How To Use Webmail

Guiding you through the Universities online email
Table of Contents

LOGGING ON ........................................................................................................2
  VIEWING MESSAGES ..........................................................................................2
  SENDING A MESSAGE .......................................................................................3
    Using the University's Address Book .............................................................3
    To send a message without using the Address Book e.g. to someone outside
    of the University ...............................................................................................5
    Sending a message to more than one person ..................................................5
  READING A MESSAGE ..........................................................................................5
  REFRESHING YOUR INBOX ..................................................................................5
  REPLYING TO A MESSAGE ..................................................................................6
  DELETING A MESSAGE .........................................................................................6

LOGGING OUT OF WEBMAIL ..............................................................................6

ADDITIONAL HELP ...............................................................................................6

ADVANCED FEATURES ..........................................................................................7
  FORWARDING A MESSAGE ...................................................................................7
  ATTACHING A FILE TO A MESSAGE .................................................................7
  TO OPEN AN ATTACHMENT SENT TO YOU .....................................................7

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Using Webmail

Logging on
Open up Firefox and from the right hand side of the home page click on the link to Webmail, or use this address: webmail.bath.ac.uk

Type in your University login username and password.

Webmail will then start.

Viewing messages
Once you have successfully logged into Webmail the following screen will appear. This is the main webmail screen called the Inbox.

In the Webmail window you will see a list of all the messages that have been sent to you, with the most recent message at the top. The information is arranged under headings for Date, From and Subject.

To sort by a column, click the arrow at the top of that column. On the left are icons that indicate whether the message has been read, replied to or deleted, along with check boxes so that you can mark messages to be moved to another folder or deleted.
**Sending a message**

**Using the University’s Address Book**
To find out the email address of another person working or studying at the University:

Click the Address Book icon at the top of the main window

A new screen appears.

Next to the word matching is a white box. Click in here using the left mouse button and type in the name of the person you are searching for, for example, Sherilyn Elmes.

Change the From Drop Down box to University of Bath Directory.

![Basic Search](image)

Left Click on the button marked Search.

If the person you have searched for has a University email address, their name will appear under the heading Search Results.

![Basic Search](image)

Left click on their name to see their email address.

![Sherilyn Elmes](image)

If the Email box is blank it means that they are not currently registered for email.

Click the email address to send a message. A new window will then appear for you to type your message.
Click into the white box marked Subject and give your email a subject. Ideally this should be relevant to the content of your email, for example, “Invoice For Costs”.

Next left click on the message area (the large white box). You can then type in your email message.

Once you have finished typing your message, click on either of the Send Message buttons. There is one at the top of the window and one at the bottom.

Your message will then be sent. This may take a few seconds but once it has sent you will return to the search screen. To search for another address, so that you can write another email, click on the search button. Alternatively, if you wish to return to the main webmail screen (the Inbox) you can click on the icon marked mail.
To send a message without using the Address Book e.g to someone outside of the University

From the main webmail screen (Inbox) Click the New Message icon.

The same message window will appear but this time the To box will be blank.

Click into this box and type in the address of the person you want to send the email to.

Give your email a subject as you did before.

Type your message then click Send Message.

If you make a mistake and wish to start from scratch click Cancel Message.

Sending a message to more than one person

This saves time, as rather than having to type the same message out many times, you can send the original message to lots of people.

To type more than one address in the To field, separate each email address by comma space.

Reading a message

To read a message in your Inbox you just need to click onto the subject of the email or the name of the sender.

Refreshing your inbox

Your Inbox will automatically check for any new emails periodically. However, if you think that you should have received an email that has not yet appeared, you can click the Refresh button to force Webmail to look for new messages.
Replying to a message

To Reply to the sender of a message, click on the Reply Button. [Reply]

Alternatively, if the message was sent to more than one person, and you wish to reply to everyone, you can click the Reply to All button. [Reply to All]

A compose message window will then open with the person / persons email address, subject and a copy of the previous message already filled in.

You can then click either above or below the message and enter your reply.

To send just click the send message button. [Send Message]

Deleting a message

To delete a message, place a tick in the check box to the left of the message and click Delete.

If you make a mistake, click Undelete. Note that the undelete option only shows up once you have deleted a message.

To permanently delete the messages click on [Purge Deleted]. You will not be able to undelete the message once you have clicked the Purge button.

Logging Out of Webmail

Once you have finished using your email click on the Logout button. [Log out]

This will take you back to the Webmail login screen and prevent anyone else using your email.

Additional Help

Where you see the icon you can left click onto it for extra help about the Webmail feature you are using.
Advanced Features

**Forwarding a message**

Sometimes you need to copy a message to another person for their information or comment. A good way of doing this is to forward the original message, as anything in the email will then appear in its original context.

Open the message in the usual way by clicking on the subject or senders name and click Forward.

The whole message will be copied, including the email subject.

Type any explanatory comment above the copy of the message and click Send message.

**Attaching a file to a message**

Create your message as before.

This time, before sending, scroll to the bottom of the message to see this:

![Attachments](image)

Click browse and search for the file you want to attach.

Select the document by single clicking and then left click on the Open button.

Then click and the file will be attached to your message. This may take a while. Once the attachment is attached to the message, the following will appear at the top of the email screen

✔ Added "Images for web lesson plan.doc" as an attachment.

To send click the send message button.

**To open an attachment sent to you**

The file attached to the message will appear in the email header in the **Parts** field.

To open the message just click on the link for the file name.