

LOCATER WEBMAIL SCREEN



Accessing Your WebMail Account

* Logging In

Access the Login Screen by clicking on the WebMail Login button on the welcome page of the LOCATER Poster program.

1. To sign into your account, enter your *Username* and *Password*.
2. Click *Log In*.

Note: If you have forgotten your password, click on “*Forgot your password?*” link, type your *Username*, *Alternate email address*, and enter the *answer* to the key question, then click on *Reset Password*. (You must remember the answer to the question you chose when you initially setup your email account, otherwise you will have to contact the **Helpdesk @1-877-446-2632 x6389**).

A blue-themed login screen titled "Welcome to WebMail". It features two input fields: "Username" and "Password". Below the password field is a "Log in" button. At the bottom, there is a link that says "Forgot your password?".A "Reset Your Password" form. It has three input fields: "Username" (pre-filled with keverette@locaterposters.org), "Alternate email address" (pre-filled with keverette@ncmec.org), and "What is my favorite color?" (pre-filled with red). A "Reset Password" button is at the bottom.

The Inbox

* Viewing/Reading Email

1. To select your email, click either the “*Mailbox*” link located on the left navigation bar or the “*Inbox*” located at the top of the page.
2. To open and view your email, click the *Email address* inside of the “*From*” field to open up the email in its entirety.
3. When you have completed reading the message, you have several options:

A horizontal bar of email actions: Reply (envelope icon), Forward (envelope icon), Print (printer icon), View Thread (thread icon), Save as (floppy disk icon), Message Source (document icon), Report as Spam (flag icon), and Delete (X icon).

4. To go to the *Previous message*, click on the left arrow, to go to *Next message* click on the right arrow.

A button labeled "Back to Inbox" with left and right arrow icons.

5. To open and view *attachments*, click on the attachment icon and click on open.
An attachment icon showing a red paper with a white square, followed by the text "2 colormap.pdf View as application/pdf 375 KB" and a download icon.
6. To go back to the main email page, click on your *Inbox* again.

Deleting Email

* Deleting/Report as Spam

1. To *Delete* one message at a time, click in the message box located to the left or click on delete while the message is open.
2. To *Delete multiple messages*, click in message boxes next to each one you would like to remove, then click on delete.
3. To *Delete All messages*, click on the select drop down box and select All, then click on delete.
4. Any messages that look suspicious from the text in the Subject field can be sent to the spam folder without opening that message by selecting the message(s) and then clicking on “*Report as Spam.*”

Locater Helpdesk
1-877-446-2632 ext. 6389

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Compose Email

* Composing/Sending Email

1. To compose your email message, click on the “Compose” icon  located at the top of the page.
2. Enter all information in the pertinent fields except in the “**From**” box as your email is automatically entered.
3. In the “**To**” box, enter the correct email address(es) of those to receive your message. To view a listing of email addresses, click on the **Address Book**.
4. For multiple addresses, you must separate each with a comma; other punctuation will result in an error.
5. Type the body of your message in the text box section, then click on **Spell Check**. To send **Attachments**, click on the Attachments tab, browse for file, select it, click on open, then click on Attach. (Your attached file(s) will display at the bottom of the message).

Before sending your message, you have the following options: [Save Draft, Save a copy in “Sent,” Request a Read Receipt, and Request Delivery Confirmation].

6. Now click on “Send Message.”

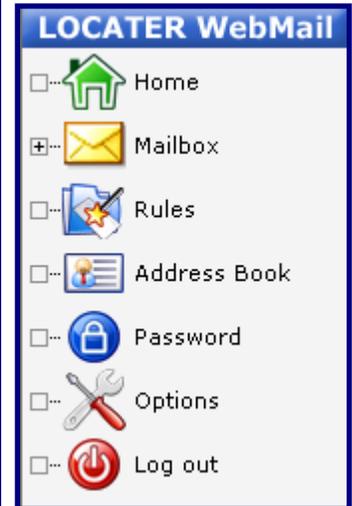
* Email Sending Options:

Cc: Enter the correct email address(es) of those to receive a **carbon copy** of your message. You must separate each address with a comma; other punctuation will result in an error.

Bcc: Enter the correct email address(es) of those to receive a **blind carbon copy** of your message. You must separate each address with a comma; other punctuation will result in an error.

Subject Line: Enter the **subject** of your message. Keep it short, simple and descriptive.

WebMail Sidebar



Home

Homepage site with links to custom settings

Mailbox

Mail-related folders like your Inbox, Sent Items, and Search Folders.

Rules

Use to create filters to manage incoming email

Address Book

Stores the LOCATER LDAP addresses and personal address books.

Password

Use to change your current WebMail password.

Options

Use to customize various settings like personal preferences, display options, and mail filters.

Logout

Use to exit LOCATER WebMail.

Exiting WebMail

* To exit LOCATER WebMail:

1. Click on the  icon.
2. You will see this screen once you are logged out of the WebMail program.



IMPORTANT!!!

Make sure you always log out of WebMail to prevent others from viewing your mailbox.

**Locater Helpdesk
1-877-446-2632 ext. 6389**