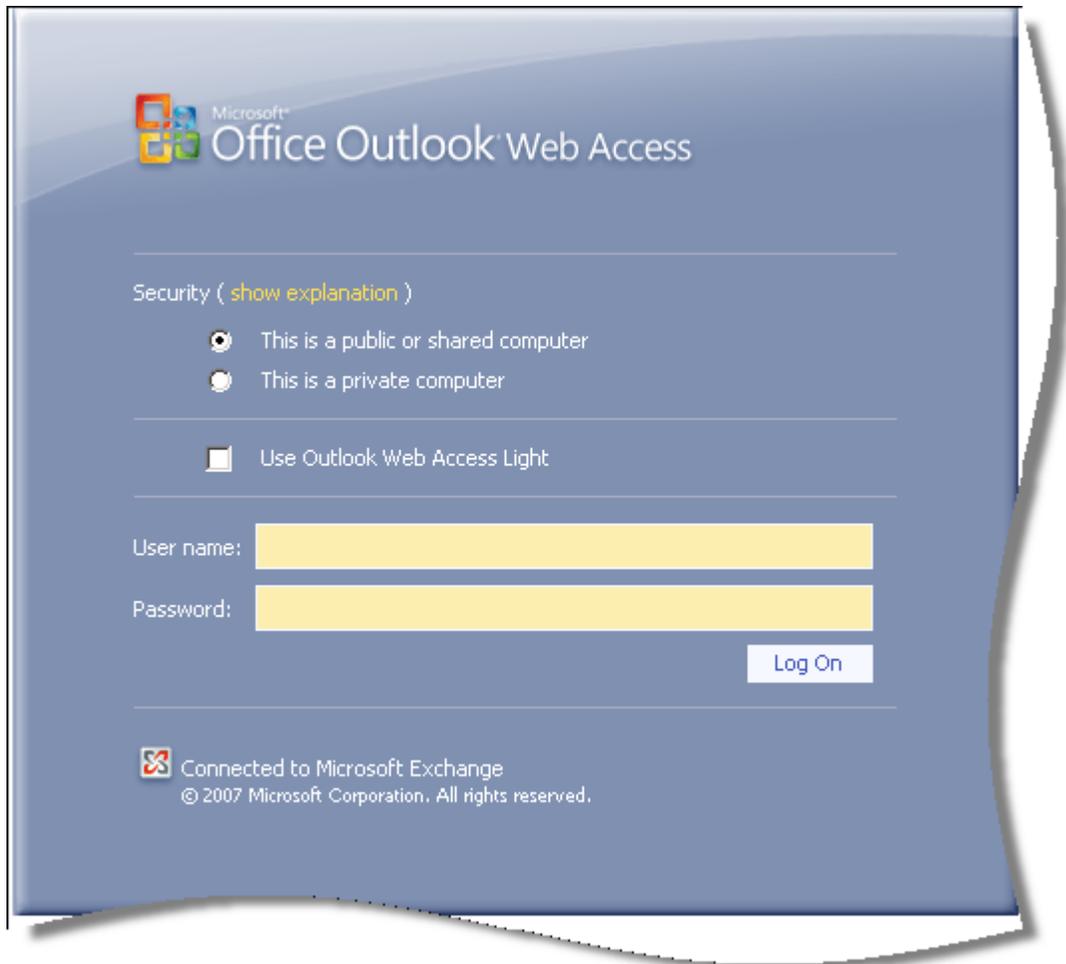


WEBMAIL

CONNECTING TO WEBMAIL

1. To logon to your email account using the Microsoft Outlook Webmail program, open your Internet browser.
2. In the address box, type <https://www.stjude.org/webmail>
3. In the **User Name:** and Password fields, enter your network credentials.
4. Click the **Log On** button.



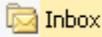
The screenshot shows the Microsoft Office Outlook Web Access login interface. At the top left is the Microsoft logo. The main heading is "Office Outlook Web Access". Below this is a "Security" section with a link to "show explanation". There are three radio button options: "This is a public or shared computer" (selected), "This is a private computer", and "Use Outlook Web Access Light" (checkbox). Below the security options are two yellow input fields for "User name:" and "Password:". A "Log On" button is positioned to the right of the password field. At the bottom left, there is a small icon and the text "Connected to Microsoft Exchange © 2007 Microsoft Corporation. All rights reserved."

CHECKING YOUR MAIL

Each time you open your Inbox, new mail will automatically be displayed. To check for new mail once you've already opened your Inbox:

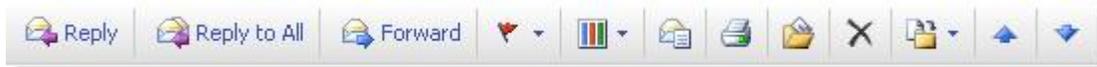
- Click  the icon on the toolbar. Any new mail will appear below in bold text.

READING YOUR EMAIL

To read your email you must be in the **Inbox**. If you are not in the Inbox, click on the  **Inbox** Inbox icon.

- Click on the message you would like to read. The message will open in a new window.
- When you are finished reading the message, click the close icon.

This bar appears when you are reading your email. From right to left, the buttons do the following:



This is the **Reply** button. It will open a new message window so you can write a reply to the sender of the message you are reading.



This button replies to all that received the message you are reading.



This button will forward the message to a person or group of people.



This button will flag the email message for follow up.



This button will allow you to categorize your email messages.



This button will allow you to see the email settings such as message settings and internet header information.



This button will allow you to print you email message.



This button will allow you to create a rule for your message.



This button will allow you to delete a message.



This button will allow you to copy or move message to a selected folder.



These buttons will move to previous or next message.