Reading & Sending *GotMail?*

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http://www.njcu.edu/dept/its

Accessing *GotMail?*

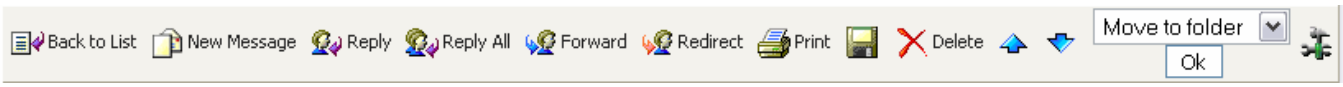
From any computer connected to the Internet, start the web browser and enter the following URL in the address bar: https://gotmail.njcu.edu/. You will be prompted for your username and password. Enter this information in the appropriate entry boxes and click the Log In button.

Please note: You are allowed three attempts to log in to the same account. After the third try, the account is temporarily disabled. Stop by the Computer Center to reset the account or simply wait 20 minutes, then try again.

Upon login, all new Email is downloaded to the ***GotMail?*** server and listed on the main, Inbox folder Index page. If you have a large number of messages, ***GotMail?*** divides your listing into several index pages and delivers your list of messages one page at a time. To view the next page of messages, use the Next Page button (▶) or click the desired page number. You can use the Previous Page button (◀) to return to the previous page. (Note: These buttons and page numbers only appear if the list of messages extends beyond one page.)

Reading Your Email Messages

To read a message, click on the address in the "From" column of the index page or the "Subject" column. ***GotMail?*** displays the Read Message window, which shows the message that you selected and provides a new set of action buttons on the reading window toolbar:



Use the Next button (⬆) to view the next message in your current folder. To view the previous message in your current folder, use the Previous button (⬇). Click on the "Back to List" button to go back to your list of messages.

To reply to a message you are reading, click on the Reply button. Use the Reply All button if you wish to send the reply to every Email address in both the From and CC fields. "Redirect" is a special version of Forward that retains the original sender's email address in the From field, allowing the forwarded recipient to click his/her Reply button to reply to the original sender – not the forwarding party. Note: New messages can arrive at your mailbox while you are logged in but you will not see them until you use the "Get Mail" button in the Inbox index page to refresh your list.

Sending a New Email Message

Click the "New Message" button from the Read Message or the Index window.

Exiting *GotMail?*

To exit ***GotMail?***, click on the Log Out button *available on all pages.*

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