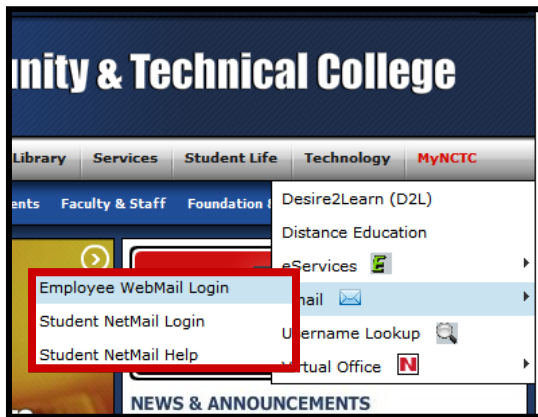




# Employee Web Mail

## Logging In:

1. **Open** your web **browser**. (i.e. Explorer, Netscape, Firefox, etc...)
2. Navigate to the Northland College website @ [www.northlandcollege.edu](http://www.northlandcollege.edu)
3. Hover over **MYNCTC** and select **Email/Employee Web Mail** from the list.
4. **Log in** to your web mail with your **GroupWise password** that you use on campus.



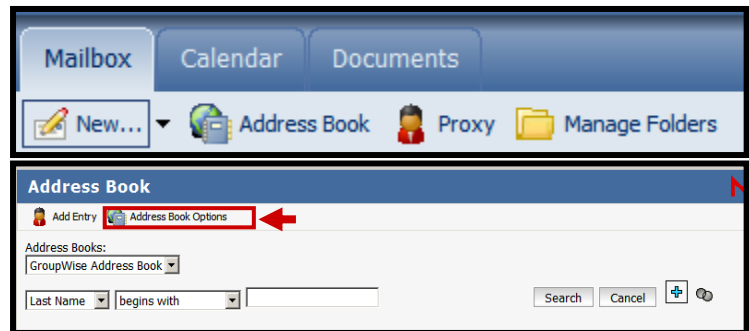
Step 1



Step 2

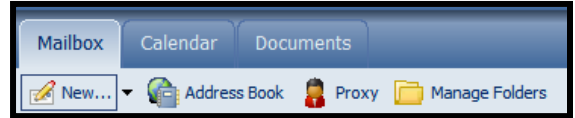
## Creating a New Message:

1. **Click** on the **New** button on the toolbar.
2. Click on the **Address book** options.
3. Enter the **person's name** you want.
4. Click **Search**
5. Click next to the correct person's name
6. Click the **TO** button.
7. Continue with your message normal.
8. Click **Send**



## Posting to Your Calendar

1. Click on the **drop down arrow** on the **New** button.
2. Click **posted appointment**
3. Choose the date and time of your appointment.
4. Click **Post**



## Requesting an Appointment

1. Click on the **drop down arrow** on the **New** button.
2. Click **Appointment**
3. Add a **subject, location time and date.**
4. Add **message.**
5. Click **Send.**

## Accessing your Proxy Accounts

1. Click on the **Proxy** button.
2. **Click on the Person's name** to which you want to proxy.