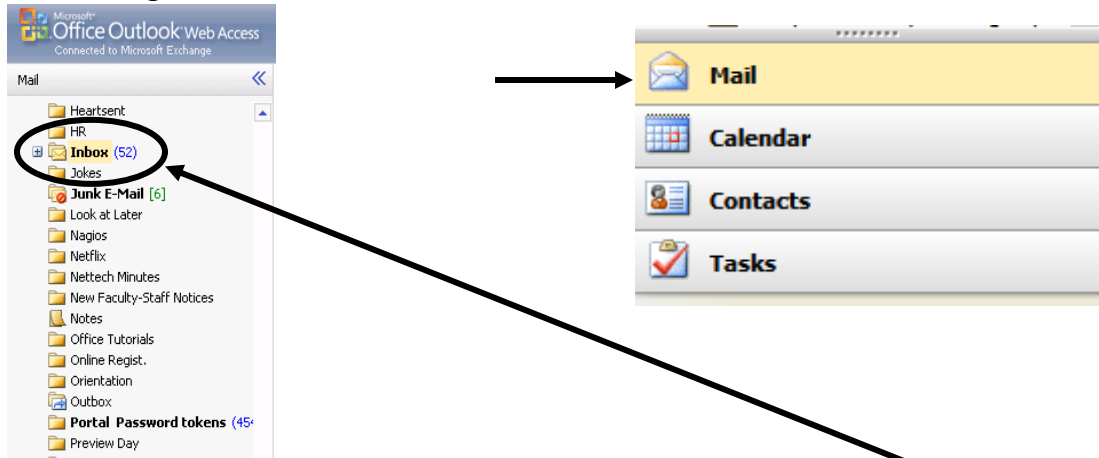


Using Microsoft Outlook Web Access

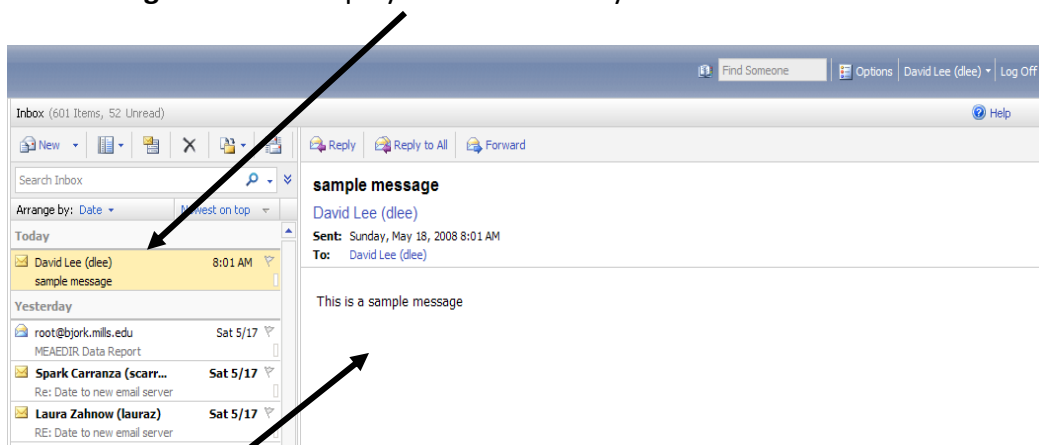
Your new e-mail will be delivered to your Outlook Web Access inbox, from which you can read, reply to, and forward your e-mail.

Accessing your Inbox:

- In the **Navigation Pane**, locate the section labeled **Mail**.

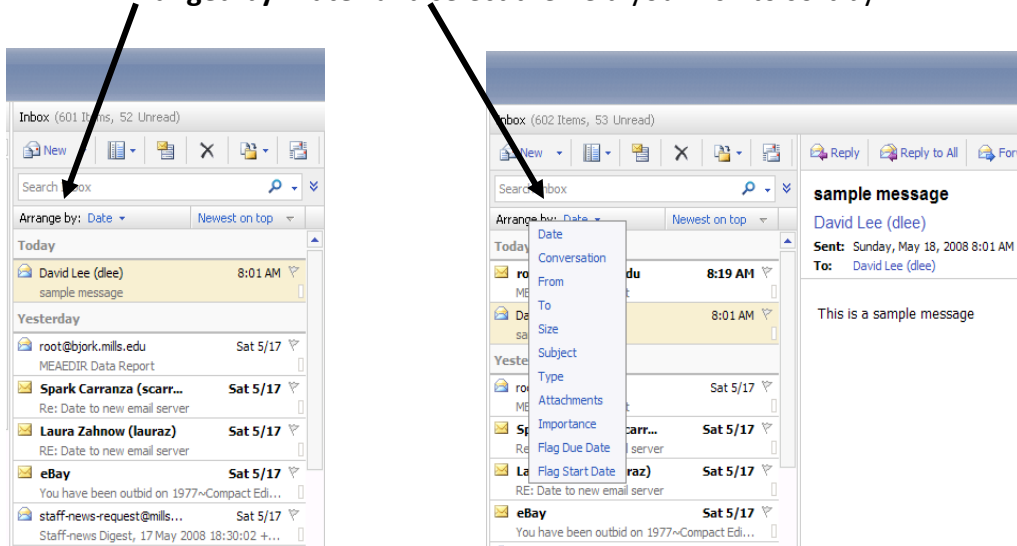


- To access the inbox containing your Mills e-mail, click on the folder labeled **Inbox**.
- The **Message Pane** will display the contents of your inbox.



- The **Reading Pane** will display the contents of the highlighted e-mail in the View Pane.

- To change the order in which your e-mails are sorted, click on the header that reads **“Arranged by: Date”** and select the field you wish to sort by.



Searching for an e-mail

To search your inbox for e-mails pertaining to certain subjects or particular senders:

- Click in the box that says **“Search Inbox”** next to the magnifying glass.
- Type in the word, name or phrase you are searching for.
- Press **Enter**.
- E-mails containing your search content will appear in the **Message Pane**.

