

# MayfieldEWS Wireless Internet

## MayfieldEWS Wireless Webmail

### Can I Check My E-mail When I'm Not At My Home Computer?

MayfieldEWS Wireless Webmail lets you check your e-mail from any computer in the world that has Internet access. You can send and receive mail and create and maintain an address book while away from home. There's no need for special software. As long as you have a valid MayfieldEWS Wireless e-mail address, and your password, and access to the internet, you can use Webmail.

To access your MayfieldEWS Wireless e-mail using Webmail, click here: [MayfieldEWS Wireless Webmail](#)

1. Enter your username.
2. Enter your password, which is case sensitive.
3. Click **Login**.

Once you have logged in, you can:

- Send messages
- Receive messages
- Reply to messages
- Forward Messages
- Delete messages
- Use e-mail address book
- Change e-mail options

To send a message:

1. Once you have logged in, click on **Compose** located on the top menu bar to compose your new message.
2. Type the recipient's e-mail address in the **To:** field. (Your own address will appear in the **From:** field.)
3. Type the subject of your message in the **Subject** field.
4. Type your message in the body text area.
5. If you wish to attach a file, type the file name in the Attach box is provided or click the **Browse** button to select your file. Click **Add**. You will see the attachment added to your message.
6. To send, click **Send** at the bottom of the body text area or right above the body text area.

To receive a message:

1. Click **Check Mail** from the left side menu bar.
2. If you have a new message, it will appear in your Inbox.

3. The subject of the message will be underlined in blue. Click on that link to read your messages.

#### To reply to a message:

1. Once you've read your message, click **Reply** located at the top right of the page to reply to the original sender.
2. A new page will appear (with your original message at the top of the body text area) for you to type your message.
3. After you have composed your message, click **Send**

#### To forward a message:

1. After you've read your message, click **Forward** located at the top right of the page to pass the message along to someone else.
2. A new window will appear, and the title of your forwarded message will show up in the subject box.
3. Type the e-mail address of the recipient in the **To:** field.
4. Click **Send** at the bottom of the body text area or right above the body text area.

#### To delete messages:

1. Click on the appropriate check boxes.
2. Click **Delete** located at the top right of the page.
3. Once you click delete, the selected messages are deleted from your Inbox and will be stored in the Trash folder until you purge it. To completely delete e-mail to free up space in your e-mail box and so that it can not be retrieved again, click **Purge** on the left side menu bar beside Trash. The Purge command will not be shown unless there is mail in your Trash folder.

**\*Please note you must purge your Trash folder to free up space in your e-mail box. Your e-mail box size is 20M.**

#### To use the e-mail address book:

1. Click on **Addresses** located on the top menu bar.
2. Type in e-mail address and information of all your frequently used addresses in the text box. Click **Add Address**.
3. Next time you send a message, you can easily add recipient addresses to the appropriate fields by clicking the name in the address book.

#### To change your e-mail options:

Customize your Webmail by clicking on **Options** located on the top menu bar.