

# myMail Instructions for Use

**Step #1:** Type <http://my.nsula.edu> in the field next to **Address:** in your web browser.

Then, click on **myMail** under **Important Links** on the left side of the screen.



**Step #2:** Type in your **Username** and **Password** in the spaces provided. Then, click on **Login**.

You also have the option to change the language. Use the pull-down menu to select from any of the eight languages available.



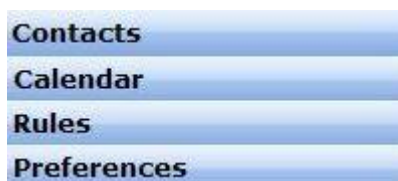
**Step #3:** The buttons along the top of the screen allow you to compose a **New** email, **Delete** unwanted messages, **Reply** or **Reply All** recipients on a message, **Forward** messages, **Move/Copy** messages to other folders, **Check Mail**, and **Search** for emails that you have sent or received. You can also **Empty the folder** you are currently with the top right button.



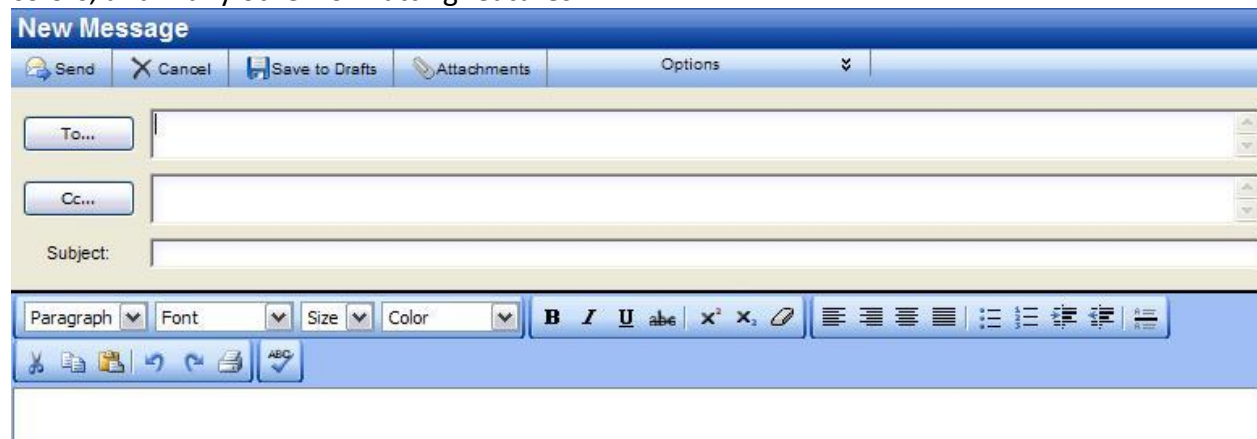
**Step #4:** You can use the side bar on the left to access mail folders in your email account.



**Step #5:** Links at the very bottom left give you access to your **Contacts**, the **Calendar** service, **Rules** you can setup to better block spam and **Preferences** to save email to your Sent folder, change the look of your messages, add a **Signature**, and **Auto Respond** to emails if you are unavailable and



**Step #6:** On the **New Message** page, the buttons along the top change to give you more options for sending an email. You can check the spelling of your email, attach files, add a signature, access the Address Book by clicking the **To...** or **Cc...** button, change fonts, font sizes, colors, and many other formatting features.



**Step #7:** When you are finished checking your email, please remember to **Log Out** using the link at the very top right of the page.

