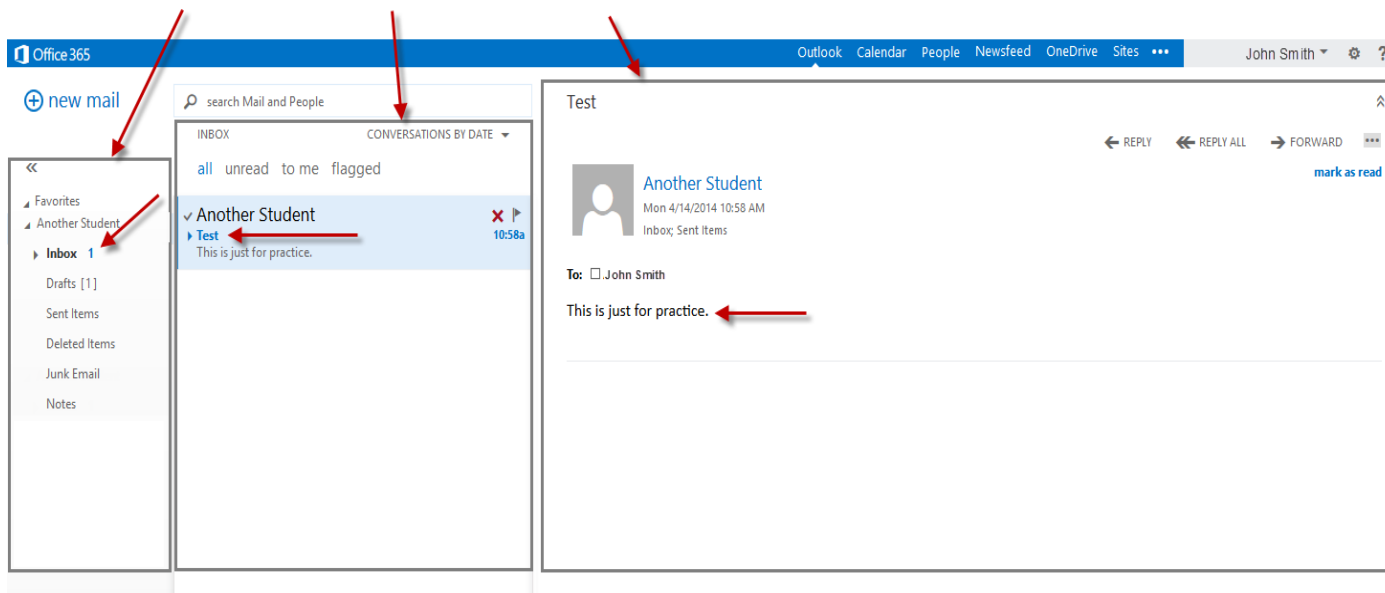


How to View New and Old E-mail Messages

The **How to View New and Old E-mail Messages** in your **Student E-mail Account** will help you keep up to date with important E-mails from Wallace Community College, Instructor (s), or other Students. Please keep in mind that you are responsible for checking your E-mail Account (s) on a regular basis for updates from Wallace Community College or your Instructor (s).

1. To view **New and Old E-mail**:



- a. Once you have logged in, click on the **Inbox** link located in the **Folder's List** on the far right of the screen. The number (**1**) next to the **Inbox** link shows how many new e-mails are listed in your Inbox. For example, the diagram above shows **1 New/Unread E-mail** message.
- b. Once you have clicked on the **Inbox** link, the Inbox screen should appear in the Message List area. You should now see a list of e-mails in your Message List. The **New/Unread E-mail** messages will be in **bold**, and the **Old E-mail** messages will be in **gray**.
- c. Click on the e-mail message that you would like to view. For example, the e-mail message with Subject **Test** from **Another Student**.
- d. Once you have clicked on the e-mail message, Another Student, you should see the message in the **Reading Pane**.

