


# Sending and receiving e-mail using the Webmail interface

It is easy to send and receive e-mail using the Webmail interface. Webmail 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 (i.e. Internet Explorer, Netscape or Mozilla) and internet access.

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

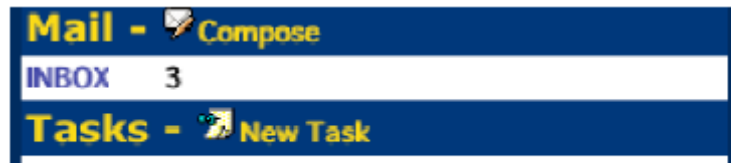
2. Click the ZipLine  icon in the lower right of the home page.

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



4. Click on the Webmail  icon.

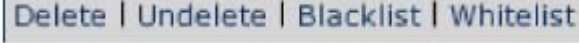
5. Click on Inbox.



6. From this interface you will be able to read and compose e-mail.

## 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 have a blue line through them. They will remain in your deleted messages folder until you purge them. In order to do this, click purge deleted.

Hide Deleted | Purge Deleted