



Faculty Web Mail

Your Lander University e-mail address has a Web Mail component that allows you to access your Outlook Mailbox when you are away from campus. You can access your Mailbox from any computer with an internet connection and web browser program (Internet Explorer, Netscape, etc...) installed.

To access your Web Mail account, type this URL into any web browser (Internet Explorer, Netscape Navigator, etc.)

<http://www.lander.edu/its/services/email.html>

Click Faculty/Staff WebMail from the Quicklink at the top of the E-mail Services page.

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

Client (what's this?)
 Premium
 Basic

Security (what's this?)
 Public or shared computer
 Private computer

You will be asked to enter your username and password in the dialog box.

Enter your username in the following format: lander*username*, where *username* is your personal username. (Be sure to use the backslash, typically found underneath the Backspace key on your keyboard.)

Enter your password.

Note: This is the same username and password that you use to log on to your Lander computer on campus.

Once you have logged on to your Web Mail account, you can send and receive e-mail messages as with any other web-based e-mail client. Questions about how to use web mail should be directed to the ITS Technology Helpdesk between 8:30am and 5:00pm Monday–Friday at (864) 388-8234 or via e-mail to help@lander.edu.


We encourage you to use Web Mail from home as well as other off-campus locations. Web Mail is easy to access and doesn't require any special software (other than a web browser).


Benefits of Web Mail:

- Information can be accessed from any computer with an Internet connection
- Access to all mail items (inbox, sent items, etc.)
- Access to calendar
- Access to Contacts




Sending and Receiving E-Mail with Outlook Web Mail:

From the Outlook toolbar, click New → Message 

1. Enter recipient names in the **To:**, **Cc:**, or **Bcc:** boxes.
2. If you are sending a message to multiple recipients, separate names with a semicolon (;).
3. To use the **Address book**, see below.
4. Enter the **Subject** of the message in the Subject box.
5. In the message body, type your message.
6. Click **Send**  to send your e-mail message.



Using the Global Address book:

Lander University has available a Global Address book that includes e-mail addresses for faculty and staff of Lander University.

1. Log in to Web Mail.
2. Open a new message .
3. Click on the **To:** button
4. Enter the First or Last Name of the person to whom you wish to address an e-mail address.
5. Click on the **Find** button.
6. Choose the intended recipient from the list that Outlook Web Mail presents to you.

Changing the Importance Level of your message:

You can set the importance level of your message as displayed to message recipients while composing your message:

1. To mark your message as very important, click the red exclamation point  in the Outlook Toolbar.
2. To mark your message as not important, click the blue downward pointing arrow  in the Outlook Toolbar.

Setting up Outlook Web Mail to automatically insert a signature in outgoing messages:

You can configure Outlook Web Mail to automatically insert a signature in all new messages, or in messages that you reply to or forward:

1. Log in to Web Mail.
2. Click on the **Options** button on the left-bottom menu.
3. When the **Options** pane is displayed, choose **Messaging Options** → **Edit Signature**.
4. Type in the signature you want to attach to e-mails sent through the Outlook Web Mail client. This will not affect messages sent from your desktop (or laptop) Outlook Mailbox.
5. Click **Save and Close** at the top of the Signature window.
6. When you are returned to the Options Window, make sure that the box labeled "Automatically include my signature on outgoing messages" is checked, and then click **Save and Close**.

Setting the Out of Office Reply Message in Web Mail:

Outlook has many features to assist you with managing your e-mail, including an out-of-office assistant that allows you to notify students and colleagues that you are away from your office and will not be answering e-mail for a period of time.

1. Log into Web mail.
2. Press the **Options** button on the left-bottom menu.
3. Select the **"I am currently Out of the Office"** button.
4. Type the message you wish senders to receive.
5. Press the **Save and Close** button.




6. Anyone that sends an email to you will automatically get the Out of Office reply message.

Deactivating the Out of Office Reply Message in Web Mail:

1. Log into Web Mail.
2. Press the **Options** button on the left-bottom menu.
3. De-select the "I am currently in the Office" button.
4. Press the **Save and Close** button.

Viewing Messages Received:

By default, messages that are sent to your Web Mail account will be displayed in the order they are received and the Reading Pane will be activated. You can control how your messages are displayed:

1. To turn off or move the Reading Pane: Click on the Reading Pane Icon in the Outlook Web Mail toolbar  .
2. You will be given the option to display the Reading Pane to the Right, on the Bottom, or to turn the Reading Pane off.
3. To reorder your messages by another criterion, such as **From**: Click in the column header for the message criterion you wish to sort by.
4. To reverse the order of your sort (i.e. **From** in reverse Alpha order or Received from oldest to newest), click on the column header again.
5. To search for messages from a particular sender, sort your messages in the **From** column as above. While your cursor is still in the column header for that column, type in the first letter of the sender's name. You will now be able to more quickly locate messages from the desired sender.
6. To return to the default display option (messages displayed in order received from newest to oldest), click in the **Received** column.

Acceptable Use Policy

Your Lander University e-mail account is administrated by the Lander University Information Technology Services Department. Applicable policies, including Lander's Acceptable Use Policy, must be followed and can be viewed on the internet here:

<http://www.lander.edu/its/policies.html>

Web Mail and Bearcat Web

Some of the tools available through Bearcat Web, such as the link to 'E-mail Class', do not function with the Lander E-mail address through the Web Mail client. Use of these tools depends on your local computer settings, installed e-mail programs, and/or Internet Service Provider. Lander University's Information Technology Services Department does not support the configuration of your personal home computer for this purpose.