



User's Guide: Student E-Mail (Webmail)

WebMail is a web-based e-mail program that allows you to access your e-mail account from any computer with an Internet connection. It is a full-featured e-mail client package which gives you the all of the tools needed to organize and manage your e-mail messages. All messages are stored on the Buffalo State mail server. Messages are not downloaded or copied to the PC you are using. All students receive 50 megabytes (MB) of e-mail storage space.

Note The steps and illustrations below are based on the Fancy (Panel) template which is the default template for WebMail. If you select a different template from the logon screen, the look and steps will be slightly different.

Logging onto your e-mail account

1. Open Internet Explorer and go to:
www.buffalostate.edu
2. Click the **MYBUFFSTATE** link and select **Students**.
3. Click the **Student E-mail**.
4. Enter your username in the **User Name** box.
5. Enter your password in the **Password** box.
6. Click the **Login** button.

How do I read my e-mail?

When you first login, you will be viewing your Inbox folder. Clicking on the subject name of the e-mail will display the full message. You can change the order in which your messages are displayed by clicking on one of the column headings at the top of the Inbox window. For example, you can sort messages by *Subject, From, Date* and *Size*. Click once on a column to sort the messages in ascending order; click a second time to sort the messages in descending order.

How do I send e-mail?

When you logon to WebMail, you will see a menu bar at the top of the screen. Click the Compose Mail button to create a new message. Enter the e-mail address(es) of the message recipient(s). You can enter an e-mail address, address book nickname or a Group List entry. After composing a message click the Send button.

- **TO:** – Enter the primary recipient address(es) here.
- **CC:** – Refers to Carbon Copy. These e-mail addresses receive a copy of this e-mail, and all recipients see these addresses on their copy of the message.
- **BCC:** – Refers to Blind Carbon Copy. This is similar to CC except that the recipients do not see the addresses on this list.

How do I add, delete, and rename folders?

You can create folders in WebMail to help you organize your e-mail. To create a new folder, click the *Folders* button from the top menu. Enter the desired folder name in the *Folder Name* box, then click the *Create* button (see picture). After creating a folder you can move or copy mail to the folder by placing a checkmark next to the message(s) in the Inbox, selecting the destination folder from the drop-down list, and then clicking the Move or Copy buttons from the top menu. The message will be moved to that folder. Click the folder name to view the message.

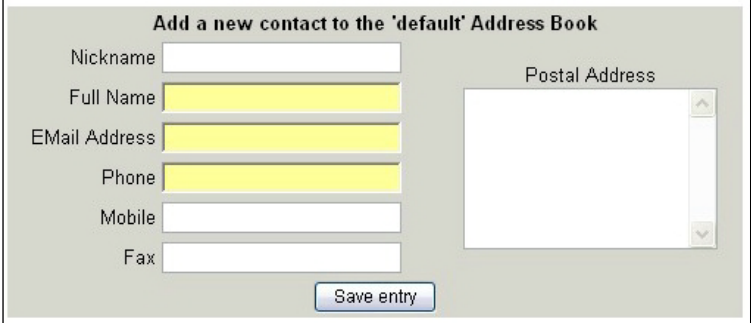
You will only be able to delete and rename folders that you create. The existing WebMail folders cannot be deleted or renamed. These include the Inbox, Trash, Sent, and Draft folders.

WARNING! When you delete a folder, all e-mail messages within the selected folder will also be deleted. Deleted folders CANNOT be recovered.

How do I add addresses to my Address Book?

If you e-mail someone on a regular basis, you may want to add them to your Address Book. Follow these steps:

1. Click the **Address** button from the top menu.
2. Fill in the **Nickname**, **Full Name**, and **E-mail Address** boxes.
3. Click the **Save entry** button when finished.



Add a new contact to the 'default' Address Book

Nickname

Full Name

E-mail Address

Phone

Mobile

Fax

Postal Address

How do I set up a Group List?

If you e-mail a group of people on a regular basis, you can set up a Group List that allows you to enter just the name of the list (instead of entering each e-mail address every time). To create a new Group List, follow these steps:

1. Click the **Address** button from the top menu.
2. Select **Groups** from the **Address Book** drop-down list.
3. Enter a name for the group in the **Group Name** box (see picture).
4. Add addresses to the **Group List** box by selecting the addresses from the **Address Book** list and clicking the **Add** button.
5. Click the **Add Group** button when finished.



Add a new Group

Group Name:

How do I configure user options/settings?

To configure user options click the Options button from the top menu. From the Options page you change the settings for a number of things. For example, click the Signature link to create a signature which will automatically be inserted to the end of each message you send.



Your Details

[Signatures](#)
Edit or create email signatures.

[Change Password](#)
It is recommended you regularly change your password.

[Spam Control](#)
Verify that Email sent to you is coming from a person, not unwanted advertising (recommended).

[Personal Profile](#)
Change your name, reply address, current timezone ...

Setup Options

[Filters and Exceptions](#)
Use exceptions and filtering rules to organise your incoming mail.

[Message List Settings](#)
Change the options used when displaying a list of emails

[Advanced Options](#)
Use the more advanced options available in WebMail.

Log Out

To protect your privacy and the security of your e-mail account, ALWAYS LOG OUT AT THE END OF EACH SESSION and close your browser window. To log out click the Log Out button from the top menu.

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For more help on this subject contact: 878-HELP,
or e-mail chd@buffalostate.edu
<http://ic.buffalostate.edu>