

CHECKING E-MAIL WHILE AWAY

or troubleshooting problems receiving large or corrupt e-mail:

If you have access to Internet you can check your e-mail while you are away from your computer.

Go to Glenwood's home page: www.gtmc.net

Click on the WEBMAIL link located under Tools in the upper-right hand portion of the page.

Enter your username (account name) & password.



DO NOT ENTER THE @gtmc.net
Use lowercase alpha characters only.

Click on the Login button or hit ENTER.

A screenshot of a web browser's login form. The form has a blue header with the word "Login" in white. Below the header are two input fields: "UserID:" and "Password:". To the right of the "Password:" field is a checkbox labeled "use HTTP compression". Below the input fields is a "Login" button.

The messages are listed in date order with the newest message as number one. You can sort the messages by any of the headings – just click on the heading title (Such as Date, Sender, Subject, Size, etc).

Open WebMail version 2.32 Help?



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To look at a message – click on the underlined Subject
The message will be displayed in the bottom of the screen:



Note here that you can Reply, Reply All, Forward, Delete, etc.

To delete multiples messages, you can put a checkmark in the box to the right of the messages and then hit To Trash at the top of the page.

IF YOU DELETE THE MESSAGE – IT WILL NOT BE AVAILABLE TO YOU WHEN YOU RETURN TO YOUR COMPUTER – IT WILL BE REMOVED FROM THE MAIL SERVER.

On the left side you will have a “New” button – this is the button to click on to start a new message.

You can build a separate address book in Webmail & save messages to folders within webmail.

TROUBLESHOOTING E-MAIL PROBLEMS:

If you have a problem receiving your e-mail due to a large or corrupt message you can use the above procedures to look at your mail on the server & delete the message or messages causing the problem. This usually occurs when you either can't receive the first message (the bottom of your inbox will show it is receiving 1 of ### messages & doesn't advance) or you receive duplicate messages over and over. The problem message is probably the one AFTER the message you received last.

You can also use Web Mail to remove unwanted mail that is not blocked from the server before downloading it onto your computer.