Read and Organize Emails

Getting Started
1. Launch your web browser
2. Type URL: https://webmail.ccny.cuny.edu
3. If in a secure location, uncheck Private computer, which will keep you logged in for 8 hours. Leaving it checked will log you off after 30 minutes of inactivity.
4. Enter in your credentials

Sending an email
1. Select (new) email at the top left of the window
2. A blank email will appear on the right. You may select button to open the email in a new window

Select a contact/distribution group
1. While in the new email window, click on To; button
2. Type in the name of the contact or group you wish to email and press Return
3. Click on the next to each contact to add them to your list of recipients
4. Adding a distribution group requires permission from your office
5. Click on the

Creating a contact
1. Select “People” at the top right of the window
2. Click on the top left
3. Click on “create contact”
4. Fill in the necessary information and click save

Format your email
1. Use the formatting toolbar to edit your email
2. See @for bold, _for italics, and | for underline.
3. Click on the for more formatting options

Insert an attachment or picture
1. Open a new email
2. Select and select the desired option
3. Browse for the file and click open

Creating an appointment
1. Click on calendar at the top right of the window
2. Right-click on a date and select “new”
3. Enter in the event name, location, and attendees
4. You may add a room from the room directory provided you have permission for the room
5. Be sure to use the to coordinate

Responding to meeting requests
1. Once a meeting request has been received, you have three options:
   - ACCEPT - to agree to a meeting
   - TENTATIVE - to state a possibility of attending
   - DECLINE - to decline a meeting

Sharing your calendar
1. While under Calendar view, right-click on the calendar you wish to share and choose “share calendar”

Send Emails and Calendar

Manage your settings

Changing your password
1. At the top right of the window, click on and select “Change password”

Changing your theme
1. At the top right of the window, click on and select “Change theme”
2. Choose the theme of your choice and click on “OK” at the top

Set automatic replies
1. At the top right of the window, click on and select “Set automatic replies”
2. Click on the settings on the left of the window
3. Under email signature, edit your email signature
4. To include your name, functional title, and phone number
5. Optionally, you can check “Automatically include my signature on messages I send”

Edit personal information
1. At the top right of the window, click on and select “Options”
2. Click on the “Edit information” at the bottom of the window
3. You can upload an avatar, edit your name, contact information, locations, etc

Text message notifications
1. At the top right of the window, click on and select “Options”
2. On the left click on “settings” then “calendar” at the top center of the window
3. Scroll down and select “test up notification”

Edit message formatting
1. When sending emails, you may prefer that the font, size, etc automatically be set everytime. At the top right of the window, click on and select “Options”
2. On the left, click on “settings” then “message format”
3. Select the desired font and size
4. Click on “save at the bottom”

Quick Tips
- Unchecking “Private computer” at the login page will keep you logged in for 6 hours
- Create folders to organize your emails
- Use the search feature to find emails or contacts without the need to scroll down
- Deleted items folder is purged every 30 days
- Share calendars and schedule appointments with coworkers for convenient collaboration
- Use the provided distribution lists to contacts groups, departments, and even classes
- Quickly search for names by typing in the recipient box and clicking the search button when sending an email

Message Window - When composing an email, you may format text using the provided formatting tools. You may also attach files to your emails using the Insert button. If you choose “picture” when inserting a picture it will insert directly into your message body.

You may choose a recipient from the comprehensive directory provided by clicking on “To”. The directory is updated every semester with the latest faculty, staff, students, and distribution groups including whole classrooms and departments.

For more Information and Help:
Webmail FAQs & Tutorials - http://support.ccny.cuny.edu/webmail/
Password Reset - https://reset.ccny.cuny.edu/
CECTL Training Classes for Webmail - http://celt.ccny.cuny.edu/