

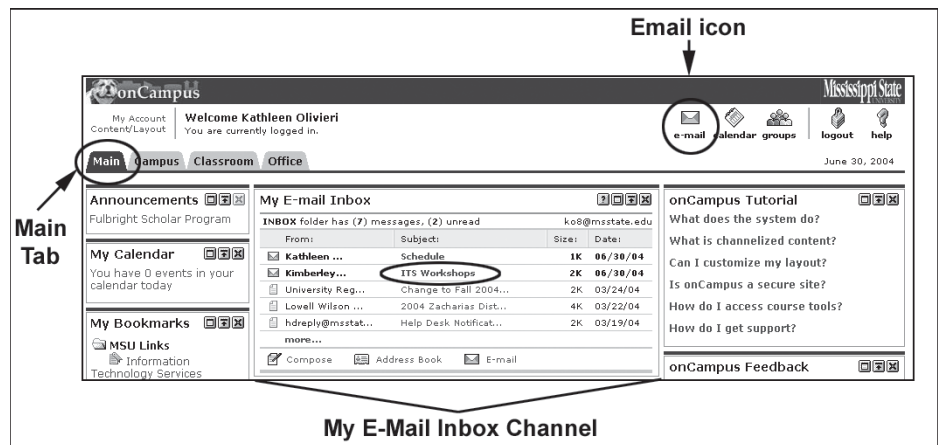


## Reading and Sending Email Through onCampus

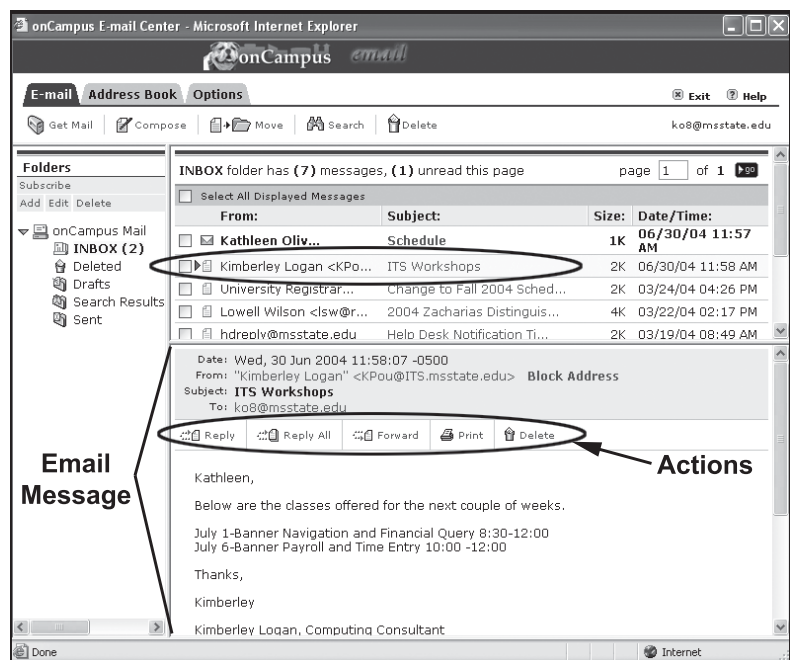
onCampus is designed to enhance personal productivity by providing customized and personalized access to a variety of university systems and information. onCampus offers single sign-on access to such Web services as Banner Web, WebCT, NetID@msstate.edu email accounts and personal calendars. This factsheet provides step by step instructions for reading and sending your NetID@msstate.edu email.

1. Login to onCampus ([oncampus.msstate.edu](http://oncampus.msstate.edu)) with your **NetID** and **NetPassword**. You are on the **Main** tab.

2. Your email inbox can be accessed through a **channel** or by selecting the **email icon** in the right corner. In the **My E-mail Inbox** channel, select the message you would like to read by clicking the **subject** of the message.

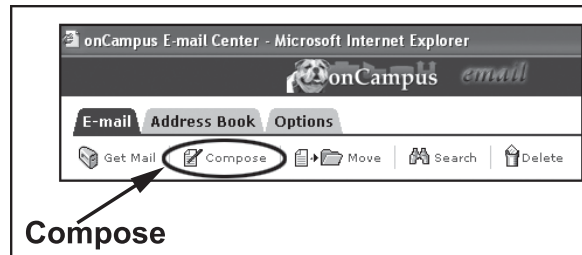


3. The **onCampus E-Mail Center** will appear in a new window with the message is displayed. In the Inbox folder, the message that you are viewing will be **highlighted** and will also have a **red triangle** pointing toward the message. You may also take an action on the email by selecting the **Reply**, **Reply All**, **Forward**, **Print** or **Delete** icons directly above the message.

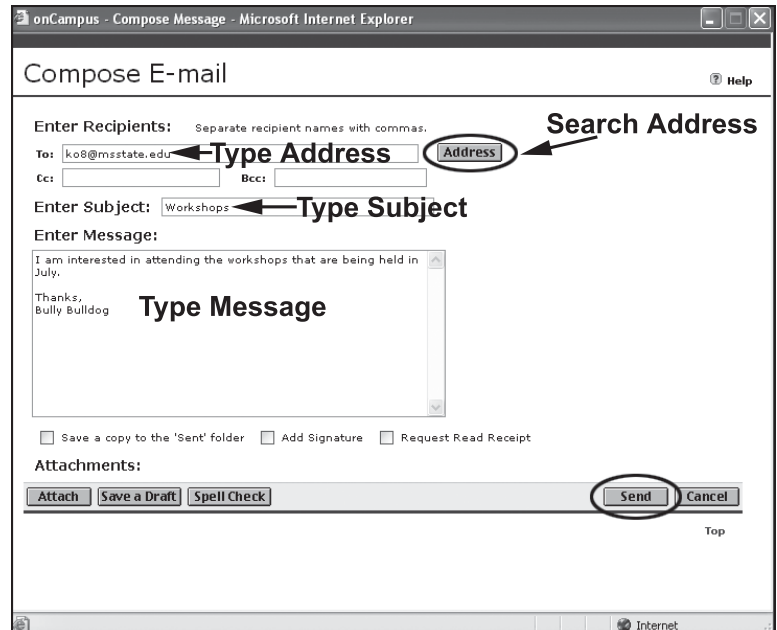


4. To read another message click on the **subject** of the email.

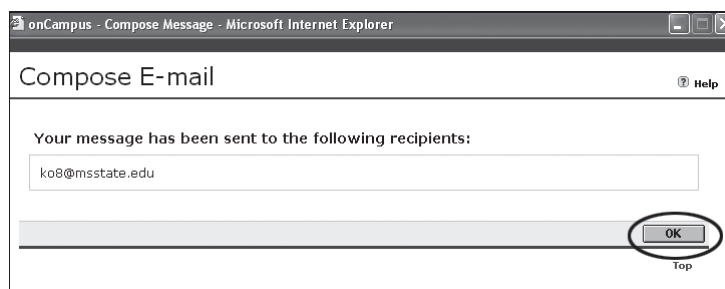
5. To send a message, click the **Compose** button at the top of the **E-Mail Center** window.



6. The **Compose E-Mail** window will appear. To enter the email address, you may either type the recipients email address into the **To:** box or select the **Address** button to locate the email address within an address book. Type the **Subject** and **Message** in the appropriate boxes. When completed, press the **Send** button.



7. The **Compose E-Mail** screen will display that the message has been sent. Click the **OK** button and you will return to the **onCampus E-Mail Center** window.



8. Congratulations, you have successfully read your NetID@msstate.edu email and sent a message from your NetID@msstate.edu email through onCampus.