

# Navigate your Email Inbox

- ✉ Type in your **User Name/and Password** EXACTLY as you did when you setup the account.
- ✉ Click **“Sign-in”**.
- ✉ Email Options in left-hand task bar.
- ✉ To open an email click on the **“Subject”** of the email.
- ✉ To create an email click on **“Compose Mail”**.
  - Enter in the recipient’s email address in the **“To”** line.
  - Enter in a **“Subject”** if applicable.
  - Type your message in the body of the email.
  - Hit **“Send”**.
- ✉ To view **“Sent”** messages click on **“Sent Mail”** in the left-hand task bar.