

Using Employee Webmail

Logging In

1. Point your web browser to **http://camosun.ca/exchange**.
2. Enter your **Camosun ID** (ex. C0123456) and **password**.
3. **Optional:** To open a mailbox other than your personal inbox, enter it in the **Mailbox (Optional)** field. You can leave this field blank.
4. **Optional:** Choose the **Premium** or **Basic** interface.
 - The premium interface has more features and works much like the desktop version of Outlook. Premium requires Internet Explorer and Windows. It is not available for Firefox or for Macintosh users.
 - The basic interface has fewer features than premium but is faster.
5. **Optional:** Choose **Public** or **Private** computer.
 - If you are using a public computer (ex. library, internet cafe) or more than one person uses the same account on your personal computer, choose **Public or shared computer**.
 - Choose **Private computer** if you are using your personal computer and each person has a separate account.
6. Click **Log On** or just press **Enter**.

Employee Webmail – Camosun College – Microsoft Internet Explorer provided by Camosun College

http://camosun.ca/exchange

Google

Print

CAMOSUN COLLEGE | EMPLOYEE WEBMAIL

Camosun ID C0123456

Password ●●●●●●●●●●

Mailbox (Optional) webteam

Log On

4 Webmail interface (What's this?)

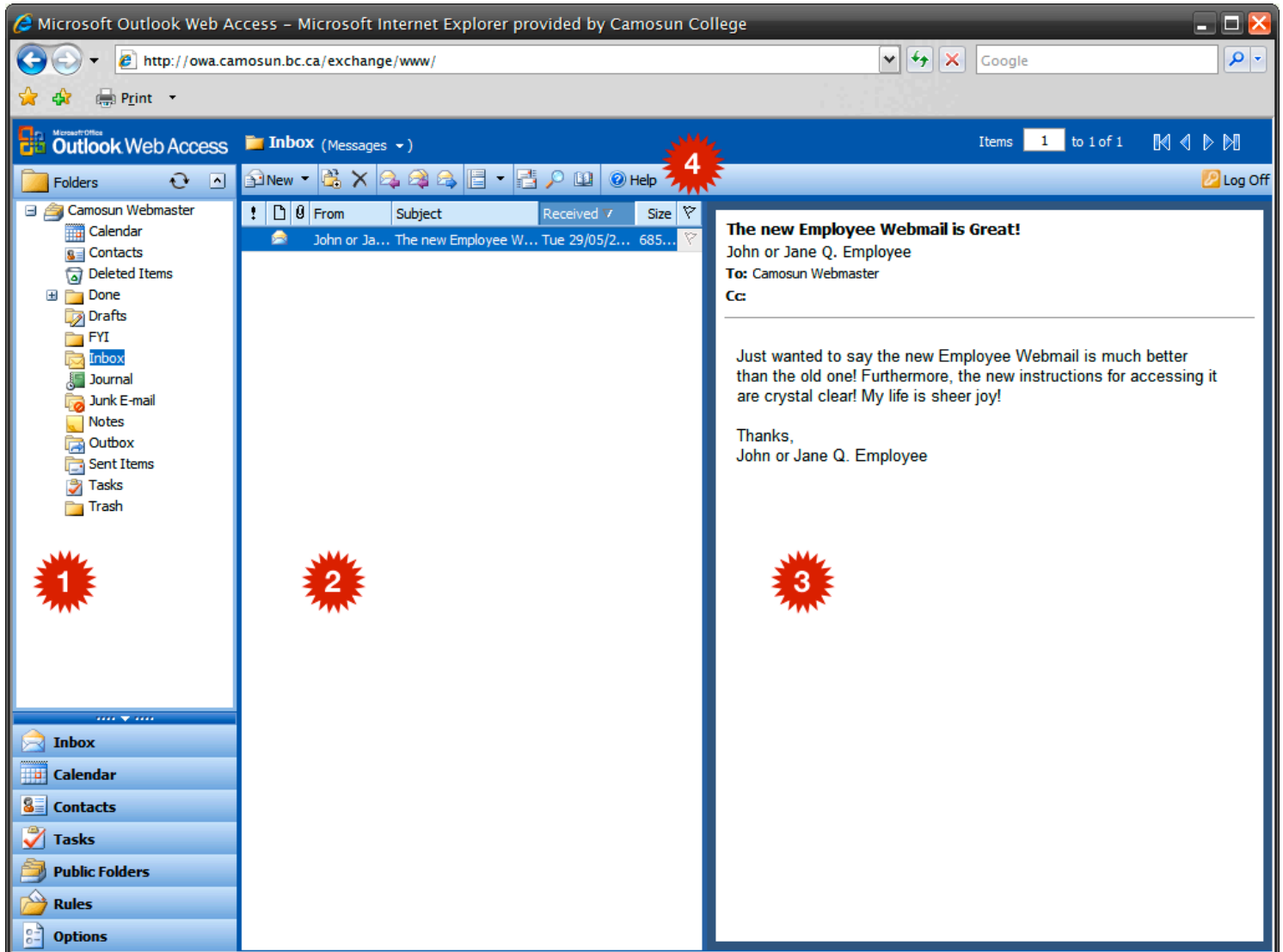
- Premium
- Basic

5 Security and privacy (What's this?)

- Public or shared computer
- Private computer

Using the Premium Interface

The premium interface works much like the desktop version of Microsoft Outlook. The initial screen is split into four panes: **Folders** (1), **Message List** (2), **Preview Pane** (3) and the **Toolbar** (4).



Common Tasks– Premium

Reading Messages

Simply click on the message you want to read. It will appear in the **Preview Pane**. To read other messages you can use the up and down arrow keys on your keyboard. To read a message in a separate window, double-click it in the **Message List** or just press the Enter key on your keyboard.

Composing and Replying to Messages

To create a new message, click the **New** button in the **Toolbar** or press **Ctrl+N**. A new window will open. Compose your message and click the **Send** button or press **Ctrl+Enter** to send your message.

To reply to a message, click the **Reply** button in the **Toolbar** or press **Ctrl+R**. A new window will open. Compose your reply and click the **Send** button or press **Ctrl+Enter** to send your message.

Copying, Moving and Deleting Messages

To move a message to a different folder, simply drag it from the **Message List** to the desired folder in the **Folders** pane.

To copy a message to a different folder, drag it from the **Message List** to the **Folders** pane while holding the **Ctrl** key.

To delete a message, drag it to the **Deleted Items** folder, or just press the **Delete** key on your keyboard.

Other Tasks

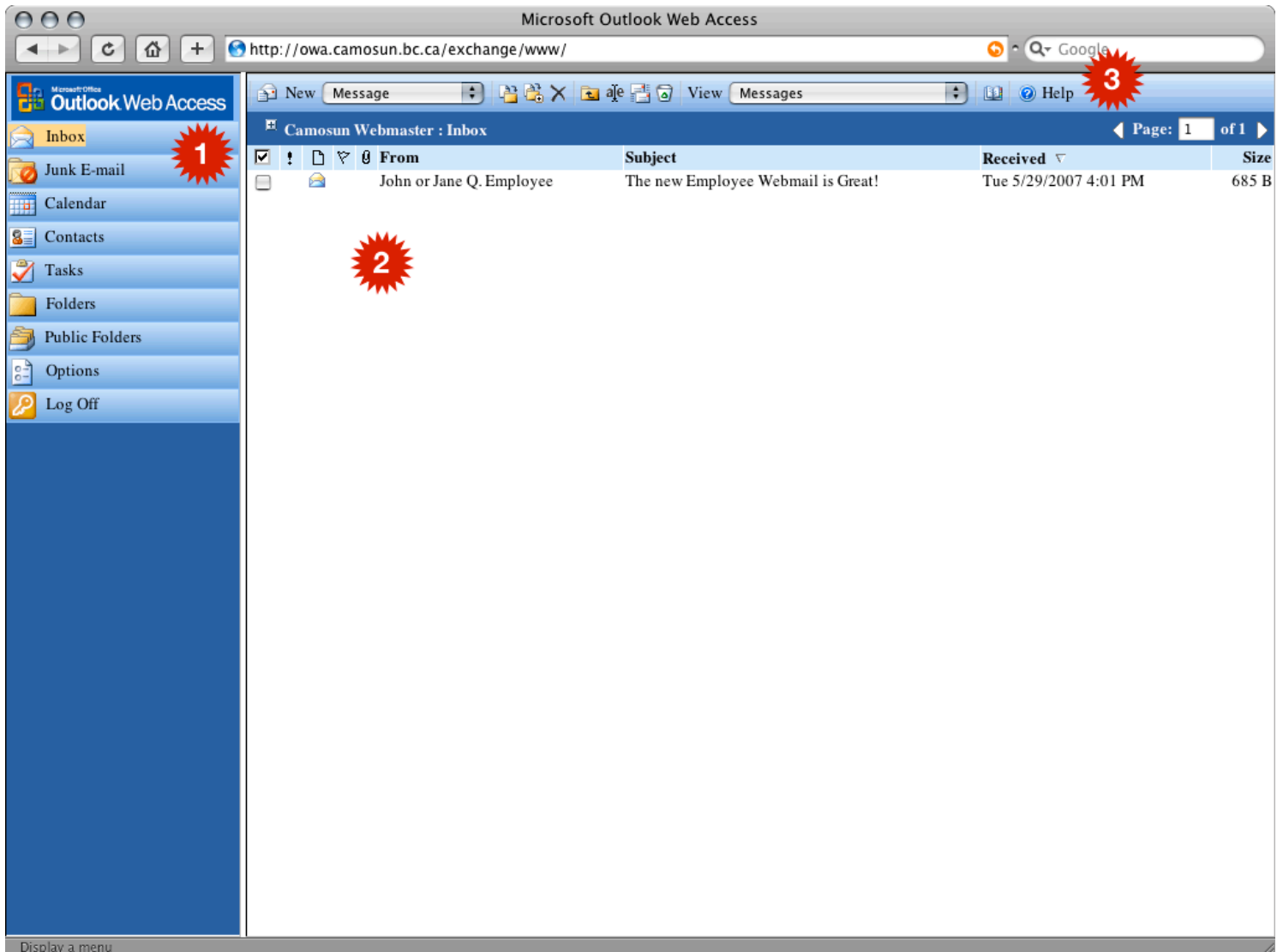
For help with advanced tasks, click the **Help** button in the **Toolbar**. It's very in-depth!

Logging Off

To protect your email account, always remember to log off when you are done. The **Log Off** button is located at the far right of the **Toolbar**.

Using the Basic Interface

The basic interface works the same as the previous version of employee webmail. The initial screen is split into three panes: **Navigation** (1), **Message List** (2) and the **Toolbar** (3).



Common Tasks– Basic

Reading Messages

Click on the message you want to read. The message will open in the same window, replacing the **Message List**. To read other messages, click the up and down arrows in the **Toolbar**. Click **Close** to close the message and return to the **Message List**.

Composing and Replying to Messages

To create a new message, click the **New** button in the **Toolbar**. The compose window will open, replacing the **Message List**. Compose your message and click the **Send** button to send your message.

To reply to a message, click the **Reply** button in the **Toolbar**. The reply window will open, replacing the **Message List**. Compose your reply and click the **Send** button to send your message.

Copying, Moving and Deleting Messages

To move a message to a different folder, click the checkbox beside it in the **Message List**, then click the **Move** button in the **Toolbar**. The **Move Folder Picker** will open, replacing the **Message List**. To open a folder, click on its name. To move a message into the selected folder, click the radio button beside the folder and press the **Apply** button in the **Toolbar**.

To copy a message to a different folder, click the checkbox beside it in the **Message List**, then click the **Copy** button in the **Toolbar**. The **Copy Folder Picker** will open, replacing the **Message List**. To open a folder, click on its name. To copy a message into the selected folder, click the radio button beside the folder and press the **Apply** button in the **Toolbar**.

To delete a message, click the checkbox beside it in the **Message List**, then click the **Delete** button in the **Toolbar**.

Other Tasks

For help with advanced tasks, click the **Help** button in the **Toolbar**. It's very in-depth!

Logging Off

To protect your email account, always remember to log off when you are done. The **Log Off** button is located at the bottom of the **Navigation** pane.