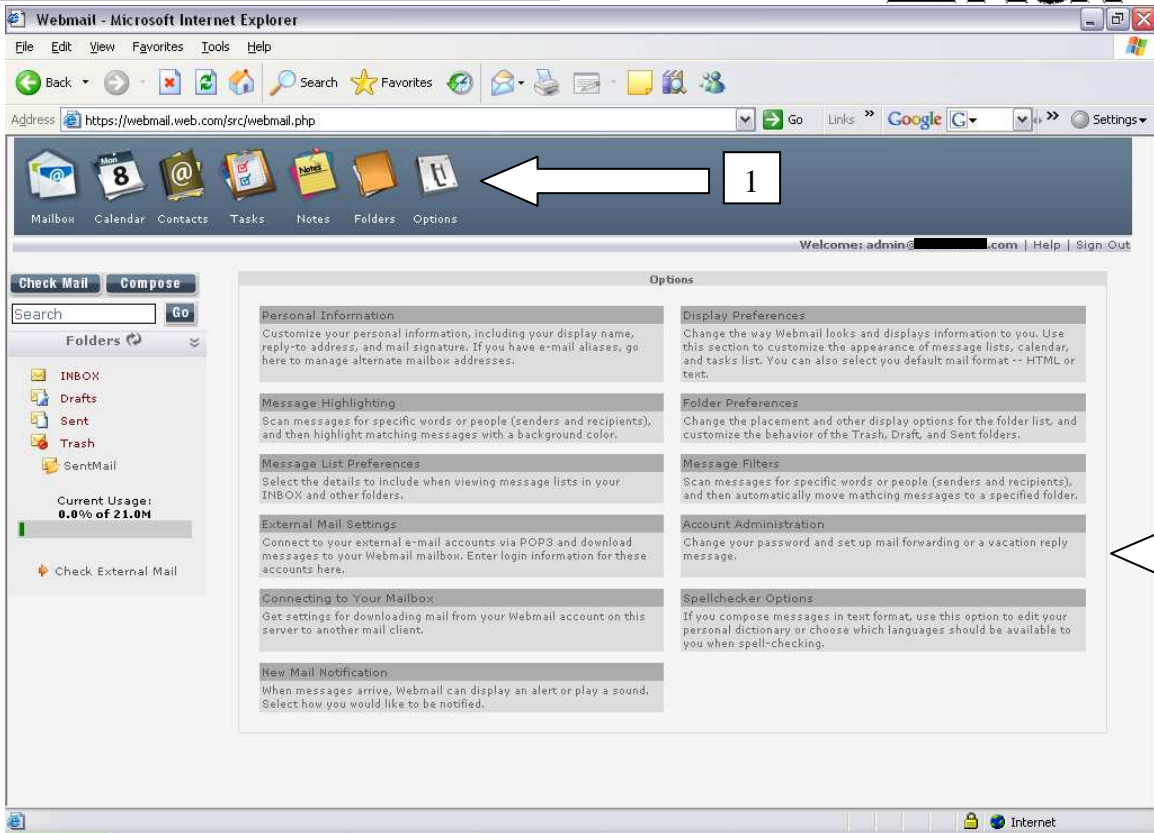
Connecting People with Technology



Questions? Call Ekaru at 978-692-4200

**Email Forwarding – Go to “Options” >
“Account Administration”**

Empowering People with Technology

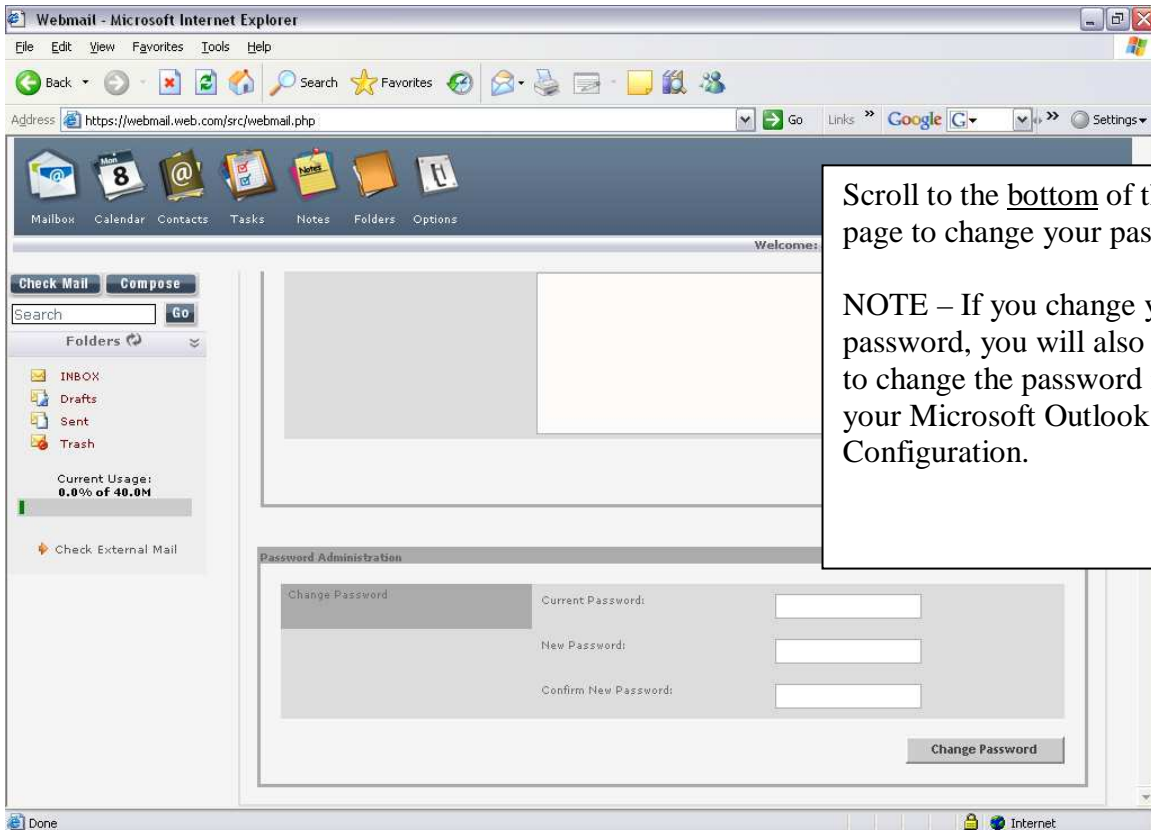
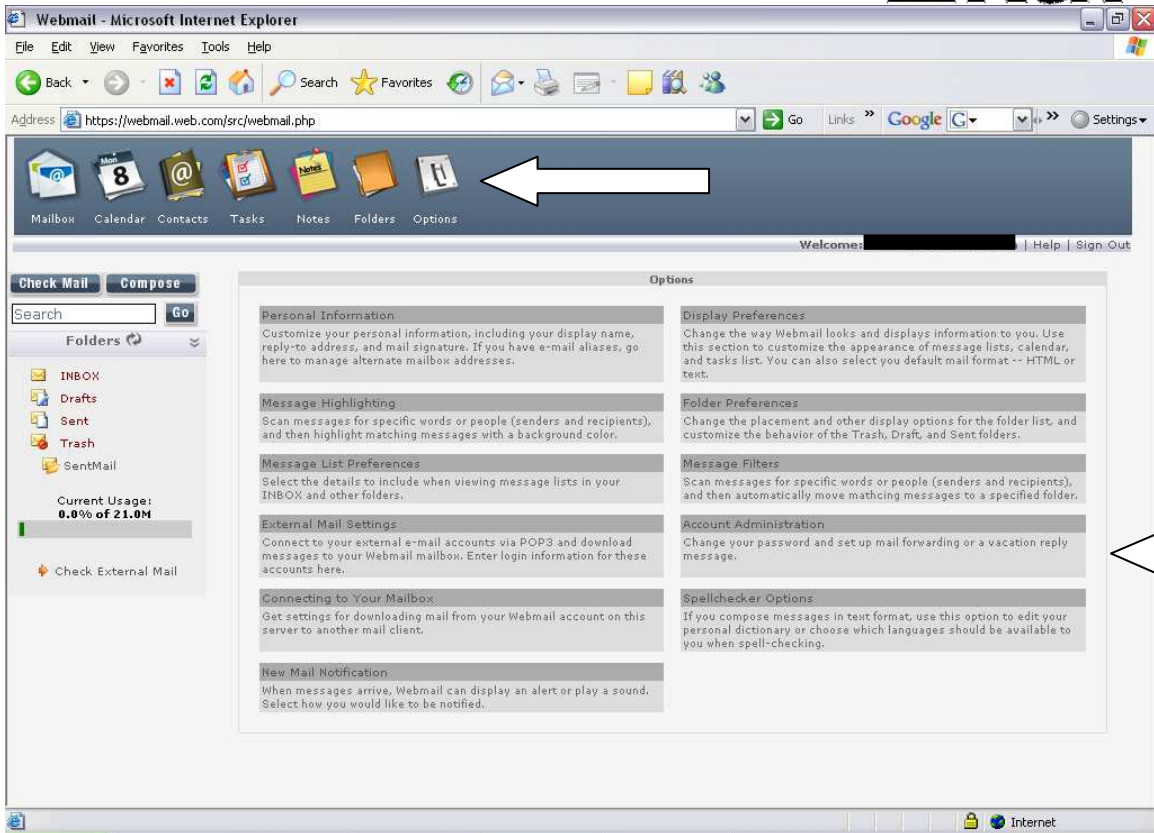


4. Enter the complete email address of the person you want to forward mail to.

5. Decide if you want to save a copy or not. If you save a copy, the original recipient will also receive the message.

**Password Change – Go to “Options” >
“Account Administration”**

Connecting People with Technology



Questions? Call Ekaru at 978-692-4200