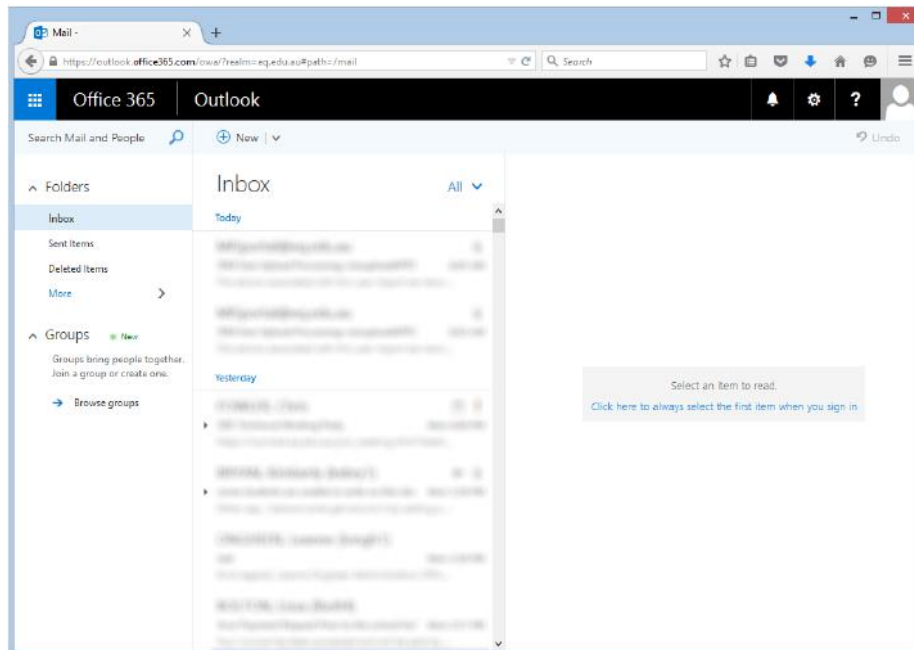# USING WEBMAIL

1. ACCESS THE WEBSITE

Webmail access is located at https://owa.ed.edu.au – once you have logged in using your student login and password, you will be redirected to your mailbox, which will look like this:

2. NAVIGATING FOLDERS

You can view a full list of folders by selecting the **More** option from the list of folders on the left. **Inbox** and **Sent Items** will be your most important mailboxes. **Inbox** is where all your incoming mail will be sent, and **Sent Items** keeps copies of all the mail you have sent. You can navigate between folders by clicking on them. To view an email, simply click on the one you want and it will appear on the right hand side.

3. SENDING MAIL

To create a new email, click the **New** button up the top. It will open a new email on the right. Enter the recipient's email address in the **To** section. If you wish to attach any files, this can be done by clicking the **Attach** button and selecting the file. Once you have finished your email, click **Send** to mail it.