Launch Internet Explorer
Click on the Internet Explorer icon at the bottom left of the computer screen.

Go to the UCF Webmail Website
1. In the address bar at the top of the screen, type webmail.ucf.edu.
2. Press the “Enter” key.

Log On to Webmail
1. On the “Outlook Web App” screen, type your User Name (your NID) and your NID Password.
2. Click the “Log On” button.
This will take you to your UCF Webmail screen, which contains the same information that appears in your regular Outlook account but in a slightly different format.

Each part of this screen is described in more detail on the next page.
Parts of the Mail Screen

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In the **Menu Bar** above:

- The “Mail” view is selected, as indicated by the gray highlighting. This displays all of your Mail folders (e.g., Inbox, Drafts, Sent Items, Deleted Items).
- The “Inbox” folder is selected.
- Click and drag the **Scrollbar** on the right to move down and see your other folders.

The **Mailbox** displays all of the emails in the selected folder (“Inbox” is selected here). In this example, there are two messages.

Click on the **Envelope** icon to select a message to view (in this example, the “Outlook Directory – Add Phone Number?” message is selected, as indicated by the checkmark and highlighting). The email text will appear in the **Reading Pane**. If needed, use the **Scrollbars** on the right and bottom to move down and across to view the entire email.

**Hint:** To view a message in a bigger window, **double-click** on the title of the message in your mailbox. A separate window will open that displays the message in a format that is easier to read.
Reply to or Forward a Message

At the top right of the message in the Reading Pane is a set of **curved arrow icons**.

- Click on the **purple arrow** at the far left to reply to the person who sent you the message.
- Click on the **double purple arrows** in the center to reply to the sender and to everyone else to whom the message was sent ("Reply All").
- Click on the **blue arrow** at the far right to forward the message to another person.

When you click one of these icons, a new window will pop up where you can type and send your reply, or add a note if you are forwarding the message to someone else.

When you are ready to send your message, click on **Send** at the top left of the window.
Send a New Message

1. At the top of the Mailbox section of the screen, click on “New.”

A blank message window will pop up.
2. To select message recipients, click on the “To...” button at the left of the screen. The Outlook Directory will pop up. Type in the name of the desired recipient and click on the magnifying glass icon.
3. From the names that appear, double-click to select the person you want to send the message. Their name will then appear in the “To” field at the bottom of the window.

Repeat this process for all desired recipients. When finished, click on “OK” at the lower right of the screen. This will take you back to the message window.
4. Click in the “Subject” field and type in a brief description of the purpose of your email.

5. Click in the message body field and type your message.

6. When finished, click on “Send” at the top left of the window. A copy of the message will be stored in your “Sent Items” folder.
Delete a Message
1. In your Mailbox, click on the message you would like to delete.
2. Click on “Delete” at the top of the screen.
Deleted messages will be moved to your Deleted Items folder.

Sign out of Webmail
Click on “Sign Out” at the top right of the screen, next to your name.

IMPORTANT! Be sure to follow the UCF Email Retention Policy, which can be found here: