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.

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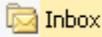
- Click on the message you would like to read. The message will open in a new window.
- When you are finished reading the message, click the close icon.

This bar appears when you are reading your email. From right to left, the buttons do the following:
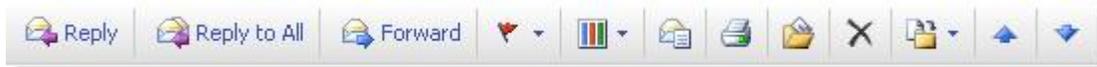
▢ Reply	This is the **Reply** button. It will open a new message window so you can write a reply to the sender of the message you are reading.
▢ Reply to All	This button replies to all that received the message you are reading.
▢ Forward	This button will forward the message to a person or group of people.
▢	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.