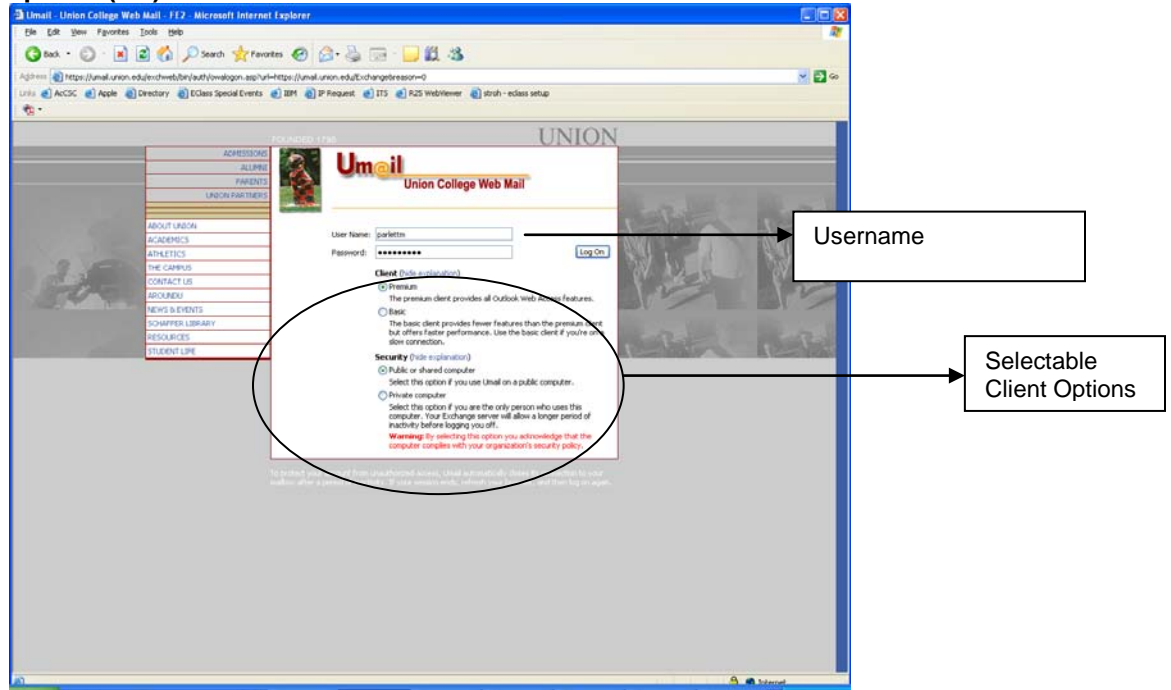


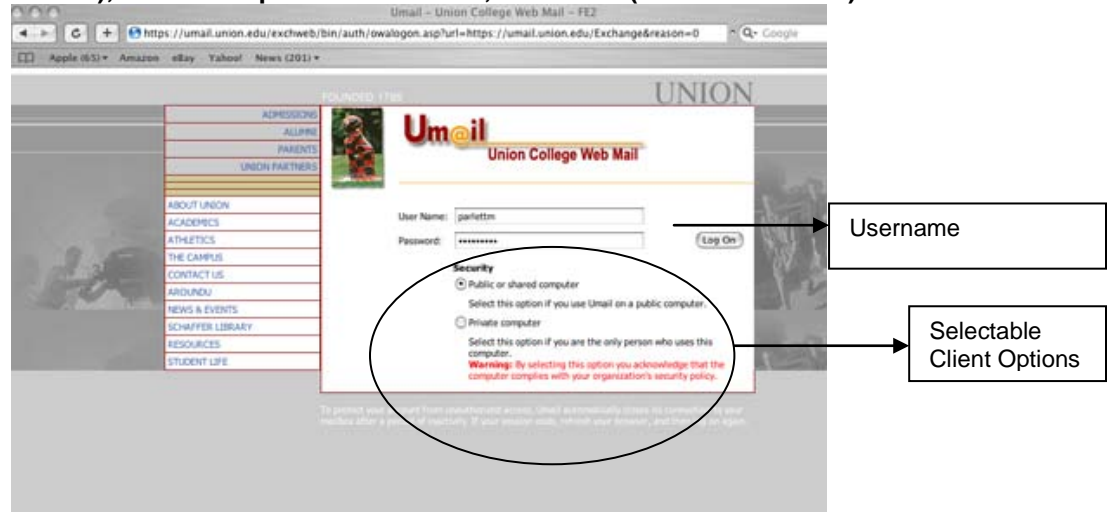
How to Use Umail

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

Using Internet Explorer (PC):

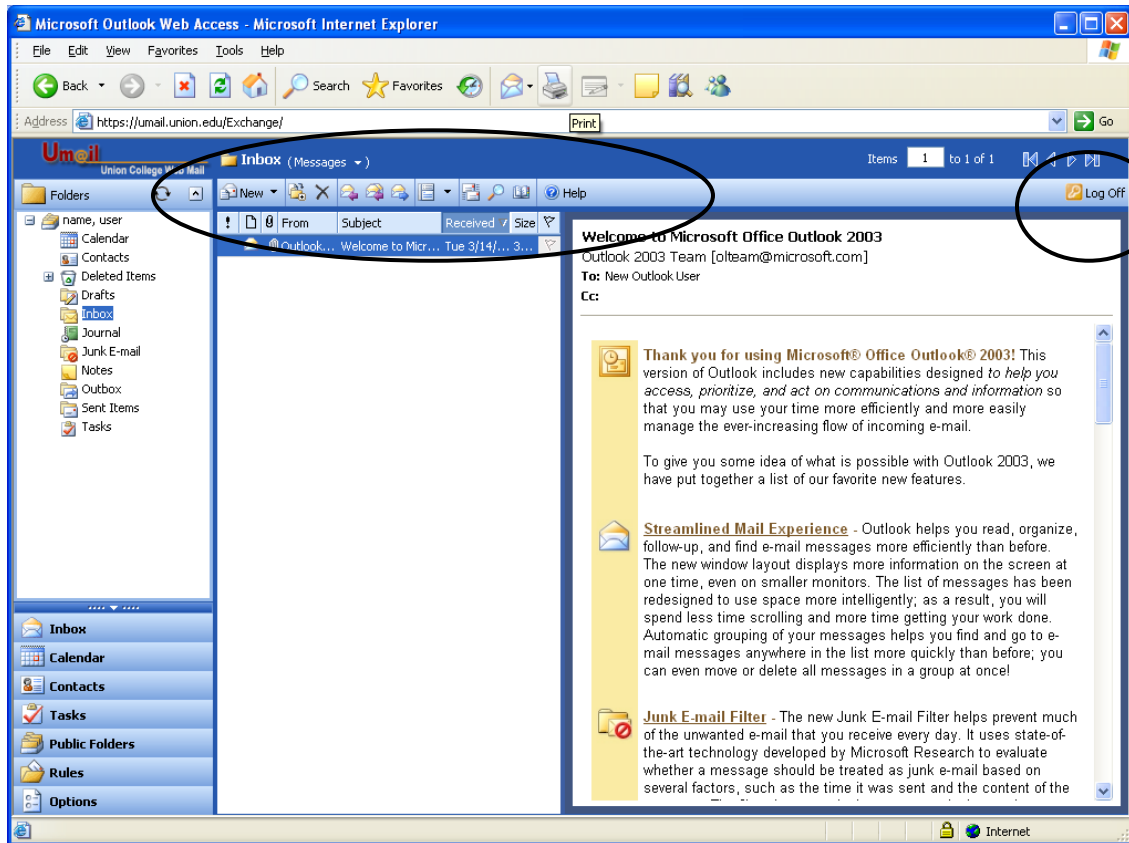


Using Safari (Macintosh), Internet Explorer for the Mac, or Firefox (PC or Macintosh):



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.