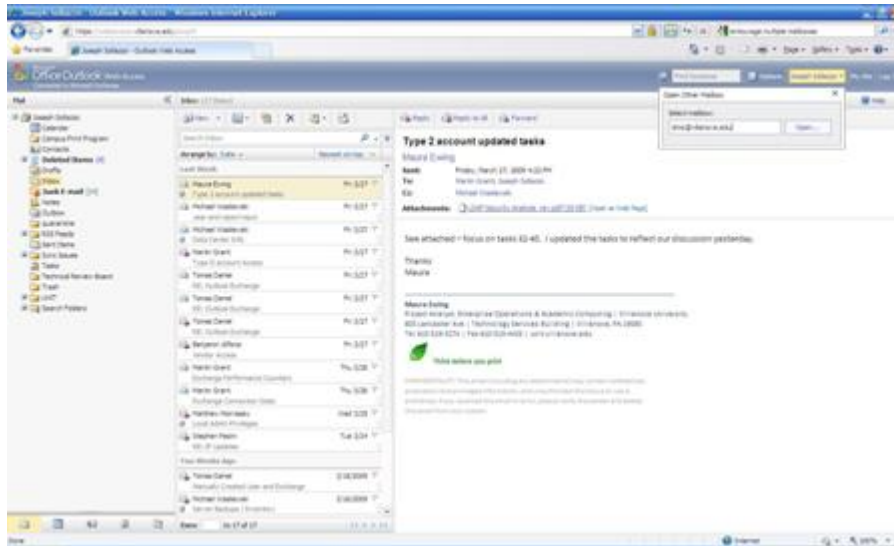


Accessing Group E-mail Account through Webmail

To access a group (generic) email account that you have access to, you must first log into your own email account at <http://webmail.villanova.edu>.

Once logged into your mailbox, you will see your name listed on the top right portion of the window. Select your name to bring up the Open Other Mailbox applet. Enter the email address of the mailbox you would like to check. After you enter the email address, click Open.



A new window will open. By default, you will be taken to the Inbox of the generic mailbox. You can now check messages, compose and respond to emails as the generic e-mail account.

