

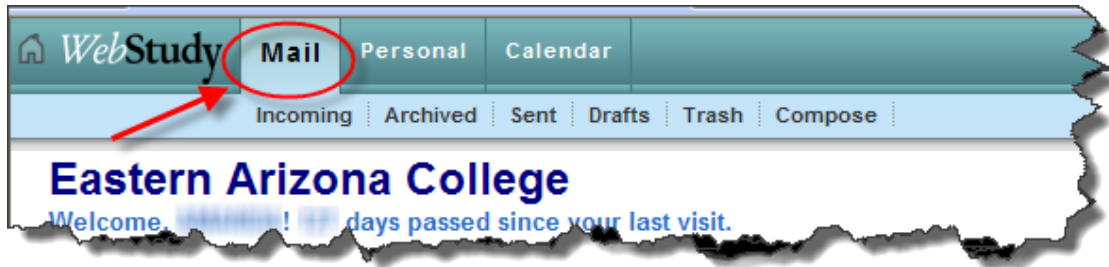


Eastern Arizona College

HOW TO USE WEBSTUDY EMAIL



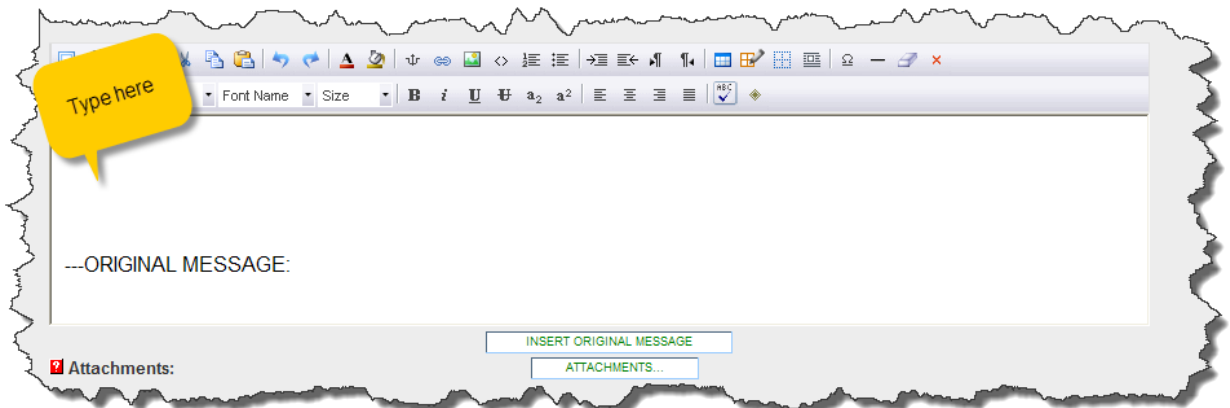
- Put your mouse over Mail at the very top of your WebStudy page to show all mail options.



- Click on **Incoming** to view all new/unread email.
- Click on **Archived** to view all old/read email.
- Click on **Sent** to view all sent email.
- Click on **Drafts** to view any “in progress” email that you may have saved for later use.
- Click on **Trash** to view email that you deleted.
- Click on **Compose** to create a new email.

Replying:

- Click on the subject of the email you wish to reply to.
- Scroll down to the white text box and begin typing your email.



- To attach an item to your email (i.e. Word Doc or Picture) go to **ATTACHMENTS...** as shown below.



- Follow the 3 steps.



- To remove an attachment, go to **ATTACHMENTS...** again and scroll to the bottom.
- Select the attachment you wish to remove from the list on the left and click remove.



- Click **Done** (step 3) to return to the reply message.
- When you are done you can either save it in your Drafts folder by selecting the drop down arrow next to **Save this message as a draft:** and choosing **Yes, ...**



- Then click on **Submit** at the bottom.
- Or if you are ready to send the message, make sure that **No, send immediately** is chosen in the draft drop down box and click **Submit** at the bottom of the page.