# 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.

Enter this in the **Name**: field – it is case-sensitive!
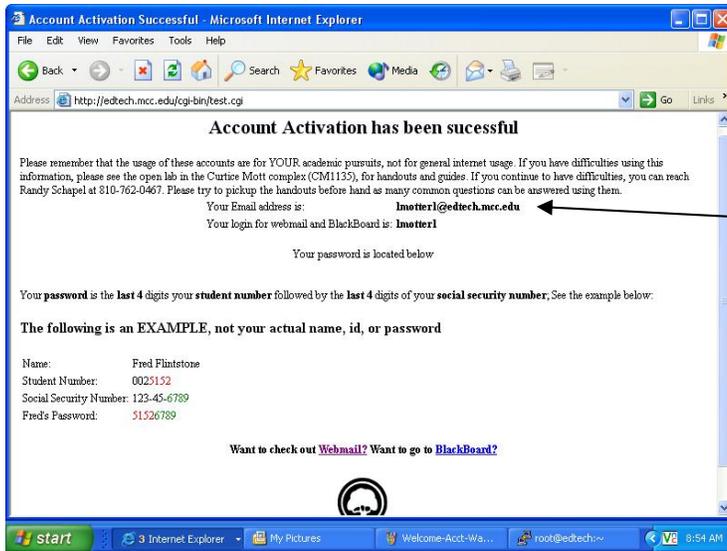
3. Once you are logged in, the main menu will appear to display the contents of your Inbox.
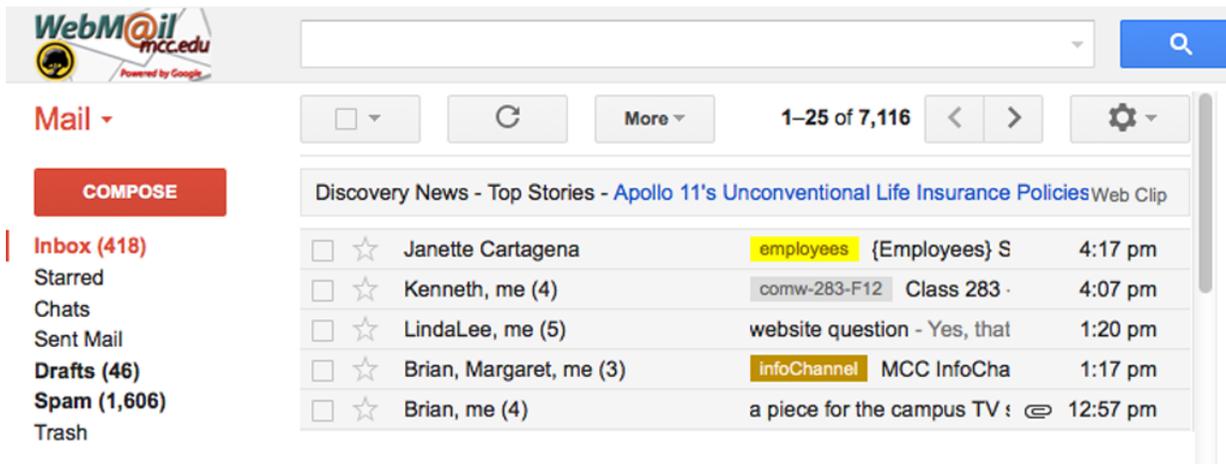
4. To **Read** a message, click on the Subject line text. . New or unread mail messages will appear in bold type. Messages with file attachments have a paperclip icon in the message line.

WebM@il
mcc.edu
Powered by Google

Mail ▾

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

Print

{Employees} Student Code of Conduct Process   Inbox x   employees x   People (2)

Janette Cartagena   4:14 PM (31 minutes ago)   Janette Cartagena
to Employees ▾   Intake Representative

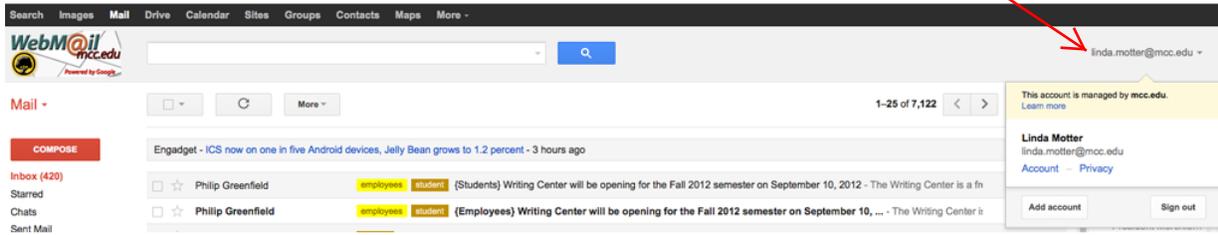Dear Staff and Faculty,   Reply & Forward

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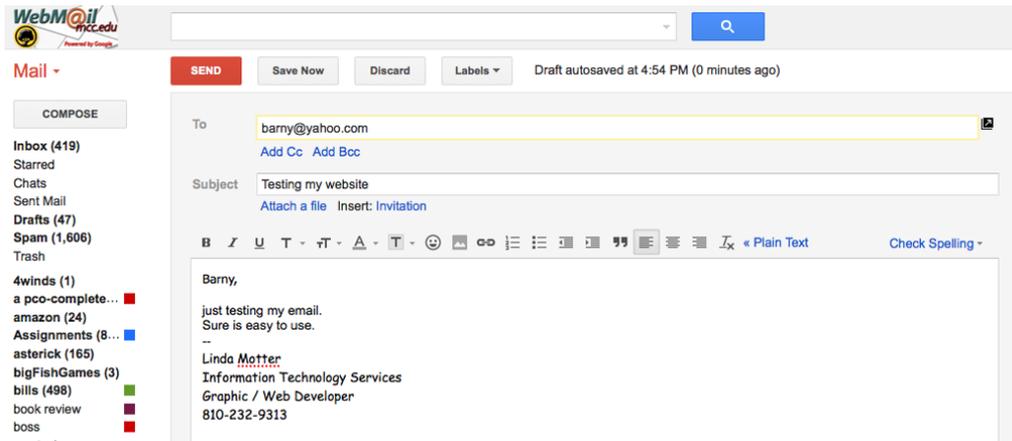
6. When you are done with WebMail, the **MOST IMPORTANT THING TO REMEMBER** is to sign out. This will make it so other students cannot view or use your e-mail. To sign out, click your name.