


HOW DO I USE EMAIL IN THE LIBRARY?

The answer to this question depends on what you want to do!

I want to read and use my normal email

You need to have a web based email interface provided by your email provider. If you are using your College email address you can login to it via the Library website. If you don't have a web based email option then you aren't able to do this in the Library.

I want to quickly send an email

 Use QuickMail! This little utility is on all the library computers, and is an easy way to send a document you have been working on to yourself.

- Double click the icon on the Start Menu or on the desktop.
- Fill in the From, To, and Subject fields.
- Click Attach to select a file to send with the email, or drag and drop the file onto the window.
- Type your message in the lower pane.
- Click Send.

