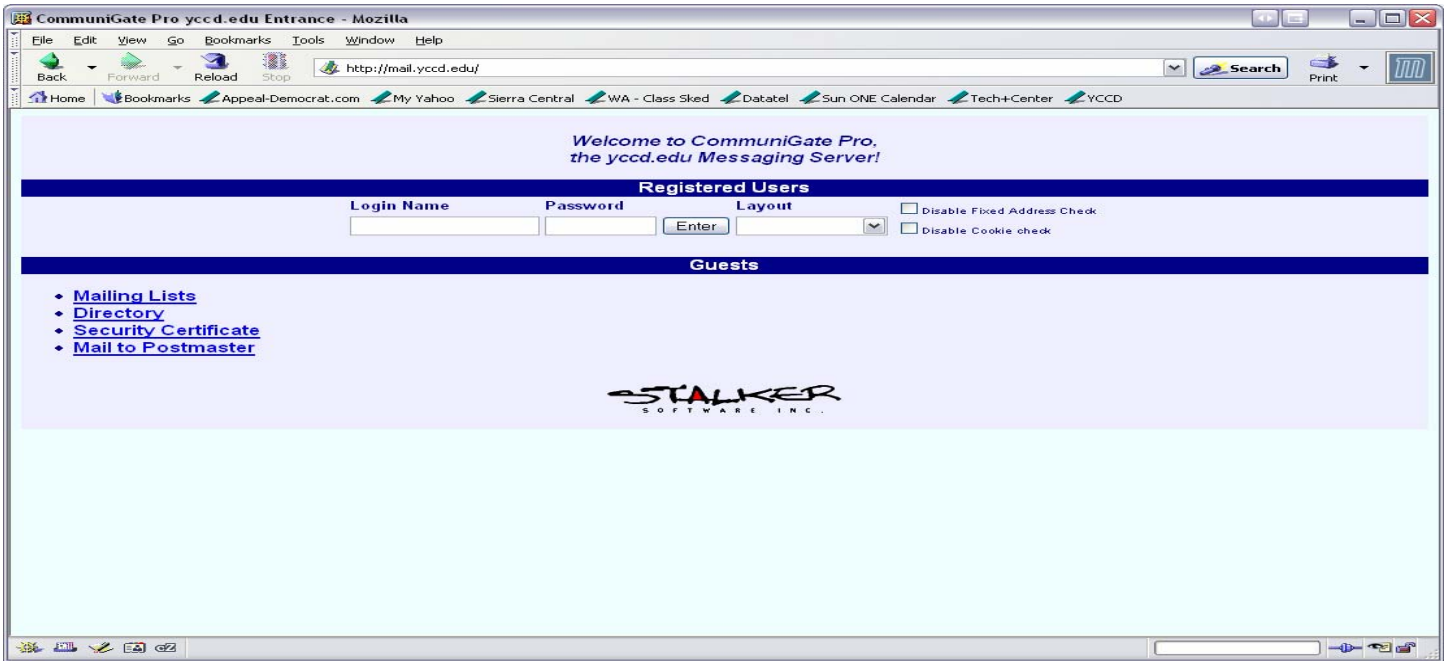




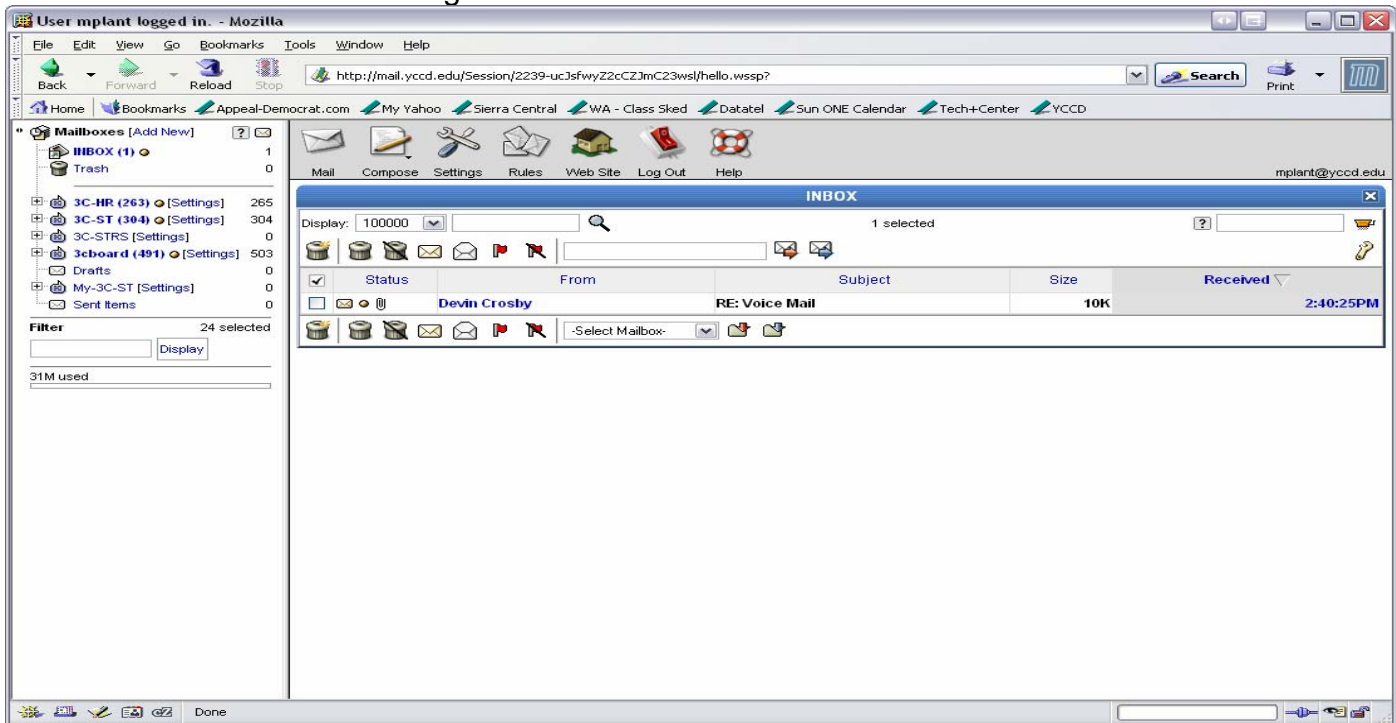
## Accessing email through the web

When you enter the URL listed on page 1, you will be taken to the following page.



Type your email login name (not your full email account, just the login name) and email password in the appropriate boxes. Remember these are all lower case. Click on Enter.

You will be taken to the following screen



From here you can compose messages or read your email. To read your email, click on the email message you wish to read as you can view any message by clicking on it. Please keep in mind that email viewed through a web browser will stay on our email server until you delete it. Try to keep your inboxes free of unnecessary messages.

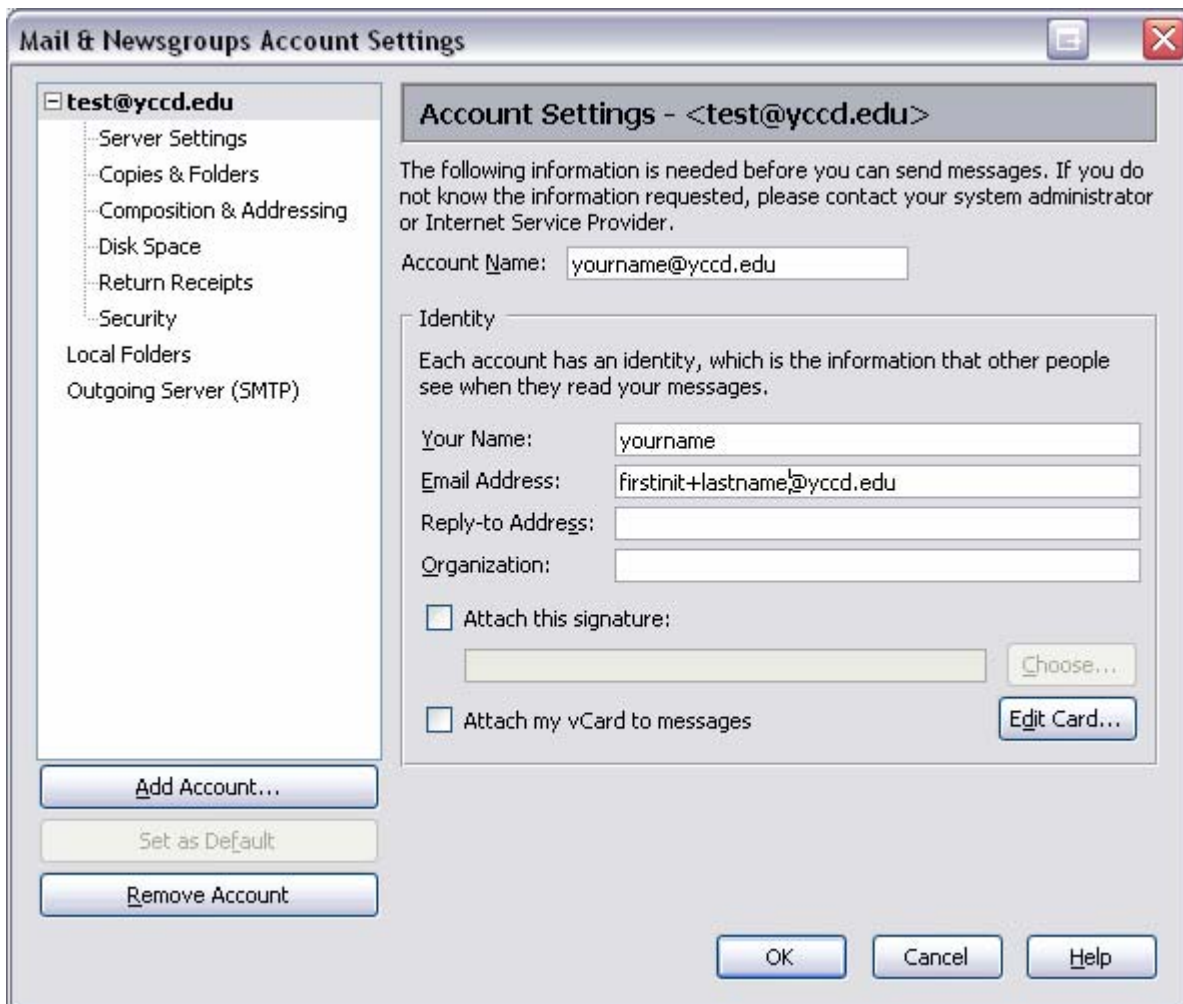
**CAUTION:** You must logout of the system. If you don't, it will cause problems the next time you attempt to access your email.

## EMAIL setup for Mozilla

Five (5) easy steps to setting up your email in Mozilla

1) Click on your **Mozilla Mail & Newsgroups** icon or select Window → Mail & Newsgroups for your browser window.

2) From the **Edit** menu choose **Mail & Newsgroup Account Setting**. You will see something similar to the screen listed below.



In the box labeled “Your Name”, type in your full name as you wish it to appear on your mail messages.

In the box labeled “Email Address”, enter your complete email address as it was assigned to you. In most cases the first part will be your first initial connected with up to the first seven digits of your last name. The second part of the address is @yccd.edu  
Some examples of this would be:



