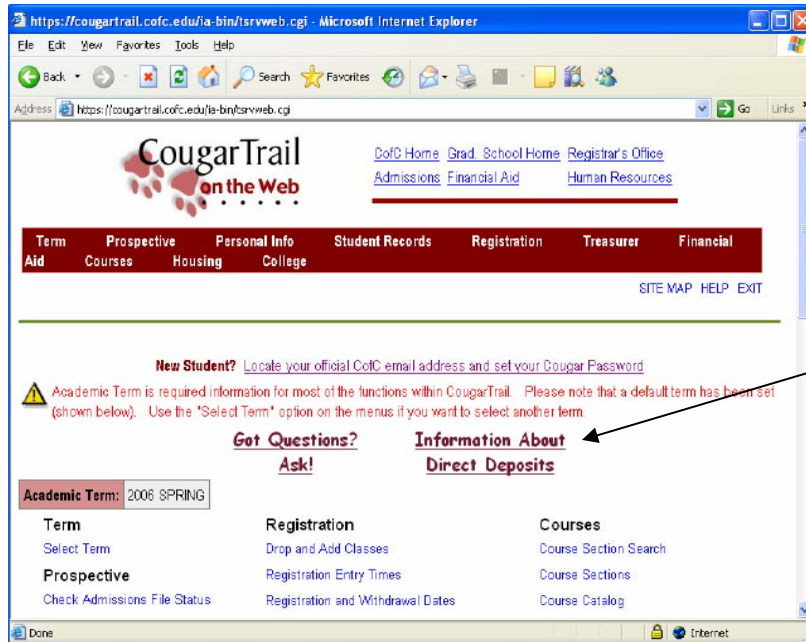


Using WebMail to Access your Edisto Email Account

Setting your password and logging in:



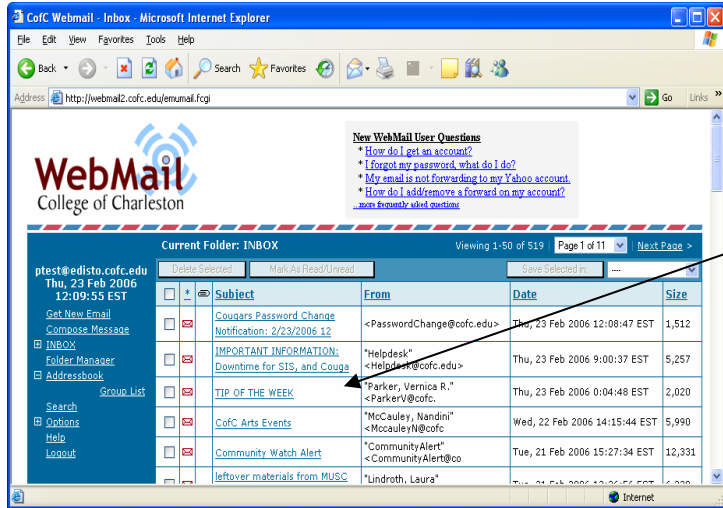
The first time you log into Cougar Trail, you can access your CofC email address and set your password.

To access the WebMail log in, go to <http://webmail.cofc.edu> or use the webmail link on the "current students" section of the College of Charleston website www.cofc.edu.

Type your CofC e-mail username.
Select "Edisto.cofc.edu" from the drop down box.
After entering your password, click Login and Check EMAIL.



Reading your mail:



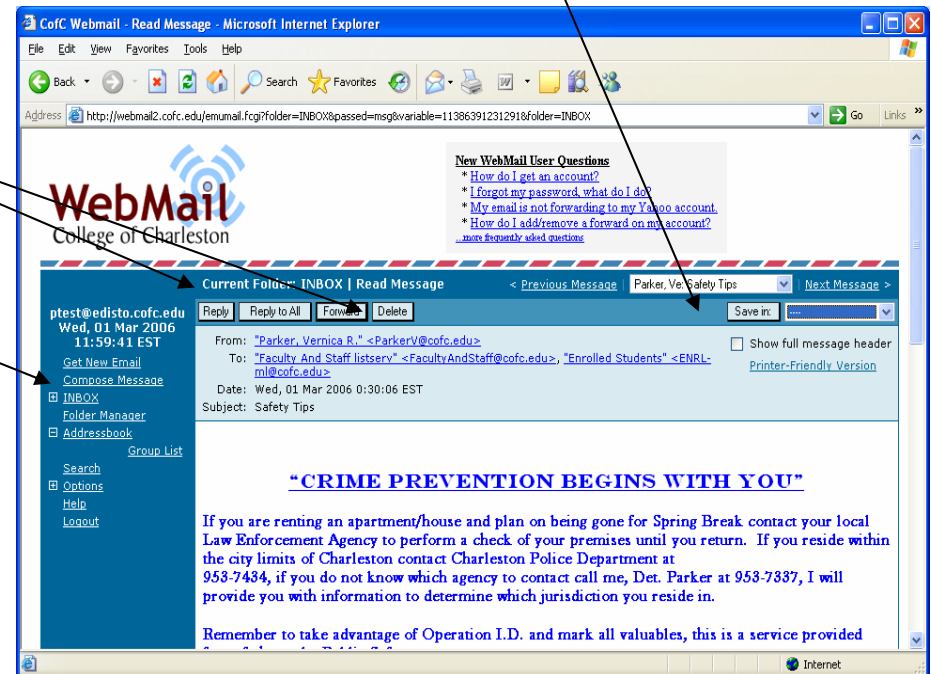
Once you are logged in, you may read your e-mail messages by clicking on the subject.

Note that in the status column, all mail represented by an open envelope is mail that you have already read. New messages are indicated by a closed envelope. A paper clip beside the subject of an e-mail indicates an attachment.

You can keep important messages organized by **saving** them in folders

Reply, forward, or delete mail here.

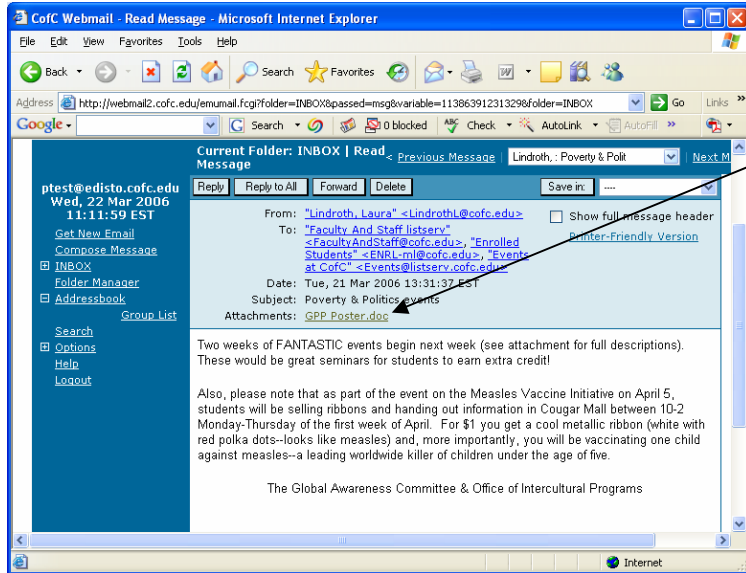
To write a message, click **Compose Message**.
 Enter the e-mail address of the recipient and the subject of the message. After typing your message, click **Send Message** (located at the bottom of the e-mail).
 You can also select **Save Draft** if you wish to continue working on a message at a later time before sending it.



Reply, forward, or delete mail here.

To write a message, click **Compose Message**.

Opening attachments and sending attachments:



Attachments are listed below the subject line of e-mails.

Click the attachment filename. You will then have a choice to either view the attachment or save it to a location. (If you choose to save it to a location, you will then specify the exact location.)

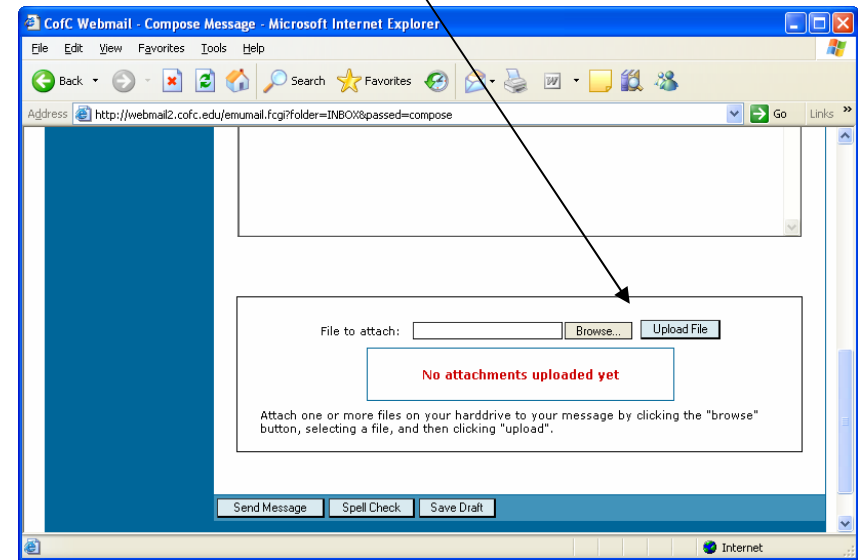
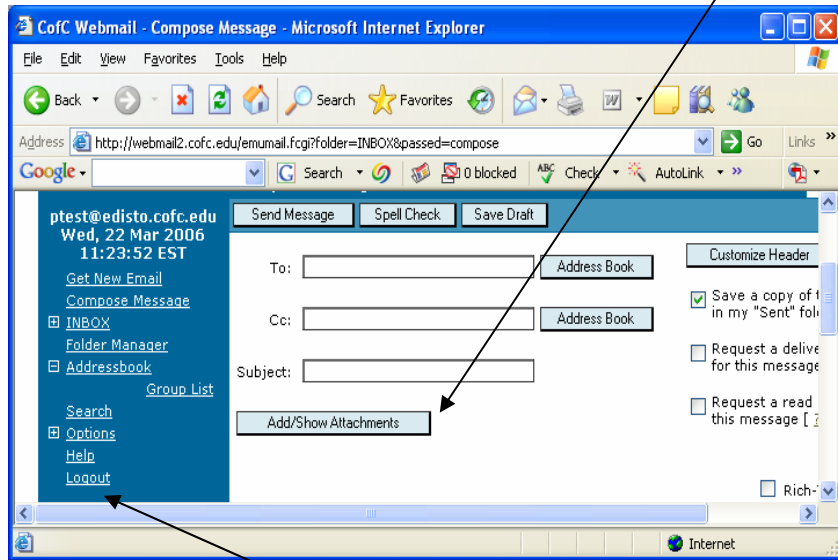
To send an attachment, begin composing a message and select **Add/Show Attachments**.

The attachments box will then appear at the bottom of your e-mail.

Click **browse** to select the file you wish to attach.

When you locate and click on the file you want, click **open** to select it. That filename will now appear in the attachments box.

Click **Upload File** and wait for the file transfer. After the file has uploaded, you may send your e-mail message.



Remember to **Logout** when you are finished!