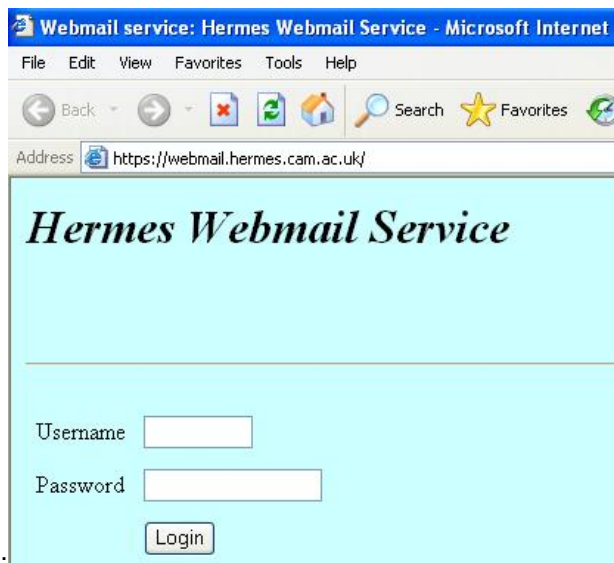


- Logging in to your Email
- Adding to your Address Book

### Logging into your Email - Hermes Webmail

To access your Hermes Webmail open your Internet Browser and go to the following web address -

[www.webmail.hermes.cam.ac.uk](http://www.webmail.hermes.cam.ac.uk)



2. Click in the Username Field

3. Type your CRSID

4. Tab down or click in the Password field.

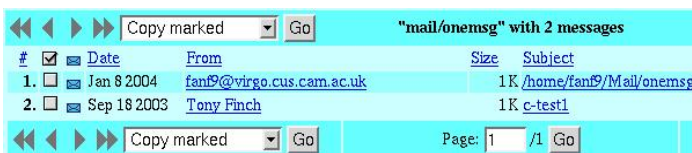
5. Type in your University provided email password.

6. Click Login.

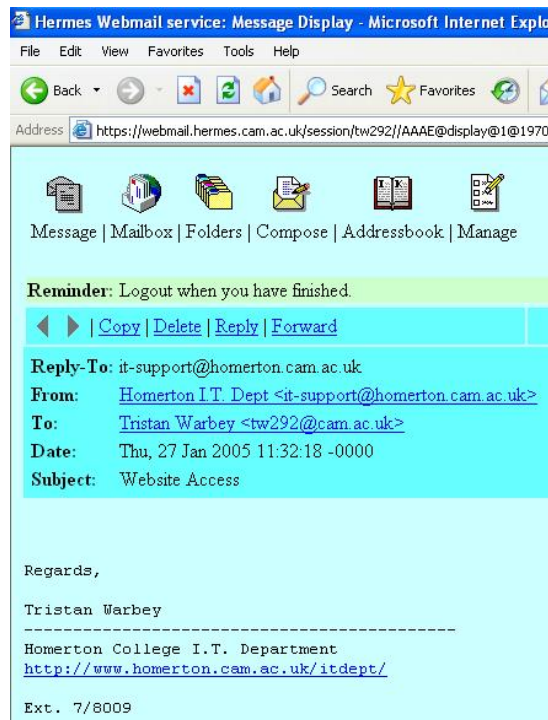
*You will now see the main window appear.*

7. Any email you have waiting for you will be listed as below with the date it was sent next to it.

Click on the Subject of the email or the From address to open it.



8. The screen below displays how email will look when opened, you see the content and any attachments. There are options at the top to **Copy**, **Delete**, **Reply** or **Forward** the email.



### Adding to your Address Book

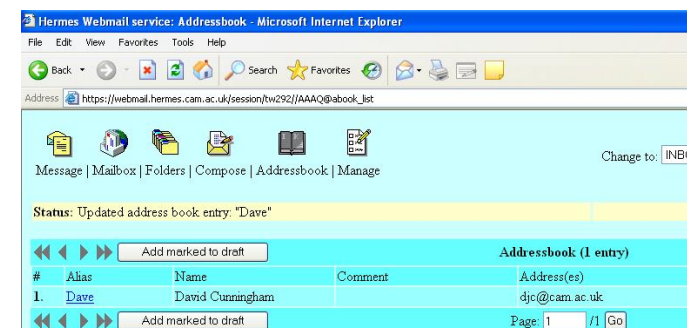
1. Click on the **Address Book** icon at the top of the page



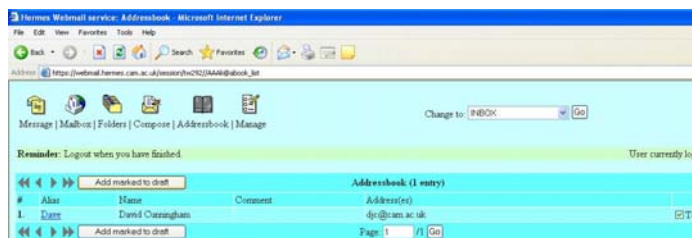
2. Click **Add**

3. Add an **Alias** ie. What you want them to appear as, the contacts **full name**, a **comment** if necessary, then their **email address**. Then click **Add Entry**

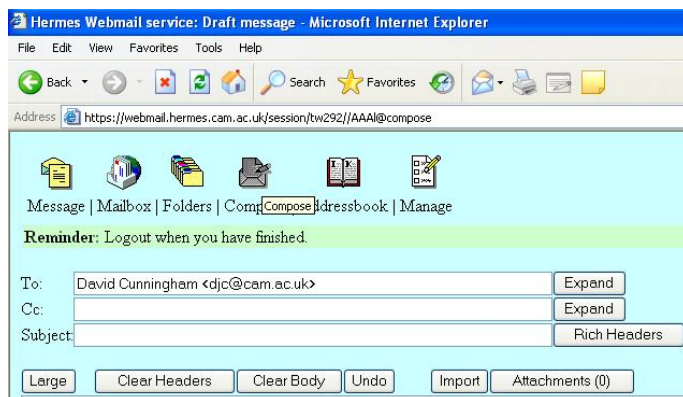
4. You will then be directed to the Address book. In here you can now see that your recent addition now appears in the list of recipients.



4. To send an email to contact in your address book check the **To:** box for each recipient you wish and then click on **Add to Marked to Draft**



5. Click on **Compose** and a new email will open with your chosen recipients already added, simply enter the content of the message as you wish and click **Send**

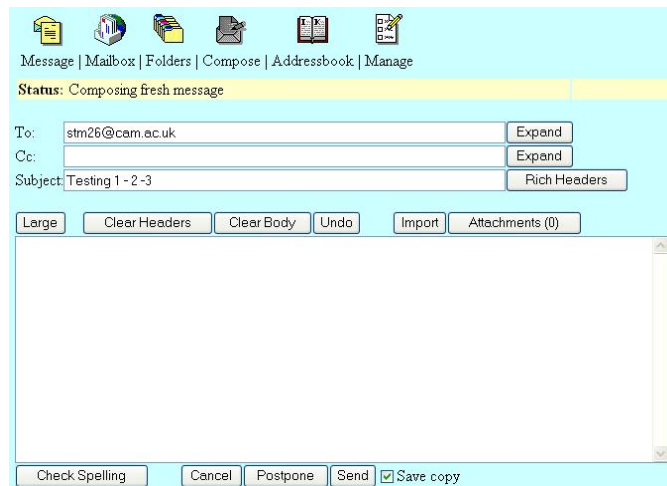


### Composing Email

1. If you just want to send an email to a recipient as a one off and don't wish to add them to your address book click on **Compose** from the top of the page.

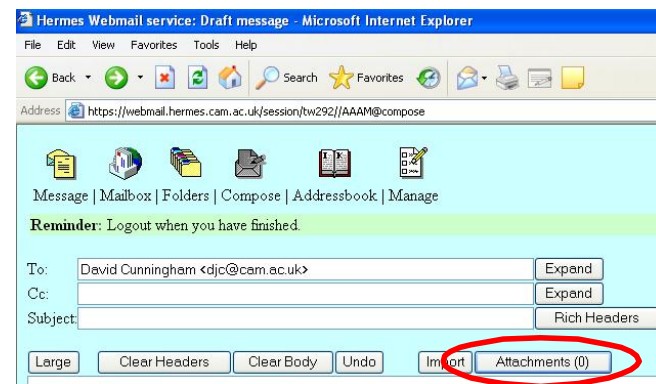


2. This is the **Compose** email screen which contains all the standard options. Enter the email address you wish to send to and a subject. Once you have completed the body of the email click **Send**

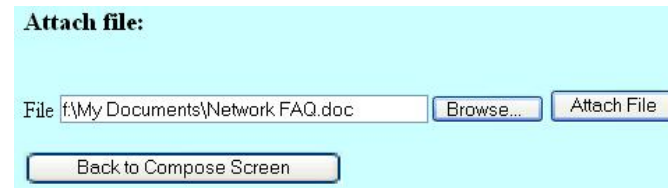


### Attaching Documents to an Email

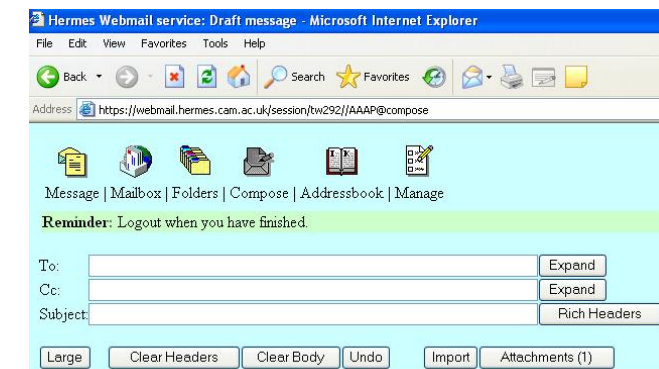
1. At the Compose email screen click **Attachments**



2. Click **Browse**, and select the document that you wish to attach, the path will appear in the File window, Click **Attach File** and then **Back to Compose Screen**



3. On arriving back at the Compose screen you will see that attachments has a 1 next to it. This confirms the item is attached just complete the email as normal and click **Send**



### Logging Out

1. After you have finished with your email it is extremely important that you log out using this **Logout** icon.



2. You will then be asked to confirm whether you wish to Log out Click **Okay**

