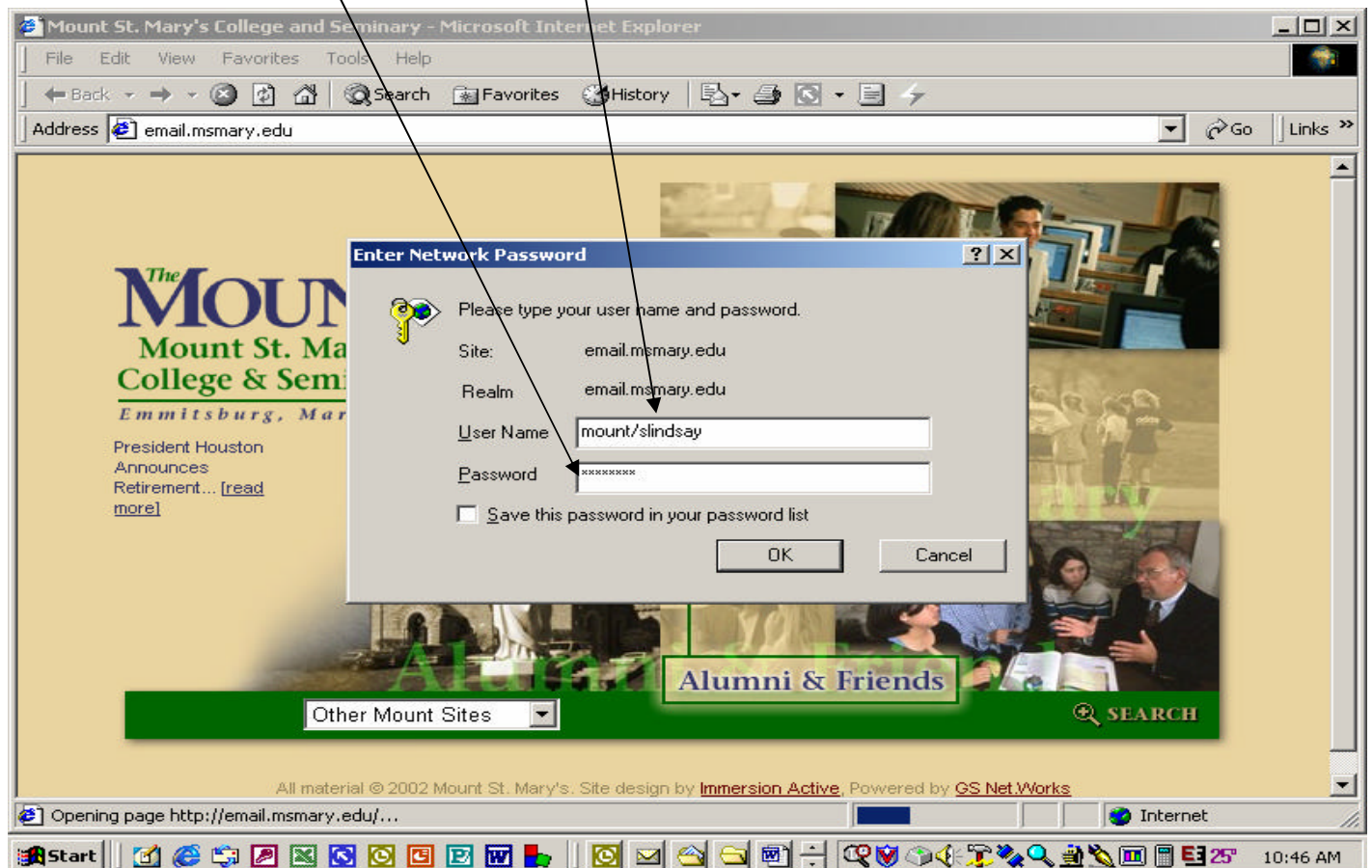


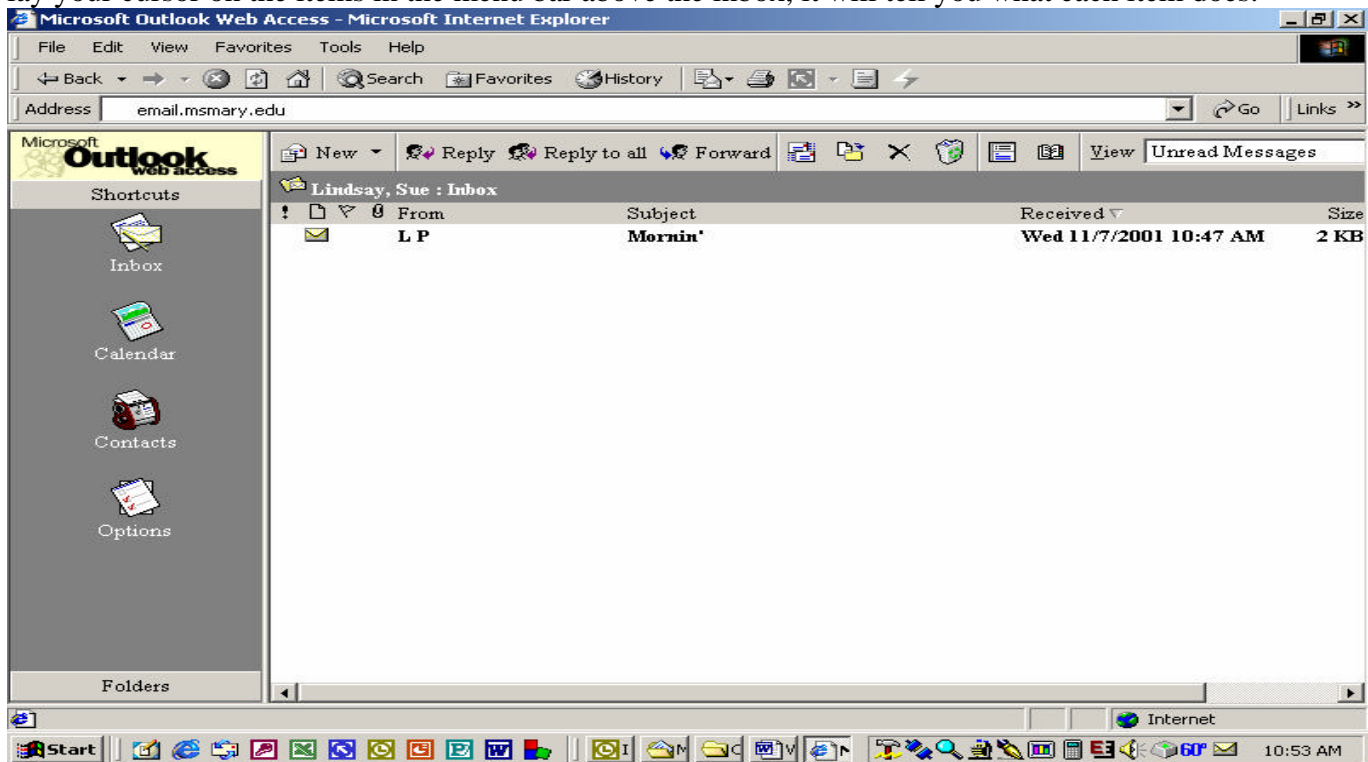
- 1.) Open an Internet Browser, preferably Internet Explorer.
- 2.) In the URL address field, type email.msmary.edu. Press enter.



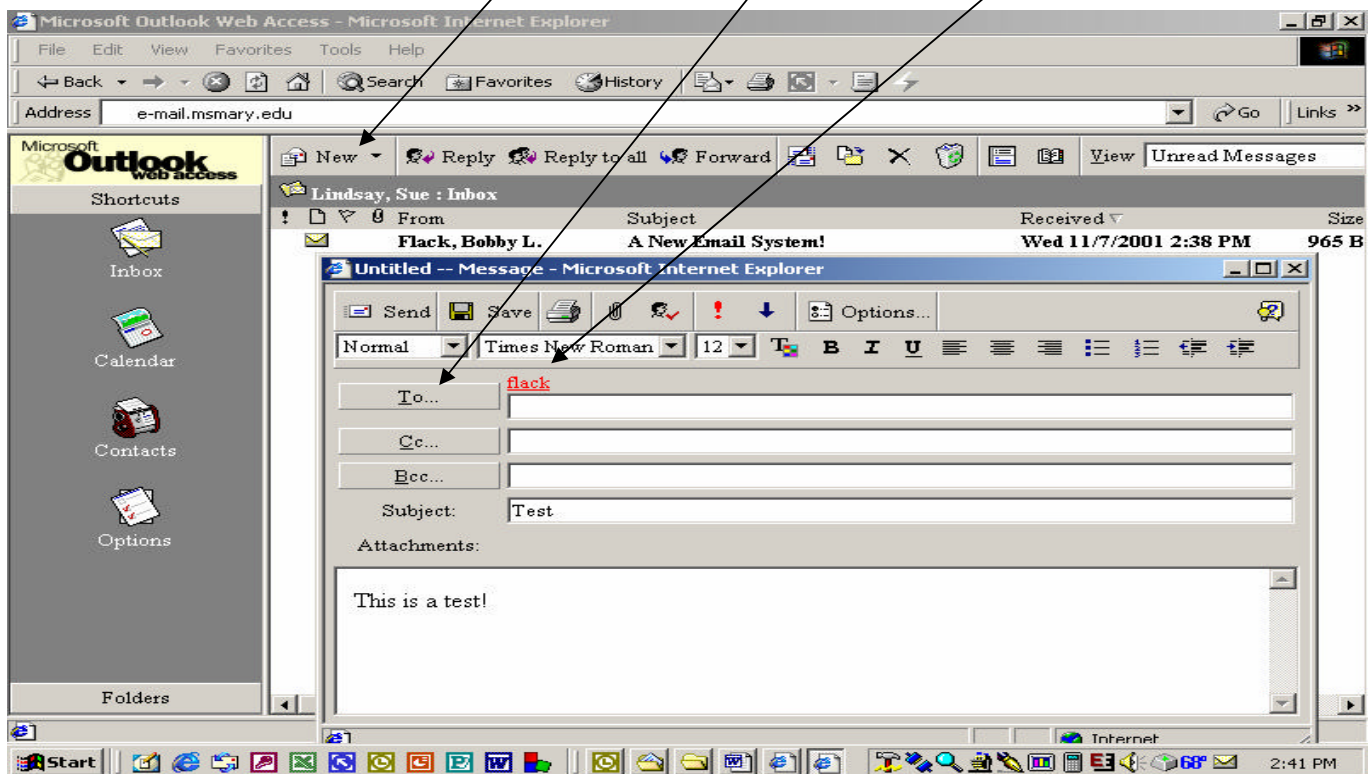
- 3.) In the dialog box you will type mount/username that you used in Jenzabar. Your initial password will be your Mount identification number (you must key any preceding zeroes). We recommend that you change it as soon as possible. Passwords must be at least 6 characters long.



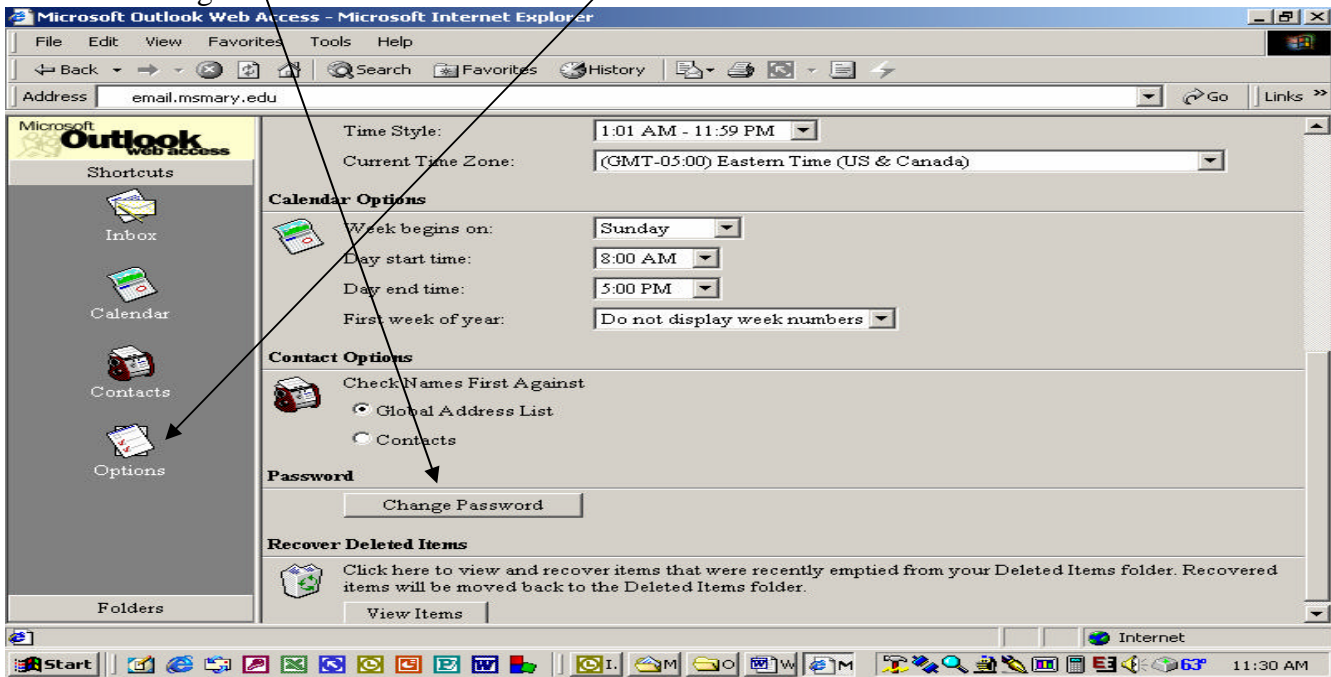
4.) Now you are in your inbox. You can read new messages by double clicking on them. From here you can compose a new message, reply to a message, forward one to someone else or delete a message. If you lay your cursor on the items in the menu bar above the inbox, it will tell you what each item does.



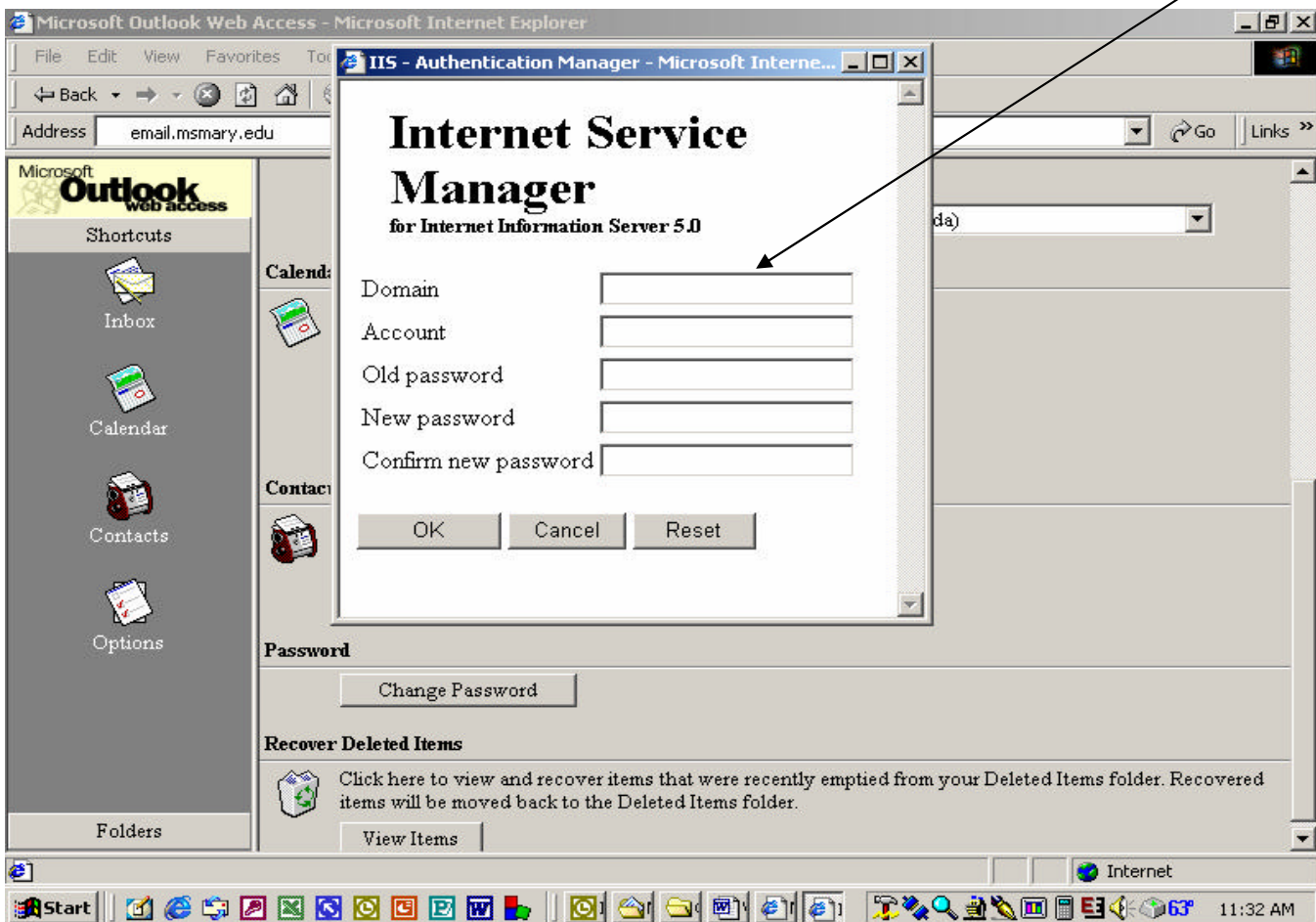
5.) To send a new message, click on the word New. Click on the "To" box to find the e-mail address from the global address book or your own contacts. You can attach documents by clicking on the paperclip. Once your message is composed, click on send. If any of the names come up in red in the address fields, this indicates more than one matching name. You will be prompted to select which is correct.



5.) To change your password, click on the "Options" icon from the left hand shortcut bar. Scroll down and click on "Change Password"



6.) Now the Internet Service Manager dialog box pops up. Fill in all the information as follows: Domain is the word mount. Account is your Username. The rest is self-explanatory. Then click OK.



7.) There are also many other features that you will want to explore and use as you become familiar with Outlook. Notice below the features circled in red as well as the “Help” feature on the far right if you forget how to do a certain task.

