



North Spencer County School Corporation Technology Tips

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Robert Moore, Webmaster, etc.

Reading New Mail

Some folks are having some trouble reading their new messages in Open WebMail. Here's a reminder of how to do that.

1. Log into Open Webmail, and your new messages in your Inbox will appear.

	Date	Sender	Subject	Size
1	05/21/2007 02:42:47 pm	Natasha Heard	Stop gaining weight and get the figure you want	4KB
2	05/21/2007 02:38:04 pm	Randy Fischer	RE: Etienne Timber	4KB
3	05/21/2007 01:04:43 pm	Joan Keller	Board Meeting	947
4	05/21/2007 11:22:18 am	Derek Blackburn	Drugs all over the world!	1826
5	05/21/2007 10:56:44 am	Olyusik	Re[2]: i want to say u it's so nice to meet you	1810
6	05/21/2007 10:09:06 am	Robertson, Tina	PLATO Learning - North Spencer Alternative School	6KB

2. In order to read new mail, you must click on the **Subject** of each message, *not the Sender*. (In NeoMail, you could click on either the subject *or* the sender to open the message, but in Open WebMail, you *must* click on the **Subject**!)