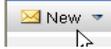## Webclient

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Compose a Message
1. Log into WUMail
2. Click the **New** mail button from the main toolbar

3. To address the message fill out the **To:**, **Cc:** and/or **Bcc:** fields with the appropriate Email address
4. enter a subject and body to the email

Sending a Message
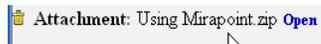1. From the compose email window click the **Send** button

Attach a File to an Email
1. From the compose email window, click the **Browse** button underneath attachments towards the bottom of the window
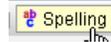
2. Navigate to the location of the file
3. Click the file then click **Open**
4. The attached file will then appear at the bottom of the compose email window

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Using Spell check
1. Once you have completed composing your message click the **Spelling** button

2. The spell check window will appear. You can then choose to replace, ignore or add to the dictionary any words it thinks is misspelled.
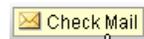
Printing an Email
1. While viewing a message click the **Print** button from the menu bar in the middle of the screen

Checking for New Messages
1. From the main toolbar click the **Check Mail** button

Opening an Attachment
1. While viewing a message with an attachment, simply double click the name of the attached file to open it

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Reply to a Message
1. While viewing a message click the **Reply** button

2. The compose email screen will appear, type your message and the press the **Send** button

Reply to all Recipients
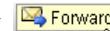1. While viewing a message click the **Down Arrow** next to the **Reply** button

2. Then click **Reply All**
3. The compose email screen will appear, type your message and the press the **Send** button

Forward a Message
1. While viewing a message click the Forward button

2. The compose email screen will appear, type the recipients address in the **To:** field, type your message and the press the **Send** button

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Delete a Message
1. From your inbox click the **Check Box** next to the message or messages that you would like to delete

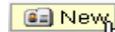2. Then click the **Delete** button from the main toolbar

View Contacts

1.From the main screen click **Contacts**

Add a Contact

1.Click the **New** contact button from the main toolbar

2.Enter the information about the contact you are adding such as name and email address. When you have added all the necessary information click the OK button to save your new contact.

Edit a Contact

1.From the contacts screen, find the contact you would like to edit. On the right side of the screen in the same row of the contact you are editing, click the Pencil icon.

2. This will bring up the contact information and allow you to make any changes. Once you have made the changes click OK to save them

Using the Widener Directory to search for Contacts

1.From the main contacts screen, click Widener Directory from the left side of the screen


2.On the next screen you can search for a contact by either name or email address. When you have entered the appropriate search criteria click the Find button

3.Your results will then be displayed. You can send the user an Email by click on their Email Address or you can add them to your address book by clicking the Import button

Creating an Email Folder

1.From the main email screen, click the Down Arrow next to New, then click Folder
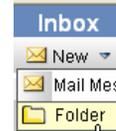
2.In the dialog box give the folder a name and click the OK button
3.The new folder will now be listed on the left side of the screen

Moving a Message into a Folder

1.Put a check in the box next to the message or messages you would like to move, then click the Move button from the toolbar

2.A list of your folders will then be displayed. Scroll to the folder you would like to move the messages to and click it. The selected messages will then be moved to that folder

Renaming a Folder

1.From the main email screen click on My Folders

2.A list of your folders will be displayed, find the folder you would like to edit. On the right side of the screen in the same row of the folder you are editing, click the Pencil icon.

3.On the next window enter the new name of the folder and click the Rename button

Deleting a folder

1.From the main email screen click on My Folders

2.A list of your folders will be displayed, find the folder you would like to delete. On the right side of the screen in the same row of the folder you would like to delete, click the Trash Can icon

3.A confirmation screen will appear, read the warnings. If you still want to delete the folder press the Delete button