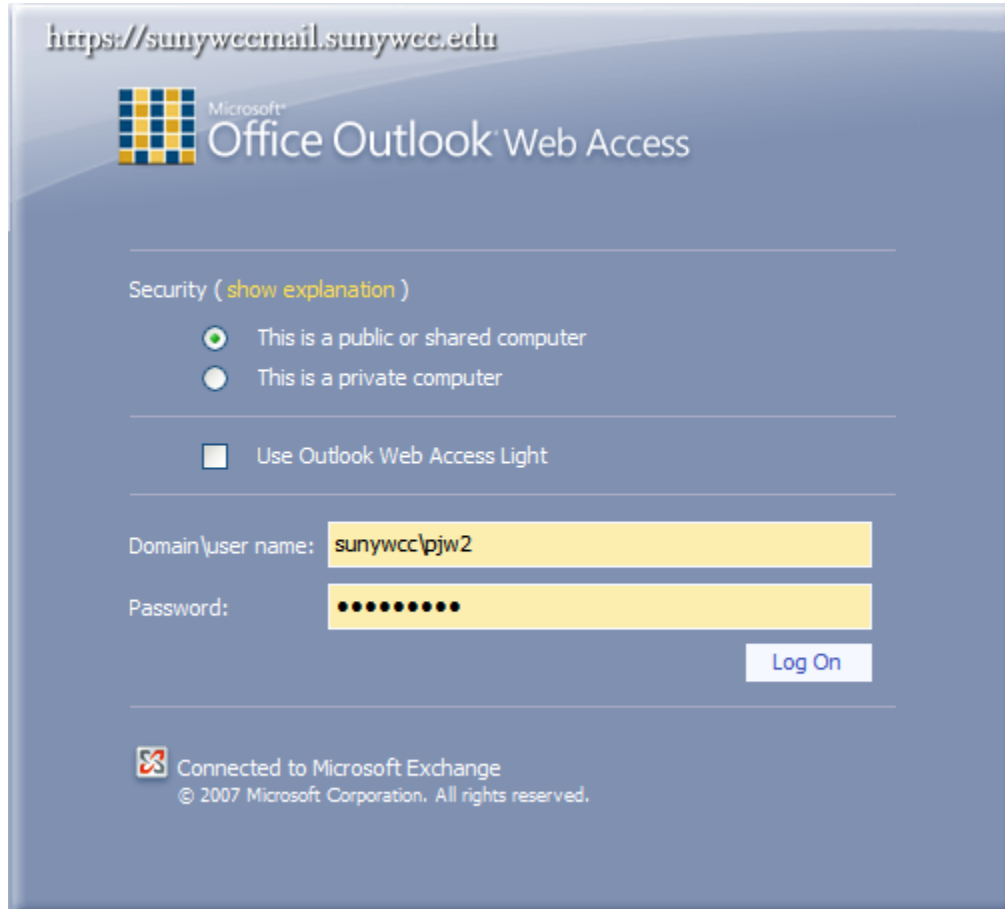



Using WCC Mail

Logging on to Outlook Web Access

1. Point your browser to <https://sunywccmail.sunywcc.edu>. The following login box appears:



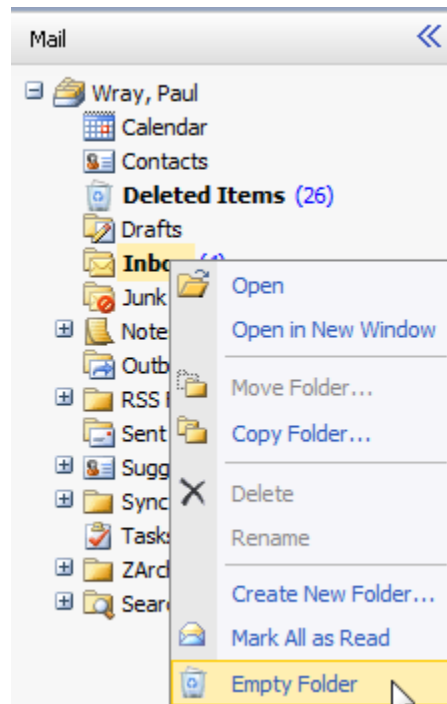
2. In the Domain\user name box, type **sunywcc\xxxx**, where **xxxx** is your four-character ID, for example, **pjw2**.
3. In the Password box, type your password
4. Click the Log On  button.

Note: You may have to repeat steps 3 and 4 before the logon is successful. The Outlook Web Access screen appears and you can use your e-mail account.

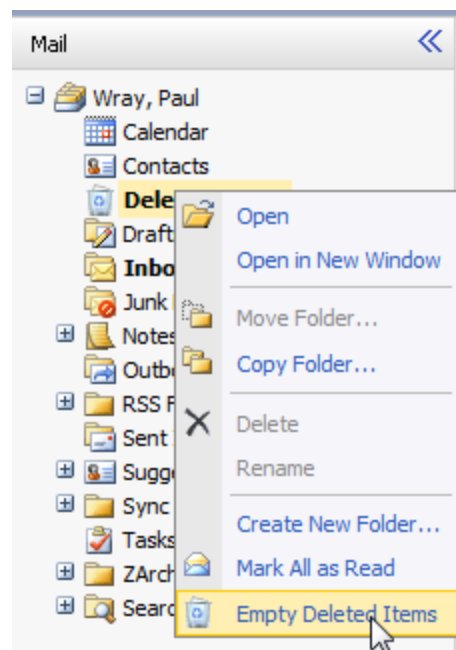
Cleaning up Your Mailbox

To empty your mail box if you are using **Internet Explorer** as your browser*:

1. Point to the Inbox and right-click to display the following menu.



2. Left-click the *Empty Folder* option.
3. Point to the Deleted Items, and right click to display the following menu.



4. Left-click the *Empty Deleted Items* option.

*With other browsers, such as Firefox and Safari, you may have to select e-mail messages and delete them. To do so in the Inbox, hold down the Shift key, left-click the first one to be deleted, then left-click the last. You may need to repeat this step a number of times. Remember that you must repeat this action for the Deleted Items too.