

## What is DOCS e-mail?

---

DOCS e-mail allows you to send and receive e-mail from a web browser. In addition, you can manage an e-mail address list of contacts and groups, use spell check, create an auto-reply (if you are on vacation or away from access to your account) and use folders to organize your e-mail.

## How does DOCS e-mail work?



---

DOCS e-mail can be easily accessed from either Netscape or Internet Explorer. Once you have logged into DOCS), you can:

- Compose, send and receive mail
- Maintain an address book of contacts and groups
- Send and receive attachments
- Spell-check messages
- Send an auto-reply


## Getting Started

---

1. Log into DOCS at <http://docs.neoucom.edu>
2. Click on the E-mail icon (upper right-hand corner of screen) 
3. Click on the "Compose" button to write an e-mail message 
4. Type in the e-mail address of the recipient in the "To:" field
5. Enter a subject and a message
6. To use spell check, click the Spell Check button
7. To send the message, click "Send."

## Creating a new folder

---

1. From the folders window, click New to create a new folder 
2. Create a new folder name.
3. Click OK, to return to the E-mail window

## Moving messages into folders

---

1. Click on the check box next to the message you want to move
2. Use the drop down menu (Move messages to folder) to select the folder you want.
3. The message automatically moves to the desired folder.

## Creating an Address Book

---

1. Click on Addresses to open the Address book.
2. Click on New Contact to add a name.
3. Click OK to save the entry.

## Getting Help

---

Contact the Help Desk at 330-325-6911 or [help@neoucom.edu](mailto:help@neoucom.edu)



# Quick Start Guide for E-mail

## Support and Help Information

---

### Logging on to DOCS

<http://docs.neoucom.edu>

### NEOUCOM Web Site

<http://www.neoucom.edu>

### Help by E-mail

[help@neoucom.edu](mailto:help@neoucom.edu)

### Help by Phone

330-325-6911

### Other DOCS Guides Available Include:

- DOCS Quick Start Guide to Groups
- DOCS Quick Start Guide to Calendars

(Printable versions of these and other help tools are available at <http://docs.neoucom.edu> from the Tutorial channel)