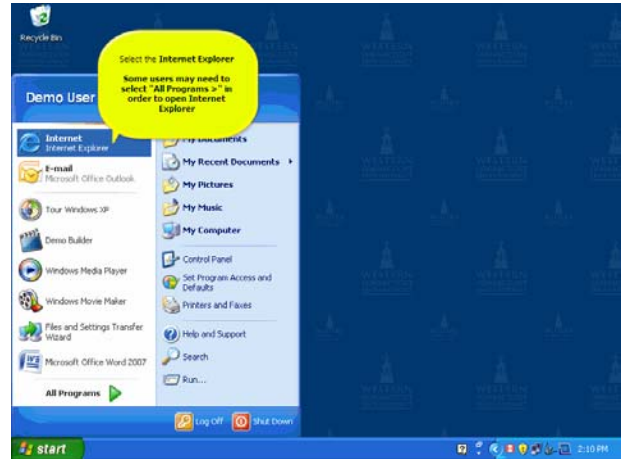
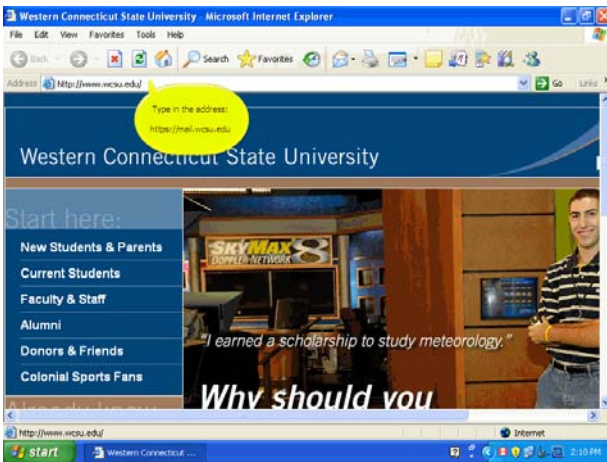


Click Start button

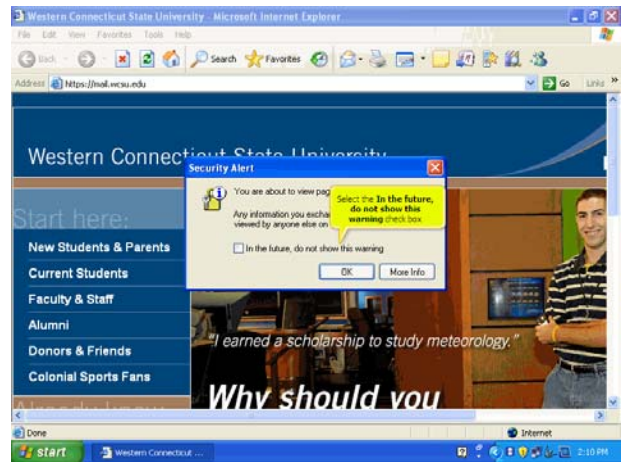


Select the Internet Explorer

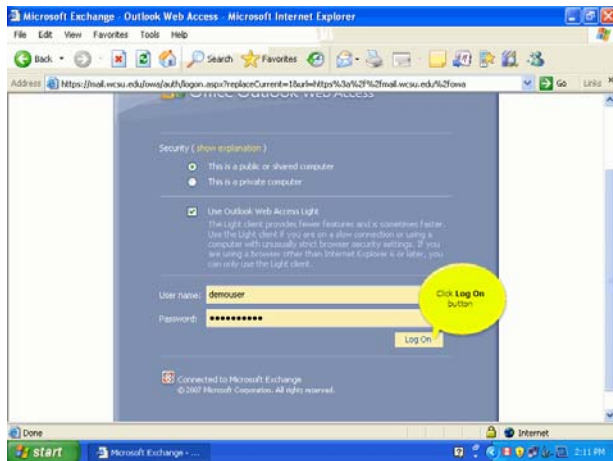
Some users may need to select "All Programs >" in order to open Internet Explorer



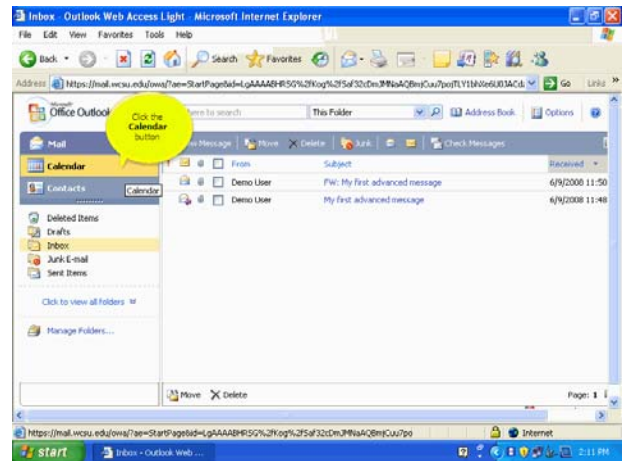
Type in the address:
<https://mail.wcsu.edu>



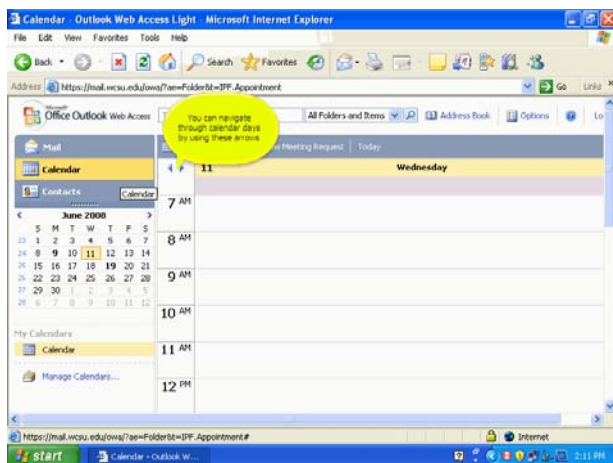
Select the In the future, do not show this warning check box



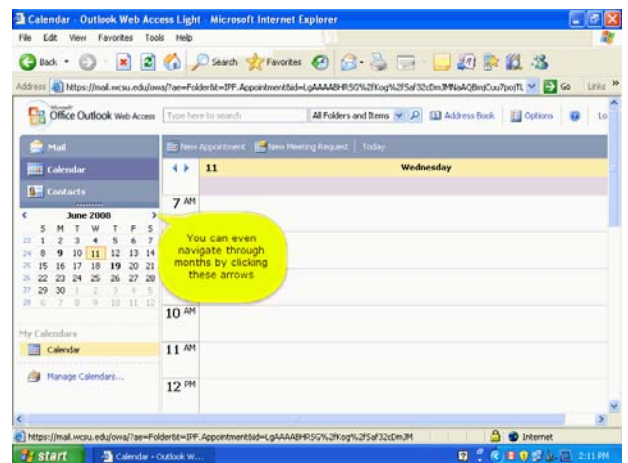
Click Log On button



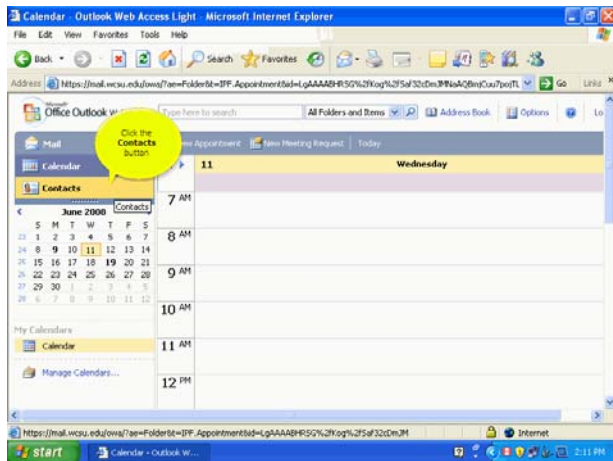
Click the Calendar button



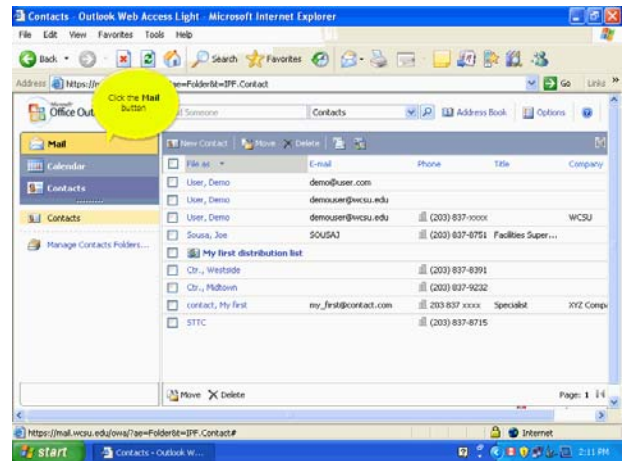
You can navigate through calendar days by using these arrows



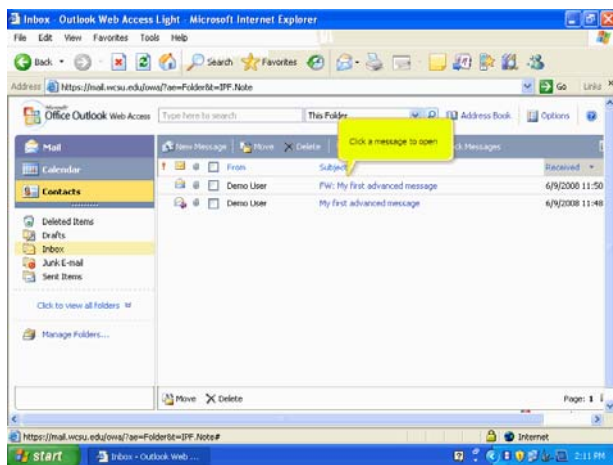
You can even navigate through months by clicking these arrows



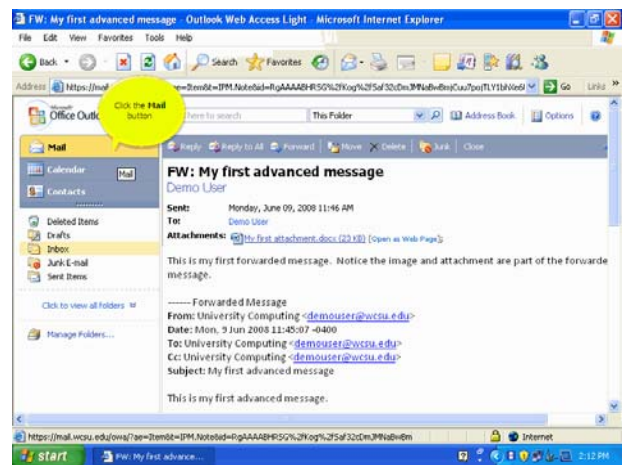
Click the Contacts button



Click the Mail button



Click a message to open



Click the Mail button