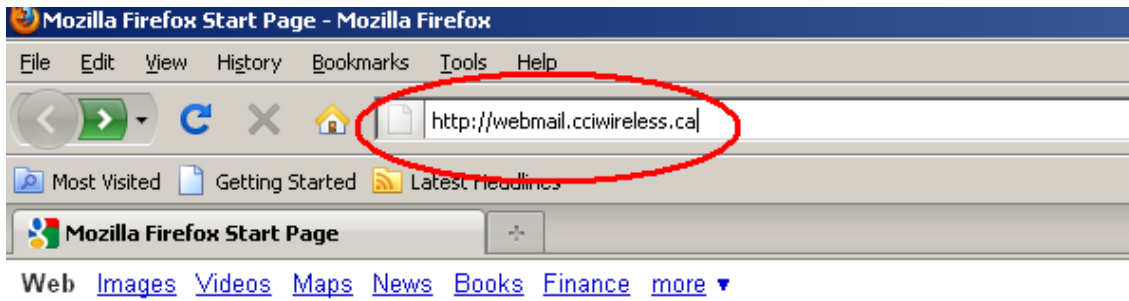
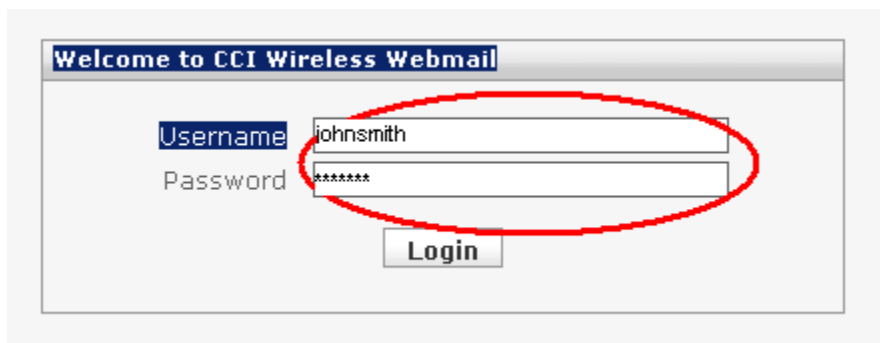


CCI Wireless Webmail

Accessing Webmail



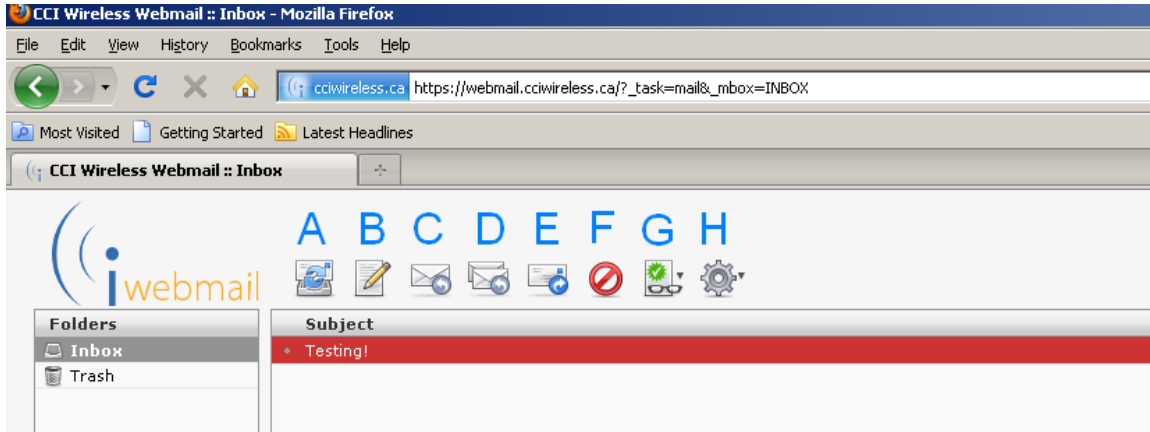
Open a Web browser (e.g., Internet Explorer, Firefox, Safari) and in the address field, type <http://webmail.cciwireless.ca>, then press the “enter” or “return” key



Logging in :

Enter your username; this is your e-mail address without the '@cciwireless.ca' part. For example, if your e-mail address is johnsmith@cciwireless.ca, then your username would be **johnsmith**, all lowercase, without any spaces. After that, enter your password; if you have not yet changed it, it will be **password**; to change it, go to <https://webmail.cciwireless.ca/changepassword/>

Initially, you will see a number of buttons arranged along the top of the Webmail interface. To make it easy to refer to them, we have assigned each one a letter, as displayed in the image below.



- A. **“Check for new messages”**
This will immediately look for and update mail in your *Inbox*
The webmail system checks for new mail every few minutes automatically
- B. **“Create a new message”**
Allows you to send e-mail to others
- C. **“Reply to sender”**
Allows you to quickly reply to the sender of the selected e-mail. When this button is clicked it will create a new e-mail with the sender's e-mail address already in the *“Recipient”* field
- D. **“Reply to sender and all recipients”**
Allows you to quickly reply to the sender of the selected e-mail *and* to every other person to whom that email was sent
- E. **“Forward this message”**
Allows you to quickly copy and forward the selected message to other people. This button will create a new e-mail with the message copied to the *Message* field. Just enter who you would like to send it to in the *Recipient* field
- F. **“Move message to trash”**
Clicking this will move the selected message to *Trash* folder; this works the same way as Trash under Apple OS X or the Recycle Bin under Microsoft Windows
- G. **“Mark messages”**
Allows you to mark messages as Read/Unread or Flagged/Unflagged
- H. **“More actions...”**
Allows you to format e-mail for printing or save it to your computer