



Location of idol (webmail) E-mail in Umail

All your e-mail from your idol inbox will be in the "Inbox". New e-mail will be delivered to the "Inbox". The number of unread messages will be shown in parenthesis. All old messages that you filed in other folders on idol will be in a new folder called "mail" as shown below

The screenshot shows the Microsoft Outlook Web Access (Umail) interface in Microsoft Internet Explorer. The address bar shows the URL <https://umail.union.edu/Exchange/>. The interface includes a navigation pane on the left with folders such as name, user, Calendar, Contacts, Deleted Items, Drafts, **Inbox (1)**, Journal, Junk E-mail, mail, projects, sent mail, Notes, Outbox, Sent Items, and Tasks. A callout box points to the 'Inbox (1)' folder with the text: "Old idol email from the inbox will be in here". Another callout box points to the 'mail' folder with the text: "Old idol email in folders will be in here". The main pane displays a single email with the subject "Welcome to M..." and a date of "Tue 3/1...". The right pane shows a welcome message for Microsoft Office Outlook 2003, including a "Streamlined Mail Experience" section.

Documentation on using Umail through Outlook Web Access (OWA) can be found at <http://acaddocs.union.edu>