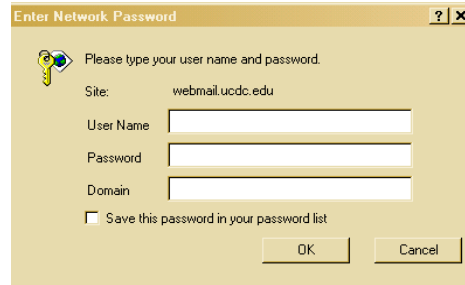


Accessing your UCDC.EDU e-mail

The UCDC.EDU e-mail system works best when using the Internet Explorer web browser to access your e-mail. To logon to the mail server, open a web browser and type in this URL; **<http://webmail.ucdc.edu/exchange>**

You will be prompted to logon to the UCDC network...

If the computer is running Windows 2000, type your Washington Center issued **username**, **password**, and **UCDC** for the domain. ►



If the computer is running Windows XP, type **username@UCDC.edu** and **password**. You will not be prompted to enter the domain. ►



DO NOT check Save this password in your password list. Remember you are using a public computer to access your e-mail. Click OK and all mail currently residing in your inbox will display. See the next page for a full view of the remote email screen.

Within your browser you will see the Outlook Web Access applet. In the picture below a number of the key functions of the e-mail package are identified. If you have used an e-mail program before, most of the features should be familiar to you. However, there are a few features that require explanation.

Compose a new e-mail message Reply and Forward e-mail

Move an Item Delete an item Check for new messages Address Book

The screenshot displays the Outlook Web Access interface within a Microsoft Internet Explorer browser window. The address bar shows the URL <http://webmail.ucdc.edu/exchange/>. The Outlook Web Access toolbar includes icons for 'New', 'Reply', 'Reply All', 'Move', 'Delete', 'Check for new messages', and 'Address Book'. The left sidebar shows a folder tree with 'Inbox' selected. The main pane displays a list of messages with columns for 'From', 'Subject', 'Received', and 'Size'. The selected message is from 'The VMware Team' with the subject 'Register today for a VMware and Intel virtualization seminar'. The preview pane on the right shows the content of this message, including a registration link and a list of bullet points under the heading 'Are you under pressure to:'. The Windows taskbar at the bottom shows the Start button and several open applications, including 'FGR - Mic...', 'UCDC Web...', 'RealPlayer...', 'support', 'Student C...', 'Student Po...', and 'Microsoft ...'. The system clock shows 5:19 PM.

Your e-mail messages and attachments are stored on the e-mail server and remain there until deleted. As storage for e-mail messages is a finite resource, each student is assigned 5 megabytes of storage space. If the combined total of messages and attachments meet or exceed this amount, your mailbox will be closed and you will need to delete messages from your mailbox. You will receive a warning message when you are close to filling your mailbox. Consequently, it is very important that you regularly check your e-mail and delete messages that you no longer need.