

Accessing CAMH's Internet Site

Web Mail allows you to read your CAMH email securely from a remote location via a web browser.

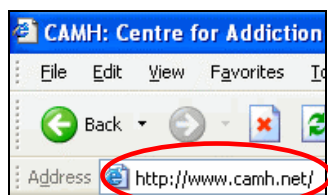
To access your CAMH email account via Web Mail, follow these instructions:

1. **Double Click** the Internet Explorer icon on your desktop.

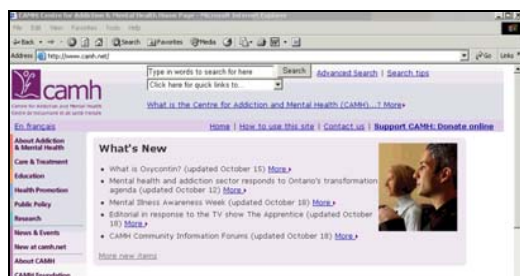


2. Click in your web browser's **Address** field and type the following web address:

<http://www.camh.net>.



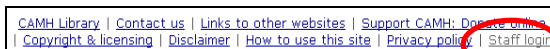
3. CAMH's Internet site launches.



Accessing Web Mail

CAMH now has a new and totally improved version of web mail that looks and functions much better than the old web mail. With the new web mail, communicating and organizing old messages just got easier. If you want to use the new web mail, do the following:

1. Scroll to the bottom of CAMH's home page.
2. Click the **Staff Login** link located at the bottom right-hand side of the home page.

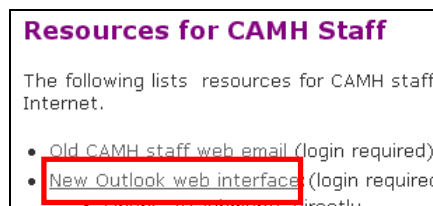


3. A new window appears.



Logging in from Inside CAMH

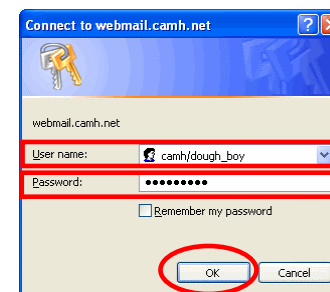
4. Click the link **New Outlook Web Interface** under the heading **Resources for CAMH Staff**. The page will reload and Sign-in dialogue box will display.



Accessing Web Mail continued...

5. Click in the **User name** field and enter both the CAMH domain and your user name. The domain is always **camh** and a forward slash, followed by your first name, an under score, and your last name. For example:

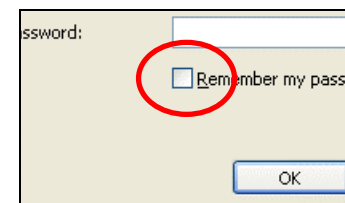
e.g.: **camh/dough_boy**



6. Click in the **Password** field and enter the same password you use when logging into your workplace computer.
7. Click the **OK** button when you are done adding your information.

Privacy Note!

On the Sign-In dialogue box that displays (see image above) a small checkbox displays above the **OK** button that, when selected, instructs your computer to remember your login information (i.e. Username and Password). This prevents you from having to add your Username and Password each time you sign-in to your web mail account.



However, it is **not** advised that you save your sign-in information on your computer, especially if you share a computer with other workers. Every time another user accesses the CAMH Web Mail web page from the computer you save your info on they will have the ability to access your personal and private email communications.

Accessing Web Mail continued...

Logging into the New Web Mail from Outside CAMH

You can access the new web mail from outside of CAMH (i.e. from home or the library). The sign-in process varies to add an extra level of security to your communications. Do the following:

1. Click the link **New Outlook Web Interface** under the heading **Resources for CAMH Staff**. The page will reload and display the sign-in fields.
2. Click in the **Domain/Username** field and add the CAMH domain and your user name. The domain is always **camh** and a forward slash, followed by your first name, an under score, and your last name. For example:

e.g.: **camh/dough_boy**

3. Click in the **Password** field and enter the same password you use when logging into your workplace computer.

Under the sign-in fields there are security settings you must select to protect your account:

Client:

Select **Premium** if you have a high-speed internet connection and **Basic** if you have a slower connection.

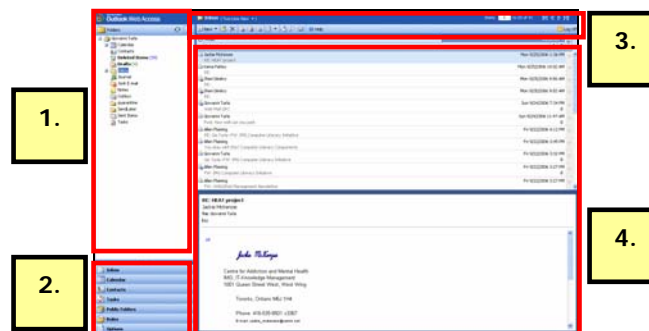
Security:

Select **Public or shared computer** if you are using a shared computer. Select **Private** if you are the only person using the computer.

4. Click the **Log On** button.

Orientation of the New Web Mail

The new Outlook web mail has several improved features including its clean layout and responsive interactivity.



The web mail page is very intuitive and simple to navigate through, but an orientation is provided below.

1. Folder List: This is located in the top left-hand quadrant of the page. Depending on the application you are using, any applicable folders will list in this area. If you are viewing the contents of your Inbox, any subfolders you have created, including the subfolders created by Outlook (e.g. Sent Mail, Deleted, etc.) will display here. You can click on any sub folder to view it's contents.

2. Functions Box: Outlook web mail provides more functions than simple email. You can also access your **Calendar** and book meetings and events or your **Contacts** list to obtain information. When you click on a different function from this list, the view of your Outlook web mail page will change accordingly.

3. Task Bar: When working with email, several buttons will display that allow you to interact with messages (i.e. Reply, Forward, Delete, etc.). There are also navigation buttons displayed that allows you to sort through messages in the **Content Area** and **Log Off**.



4. Content Area: While working with email, depending on the folder you've selected from the **Folder List**, the content of the folder will display in the content area. To view an email message in the content area, double click the message. A separate window will open with the message displayed and response buttons for you to take action (i.e. Reply, Delete, Forward, etc.).

Web Mail Function Buttons

When using Outlook Web Mail there are a few function buttons worth understanding. In the **Function Box** there are several buttons that you use to interact with email:

1. **New** : Click this icon to compose a new message. If you click downward pointing arrow beside the button you'll be presented with the option to create other "new" tasks (i.e. meeting requests, contact, etc.).
2. **Move/Copy** : Click this button to move messages in your inbox to other folders. Once clicked, a separate window opens directing you in the process. Ensure you highlight the message to move.
3. **Delete** : Click this button to send a message to the trash. Ensure you highlight the message to delete.
4. **Reply/Reply All/Forward** : These 3 buttons allow you to respond to messages. Click **Reply** to compose a reply directly to the sender of a message. Click the **Reply All** button to send your message to all recipients on a message. Click **Forward** if you want to forward a message you received to someone not included as a recipient on the original message.
5. **Show/Hide reading Pane** : You may or may not have a preview pane displaying. A preview Pane allows you to read the contents of a message without opening it in a separate window. Click this button to show or hide your preview pane.
6. **Check for New Messages** : Click this button to see if you messages have arrived
7. **Search** : Click this to search through for information in an email stored in a folder. A separate window will open lead you through the process.
8. **Address Book** : Click this to search through your contacts.

Signing Out

To sign out of Outlook web mail do the following:

1. Click the **Log Off** button in the top right-hand side of the screen to sign out.