



# Mercer University

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## School of Medicine

### How to use the Mercer University WebMail System

- Using your Web browser (Internet Explorer or Netscape), go to <http://webmail.mercer.edu>
- Type your user name in the box provided (lastname\_first two initials, e.g., smith\_rm)
- Click in the *Server* box and change the server name to MED.
- Click in the *Password* box and type in your password.
- Click on the *Login* button.
- Your email Inbox will appear with a list of your messages. Click on each link to read your mail; use the *Previous* and *Next* arrows to navigate through the list.
- To get back to the full list of messages, choose the *Index* button from the toolbar.
- To leave the system, click on *Index*, then *Logout*.
- To learn about using the system in detail, choose the *Help* button from the toolbar.

#### Special notes:

Using WebMail, you can read your email from any computer equipped with a browser and Internet access.

You can read attachments sent to you by others as long as you have that specific program on the computer you're using. For example, if someone sends you a Word file (with extension .doc), you can only open that file if the computer you're using has the *Microsoft Word* word processing program available.