



# North Spencer County School Corporation Technology Tips

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## Navigating Open WebMail

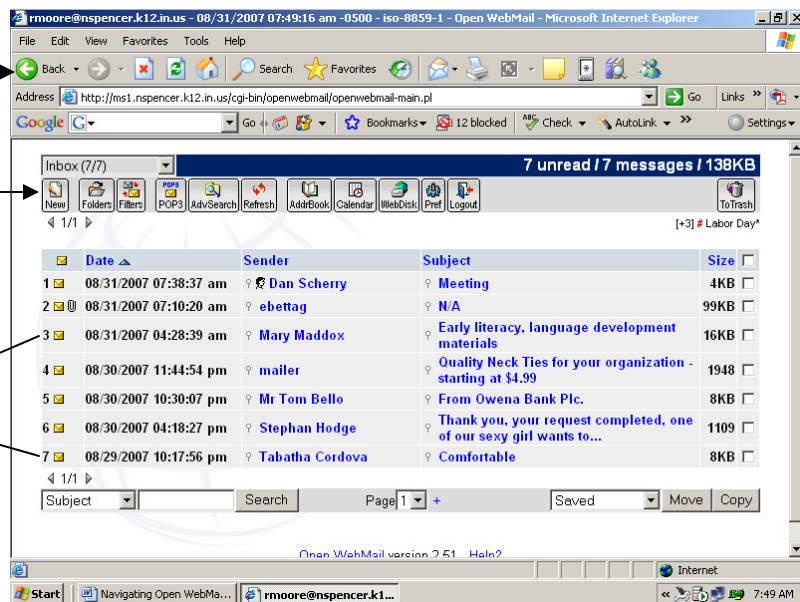
A Gentle Reader of Technology Tips asks: *How do I get around in Open WebMail? I click the Back button, and it doesn't take me to where I want to go.*

OK. The main thing to remember in Open WebMail—or any web-based program for that matter—is to use the program's own toolbar, not the buttons on the Internet Explorer toolbar.

**Internet Explorer  
Toolbar**  
(Don't use this.)

**Open WebMail Toolbar**  
(Use this.)

**Spam** ☹



So, let's say you log into Open WebMail, you see your list of messages (as we do above), you read a message, and you want to go back to your Inbox to select another message to read. You might be tempted to use your Internet Explorer's Back button. That's what we do when we're on Internet, right? Not in this case. Internet Explorer's toolbar and Open WebMail's toolbar operate independently, so to speak. Therefore, IE's toolbar might not take you to where you want to go—as some of you have discovered.

So, in Open WebMail, always use its own toolbar to navigate. Both you and Open WebMail will live together in peace and harmony. ☺

**Don't use this Back button.**

**Use this one.**

