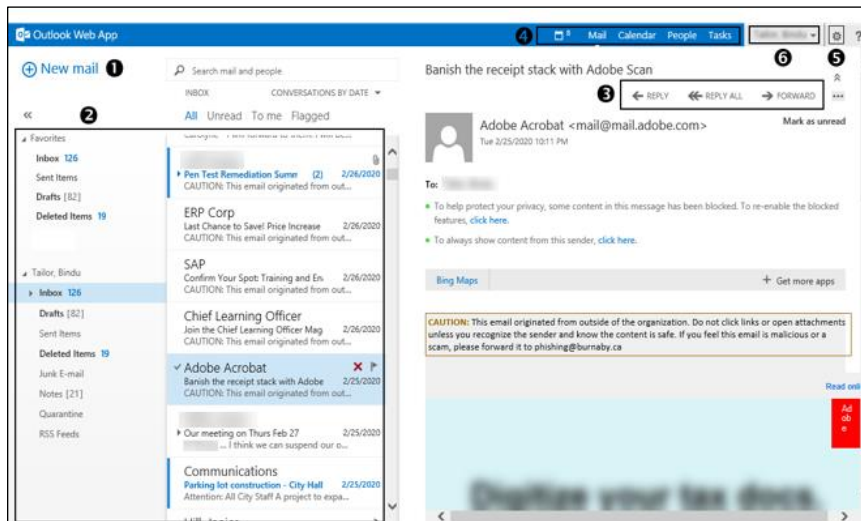


Working with Webmail

Use this procedure to access your City email from outside the City’s network using Webmail. For more information on accessing City Webmail, see the connectBurnaby job aid titled [Accessing City Webmail and the connectBurnaby Portal Remotely using your Token PIN and Passcode](#).

If you want to	Then proceed to
Navigate Webmail	Navigating Webmail
Set an automatic reply	Setting Automatic Replies
Send email or view City staff contact information	Sending Email and Viewing Staff Contact Details
Create an email signature	Creating a Signature


Navigating Webmail




1. Review the following sections:


	Item	Use this to:
1	New mail	Create a new email message Proceed to step
2	Folders and Messages	Navigate through folders and review email messages
3	Reply, Reply All, Forward	Reply to or forward the selected message
4	Reminders, Mail, Calendar, People and Tasks	Navigate to reminders, email, your calendar, contacts and tasks
5	Settings	Review Setting Automatic Replies
6	Your Name	Sign out of webmail

Setting Automatic Replies

- To set an automatic reply, click .
- From the settings dropdown, click **Set automatic replies**.
- Select the required time frame.
- In the body of the editor, enter your message.
- Click **save**.

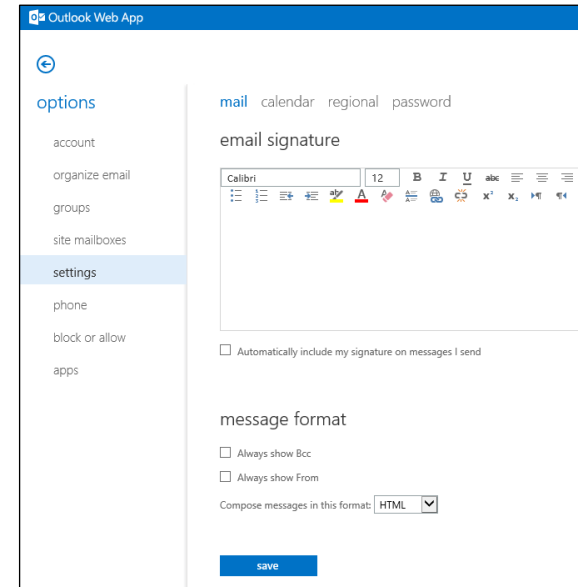
Sending Email and Viewing Staff Contact Details

1. Click .
2. In the **To:** field, begin typing the name of the required staff member. Outlook will suggest names that match your entry
3. Once the required name displays, click to select it.
4. Complete one of the following:


To	Then
Send an email	<ol style="list-style-type: none"> 1. Click in content field 2. Enter your message 3. Click SEND
View staff contact details	In the To: field, click the staff member's name
Schedule a meeting	<ol style="list-style-type: none"> 1. In the To: field, click the staff member's name 2. Click  and follow the prompts


Creating a Signature



1. From your Inbox, navigate to an email that includes your existing email signature.
2. To select your email signature, click next to the first letter of your name and drag the mouse to select only your name, title and contact information, then press CTRL + C.
3. To create your email signature in Webmail, follow the menu path: **Settings → Options → Settings**



4. Click in the body of the **email signature** editor field, then press CTRL + V.

 To automatically include your email signature on all new messages created in Webmail, select the **Automatically include my signature on messages I send** checkbox.

 Alternatively, your email signature can be added as required.

5. To save your email signature, click .
6. Review additional settings or, to return to your Inbox, click .