



How to Use Umail

URL for Umail access: <http://umail.union.edu>

Using Internet Explorer (PC):

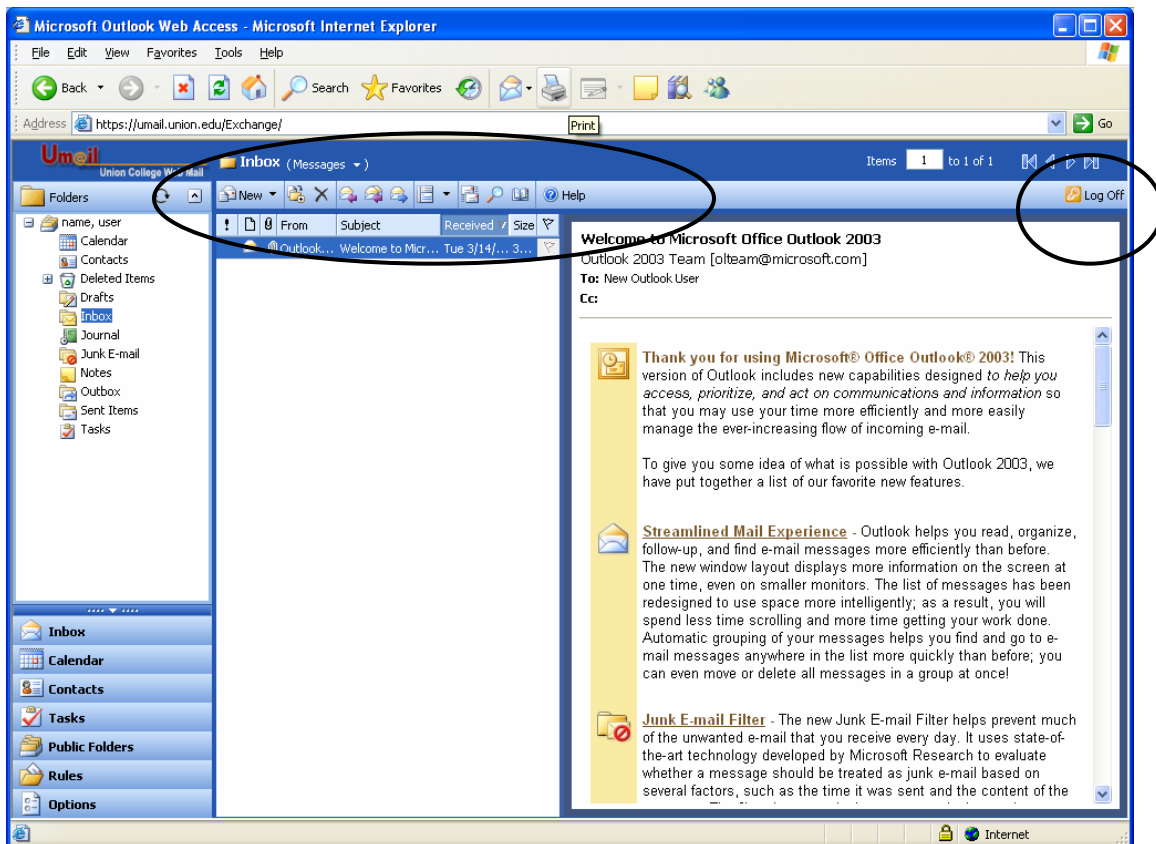
The screenshot shows the Umail login page in Microsoft Internet Explorer. The page title is "Umail - Union College Web Mail - FE2". The address bar shows the URL: <https://umail.union.edu/exchweb/bin/auth/owa/ologon.asp?url=https://umail.union.edu/Exchange&reason=0>. The page features a navigation menu on the left with categories like ADMISSIONS, ALLIANCE, PARENTS, and UNION PARTNERS. The main content area displays the "Umail Union College Web Mail" logo and a login form. The form includes fields for "User Name" (containing "parlett") and "Password" (masked with asterisks), and a "Log On" button. Below the password field, there are two sections: "Client" and "Security". The "Client" section has two radio buttons: "Premium" (selected) and "Basic". The "Security" section has two radio buttons: "Public or shared computer" (selected) and "Private computer". A red warning message is visible below the security options: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Two callout boxes with arrows point to the "User Name" field and the "Selectable Client Options" section.

Using Safari (Macintosh), Internet Explorer for the Mac, or Firefox (PC or Macintosh):

The screenshot shows the Umail login page in Safari. The page title is "Umail - Union College Web Mail - FE2". The address bar shows the URL: <https://umail.union.edu/exchweb/bin/auth/owa/ologon.asp?url=https://umail.union.edu/Exchange&reason=0>. The page features a navigation menu on the left with categories like ADMISSIONS, ALLIANCE, PARENTS, and UNION PARTNERS. The main content area displays the "Umail Union College Web Mail" logo and a login form. The form includes fields for "User Name" (containing "parlett") and "Password" (masked with asterisks), and a "Log On" button. Below the password field, there are two sections: "Client" and "Security". The "Client" section has two radio buttons: "Premium" (selected) and "Basic". The "Security" section has two radio buttons: "Public or shared computer" (selected) and "Private computer". A red warning message is visible below the security options: "Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy." Two callout boxes with arrows point to the "User Name" field and the "Selectable Client Options" section.

Enter your username (without @union.edu) and your password. Select the **Client** and **Security** options that you prefer and click the **Log On** button. You will then see your mailbox as shown below.

(Please Note: all screen shots are done with Internet Explorer on a PC; other browsers may look different).



All e-mail will be delivered to the **Inbox**. The number of new e-mail messages will be shown in parenthesis after the Inbox label.

Creating a New Message

To create a new e-mail message, click on the **New** button in the toolbar (shown circled above). A new window will appear in which to create a message. Once you are ready to send the message, click the **Send** button in the upper-left corner of the message window.

Logging Off from Umail

When you are finished reading e-mail, be sure to log off from your e-mail in order to prevent others from getting access to your account. Click the **Log Off** button (shown circled above) to close access to your account.