



## Outlook Web-Mail

UAMS is providing Outlook 2003 Web Mail to all. You will be able to access your account from computers on campus and/or across the Internet from home or anywhere.



### Outlook 2003 Web Mail

#### ***Acceptable Use Policy***

E-mail is the property of UAMS. UAMS e-mail must **not be used** to conduct outside business activities, to send inappropriate materials, to threaten other students, faculty, or staff, or to engage in illegal activities. Messages may not be sent to everyone on campus simultaneously without permission from the UAMS e-mail administrator.

## Software Requirements

If you are having problems accessing any of the web mail systems, please update your web browser to one of the version below:

[Microsoft Internet Explorer 6 SP1](#), [Netscape Navigator 7.1](#), [Safari for MAC](#)

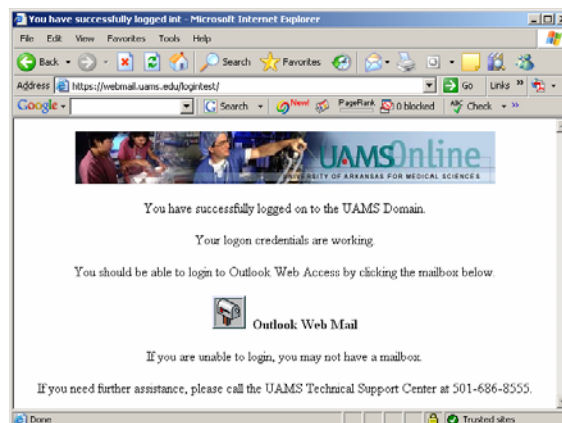
## Procedure 01 Logging On To Your Mailbox via a Web Browser

Type <http://webmail.uams.edu> in the address field bar of your browser.



To access your Outlook email and other resources you will be required to login to UAMS network.

Your user name is given to you at registration. It is your student number (7 digits) if you are a new student as of 2005. If you are a returning student your login will be your lastname, firstname, and/or not your middle initial. If you have never logged in your password is given to you at registration. You will be required to change your password when you login the first time. Returning students will use the password they last logged in with. Call the Technical Support Center for assistance 686-8555 if you have trouble with your password. You can check your login by clicking on the URL in the middle of the above logon window. The link will test your **UAMS Domain Login Account**. If your log in successfully you will receive the below Window:



If you cannot login, please call the IT Technical Support Center at 686-8555 or via email [Support@uams.edu](mailto:Support@uams.edu)



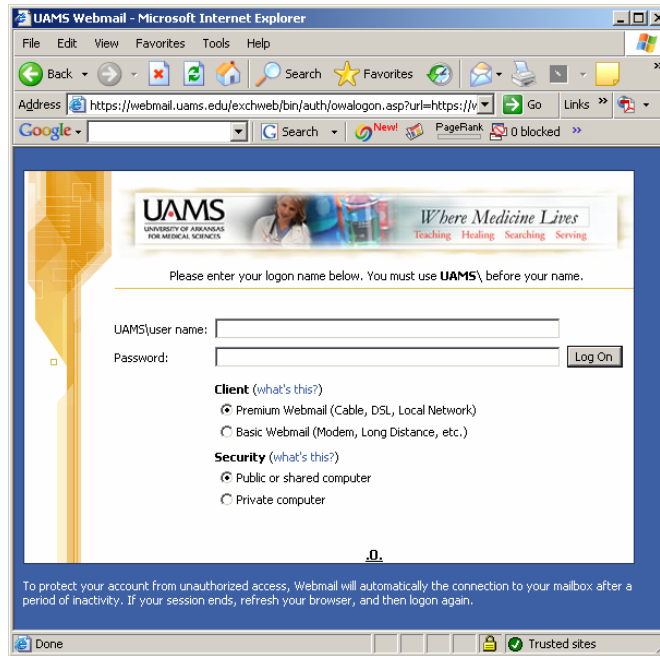
**Outlook Web Mail**

Click on the icon below Outlook Web Mail.



If you get the Security Alert, click **OK**.

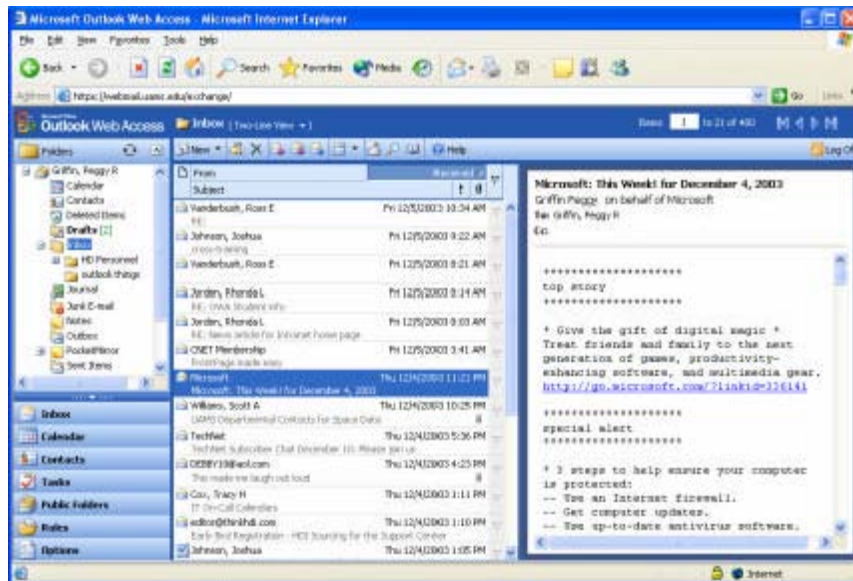
Type your domain logon name or number in the **User name:**



Example: uams\lastnamefirstnamemi or uams\1234567

Type your UAMS domain password in the **password** box.

Press **OK**. The following figure is the Web Outlook Window.





**Inbox View toolbar**

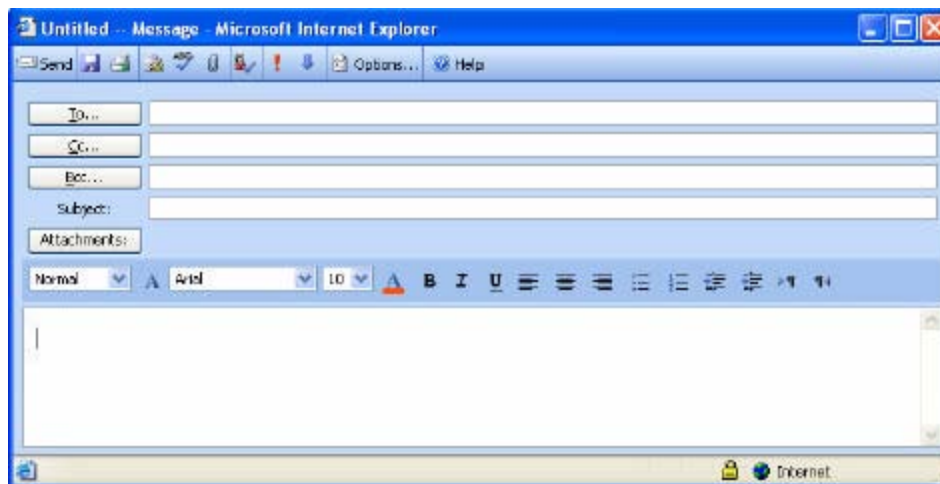


**Calendar View toolbar**




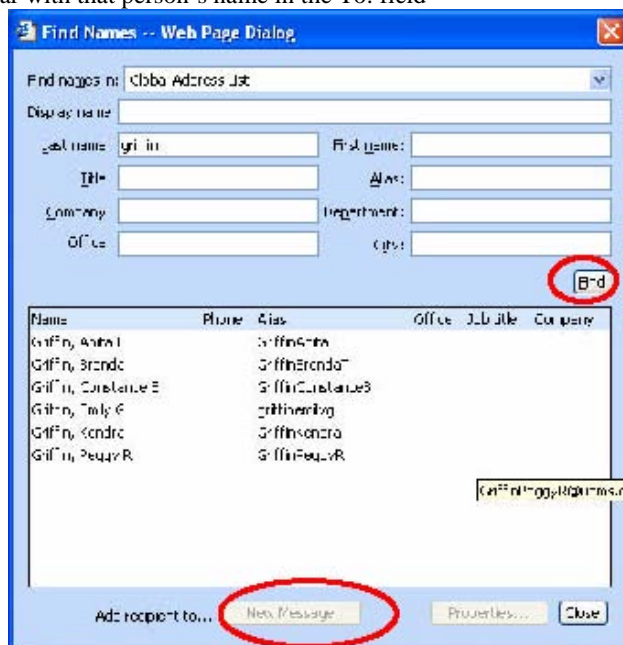
## Procedure 02 Creating a New Message

1. While in the **Inbox** folder, click the new message icon  to open a new message window.
1. Fill in the **To:**, **CC:**, **Subject**, and **body of the message** as appropriate.
2. Click the  send icon to send out the message.



## Procedure 03 Finding a New Address

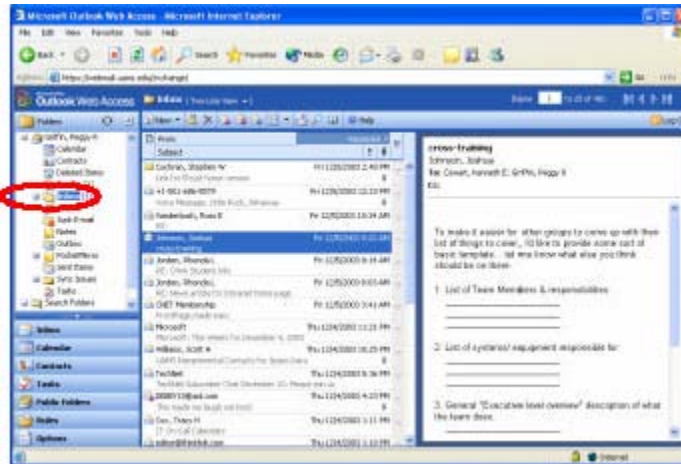
1. Click the **Address Book** icon on the email toolbar. 
2. Type known information in the fields provided.
3. Click the **Find** button.
4. Click on the name of the person you want to send a message to. Then click on the **New Message** button on bottom of window. A new message window will appear with that person's name in the To: field





## Procedure 04 Opening a Message

Highlight the **INBOX** in the left side pane. A list of emails will appear in the center pane and the highlighted message will appear in the right pane for reading.

A double click on the message will open that message in a separate window for reading.




### Procedure 05 Deleting a Message


1. Open the message. 
2. Click on the icon on the toolbar of the message reading window.  
Or  
In the center pane of the mail window highlight the message and click on the  icon to delete message without reading it.

NOTE: The message will disappear. It is now in the deleted folder of your mailbox and will be permanently deleted when you exit the current mail session.


### Procedure 06 Replying to a Message

1. Open the message.
2. Click on the


 icon to reply to persons listed on the From: line or click the


 icon to reply to everyone the message was sent to.

1. Enter your message in the body section.
2. Click the

 icon to send the message.

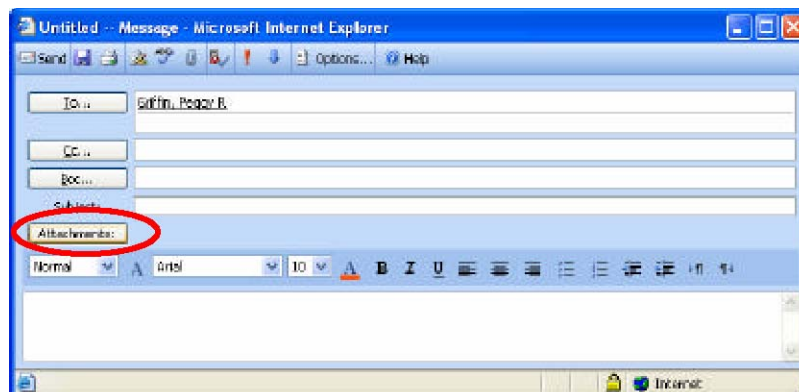
### Procedure 07 Forwarding a Message

1. Open the message 
2. Click on the icon.
3. Enter your message in the body section.
4. Click the

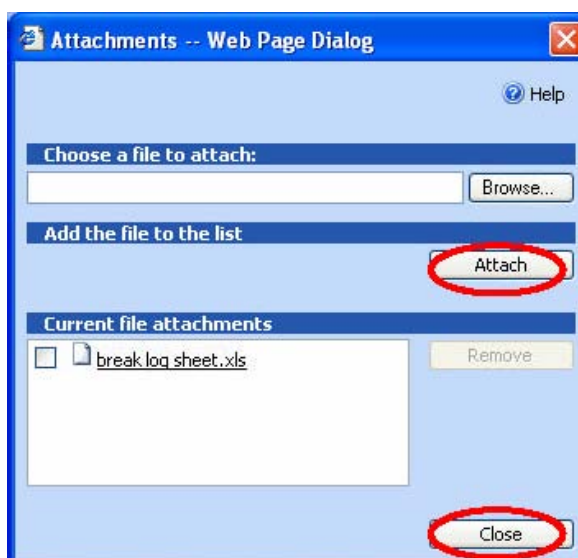
 icon to send the message.

## Procedure 08 Attaching a file

1. Create a New Message or Reply to an existing message.
2. Click the **Attachments** button in the New Message window.

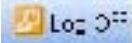


3. Type the name of the file, or click the **Browse** button and find the file you want to attach.



4. Click the **Attach** button after each file is located in the browse.
5. Click the **Close** button when all files you want to send are in the Current file attachment list.

## Procedure 09 Logging out of your mailbox.

1. Click on the Log Off icon  located at the far right side of the toolbar of the mail window.

**Important!** Be sure to close the browser window and logout of the computer when you finish. If your login is left on a computer then someone else can get into your email and send as you. Not a good thing to happen!!