

Accessing Your UCC E-Mail

From home or on campus, go to <http://webmail.ucc.edu>

Microsoft Outlook Web Access
for Microsoft (R) Exchange Server

Version 5.5 SP4
Microsoft (R) Outlook (TM) Web Access is a Microsoft Exchange Active Server Application that gives you private access to your Microsoft Outlook or Microsoft Exchange personal e-mail account so that you can view your Inbox from any Web Browser. It also allows you to view Exchange server public folders and the Address Book from the World Wide Web. Anyone can post messages anonymously to public folders or search for users in the Address Book. For more information about this Outlook product, [click here](#).

Log On

Exchange Users Only: Type your alias and then [click here](#) to connect to your personal e-mail account.

Public Access [Click here to:](#) browse Public Folders, find names in the Address Book, and post messages anonymously.

Callout 1: Type username (Snumber@ucc.edu) here

Callout 2: Then click here, or hit Enter

You will get a box like this:

Connect to webmail.ucc.edu

User name:

Password:

Callout 1: Type S-number here. Do NOT type @ucc.edu after your S-number.

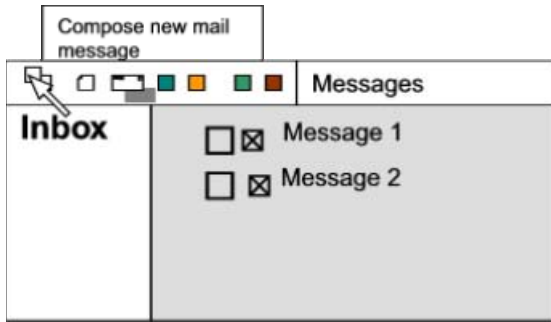
Callout 2: Type your password here.

Callout 3: Then click OK.

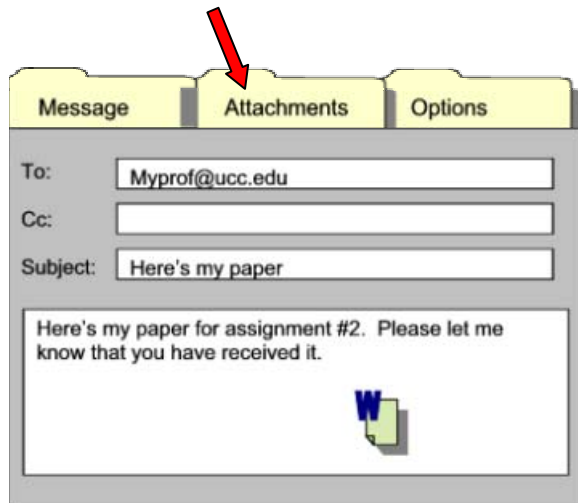
Your E-Mail will open.

Sending Attachments:

Open your Web mail. Click the top left icon (Compose new Mail message).



When the new message box opens, address it, add a subject line, and click the **Attachment** tab at the top. A box will open so that you can select a file from to add as an attachment.



Receiving Attachments:

When you open your E-Mail, you will find a list of received messages.

✓ ! 📄 📎	From	Subject	Received	Size
<input type="checkbox"/> ! 📄 📎	S012345	Homework	09 15 2004	2 kb
<input type="checkbox"/> 📄	S098765	Hot Date	09 15 2004	2 kb
<input type="checkbox"/> 📄	Studnt Serv.	Job Opportunity	09 15 2004	3 kb

Click the Box at the left to read a message.

Double click the paperclip icon to open an attached file.