

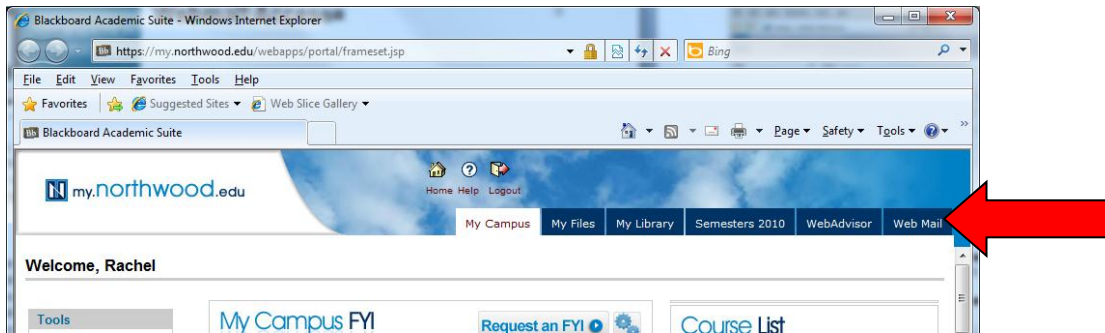


Webmail Access

All employees, students, and faculty are able to access their email from any internet connection by following the steps below.

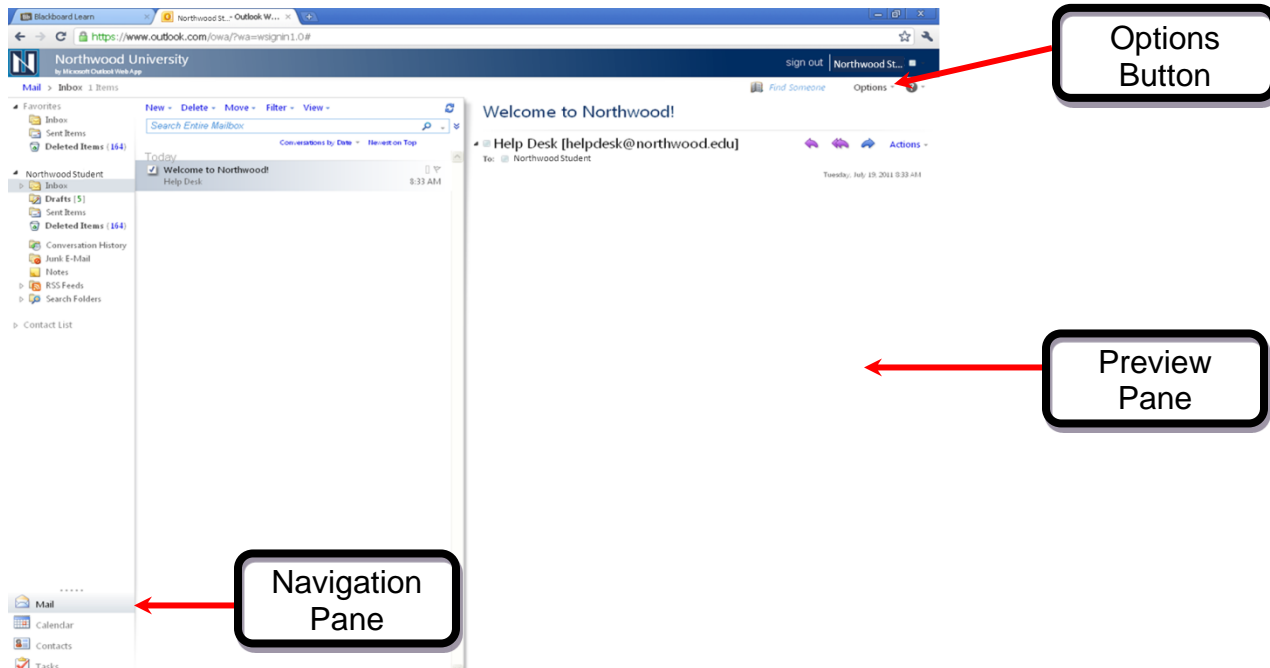
STEP 1: Login at My.northwood.edu

STEP 2: Click the Web Mail tab (farthest to the right)



STEP 3: A new window will open with your e-mail

After clicking on the tab you will see a screen similar to the one below. The left side of your screen shows your mail box. To view a list of items in any of the folders click on one of the folders. On the right side of the window is the preview pane. The preview pane allows you to preview the email that is selected. To view the entire email, simply double click it.



You can view your calendar, contacts, tasks, and public folders by clicking on the corresponding button in the Navigation Pane. The Options button is located at the top right of the screen. Click on the Options button to add a signature, an out of office message, or change your settings. Please visit <http://www.microsoft.com/liveatedu/new-student-email.aspx> for information on the additional features.