



Webmail for Students

What is Webmail?

Webmail is the official student email system of Montclair State University where you can access and manage your email. WebMail can be accessed through any computer with an internet connection and a web browser (i.e. Netscape or Internet Explorer). **Your email address is your user name (last name plus your first initial and the number 1 @mail.montclair.edu). For example, John Smith's email would be smithj1@mail.montclair.edu**

Getting Started

- 1) Open a web browser (i.e. Mozilla or Internet Explorer)
- 2) Go to <http://webmail.montclair.edu>
- 3) Enter your **MSU NetID** and **password**
MSU NetID: lastname, first initial 1
password: set at orientation

(if you do not remember your password, then you need to follow the instructions on this handout for "resetting your password")

Creating a Basic Message

To Create a Message:
Click **Compose**

To Address the Message:

Click in the appropriate recipient line and type in the recipient's email address

- **To:** the recipient(s) this message is intended for or written to
- **Cc:** (carbon copy) sends the individual in the cc area a copy; this information is visible to all recipients
- **Bcc:** (blind carbon copy) sends the individual in the bcc area a copy; this information is not visible to any other recipients

To Enter the Message:

- 1) Click in the subject line
- 2) Type a short description of the contents of the message
- 3) Click into the body of the message and type the message

To Format Message Text:

- 1) Highlight text
- 2) Format using the icons on the toolbar

To Specify Priority of a Message:

At the bottom of the message use the drop down list next to the label **Priority** to specify Normal, Urgent or Non-urgent

To Specify Return Receipts:

At the bottom of the message use the drop down list next to the label **Request Receipt** to specify None, When viewed, When delivered, or Both

To Send the Message:

Click **Send** on the toolbar or **Send** at the bottom of the message window. The message will be transferred to the server and then to the recipient(s)

Reading Messages

- 1) Click **Inbox** on the left of the screen. New messages will appear in **bold**
- 2) Click on the **subject of the message** to open
- 3) To close a message and return to the Inbox, click **Inbox**

Responding to Messages

To Reply:

- 1) Open the message
- 2) Click **Reply** or **Reply All** on the toolbar
- 3) Type a message in the body area of the message
- 4) **Send** the message

To Forward:

- 1) Open the message
- 2) Click **Forward** on the toolbar
- 3) Type the recipient(s) email address
- 4) Type a message in the body area of the message
- 5) **Send** the message

Attaching a File

- 1) Prepare the message as normal
- 2) Click **Attach** on the toolbar
- 3) Click on **Browse**
- 4) Select the file to attach
- 5) Click **Open**
- 6) Click **Add** to attach the file to the message
- 7) Click **Attach** to return to the message
- 8) **Send** the message

Spell Check

- 1) Prepare the message as normal
- 2) Click the checkbox next to **check spelling before message is sent** at the bottom of the message window
- 3) Click **Send** to start the spell checker
- 4) Click the misspelled word(s) that appear highlighted to select it
- 5) Edit the word manually at the bottom of the window and click **Change**

~OR~

- 6) Replace it by clicking on the correct spelling in the suggested word list and clicking **Change**

The message will be sent automatically when the spell check is complete

NOTE: *You can also click Spell Check on the toolbar*

Using the Address Book

- 1) Click **Compose** on the toolbar
- 2) Access the Address Book by clicking on one of the following:
 - The **Address Book** tab on the toolbar
 - **To:**, **Cc:**, or **Bcc:** in the recipient line
 - The **address card** to the left of To:, Cc:, or Bcc:
The Personal Address Book opens
- 3) Click the drop-down arrow next to Personal Address Book and click on **Montclair State University Directory**
- 4) From the **Display Name** drop down list, select the element you wish to search
- 5) From the **Contains** drop down list, select the type of search you wish to perform
- 6) In the **Search for** field, enter the name you are searching for
- 7) Click **Search** to display the results of the search
- 8) Click one of the following options next to the desired name: to:, cc:, or bcc:
- 9) Click **Add Recipients**
- 10) The composition window reappears with your mail recipient added

Organizing Your Mail

To Create Folders:

- 1) Click on **Manage Folders** located at the bottom of the folders list on the left.
- 2) Click **New** on the toolbar
- 3) Type a name for the new folder
- 4) Click **OK**
- 5) Click **Inbox** to return to your main mail screen

To Move Messages:

- 1) Select the message(s) you wish to move by clicking on the **empty box** to the left of the message(s)
- 2) Click on the **Move Messages To Folder** drop down list on the toolbar and choose the destination folder

To Switch to a Different Folder:

Click the folder you wish to open at the left. The contents of that folder will be displayed.

To Return to the Inbox:

Click **Inbox** on the left.

To Delete Messages:

- 1) Select the message(s) to be deleted
- 2) Click **Delete**

Resetting Your Password

- 1) Open a web browser (i.e. Mozilla or Internet Explorer)
- 2) Go to <http://netid.montclair.edu>
- 3) In the **Student** section:
 - Type in your Campus Wide Identifier (CWID)
 - Type in your 6-digit PIN #
- 4) Click **Login**
- 5) Scroll to the bottom and type **Yes** to agree
- 6) Click on **Continue**
- 7) Click on **Change the password for my NetID account**
- 8) Click on **Continue**
- 9) Type your new password and type it again to confirm
- 10) Click **Change the password of my NetID account**

Mail Forwarding to a Specific Email

Use this option to send a copy of every message you receive to a specific email address. For example, if John wants to send Carolyn a copy of every message he receives, he would enter Carolyn's email address in the "Forward copies of new messages to" box. You can enter as many email addresses as you want in the box, one line at time.

- 1) Click the **Options** tab
- 2) Click the link for **Settings**
- 3) Under Mail Forwarding click the link for the MSU NetID Form
- 4) In the **Student** section:
 - Type in your Campus Wide Identifier (CWID)
 - Type in your 6-digit PIN #
- 5) Click **Login**
- 6) Scroll to the bottom and type **Yes** to agree
- 7) Click on **Continue**
- 8) Select **Change my E-mail forwarding options**
- 9) Click **Continue**



MSU NetID Account Form for Faculty & Staff

Please select an option below and press the button to continue.

Galaxy passwords are now integrated with NetID passwords. To change your Galaxy password, change your NetID password.

Change the password of my NetID account

Change my E-mail forwarding options

Turn On/Off POP Access to my E-mail

Logout

Continue

- 10) Select one of the 3 options:
 - Do Not Forward
 - Forward Only
 - Forward a Copy
- 11) Type the forwarding email address under **Forwarding address: *REQUIRED***
- 12) Click **Change my E-mail forwarding options**