

Communications Express Web Client for E-mail

To logon to Communications Express, click on Read E-mail in the E-mail channel on My Hamilton or navigate your browser to <http://webmail.hamilton.edu>

Checking Mail

1. When you first login to Messenger Express, any new mail waiting for you will be displayed on your screen in order of old to new. You can change the order in which you view messages under **Options** or by clicking on the various columns that show a triangle next to them.



2. To read your mail, simply click once on the message's Subject and the message will appear in its own window.
3. Once a message is open, you have several options on how you handle the message.



4. If you receive new mail during your Messenger Express session, it will not be automatically displayed. Rather, you must click on the **Get Mail** icon to refresh your Inbox.



Sending Mail

1. Click on the **Compose** icon on the toolbar running across the browser window.



2. In the **To:** field, type the e-mail address of the person to whom you are sending the message. If you are sending to multiple recipients, separate their addresses with a comma.

New Message

Send
Attach
Save Draft
Spell Check
Dictionary
English

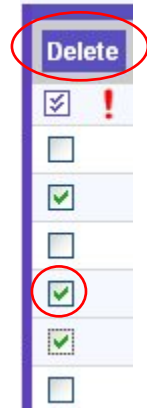
To	mscoones, helpdesk
Cc	<input type="text"/>
Bcc	<input type="text"/>
Attachments	
Subject	Test e-mail

3. If you would like to send either a carbon copy or a blind carbon copy of this message to someone, then enter his or her name in the CC: or Bcc: line.
 - a. To address this message to someone in your address book, click on the **Address** icon (see Creating an entry in the address book on page 2).
 - b. Select the name of the person from the address book entries.
 - c. Click on **To**, **Cc**, or **Bcc**.
 - d. Click **OK**.
4. Enter a subject in the **Subject** field.
5. Type the body of your message in the large text box below the *Subject* field.

- When you are finished typing your message, click **Send**.

Deleting Mail

- From the Inbox, click on the checkbox(es) which correspond(s) to the message(s) that you want to delete.
- Click on the **Delete** icon. This action sends the selected messages to the **Trash Folder**.
- To permanently delete the message(s), click on **Folders**, then click on **Empty Trash**.



Creating Folders

- Click on **Folders**.
- Click on the **New** icon.
- Enter a name for your new folder and click **OK**.

Moving messages from the Inbox to other folders

- Click on the checkbox(es) which correspond(s) to the message(s) that you want to move.
- From the drop-down menu, select the folder to which you would like to move the message(s).



Creating an entry in the address book



- Click on the **Address Book** tab.
- Click on the **New Contact** icon.



- Enter the contact's information, i.e. First Name, Last Name, e-mail address, and phone number.
- Click **Save** or **Save and Add Another**.

Searching for an address

- Any campus e-mail address can be found in the corporate directory. In the top right corner, next to *Current Address Book*, select **Corporate Directory** from the drop down menu.



- In the search box, enter the first or last name of the person you need to find and click on **Search**.



View: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Groups

Search Results in Corporate Directory: "mscoones"			
Delete	Add To Personal Address Book	Select action	Showing 1 - 1 of 1
<input checked="" type="checkbox"/>	Name	Email (primary)	Phone (primary)
<input type="checkbox"/>	Maureen Scoones (mscoones)	mscoones@hamilton.edu	4178 (work)
Delete	Add To Personal Address Book	Select action	Showing 1 - 1 of 1

Creating a mailing group

1. Click on the **Address Book** tab.
2. Click on the **New Group** icon.
3. Type a name for the group in the **Group Name** field.
4. Click on the **Add** button. Note: only addresses already appearing in your personal address book can be added to a group.
5. Click in the box next to the address(es) you want to add.
6. Click **OK**.
7. Click on **Save**.

New Group *Indicates a required field

*Group Name

Description

Web Address

Calendar Address

Group Members

Members

Changing your password

1. Click on the **Options** tab.
2. Click on the **Global** tab.
3. Click on **Change Password**.
4. Enter your old password, your new password, and your new password again, for confirmation.
5. Click on **Save**.

Mail | Calendar | Address Book | **Options**

Global | Mail | Calendar | Address Book

Settings | **Change Password**

Options - Change Password

Current Password:

New Password:

Re-enter New Password:

For questions or comments regarding this document, please e-mail docxteam@hamilton.edu.