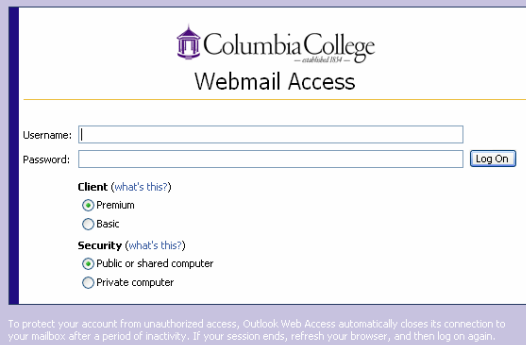


Webmail Help

Open Internet Explorer and go to the website <http://webmail.colacoll.edu>.

The screen that you will see requires a username and password:



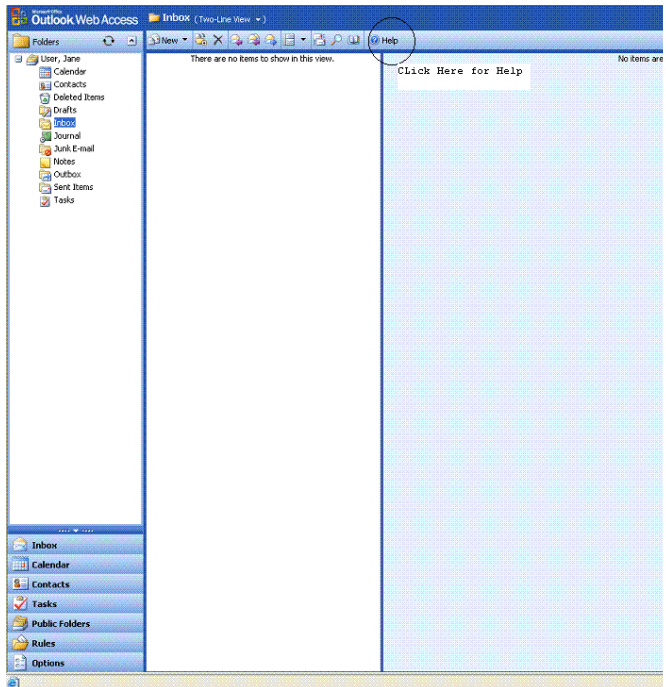
The screenshot shows the Columbia College Webmail Access login page. At the top center is the Columbia College logo, which includes a purple icon of a building and the text "Columbia College" with "— established 1864 —" underneath. Below the logo is the heading "Webmail Access". There are two input fields: "Username:" and "Password:". To the right of the password field is a blue "Log On" button. Below the input fields are two sections: "Client (what's this?)" with radio buttons for "Premium" (selected) and "Basic"; and "Security (what's this?)" with radio buttons for "Public or shared computer" (selected) and "Private computer". At the bottom of the page, there is a small text block: "To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again."

The default pattern for usernames is first initial + middle initial + last name. For example, if Anika Bulushi Capstone were a student, her username would be "abcapstone". The default password for new students is "hello".

If you are a new student and cannot login, using the above directions or if you are a returning student and have forgotten your username or password, please call Information Technology at 786-3007.

Once you have successfully accessed your campus email, you will see a screen that looks like the one below.

To open the Help Menu, left mouse click the Help button:



- Inbox
- Calendar
- Contacts
- Tasks
- Public Folders
- Rules
- Options

There are no items to show in this view.



Click Here for Help

No items are