

# How to Check Your K-State Salina email using Webmail via the Internet

## The Log In Process

1. Open an Internet browser such as Netscape Navigator, Safari, Mozilla Firefox, or Internet Explorer, etc.
2. Enter <http://webmail.salina.k-state.edu> as the URL. You will get a logon window with either 2 or 3 lines to fill in.

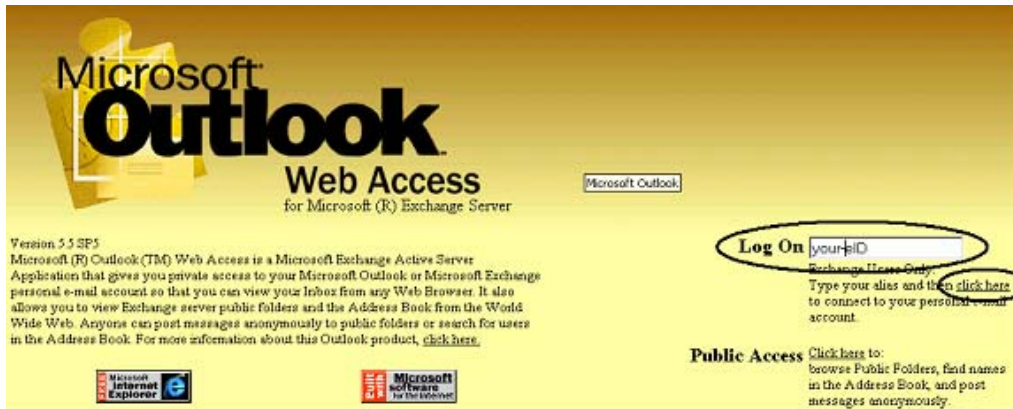
**If you see 2 lines:** User Name: **salina\eid**  
Type your **password**

**If you see 3 lines:** User Name: **eID**  
Type your **password**  
Domain: **salina**

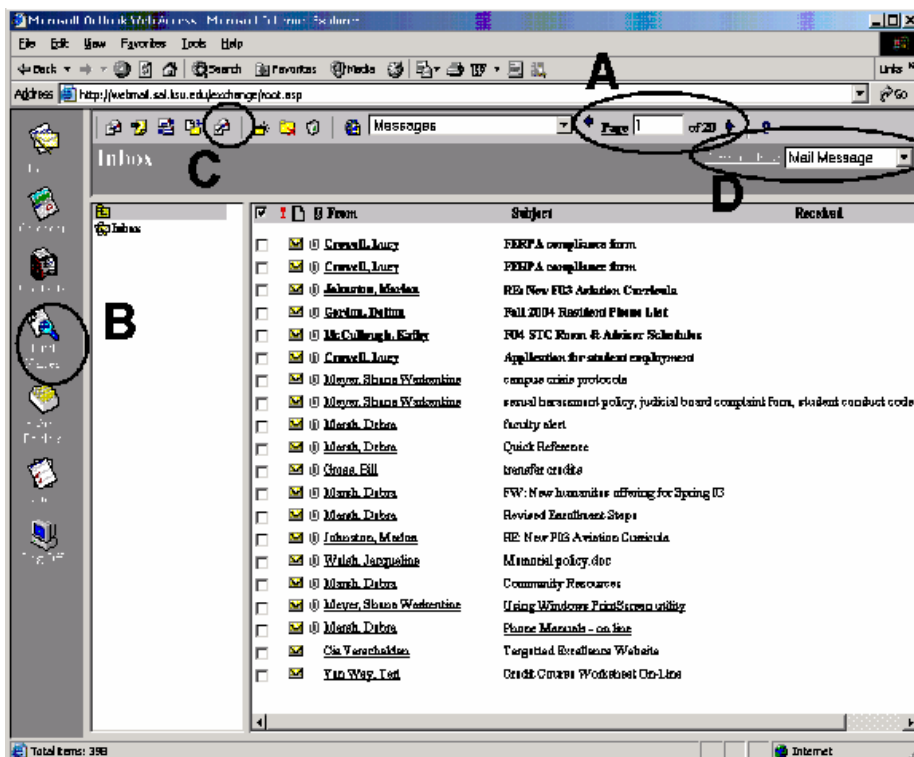
A dialog box titled "Prompt" with a question mark icon. It contains the text "Enter username and password for "" at webmail.sal.ksu.edu". Below this are two input fields: "User Name:" with the text "salina\your-eID" and "Password:" with asterisks. At the bottom, there is a checkbox labeled "Use Password Manager to remember this password." and two buttons: "OK" and "Cancel".

A dialog box titled "Enter Network Password" with a key icon. It contains the text "Please type your user name and password." Below this are three input fields: "Site:" with the text "webmail.sal.ksu.edu", "User Name:" with the text "your-eID", and "Password:" with asterisks. There is also a "Domain:" field with the text "salina". At the bottom, there is a checkbox labeled "Save this password in your password list" and two buttons: "OK" and "Cancel".

3. On the next page, enter your eID in the **Log On** box then press <Enter>, or click the "click here" link. (If you get an error, try entering your entire email address: *your-eID@salina.k-state.edu* in this box instead of just your eID).



4. Your Inbox will display the first page of messages. If you have over 20 messages, they will be listed on other pages. See **A**



## If You Have Trouble Forwarding or Replying to Messages

You may have trouble forwarding or replying to emails in Webmail. This happens when the computer you're using has pop-up blocking software installed to reduce the annoyance of new windows opening automatically while browsing the Internet. These pop-up blockers can also prevent Webmail from opening the necessary windows to *forward* or *reply* to emails.

If you are using Internet Explorer, most versions will allow you to hold the <Ctrl> key on the keyboard when clicking the Webmail Reply or Forward buttons in the message window.

All newer web browsers with built-in pop-up blockers can be configured to permanently allow Forward/Reply pop-ups for Webmail.

- Internet Explorer (most versions): On the menu, go to Tools > Internet Options > Privacy > Pop-up Blocker Settings. Enter the "Address of Web site to allow:" `webmail.salina.k-state.edu` Then click Add. Click Close. Click OK
- Mozilla/Netscape/Firefox (most versions): On the menu, go to Tools > Options > Content > Exceptions (or Allowed Sites). Enter the "Address of Web site:" `webmail.salina.k-state.edu` Then click Allow. Click Close. Click OK

Note that in addition to web browser pop-up blockers, there may be other separate pop-up blocking software installed on the computer you're using, but any of them can be configured to allow pop-ups for Webmail... `webmail.salina.k-state.edu`

## How to delete messages using webmail

1. You can delete an open message by clicking the large X button in the message's upper-left corner. When the browser window is refreshed the message will no longer appear in the Mailbox Viewer.

2. Alternatively, from the Mailbox Viewer, you can place a checkmark beside messages you wish to delete then click the small checkmark-envelope icon near the upper-right corner of your browser window. See **C**

## How to create and send new messages using webmail

1. Click the "Compose New" beside the box, which reads "Mail Message". See **D**

2. A new email window opens where you can type the message. If you want to send a file along with the message, click the Attachments tab. Don't close the email window unless you've decided to not send it. Use the same email window to view the message, the attachments, or the options.

3. You can easily address the message to recipients on the Salina email system by simply typing their last name on the To: line. Separated multiple names with semi-colons ( ; ) then click the  which will display valid recipients to select from.

You can use this alternate method to find Salina email users' names and email addresses

- 3a. In the Mailbox Viewer, click **Find Names\***. See **B** The Find Names window opens.
- 3b. In Company, type **KSU-SALINA #** where # is a number 1 through 10. Click Find. Names are in 10 alphabetical groups.
- 3c. Click a person's name to see their email address. [SMTP: username@domain.com] or [SMTP: eID@salina.k-state.edu]

4. To send the message, click the 

## Did you know?

- You can navigate to your various mailbox folders – not just your Inbox folder. Click the icon at the top of the folder list. (The icon looks like a yellow folder with an up-arrow on it.) This takes you up a level in your folders.
- If you use Outlook's Personal Data folders on your office computer, you cannot access these via Webmail. These are stored as PST archive files on your office computer's hard drive and are available only by using Outlook on your office computer.
- You can access the **Public Folders\*** and your personal **Contacts\*** information (personal address book) in Webmail.
- Your **Calendar\*** is available in Webmail. Its first use on a computer will take a couple of minutes to load the Java software.
- The **Options\*** feature lets you modify your Out of Office reply. You cannot change your password from within the Options.
- **Help** is always available by clicking the large question mark ( ? ) on the top tool bar in the Webmail windows.
- **After you're done in a Webmail session, you should always close the browser to keep others out of your mailbox.**

\* These features are accessed using an icon on the left-hand side of the Webmail window.