



UM-St. Louis Instructional Computing Labs STUDENTMAIL

<p>Getting Started</p>	<p>Your student email id is your SSO ID@umsl.edu</p> <p>Accessing Web Mail:</p> <ol style="list-style-type: none"> 1. Open JavaScript enabled web browser (FireFox and Internet Explorer are the campus browsers) 2. Type in http://studentmail.umsl.edu in the Address/Navigation bar.
<p>How to Log in</p>	<p>To log into the Studentmail Server, once you entered the link at the Navigation Bar click on Email on the left hand side. Then type in your SSO ID and SSO password to log in.</p> <p>Note: All Students need their SSO ID to log in</p>
<p>Message Center</p> <p>Inbox</p>	<p>To read your Email:</p> <ol style="list-style-type: none"> 1. Your In Box should look similar to this when you have mail: <p>2. Click on message subject to read.</p> <p>Messages appearing in yellow are unread messages.</p>



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Using the
Mail Tool
bar Window



1. Calendar: Allows the user to schedule appointments.

2. Contacts: Allows the user to save personal information from many people.

3. Deleted Items: The emails the user deletes are stored there. They must be deleted from here to be totally “deleted”.

4. Drafts: Contains a copy of the saved drafts.

5. Inbox: Where all incoming emails are stored.

6. Junk E-mail: Location where unimportant emails are sent based on rules.

7. Outbox: Location where all the sent emails are stored if requested by user.

8. Sent Items: A list of all the sent emails if requested by user.

9. Rules: A list of rules for the user’s email account, I.E. Junk Mail Rules.

10. Options: Some options the user can use to change their email account.



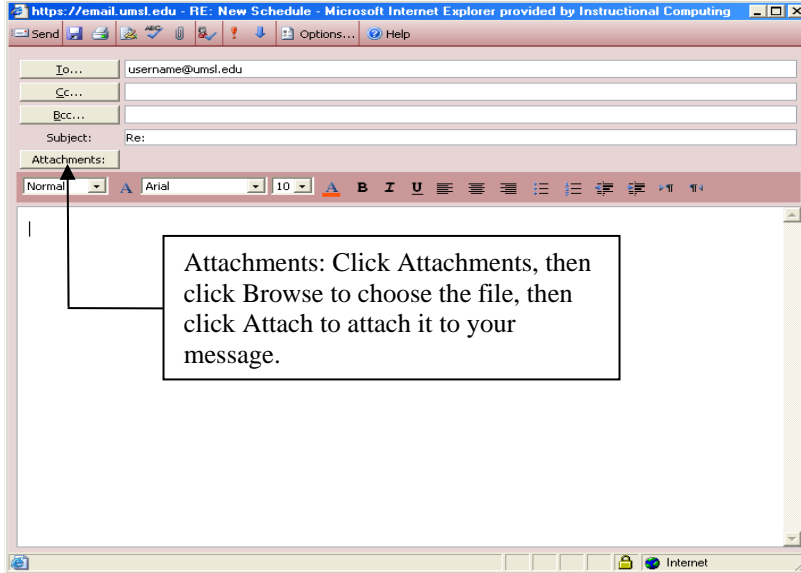
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Replying to a Message

To Reply to a Message:

The user should select the email he/she wants to reply to.


1. Click on the small icon on the toolbar  which says **Reply**. A new window will open.

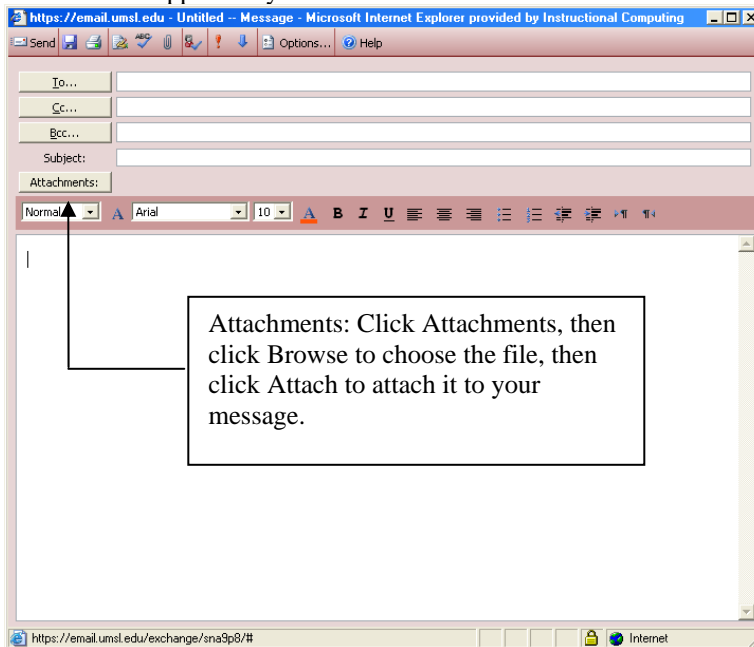


2. In "**Subject:** ", it should have a "**Re:**" after the original message title if you are replying to it.
3. Click "Send Message" to send the email.

Creating New Mail

To Create a New Message:

1. Click on  on the top tool bar. A new window should open up
2. This will appear on your screen:



3. [**To:**]-> Put the email address of the person you are sending it to.
4. [**Subject:**]->Place the subject of the email in there.
5. [**Attachments:**]->If you attach a file to the email, it will appear here.
6. Click "Send Message" to send the email.