Some Webmail Help

**New Email**



From the main webmail page either double click on “New” or single click on it and choose “Message from the drop down menu.

**Address Book**





You can access the address book several ways. On the main webmail screen on the right hand top click on the little address book icon.

When you create a new email you can access the address book from the To and CC fields and also from the top menu.

**Spell check**



Unlike Outlook, Webmail does not automatically check your spelling. Once you have finished writing your email then click on the Spell Check icon in the top menu.