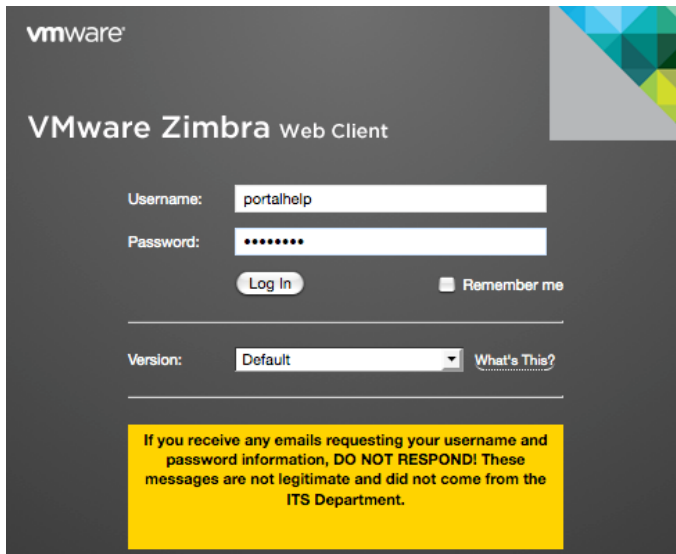


60Mail Basics

Logging In



To access your email, go to the web page

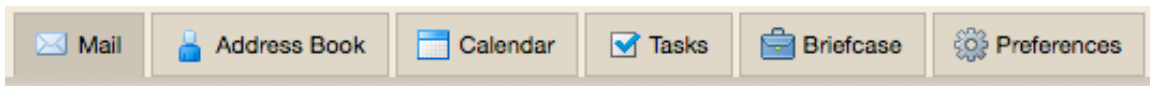
<https://mail.wps60.org>

Enter your username (the first part of your email address without the @wps60.org) and your password.

Click the Log In button.

Navigating

Navigating in the 60Mail system is simple. Near the top of the screen, you will see a series of tabs; each of these tabs represents a different part of the system. The first tab, Mail, is the default tab whenever you log in to the system.

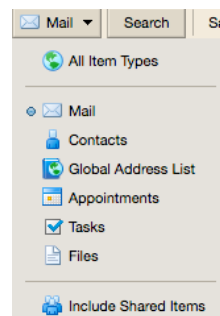


The Address Book tab is where you can manage your contacts and groups. The Calendar tab is where you can manage your appointments. The Preferences tab is where you can set your system preferences.

Searching



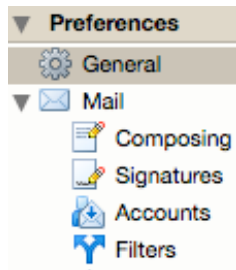
Searching in 60Mail is also easy. Near the top, you will see the Search bar. Simply type in your search criteria, choose where in the system you would like to search, then click the Search button. You can choose where to search by clicking the arrow next to Mail, and a drop down list will appear.



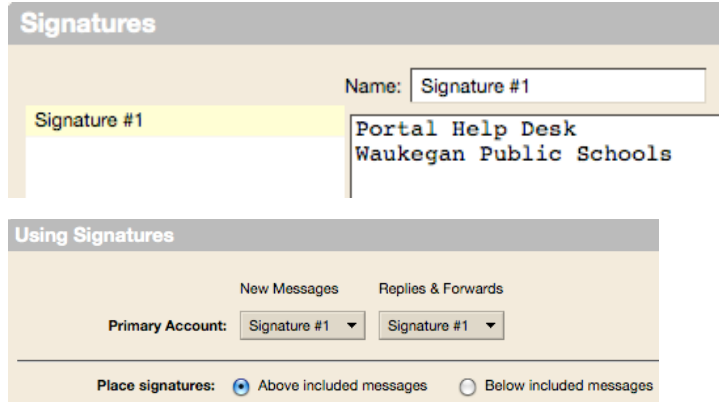
60Mail Basics

Preferences

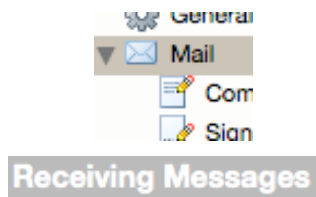
Email Signature



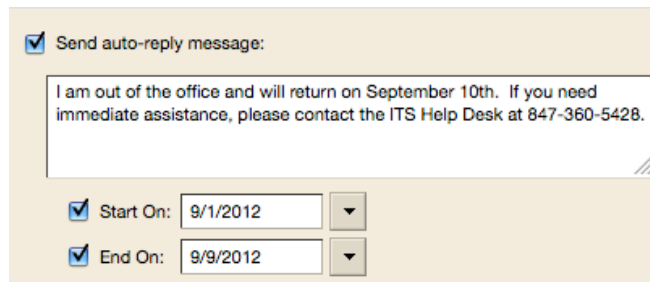
In the Preferences tab, you will use the menus on the left to navigate. To edit your email signature, click on Signatures in the Mail menu. You will need to name your signature, and then create it in the text box. In the Using Signatures section just underneath Signatures, make sure to set your signature as active. Placing signatures above included messages is recommended. Make sure to click Save!



Out-of-Office Reply



If you are going to be out of the office for a couple of days, you may want to set up an Out-of-Office Reply. Simply go to the Preferences tab, click on Mail, and in the Receiving Messages box, click on Send auto-reply message. Type your message in the text box, click on Start On and give your message a start date, and click on End On and give your message an end date. Make sure to click Save!



Logging Out



In the top right, you will see your name, and a bar under it that indicates how much of your space quota you are using. Next to your name is a Help option, and to the far right is Log Out. Make sure to log out every time you leave your computer!