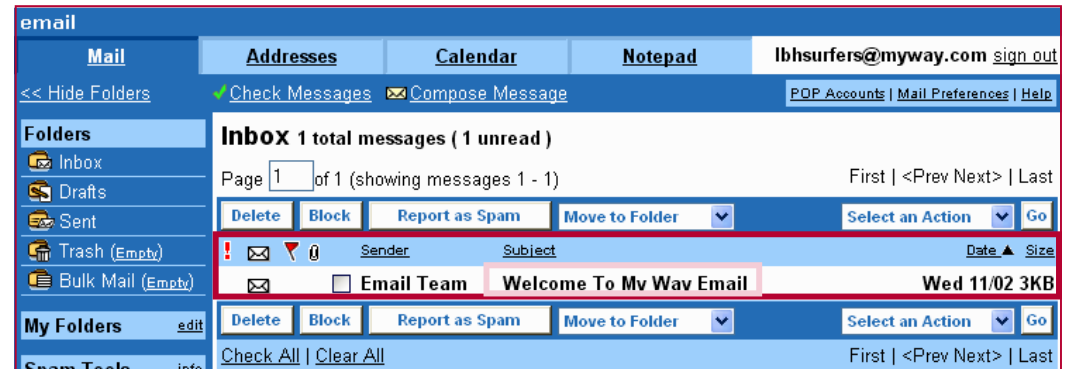
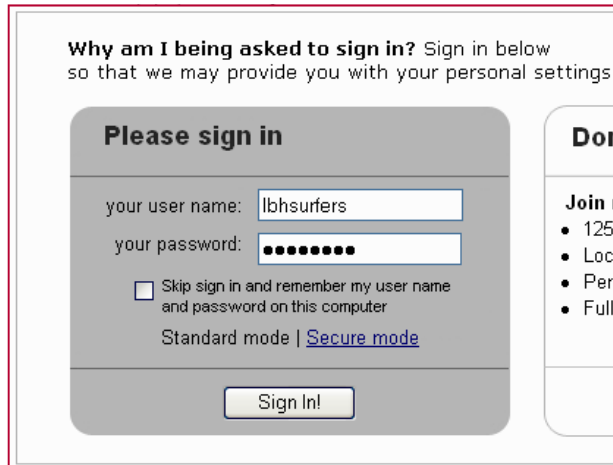


# Beginners: Reading Your email

1. Open the Web browser (Internet Explorer)
2. Click once anywhere in the Address bar, press the <Delete> key and type **www.myway.com**
3. Press the <Enter> Key.
4. Click on 'My Email' this will take you to the sign in page.
5. Enter your **username**.
6. Enter your **password**.
7. Deselect the 'remember my username' check box.
8. Click on the 'Sign In!' button.
9. Click on the **Inbox** folder to see its contents.



- All the messages appear in a table, one message per line.
- The most recently received message is at the top.
- The table headings are:
  - ! Message priority: this can be none, high or low
  - ✉ Message status: this can be 'Unread' or 'Read'
  - 🚩 Flagged message: this can be blank or flagged
  - 📎 Attachment: the message contains an attachment
  - Sender: the name of the person or company emailing you
  - Subject: A brief explanation of why the sender is emailing you
  - Date: The date the email was sent
  - Size: The physical size of the message

10. To open the message, click on the subject of the message (the underlined writing). The message will be displayed
11. Use the vertical scroll bar on the right to view the lower part of the message.

