

SOUTHEASTERN **LOUISIANA UNIVERSITY** *How Do I? WebMail*

Logging In to WebMail

- 1. Access WebMail.**
 - Click on WebMail, located on the bottom navigation bar from Southeastern's Web site at: <http://www.selu.edu>.
- 2. Log in to WebMail.**
 - Username** – Key in your university ID number (your "W" number). Include the "W".
 - Password** – Those who have previously logged into LEONet for registration
Key in the password you created when you logged into LeoNet.
**Please note, your LEONet, WebMail, and BlackBoard password are the same.*
 - Password – First time users**
Key in "S" and your birthdate in the following format: Smmddy (be sure to use a capitol S).
- 3. Click the Log in button.**

Your WebMail homepage should appear.
- 4. Log out when you are finished.** Always log out and exit out the browser window.

Opening an e-mail

- 1. In your Inbox, click on the subject of the message.**

Your e-mail message will open up and you will be able to read the message.
- 2. If there is an attachment with the message:**
 - Right-Click the attachment**, choose options of open, save or print.

Replying to an e-mail

- 1. Click on "Reply"** located on the action bar located directly above the opened message.
- 2. Key in message in the Text field.**
- 3. Click the Send Message button.**

Forwarding an e-mail

- 1. Click on "Forward"** located on the action bar located directly above the opened message.
- 2. Key in the e-mail address** of the person you wish to forward the message to in the "To" field.
- 3. Key in your message** in the text field, above the original message.
- 4. Click the Send Message button.**

Print an e-mail

- 1. Click on "Printer friendly view"** located on the top far right of the message view.
- 2. Click the Print button** in your printer message box.

Deleting an e-mail

- 1. Check the box next to the message** you wish to delete in your Inbox.
- 2. Click on Delete** in the action bar located at the top left of your Inbox. *You may also delete an e-mail message after opening the message by clicking on Delete in the action bar located at the top left of the message.*

Creating an E-mail

- 1. Click on "Create"** on the tool bar located at the top of your WebMail InBox.
- 2. Key in the e-mail address** of who you wish to send an e-mail to in the To field.
- 3. Key in the subject of the e-mail** in the Subject field.
- 4. Key in your message** in the Text field.
- 5. Click the Send button.**

Adding an Attachment

- 1. Click Attach**, located to the top left of the Compose Message page.
- 2. Click the Browse button.**
- 3. Locate and select the file** you wish to attach. **Click the Open button.**
- 4. The file you have selected should appear in the Filename field.**
- 5. Click the Add File button**, the file should appear in the Attached Files field. **Click OK to attach file.**

