



How Do I? Access My Southeastern Email Account

PeopleSoft version 8

1. **Access Southeastern's home page at:**
<http://www.selu.edu>
2. **Click on Webmail** hyperlink located across the bottom of the home page.
3. **Log In to Webmail.** Your User ID is your University ID (your 'W' number).
 - All entering students have an initial password for Webmail and LEONet of 'S' and their birthdate. The initial password for a student with a birthdate of January 1, 1965 would be S010165.
 - Your Webmail and LEONet password will always be the same. If you change your Webmail password, your LEONet password will also change to the new password.
4. **Your Webmail should appear** with any emails you have received.
5. **To open an email**, click on the subject.
6. **Reply to the sender** by clicking the Reply button on your Webmail toolbar. Once you have finished keying in your message, click the Send button on the Webmail toolbar.
7. **To create an email**, click the Create button on your Webmail toolbar. Once you have finish entering who you are sending the email to and your message, click the Send button.
8. **To delete an email**, check the box next to the Subject of the email you wish to delete. Click the Delete button on the Webmail toolbar. This will move your email to a delete folder.

9. **You will want to periodically delete old messages in your Delete folder.** Click the drop down arrow in the Folder field. Choose Deleted-Delete Old Messages. *Deleting your Delete folder will allow more space for your incoming emails.*

10. **To send attachments with your email:**

- Click the Attachment button on your Webmail toolbar.
- Click the Browse button next to the File name field. Search for your file and click on it.
- Click the Add File button.
- Click the OK button. The file is now attached to your email.

Things to Remember

About your Southeastern email account:

- **Students should check their Southeastern email account daily.** Southeastern will use your Southeastern email account to communicate important information to you.
- **Email accounts are created for entering students on the first day of classes.** Entering students should change their initial password. Your new password may include numbers, but it must start with an alpha character.
- **Your Southeastern email password and your LEONet password are the same.** If you change your password for LEONet, your email password will also change.
- **Students are urged to access their account information and complete the Question/Answer in the Password Information box.** This will allow you to easily find your password should you forget it.
- **Students should be familiar with Southeastern's Email Policy.** [Click here for more information.](#)