

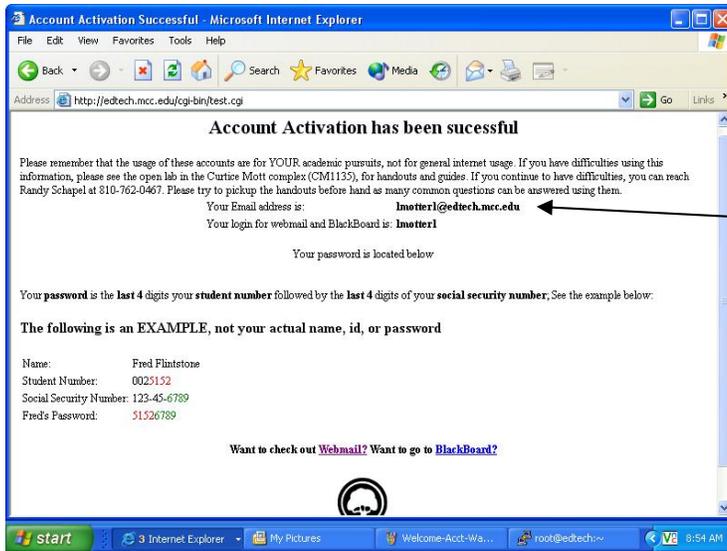
## Section 3: Reading Your E-mail with WebMail

WebMail is very similar to Hotmail or Yahoo Mail – you only need to access a web browser to send and receive e-mail. WebMail can be accessed from any computer connected to the Internet – you do not have to be on campus or even in Michigan. After you have created a Mott student e-mail account, you can use WebMail.

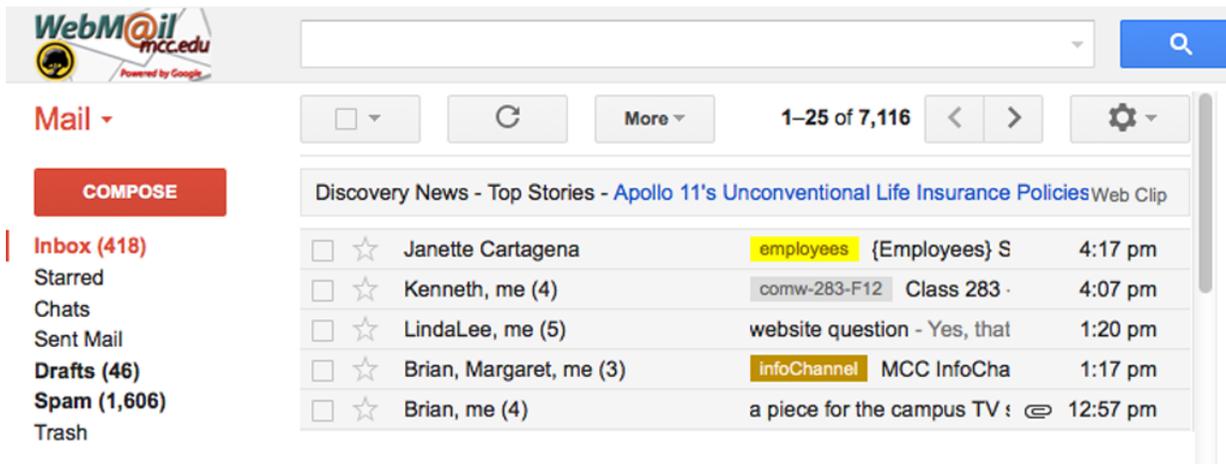
1. Double-click on the **Fire Fox** or **Internet Explorer** icon. Next to Location or Address, type in **webmail.mcc.edu** and press Enter. You should get this screen:



2. Referencing the sheet you printed when you created your Mott student account, enter your user name in the **Name:** field and your assigned password in the **Password:** field.



3. Once you are logged in, the main menu will appear to display the contents of your Inbox.



4. To **Read** a message, click on the Subject line text. . New or unread mail messages will appear in bold type. Messages with file attachments have a paperclip icon in the message line.

WebMail@il.mcc.edu

Mail 1 of 7,116

COMPOSE

Inbox (418)  
Starred  
Chats  
Sent Mail  
Drafts (46)  
Spam (1,606)  
Trash

Wired Top Stories - World-Record Laser Blast Lasts 67 Quintillionths of a Second - 2 hours ago Web Clip

{Employees} Student Code of Conduct Process Inbox x employees x **Print**

Janette Cartagena 4:14 PM (31 minutes ago) ☆ **Reply & Forward** People (2)  
to Employees Intake Representative

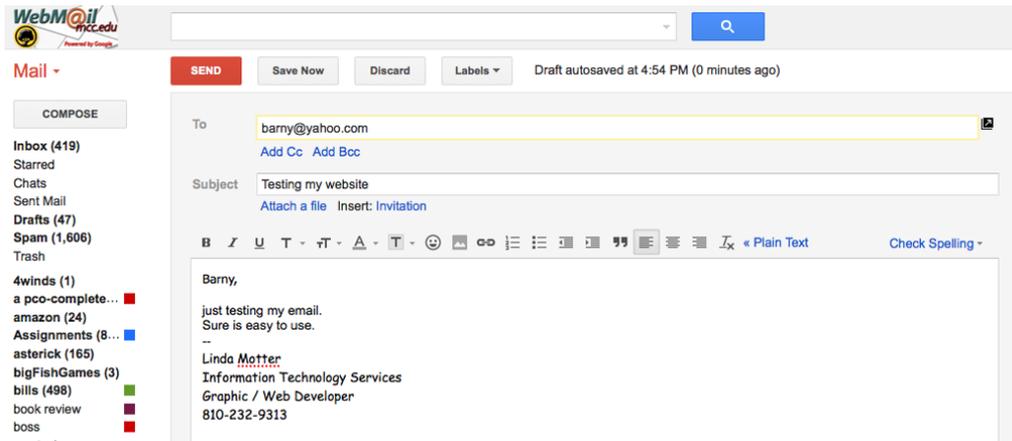
Dear Staff and Faculty,



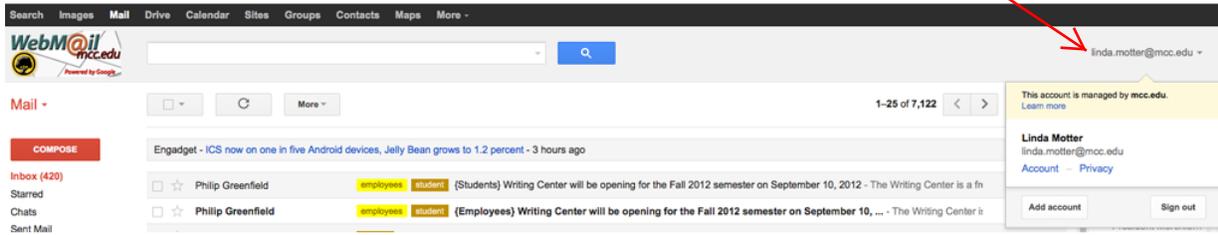
HistoryClubInterestMeetingFlyer.jpg  
103K [View](#) [Download](#)

Once you have opened a message, the available mail options appear. You can Reply to, Forward or Print (using the Print button on your browser) the message. To view an Attachment, simply click on view or choose download to save the attachment.

5. To **Compose** a message, click the Compose button at the top of the window. The recipient's address goes in the **To:** box. You can list multiple e-mail addresses, separating each with a comma. Type your text message in the large box below. When done, you can click Check Spelling to perform a spell check and click the **Send** button to send the message.



6. When you are done with WebMail, the **MOST IMPORTANT THING TO REMEMBER** is to sign out. This will make it so other students cannot view or use your e-mail. To sign out, click your name.



The screenshot shows the WebMail interface for Linda Motter. The top navigation bar includes links for Search, Images, Mail, Drive, Calendar, Sites, Groups, Contacts, Maps, and More. The WebMail logo is on the left, and the user's name and email address, Linda Motter (linda.motter@mcc.edu), are on the right. A red arrow points from the text above to the user's name. Below the navigation bar, there are buttons for Mail, Compose, and a list of folders: Inbox (420), Starred, Chats, and Sent Mail. The main content area shows an Engadget article snippet and a list of emails from Philip Greenfield. A dropdown menu is open on the right, displaying the user's name, email address, and links for Account and Privacy. At the bottom of the dropdown are buttons for Add account and Sign out.