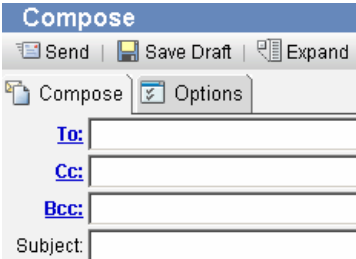

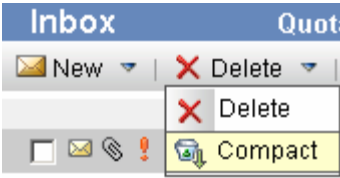


Oakland County Webmail Quick Reference Guide

This Quick Reference Guide will familiarize you with changes to common features used with the latest Webmail interface.

Feature	Prior Version	New Version
System Login: Email user names have changed from the standard of <i>Last Name, First Initial</i> , to the user's complete email address.	e.g. <i>smithj</i> .	e.g. <i>smithj@oakgov.com</i> .
Composing Messages: Composing a new email message has changed from a link to a button.	Compose link.	New button.
Address Book: Access to the address book has changed from a button to links.	Address Book button.	To:, Cc: or Bcc: link found within a new email message. 
Check Mail: The Check Mail feature has changed from a link to a button.	Check Mail link	Check Mail button.
Reply All: Replying to all email recipients has changed from a link to a button.	Reply/All link.	Reply All button found under the Reply drop down menu. 
Deleting Messages: Deleting messages has changed from a link to a button.	Remove Deleted link.	Compact button found under the Delete drop down menu. 

If you have any questions, please contact the IT Service Center at (248) 858-8812.