

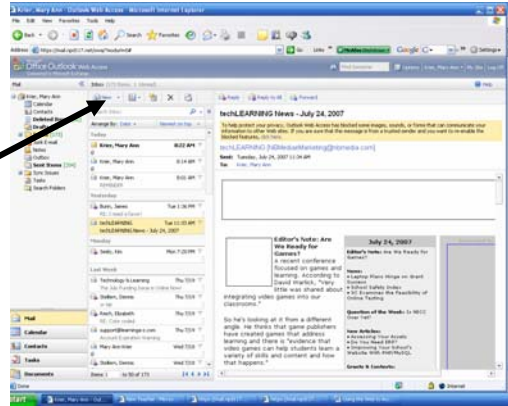
Using the Web to Access Email

To access your email from any browser: <http://mail.npd117.net/>

Remember to Bookmark this site as a Favorite: click on Favorites in the menu bar, Select Add to Favorites and click OK.

A log-on screen will appear. Enter your user name and password.

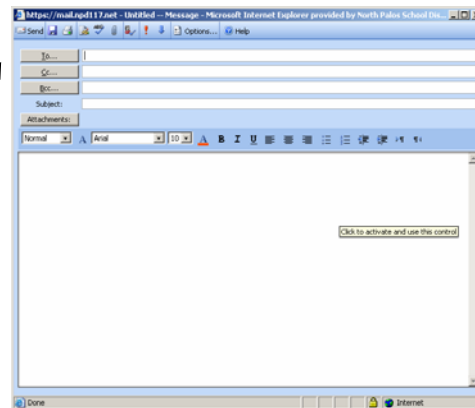
To send a New Message: Click New on the email menu bar. A new message box will appear.



Type the person's last name in the To: box

OR

Use the Global Address List: Click on the To: button to reach it.



You will be asked to change your password every few months. There will be a reminder that will show up above your message for a week or two before the password expires. Be sure to do this or your account may be frozen.

To Change Your Password: Click on Options on the list at the top right. Select Change Password from the list on the left. Enter you old password and your new password. Type it again to confirm.

To send a message to someone on your Contacts list: Locate the Contact folder on the left. Click on a Contact and then click the New Message icon to bring up a message box addressed to them.

Deleting Messages: Deleting puts email into the Deleted Items trashcan. Be sure to occasionally empty this by right-clicking on the icon on the left and selecting Empty Deleted Items.

And remember, it is a smart move to log off at the end of your session. "Log Off" is located on the upper-right side of the page.