

# UH Web Mail Instructions

You can access your UH e-mail from any Internet-connected computer in the world, just open a browser and go to:

**https://mail.hawaii.edu** (note that it is “https” not just “http”, the “s” is for “security”)

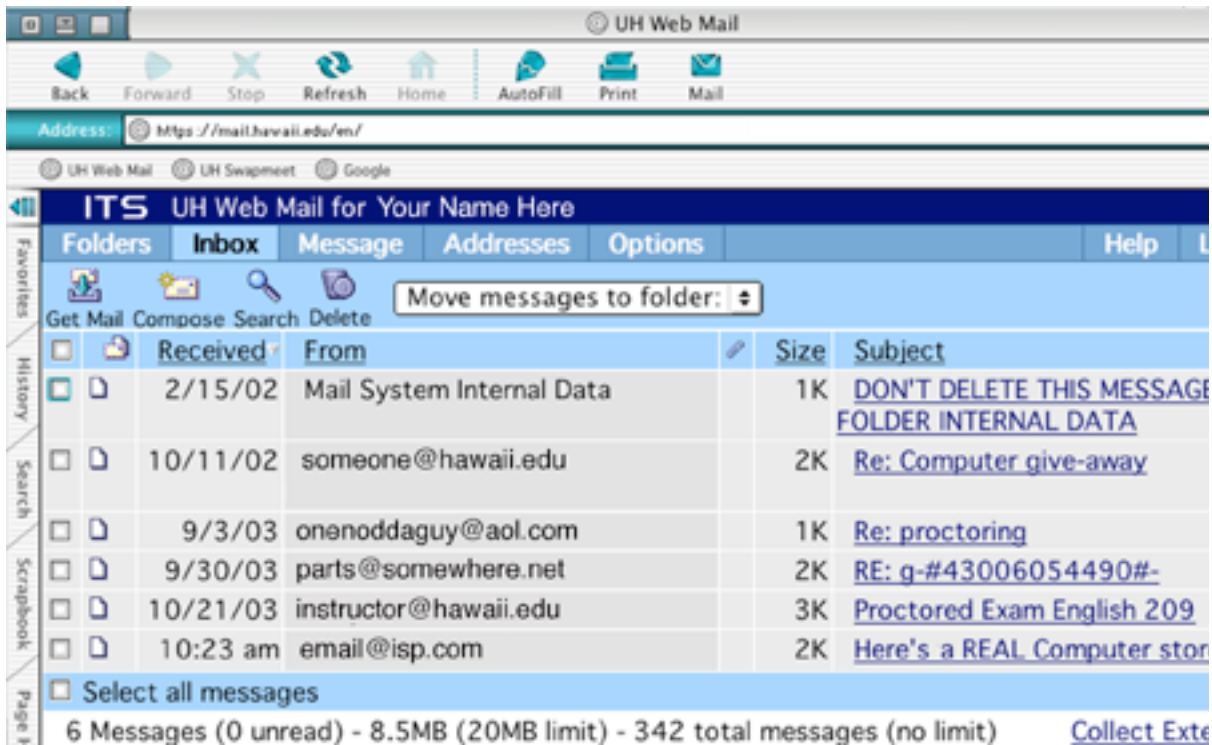
First, fill out the dialogue box asking for your UH username and password. Remember, these are NOT your WCC username and password, but the ones issued with your UH account. Then click the “Login” button.

(If you don't have a UH username and password, go to <http://www.hawaii.edu/account/> to get one.)



The screenshot shows the login interface for UH Web Mail. It features a green header with the ITS logo and the text "University of Hawaii Web Mail". Below the header are two input fields: "Username" and "Password". At the bottom, there is a "Login" button and a checkbox labeled "New Window".

Here is a sample window (more details on the next pages):



The screenshot shows a web browser window titled "UH Web Mail". The address bar shows "https://mail.hawaii.edu/en/". The browser's navigation bar includes buttons for Back, Forward, Stop, Refresh, Home, AutoFill, Print, and Mail. The main content area displays the ITS logo and the text "UH Web Mail for Your Name Here". Below this, there are tabs for Folders, Inbox, Message, Addresses, Options, and Help. A "Move messages to folder:" dropdown menu is visible. The main area shows a list of messages with columns for Received, From, Size, and Subject. The messages are as follows:

Received	From	Size	Subject
2/15/02	Mail System Internal Data	1K	<a href="#">DON'T DELETE THIS MESSAGE FOLDER INTERNAL DATA</a>
10/11/02	someone@hawaii.edu	2K	<a href="#">Re: Computer give-away</a>
9/3/03	onenoddaguy@aol.com	1K	<a href="#">Re: proctoring</a>
9/30/03	parts@somewhere.net	2K	<a href="#">RE: g-#43006054490#-</a>
10/21/03	instructor@hawaii.edu	3K	<a href="#">Proctored Exam English 209</a>
10:23 am	email@isp.com	2K	<a href="#">Here's a REAL Computer stor</a>

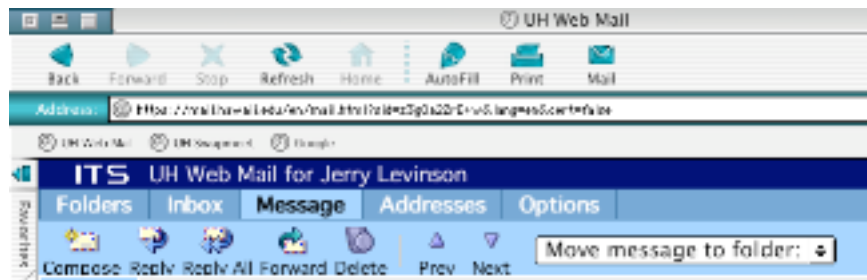
At the bottom, there is a "Select all messages" checkbox and a status bar showing "6 Messages (0 unread) - 8.5MB (20MB limit) - 342 total messages (no limit) Collect Ext".

PLEASE READ THE SPECIAL NOTES ON THE LAST PAGE!

# Web Mail Basics Part I: The Opening Screen

Note: DO NOT use the buttons on the browser's button bar for navigation in this web site, only use the buttons below the ITS heading bar.

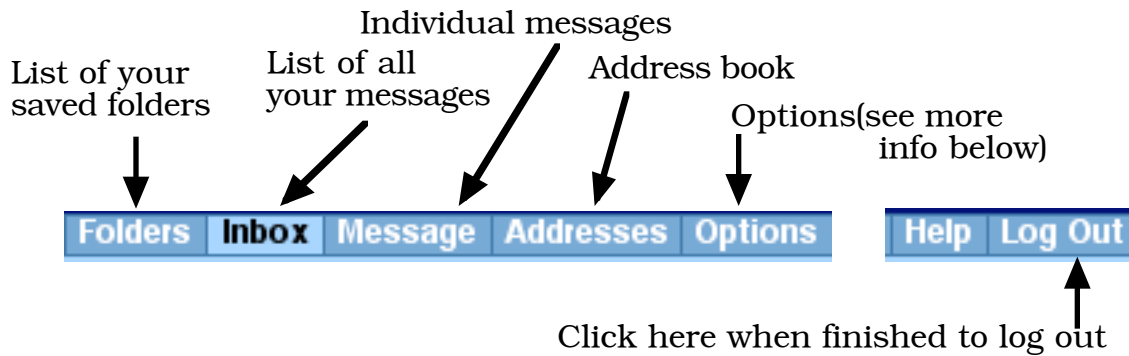
DO NOT USE



Use these only

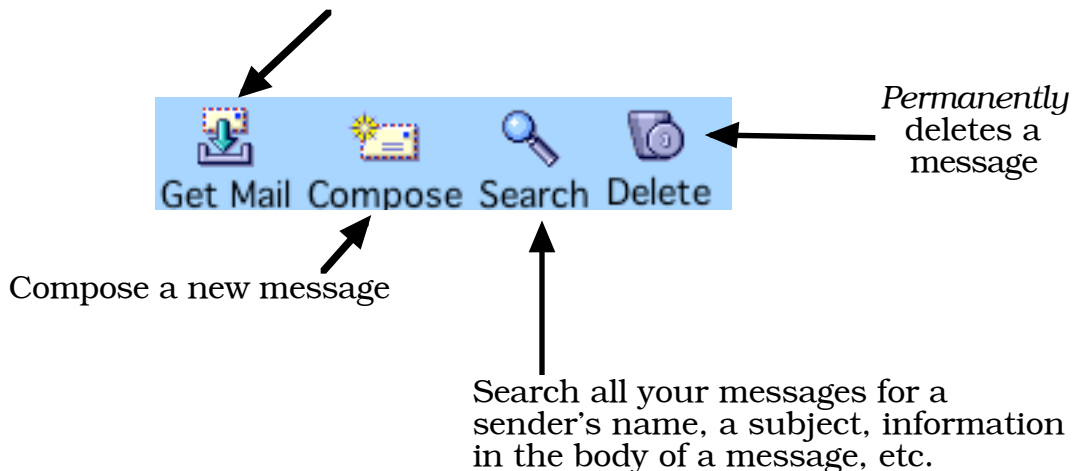


This is the main menu bar. It does not change as you move from one window to another. The black menu (as in the "Inbox" item below) tells you where you are. One click on another menu takes you to that window.



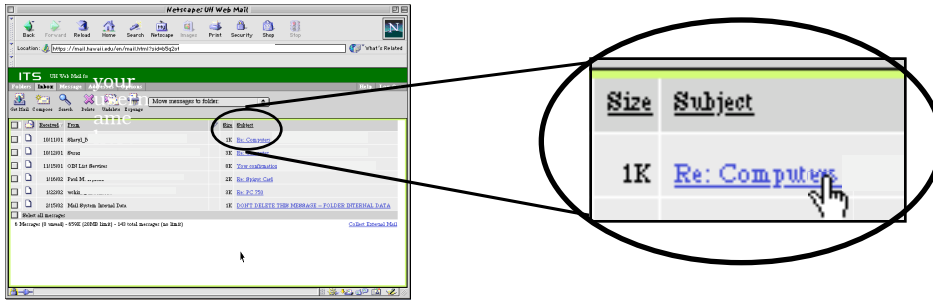
The button bar changes as you move from window to window. These are the main window's buttons:

You only need to use this button if you have had this window open for a while.

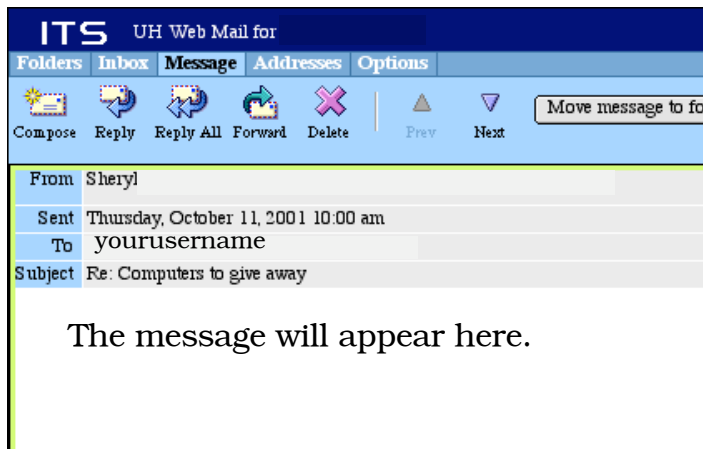


# Web Mail Basics Part II: Reading Your Messages

To read a message, just click once on its subject line:



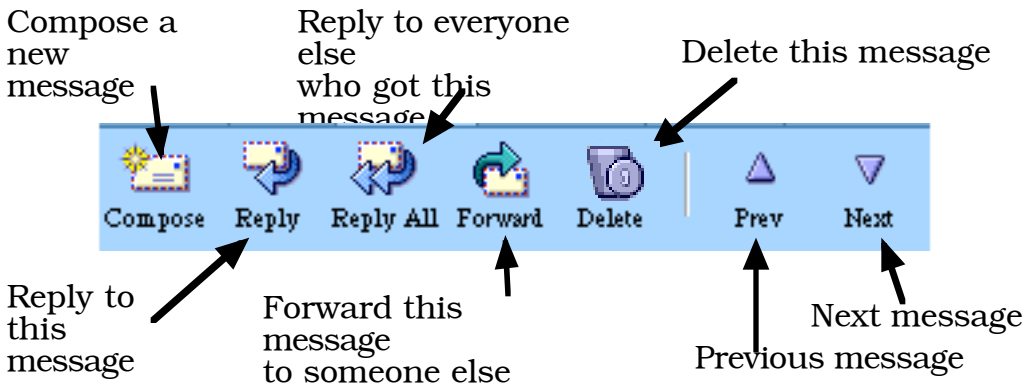
The message page will look something like this:



The message will appear here.

**IMPORTANT:** To get back to the list of your messages, **DO NOT** use the “Back” button of your browser. Click once on “**Inbox**” just below the S of “ITS” at the top of the message window.

A brief description of the various buttons in the Message window:



## SPECIAL NOTES

These notes contain information about problems or points of interest I have come across while using the UH Web mail system for the first few times. Please review them before using any of Web Mail's features other than just reading your messages. (These notes are in no particular order.)

1. When composing, replying, or forwarding a message, you will see a button called "Address." This is supposed to let you find names in your Address Book, but it hasn't worked for me. I tell it to search and it says "Searching" for a long time and nothing happens. You may have better luck, but if nothing happens, click the "Done" button and it will stop.
2. Speaking of address books, Web mail imports your Pine address book so you don't have to retype it. However, you still need to go into it and edit each item for accuracy. Web Mail gives some addresses a numeric title which you will probably want to change to text.
3. The "Options" menu lets you change several behaviors, such as color scheme, automatic deleting, etc.
4. The "Reply" and "Reply All" buttons include the original message as an attachment. If your recipient cannot receive attachments (a common policy in companies to prevent a virus) or they don't know what to do with them, use "Forward" instead and change the "To:" address. "Forward" puts the original message in the body of the new message (you will need to scroll to the top of the message box).
5. To delete a message: First, click in the unlabelled box in the left column on the message line (for more than one message, click each appropriate box.), then click the "Delete" button. (Click "Undelete" if you change your mind; once erased, you cannot retrieve the message!) Finally, click the "Expunge" button (or, if your options are set to delete messages automatically when you logout, just logout).
6. Remember to click the "Log Out" menu when finished; don't just quit the browser. This allows Web Mail to finish processing any changes. Then quit the browser.