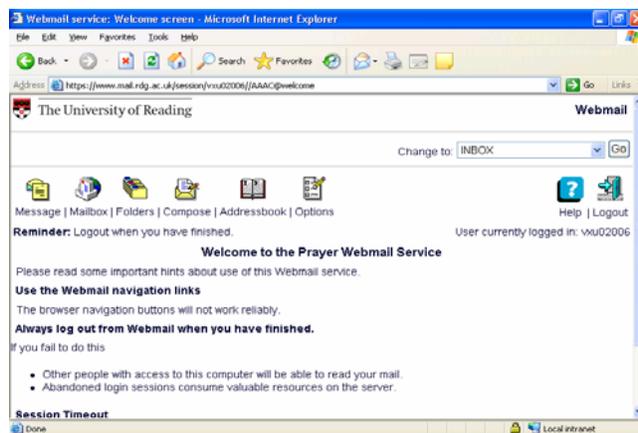


Reading your Email from Off Campus – Webmail

This Quick Guide describes how to use the Prayer Webmail service to access your email. Though you can use Webmail from both on and off campus, it is principally designed for reading your email off-site as it is relatively slow to use. Outlook Express is the recommended email system on campus.

1. From a computer linked to the internet, load up a web browser and type in the web address: <http://www.mail.reading.ac.uk/>. On ITS PCs on campus, a special entry is provided in the **Start** menu – open it then select **Webmail**.
2. A Security Alert appears – press **<Enter>** for **[OK]**
3. You are now asked to login - use your normal ITS username and password
4. After you log in, you will see the Prayer Webmail screen as shown below:



Viewing messages

To see the messages in your *Inbox*, click on **[Go]** button or the **Mailbox** icon/link. Messages are displayed oldest first. To reorder them, click on the # symbol above the message number. You can similarly sort by *Date*, *From*, *Size* or *Subject*. To view a message, click on the underlined link in the *From* or *Subject* field.

Creating a new message

To compose a new message, click on the **Compose** icon/link. The screen which appears is reasonably self-explanatory. Use the mouse to move between fields.

To attach a file, click on **[Attachments]**. **[Browse...]** for the file required, highlight it then click on **[Open]** and then **[Attach File]**. Finally click on **[Back to Compose Screen]** to return to your message.

To send the message, scroll down and click on the **[Send]** button. Note the *Save copy* check box – if this is ticked, a copy of the mail is stored in your **Sent** folder.

Replying to a message

To reply to a message, click on **Reply** immediately above or below the viewed message. If it was sent to more than one person, a *Reply Options* screen appears – choose the option you want. Type in your reply then click on the **[Send]** button.

Deleting messages

You should tidy up your *Inbox* regularly, deleting messages or saving them in folders. To delete a viewed message, click on **Delete** (left of **Reply**). The *Inbox* has a **Delete** button to the right of the message subject (scroll horizontally, if necessary). To remove messages completely, click on **Purge Deleted**.

Saving messages and Mailboxes

Any mail you want to keep should be saved to *Mailboxes* (folders) **and not left in your Inbox**. Use different mailboxes for different groups of people or individuals.

To create a mailbox, click on the **Folders** icon/link and scroll down to the end of the *Mail Folders* screen. Click in the box next to where it says *Create mailbox with name*, type in your new **mailbox_name** and then click on **[Create]**. The new mailbox should now be in the list of mail folders.

To move messages from your *Inbox* to another mailbox, click in the *Check Box* (green tick) to the right of the message number, and then click on the **[Go]** button to the right of the **[Copy marked]** drop-down box. From the *Copy to message folder...* screen, click on the **mailbox_name** in which the message is to be stored.

The Addressbook

To add an address from a message to your *Addressbook*, view the message then click on the **From:** (or **To:**) address link. The next screen lets you set up an *Alias* (nickname) etc. Click on **[Add Entry]** to add the person to your *Addressbook*.

You can also type in addresses directly. Click on the **Addressbook** icon/link to display your current entries, then click on Add to get a blank *Entry* screen. Type in the details then click on **[Add Entry]**, as before.

To delete or update an address, click on it then make the changes required.

Changing Preferences

Click on the **Options** icon/link followed by the **[Preferences]** button. Here you can change things like the default sort order (this is set in the **Display** options).

Closing down

Click on the **Logout** icon/link on the right, then close down your browser window.