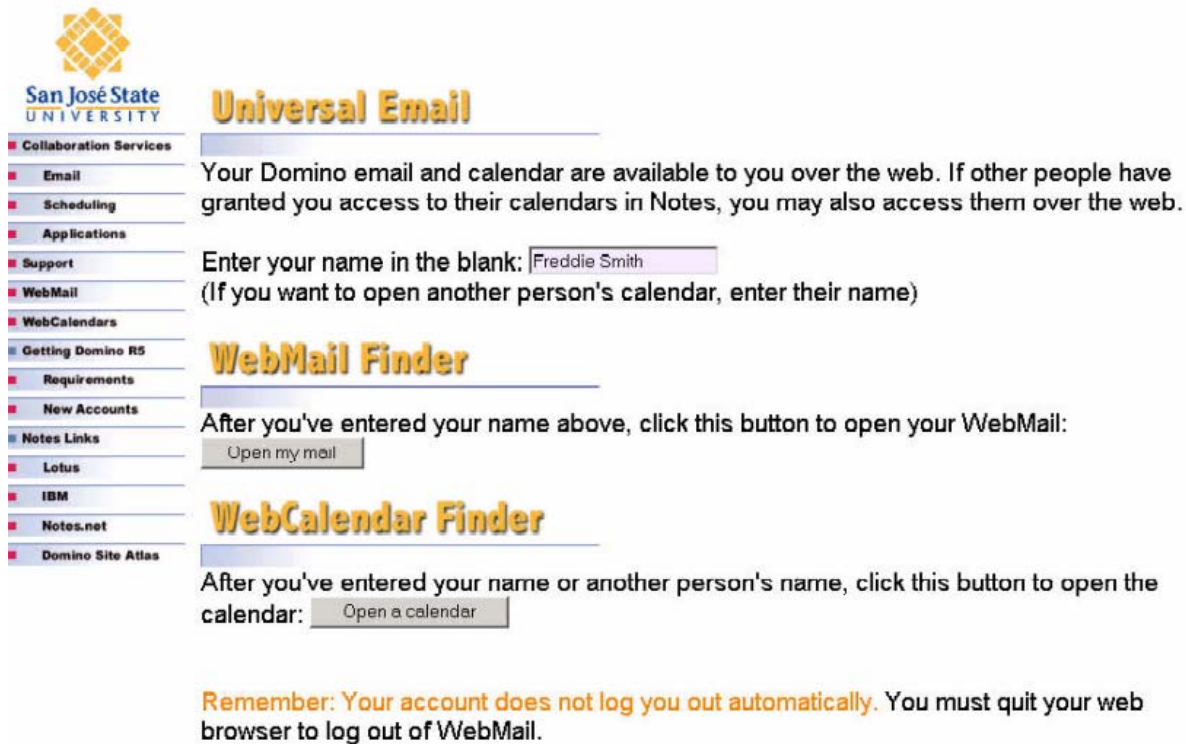


Lotus Notes WebMail Access

Using Web mail to access your Lotus Notes account from off-campus

1. Using any browser, just type: *http://webmail.sjsu.edu*

This is what you will see at the *http://webmail.sjsu.edu* site:



San José State UNIVERSITY

- Collaboration Services
- Email
- Scheduling
- Applications
- Support
- WebMail
- WebCalendars
- Getting Domino R5
- Requirements
- New Accounts
- Notes Links
- Lotus
- IBM
- Notes.net
- Domino Site Atlas

Universal Email

Your Domino email and calendar are available to you over the web. If other people have granted you access to their calendars in Notes, you may also access them over the web.

Enter your name in the blank:

(If you want to open another person's calendar, enter their name)

WebMail Finder

After you've entered your name above, click this button to open your WebMail:

WebCalendar Finder

After you've entered your name or another person's name, click this button to open the calendar:

Remember: Your account does not log you out automatically. You must quit your web browser to log out of WebMail.

2. Enter your full name - NOT your username. This is a search of the Notes address directory from outside, and the search is done by name.

3. Click on open my mail - it's the box under WebMail Finder.

- The next box you'll see is *Server Login*. Enter your Username here; enter the underline portion. username@sjsu.edu

Server Login

Please enter your Username and Password

Username

Password

Getting all your mail could take a while. If this is the first time you are getting your Notes mail off-campus, and there is a lot of mail in your inbox at work, the first time will download every message. It is recommended that you clean out your inbox **before you start his process**.

- Here you are at the inbox. Remember: you can check your messages anywhere with webmail.sjsu.edu

