

Welcome to WebMail

Steps to Log In to WebMail

1. Open your Browser and go to **http://pvmail.maricopa.edu**
2. Click the **Secure WebMail – Web Email Access** link.
3. Click in the **username** field, then enter your full username:
For example: chrystle.hall@pvmail.maricopa.edu
4. Click in the **password** field, then enter your Email password.
5. Click **Login**. The WebMail Window will display.

Set up Sent Folder, Signature, & Mail Preferences

1. From the Folders section of the Navigation Pane (left pane), click on **Personal**.
2. In the Personal Folders pane (top right), click the **Create New Folder** button.
3. In the Folders>>New Folder pane, enter **Sent** in the **Folder Name** field.
4. Click **OK**.
5. Click the **Preferences** link (left pane).
6. Click the **Mail** link (top right).
7. At **Name to use on outgoing mail**, enter your full email address.
8. At **Reply-To address to use on outgoing mail**, enter your email address.
9. In the **Signature** box, enter the information you want in your signature which will be added to bottom of each message you send out.
10. Check the box for **Save a copy of sent messages**.
11. At **Place sent messages in the mailbox**, select **Sent**.
12. Check the box for **Expunge deleted messages during logout**.
13. Click the **Save** button at the top of the Preferences>>Mail pane (you may have to scroll up).

Send a Message:

1. Click the **Compose Mail** link located in the left panel of the window under Operations.
2. At the Compose window, enter the email address in to TO:, CC:, or BCC: field, using one of the following 3 message addressing options:

Enter the ENTIRE EMAIL ADDRESS.

Example: chrystle.hall@pvmail.maricopa.edu

Separate multiple addresses with commas.

OR use the MARICOPA DIRECTORY:

At the Compose Mail window, click the **TO:, CC:, or BCC:** button.

At the Find Email Address Using Address Book window, click the **Directory** button at the top of the window.

At the Directory Search window, enter the appropriate search criteria, then click the **Search** button at the top of the window.

Click the checkbox below the appropriate addressing option (TO:, CC:, or BCC:) to the left of the desired addressee.

Click the **Add** button located at the top of the window.

Click **OK**.

OR use your WEBMAIL PERSONAL ADDRESS BOOK

At the Compose Mail window, click the **TO:, CC:, or BCC:** button.

At the Find Email Address Using Address Book window, click the **All** link or the Letter link of the desired addressee's first name.

Click the checkbox below the appropriate addressing option (TO:, CC:, or BCC:) to the left of the desired addressee.

Click the **Add** button at the top of the window, then click **OK**.

3. Click in the **SUBJECT:** field, enter an appropriate subject.
4. Click in the Composition area directly below the subject box, then enter the text of the message.
5. To check for spelling errors, click the **Spell Check** button at the top of the window.
6. If you wish to add an attachment, click the **Attachments** button.
7. Click **Browse**.
8. From the window that displays, locate the file you wish to attach and click the **Open** button.
9. Click the **Attach** button. and then click **Close**.
10. Click the **Send** button to send the message.
11. At the Message Send Confirmation window, click the **Close** button.

Read a Message in Your Inbox:

1. When you first log into your account, the Message List Pane (top right) will display the index of your Inbox.
2. **Click the underlined subject of the message** you wish to read. The message text will display in the Message Pane (bottom right).

Read Messages in Other Folders:

1. From the Folders section of the WebMail Navigation Pane (left side of window), click the desired folder.
2. The folder index will display in the Message List Pane (top right). Click the underlined subject to display the message text in the Message Pane (bottom right).

Print a Message:

1. To print a message you are currently reading, click the **Print View** button located at the top of the message you are reading. The message will open in a new window.
2. From the **File** menu, click **Print**.
3. When the Print dialog box displays, click **Print**.

Delete a Message:

1. In the Folder pane, click the checkbox(es) next to the message(s) to be deleted.
2. Click the **Delete** button.
3. To permanently remove messages marked as deleted (red X), click the **Expunge** button.
4. In the Confirmation window, click **OK**.

Create a Folder:

1. From the Folders section of the Web Mail Navigation Pane, click the **Personal** link.
2. In the **Personal Folders** pane (top right), click the **Create New Folder** button.
3. In the **Folders>>New Folder** pane, in the **Folder Name** field, enter the folder name.
4. Click **OK**. The new folder will be listed in the Folders section at the left.

File a Message in a Folder:

1. Click the Checkbox(es) next to the message(s) you wish to move to a folder.
2. From the **Select Folder** drop-down menu, select the desired folder.
3. Click the **Move To** button.

Create a Personal Mail List:

Allows you to save a list of email addresses as a group, so you can easily send a message to all members of the group.

1. From the Settings section of the Navigation Pane, click **Address Book**.
2. In the Address Book pane, click the **New Group** button.
3. Click in the **Group Name** field, then enter the name of this group.
4. At the **Description** field, enter a brief description of the group.
5. In the **Group Members** box, enter the email addresses of the group members.
6. If you wish to search the Maricopa Directory to add addresses, Click the **Add Members** button. Click the **Directory** button. Enter search criteria and click **Search**. Click the **checkbox(es)** next to the desired name(s). Click the **Add** button. Click **OK**.
7. If you wish to add email addresses from your personal Address Book, Click the **Add Members** button. Click the **All** link to display all the names in your Personal Address Book. Click the **checkbox(es)** next to the desired name(s). Click the **Add** button (top of window). Click **OK**.
8. Click the **Save** button when finished adding email addresses to the group.
9. **To address a message to this list**, click **Compose Mail**, click the **To** button, In the "Find Email address..." window click **All**, scroll to the bottom to find your group, **click the checkbox** next to the group name, click **Add** (top of window), and click **OK**.

Forward to a Different Email Account:

1. From the **Settings** section of the Web Mail Navigation Pane, click the **Preferences** link.
2. In the Preferences pane (top right), click the **Mailbox** link.
3. In the Preferences>>Mailbox pane, at "**Autoforward all mail to**", enter the email address to which you wish to forward your email.
4. Click **Save**.

Logout of WebMail: Click the Logout link located in the left panel under Operations.

View Additional Web Mail Instructions at:
<http://www.maricopa.edu/training/webmail.htm>

PVCC HelpDesk: 602-787-7780