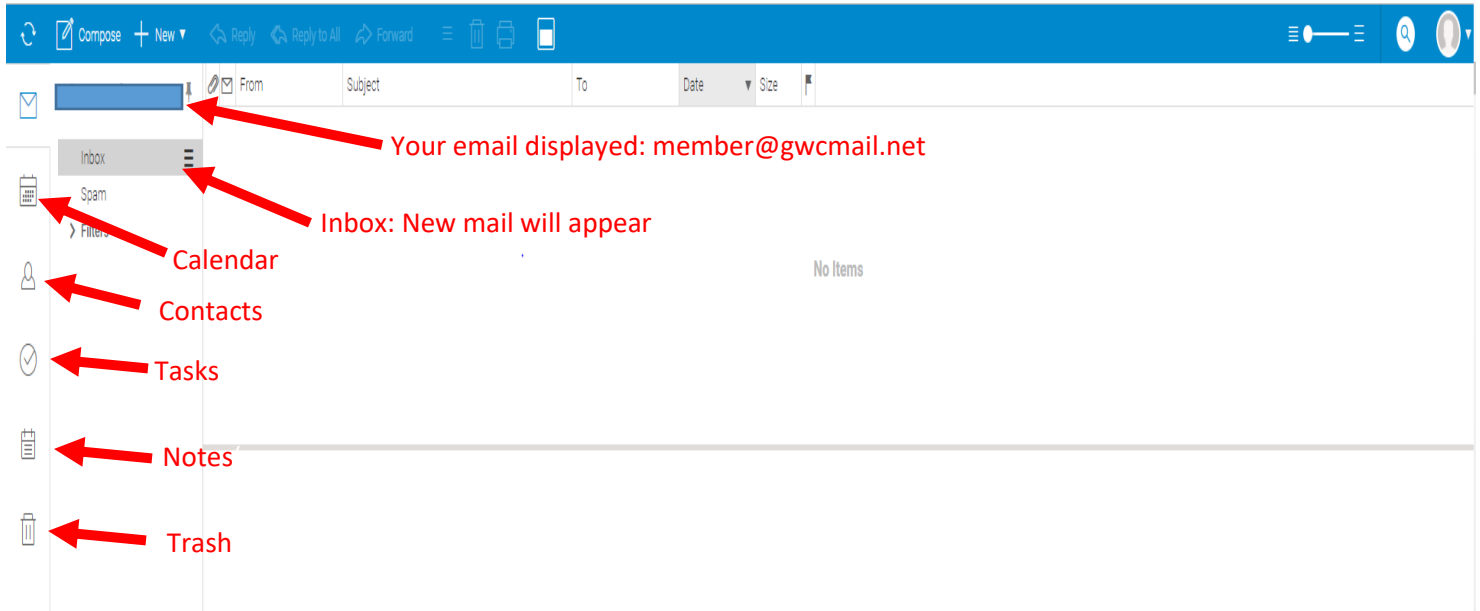
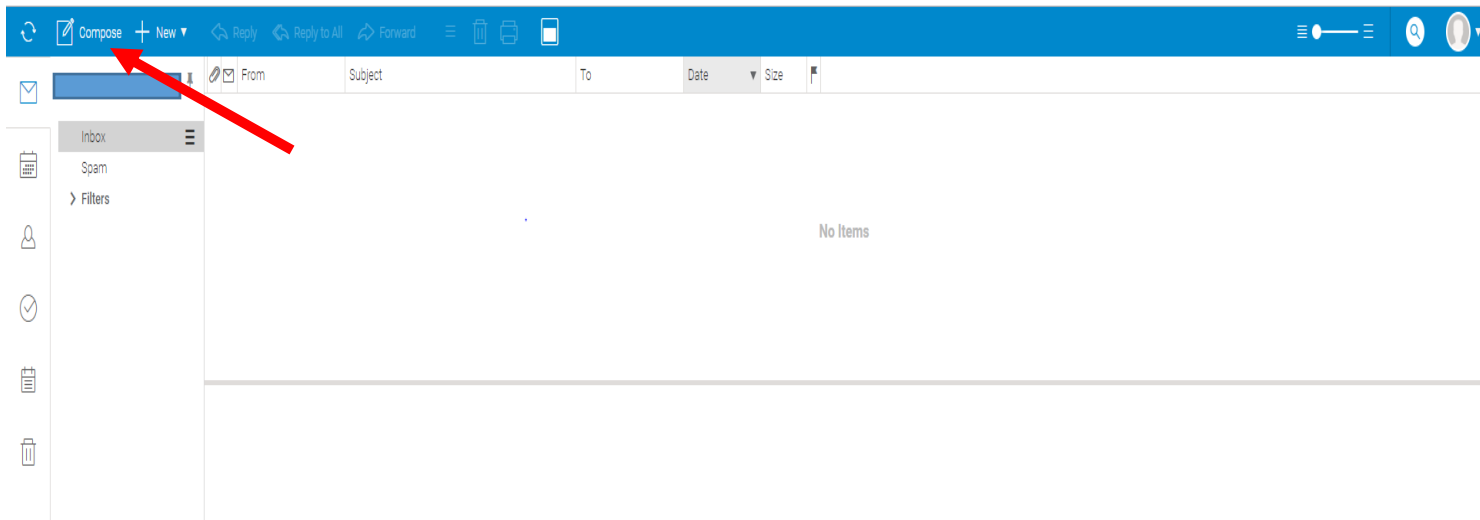


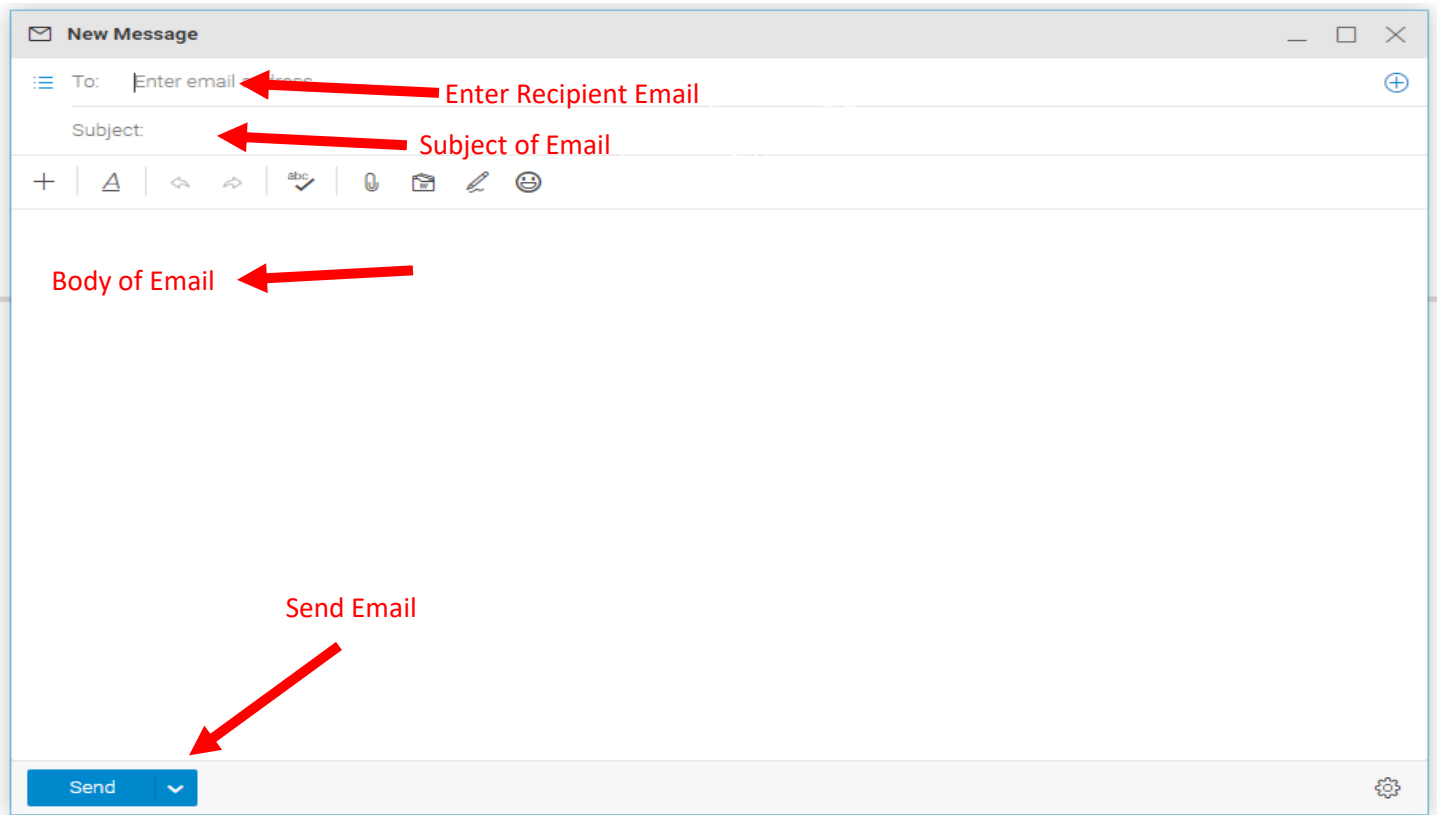
Using Webmail

1. Description of Icons



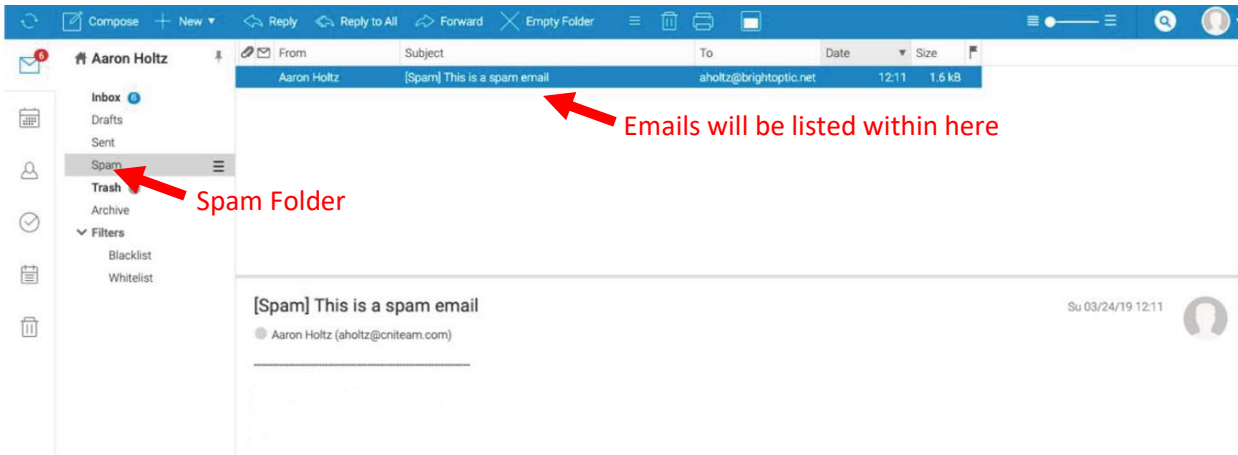
2. Creating a new message, click Compose





3. Spam Management

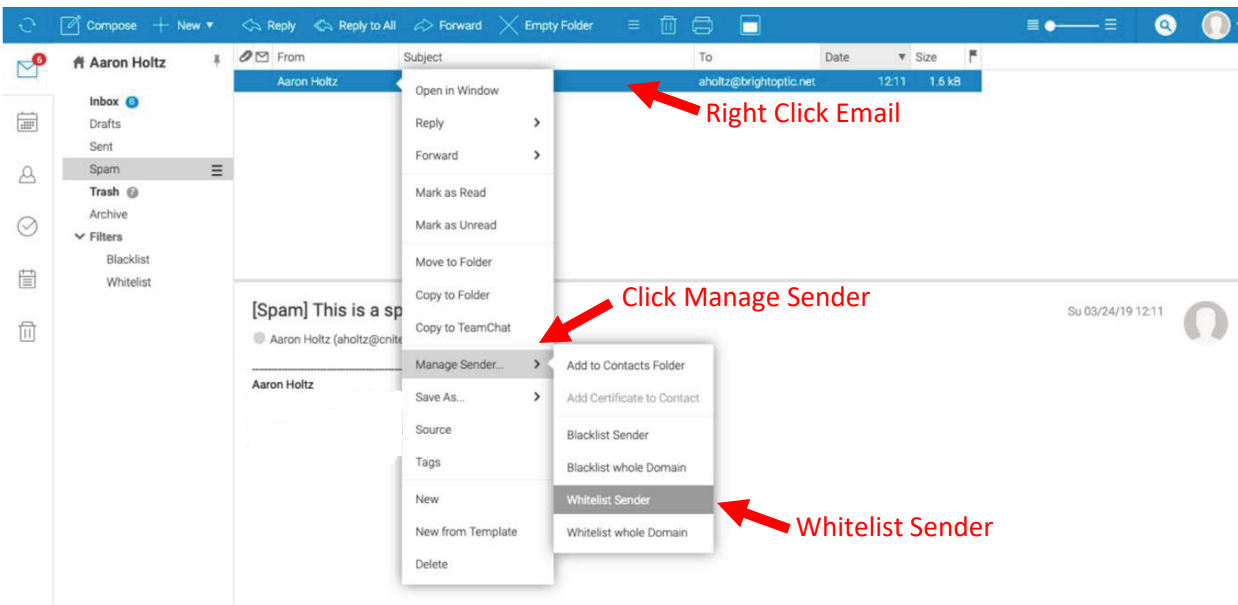
- Emails recognized as Spam will automatically go to the below folder. Be sure to check this folder if you are not receiving emails in your inbox that you may be waiting for.



- a. Whitelist Sender (Allow email from this sender at ALL times)
- b. Blacklist Sender (Never all email from this sender)
- c. Blacklist whole Domain (Never allow email from this Domain)

****Example below to allow all email from sender****

- Right Click on the email you always want to allow, select manage sender, and whitelist sender.



- All emails from this sender will now always show in your inbox