

## **PCC Webmail Overview**

PCC Webmail is a web email or web-based email that allows you to access, send, and receive email through your standard PCC email account from anywhere in the world without downloading a special program. PCC Webmail helps access your email even when you are off campus. Popular examples of web email or web-based email are Yahoo and Hotmail.

Since all your settings are stored on the PCC server, login with your regular PCC email ID and password. Email tasks are executed while you are connected to the PCC Webmail site. All you need to read, send, and receive mail with PCC Webmail is a connection to the Internet and a browser (like Internet Explorer or Netscape).

If you are familiar with other web email program like Yahoo, Hotmail, Earthlink you should be able to start working with PCC Webmail with little instruction.

However, even if you are a regular user of other web email programs we highly recommend that you review at least the first tutorial - Setting-up PCC Webmail.

1. Setting up PCC Webmail
2. Reading email
3. Composing email
4. Using address books
5. Using folders
6. Working with personal email clients