• Your Webmail password will always be the same as your Novell password. If you change your Novell password, your Webmail password will change and vice-versa.

• If you want to add multiple people from your address book to a message, you must first start composing the message, then click the Add Address button. You cannot create a message to multiple people from within the Addresses view.

• When adding a person to your address book, you must enter a unique nickname, otherwise they will not be added. A first and/or last name is also required.

To create a desktop icon
This will give you easy access to EMU Webmail from your Windows desktop.
1. Right-click on a blank part of the desktop and choose New -> Shortcut
2. In the Command line: box type http://webmail.emu.edu/ and click Next >
3. Type EMU Webmail for the name and click Finish
4. If you want to add the icon to your Office Shortcut Bar, just click and drag it onto the bar.

To set up a signature
Your signature is placed at the bottom of any message you write.
5. Options -> Personal Information
6. Type your signature in the Signature box
7. Under Signature Options set Use Signature to Yes
8. Scroll to the bottom and click Submit

To easily view how many unread messages you have
Webmail provides multiple options for notification of new mail. One of the nicest ones is to have it change the title of the window to “X New Messages” so you can see at a glance if you have unread mail.
1. Options -> NewMail Options
2. Check the box beside Change title on supported browsers
3. Scroll to the bottom and click Submit

To update the message count when you read a message
Normally you need to refresh the folder list for the number of messages displayed beside a folder to be updated. However, there is a way for the folder list to update automatically when you read a message. Please be aware that this can slightly slow Webmail’s operation.
1. Options -> Display Preferences
2. Under Folder Synchronization, choose the first and third options
3. Scroll to the bottom and click Submit
4. If you still find that the folder list is out of synch, come back and choose the third option.

To change Webmail’s color scheme
1. Options -> Display Preferences
2. Under Theme, choose a different one than you have now
3. Scroll to the bottom and click Submit
4. Click Refresh Page to see the new colors
5. Keep doing this until you find a theme you like

Here are some other hints available from our website:
• How do I filter my spam? www.emu.edu/is/faqs/answer.php?id=57
• How do I forward my mail? www.emu.edu/is/faqs/answer.php?id=61