

Using the Web Interface for Faculty/Staff Lewis Email

Logging In:

- Go to <https://webmail.lewisu.edu>
- Enter your Lewis University email address or user name.
- Enter your password; default is set to your Lewis University ID number.
- Press **Enter** or click **Log On**.
- You are allocated **500 MB** for storage space *including* items located in your Sent and Deleted Items folders.

Getting Your Messages:

- Click on your Inbox.
- Message Subject Lines will list on the right.
- Double-click a message to open it.

Sending a Message:

- Click on the **New** drop down list.
- Select **Message**.
- Type an email address in the To: field, or click on the To: button to find a name in the Lewis University Global Address List.
- Type your message.
- Click **Send**.

Adding an Attachment:

- After creating your message, click on the **Attachments** button.
- Click on the **Browse** button and locate the file you want to send.
- Click the **Attach** button to add the file listed above.
- Click **Close** and **Send** message.

Changing Your Password:

- Login to your email account.
- Click on the **Options Icon** (in the Navigation Pane).
- Scroll down and click on the **Change Password** button.
- You may be asked to re-enter your user name and password in a Security window.
- In the Internet Service Manager web dialogue box, use the following settings:
 - **Domain:** lewisu.local
 - **Account:** Your user name
 - **Old Password:** Default is your Lewis Employee ID Number
 - **New Password:** The new password must be a minimum of 7 characters, numbers, or a combination of both in length.
 - **Confirm New Password:** Same as the new password entry above
- Click **OK**.