



USING UOW WEBMAIL

GENERAL

You must have a student computer account

- 1 Open a browser
- 2 In the Address or Location line type <http://webmail.uow.edu.au>
- 3 Enter your username and password and click Sign In

SETTINGS

At the top of the screen on the right side, click Options. Some preferences are automatically set as defaults, but you should check the following.

Personal

Full Name: Type in your first and last name

Mail Settings

Message Actions: If you wish to keep copies of emails you send, make sure you click Yes next to Save Sent Messages. You only need to do this once.

Click Yes next to Delete to Trash.

Make sure you go to the top of the page and click **Apply** or the above settings will be lost.

Important:

You must regularly Empty or Compact your Trash folder or your deleted messages will remain and may cause you to go over your **quota**. To do this:
From the Inbox, click the drop down menu next to 'Delete' and choose 'Empty Trash'

HELP

The help feature in Mirapoint webmail is very user friendly. Click on **Help** on the menu list at the top right side of the screen.

Important – Logging Out

Once you've logged on to your Webmail account, the connection remains active for 10 minutes after your last action. It is important to logout of your account when you have finished using Webmail. To do this, click on Sign Out at the top right of the screen.

See page 2 for instructions on how to use UOW Webmail

For more information on use and management of your UOW User Account, visit our website at <http://www.uow.edu.au/student/it>

USING WEBMAIL

Reading Messages

1. To see a list of your email messages, click on **Inbox** from the folder list on the left side of the page.
2. To **read** an email, click on the Subject and the message will open.
3. If the email is too long for the window, use the scroll bar to move through the message

Replying to Messages

You can reply to the sender by clicking Reply at the top of the message, or you can reply to all recipients by clicking on the drop down list and choosing Reply All. When you have written your reply, click Send

Deleting messages

You can delete messages from your Inbox or while the message is open

At the Inbox, click in the checkbox next to the message number and click the Delete button.

OR

With message open, click the Delete button

Important Note: Make sure you read **Preferences** on page 1 of this document and set them accordingly or your messages will not delete.

Sending Messages

- 1 Click on New button from the menu list at the top of screen
- 2 Fill in Fields of To, Subject, etc
- 3 Type your message
- 4 Click Send button

Sending Attachments

- 1 After you have typed your message (see above), scroll to the bottom of the window
- 2 Click Browse, go to the location of the file, select the file and click Open. The file name will now appear in the list of attachments. Repeat for any additional attachments.
- 3 Click Send

Receiving and Reading Attachments

If your message has a file attached, you will see the paperclip symbol next to the message in your Inbox. When you open the message you will see the attached file name at the bottom of the message. Click [Open](#), next to the attached file name and a new window will open, giving you a choice of opening the file or saving. It is recommended that you save the file before opening.

Changing your password

To change your password, go to website www.uow.edu.au/student/it and click on Manage your Password.

Forwarding to an another email account

You may have more than one email account. You can forward your university email to another account. Open webmail and click on Options at top right of the screen. Next, click Forwarding from the list at left of screen. Click Yes and then type in the email address that you would like your email to be forwarded to. Click Apply in top left of window.

Quota

You have a quota on your email – for undergraduate students this is 15MB. To make sure you don't go over your quota, you should regularly delete any unwanted messages and or attachments from your Inbox and Sent mail folders. You also need to regularly empty your Trash folder - from the Inbox, click the drop down menu next to 'Delete' and choose 'Empty Trash'