


# Sending and receiving e-mail using the Exchange web interface

It is easy to send and receive e-mail using the Exchange web interface. The Exchange interface allows you to send and receive your e-mail from any location without the need to have a specific program set up. All that you need is a web browser (ie. Internet Explorer, Netscape or Mozilla) and Internet access. In addition to e-mail, the web interface allows you to use the calendar functions and your contacts.

1. Open your web browser and go to The University of Akron home page:  
<http://www.uakron.edu/index.php>

2. Click the ZipLine  icon in the lower right of the home page.

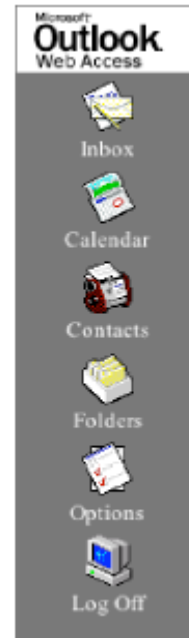
3. On the screen that opens, log in to ZipLine with your UAnet ID and password.



Exchange  
Mail

4. Click on the Exchange Mail icon.

5. Here you will see a bar in the left with tools.



6. Select the tool that you wish to use such as Inbox.

## Deleting Messages

1. In order to delete an e-mail message, it must be selected with the check box.

Multiple messages can be selected at the same time.



2. Click delete.

3. Deleted messages will remain in your deleted messages folder until you purge them. In order to do this, click purge icon.

