Webmail

Customizing your e-mail account

Adding your signature:
1. Log in to your Webmail account. Click on the “Options” link at the top.

   For log-in instructions see “Webmail-Anytime, anywhere access to NMSU e-mail” tip sheet at cahe.nmsu.edu/tipsheets/tips/webmail.php

2. Under “Your Information,” click on the “Personal Information” link.

3. Click on the “Edit your identities” link.

4. Here add your Full Name, Reply Address, and your Signature which can include your name, title, phone number and mailing address.

5. After entering your information click on “Change.”

Creating folders:
1. Log in to your Webmail account. Click on the “Folders” link at the top.

2. Click on the “Choose Action” drop-down menu and select “Create Folder.”

3. Type in the name of your folder and click on “OK.”
Deleting folders:
1. Click on the “Folders” link at the top.

2. Select the folder you want to delete.

3. Click on the “Choose Action” drop-down menu and select “Delete Folder(s).”

Moving/copying an e-mail to another folder:
1. Click on the box next to the the message(s) you want to move/copy.

2. Select the folder you want to move/copy your e-mail to by clicking on the “Message to” drop-down menu on the right side top.

3. Click either “Move” or “Copy” depending on which action you prefer.