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.