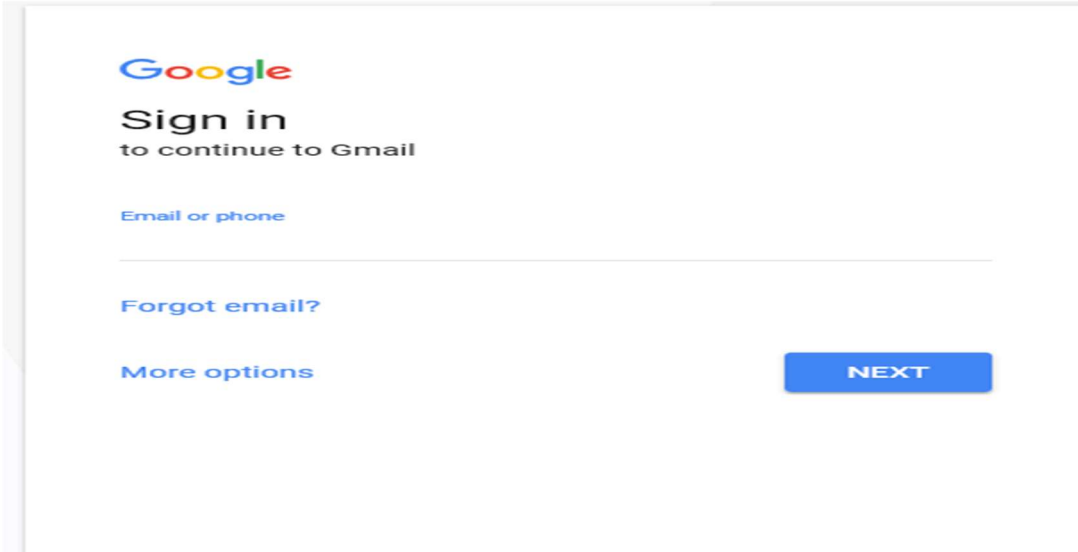
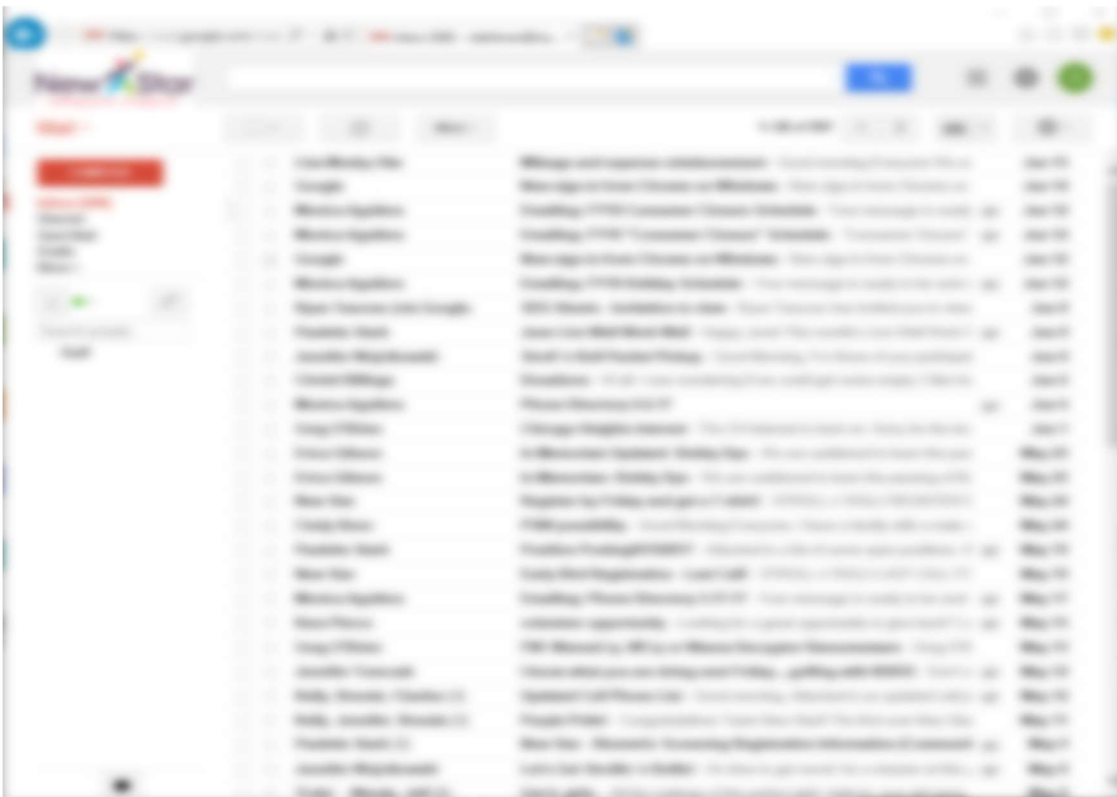


This How To will show you how to use the web client to access your email.

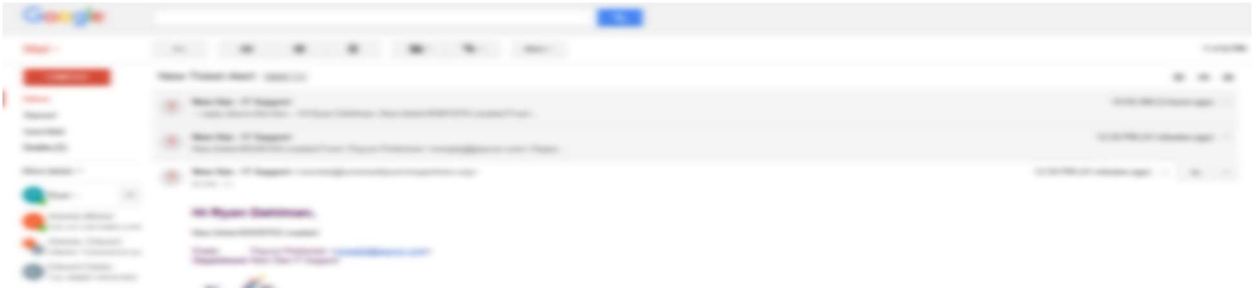
1. Go to your agency email portal which will be mail.agency.tld (i.e. mail.parklawn.com, mail.sertomacentre.org, mail.newstarservices.org, or mail.ctfillinois.org)
2. Once there, log in using the username and password you were given for your email.



3. It will log you into your inbox. Your emails will be in the larger pane on the right and on the left will be your list of "folders"



4. When you click on an email it will open in a “Thread” view, which will show any previous emails above the current message, which can be read by clicking on them.



5. Click the Compose button on the top left in order to create a new email. This will pop up a small box along the bottom of the window. Enter the recipient in the “To” section , and your subject in the “subject” section, you can then write the body of your email in the main larger portion of the box. To Cc or Bcc, click them in the upper right hand corner of the email box.



6. In order to sign out of the web client, click your email address in the upper right hand corner of the window, and select “sign out” from the drop down menu.

