

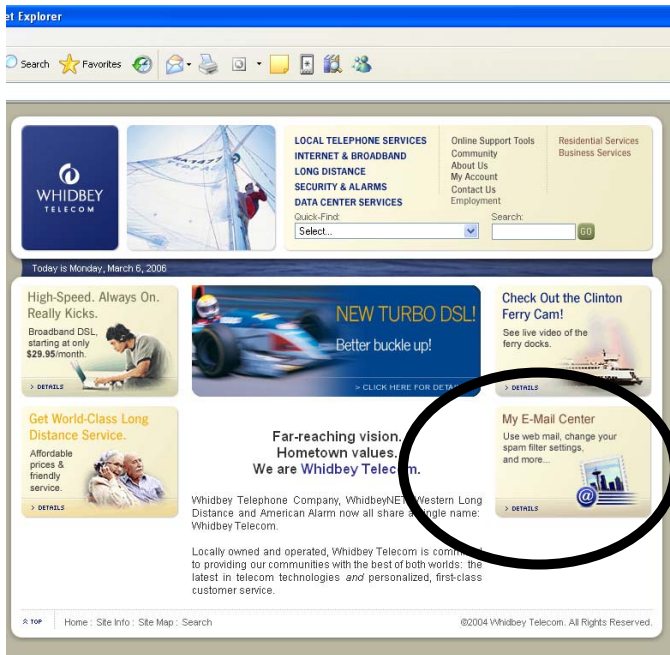
INTERMEDIATE COMPUTER The "NEXT" Step

HOW TO CHECK YOUR MAIL BOX AT WHIDBEY NET (USING WEB MAIL)

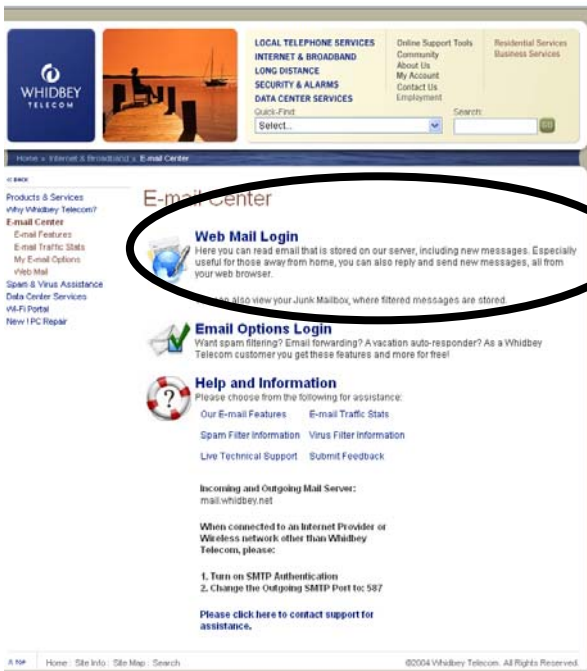
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Class Handout #22

You can easily check your WhidbeyNet email when traveling. To do so, open Internet Explorer and go to the Whidbey Telecom page at www.whidbeytelecom.com to see the following:



Click "My E-Mail Center" to see the next screen.



Click 'Web Mail Login' to sign in. You'll need both your user name AND your password assigned by WhidbeyNet. Your user name is your email name. For example, my email is bcctg@whidbey.com, therefore my USER NAME is bcctg.

INTERMEDIATE COMPUTER

The "NEXT" Step

HOW TO CHECK YOUR MAIL BOX AT WHIDBEY NET (USING WEB MAIL)

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Class Handout #22

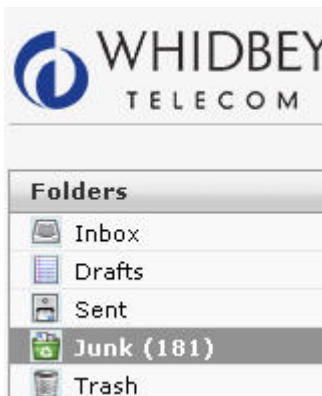


This is the sign-in screen.

Enter your Username (remember that's the same as what PRECEDES @whidbey.com).

Enter your password (given to you by WhidbeyNet).

Click 'Login' to go to your email



Empty Selected Folder

To delete the junk you can click on the Junk folder and click the **Empty Selected Folder** on the bottom of the left panel.

You can also click the Select **All** button at the bottom of the window.



and then click the **Move Message to Trash** button at the top of your window.



Click **OK** to delete the messages.

