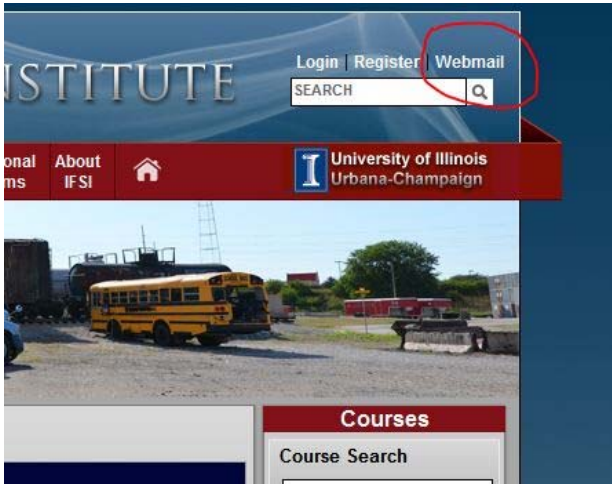
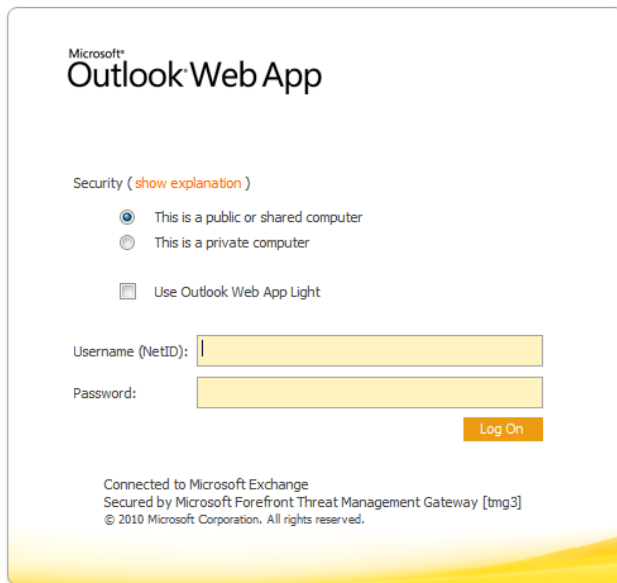


1. Click on the webmail link at the top right hand corner of the IFSI main website <http://www.fsi.illinois.edu>

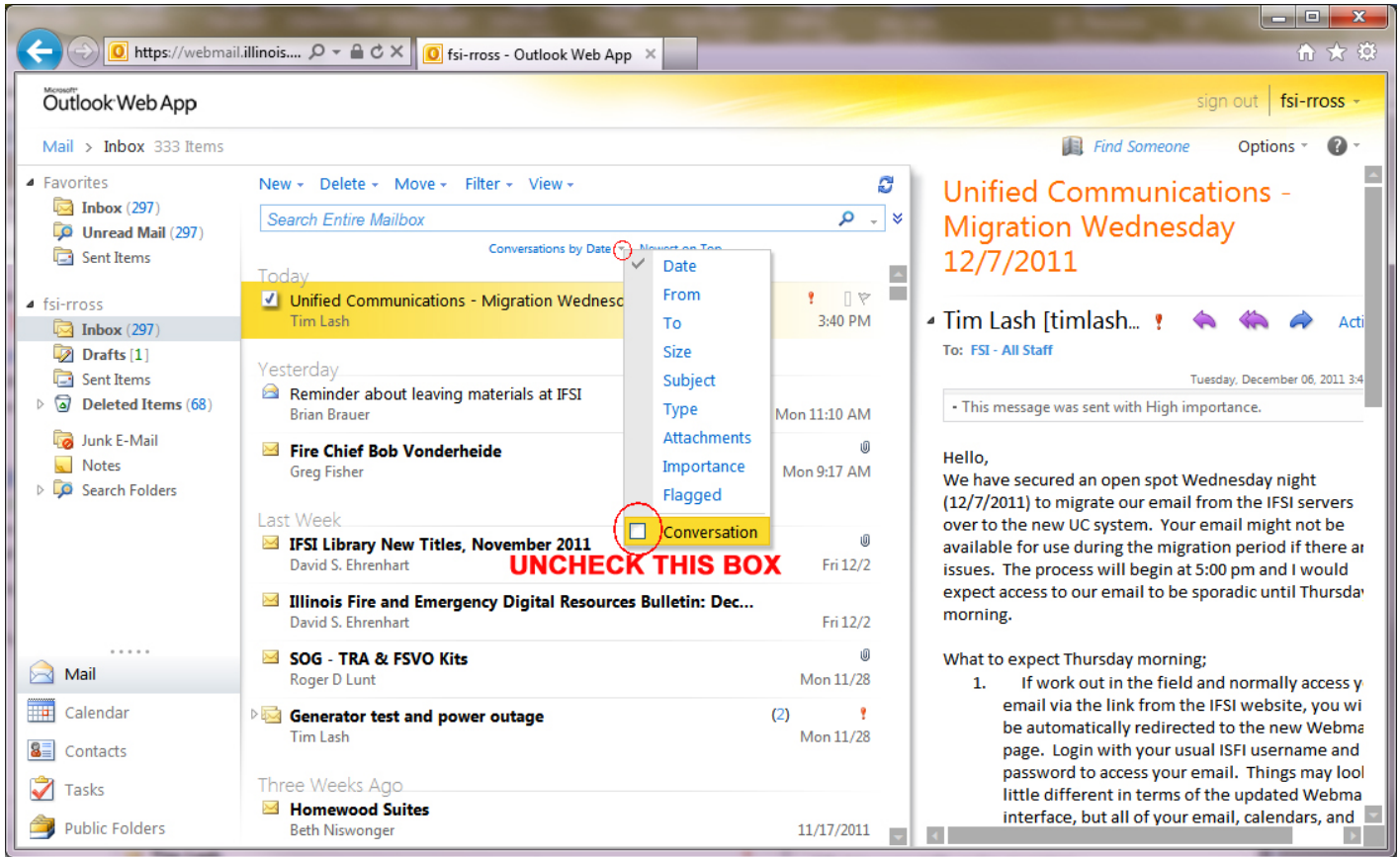


2. Login to the new Webmail Portal shown below with your username and password.



3. You will be brought to the home page window for the new UC Webmail portal for your mailbox. It will look very similar to what you are used to. The folder list is on the left hand side of the window, the email listing is in the center, and a preview of a selected email on the right. Address book and account options are in the top right of the window.

4. The first thing you will want to do is change the way your email is sorted. At the top of where your emails are listed and just below the search box there will be a drop down arrow that allows you to sort your mail. I would advise pulling this arrow down and unchecking the box that says “Conversation” as shown in the image below.



5. The rest of the interface should feel very familiar to the old Webmail interface. In the center section of the window above your messages will be menu options for the “New, Delete, Move, Filter, and View” commands. To the right in the preview pane, you will see colored arrows that allow you to “Reply, Reply All, and Forward”. You also have an “Actions” drop down menu that allows you to perform more complicated tasks.
6. Above this area is the address book icon where you can find addresses for IFSI employees. Because we have joined with the larger University email system, you will also see address book entries for other employees of the University, not just those involved with IFSI.
- The quickest way to find a contact in the new address book is to use the search bar and search by the person’s first or last name.
 - The quickest way to find a distribution group is to again use the search bar and do a search for “FSI”. Because we share a Global Address Book with the whole University now, we have appended “FSI – “ to the front of all of our groups in order to bunch them together and make them easier to find. Please see the picture below for an example

The screenshot shows the Outlook Web App interface. The main window displays the 'Address Book' for 'FSI - Academy Instructors'. The address book is organized into several groups:

- FSI - Academy Instructors** (Group): FSI-AcademyInstructors@illinois.edu
- FSI - Activities** (Group): Fire Service Institute, fsi-activities@mx.uillinois.edu
- FSI - All Staff** (Group): FSI-Allstaff@illinois.edu
- FSI - Anhydrous Ammonia Instructors** (Group): FSI-AnhydrousAmmoniaInstructors@illinois.edu
- FSI - Billing** (Group): Fire Service Institute, fsi-billing@mx.uillinois.edu
- FSI - Cal Test** (Group): FSI-CalTest@illinois.edu
- FSI - Chicago Only Instructors** (Group)

The 'FSI - Academy Instructors' group is selected, and its members are listed in a table:

Members	Name
	Bone, Bradley G
	Carlson, Todd
	Clapp, Mark A
	Collachia, Chris L
	Enright, Edmund J
	Fisher, Gregory Alan
	Foster, Jeffrey L
	Foster, Robert L
	Galey, Lloyd L
	Glosser, Kurtis W
	Graves, Brett C
	Gula, Gerald D
	Hensch, Kyle
	Jenkins, Jon K
	Lattz, Jeffrey A

Additional text in the image includes 'Address book' with a red circle around the address book icon, 'Unified Communication Migration Wednesday 011', and a partially visible email snippet: 'n [timlash... ! ... staff ... Tuesday ... page was sent with High importan ... cured an open spot Wedne ... to migrate our email from ... new UC system. Your email ... or use during the migration p ... process will begin at 5:00 p ... ess to our email to be sporac ... pect Thursday morning; ... f work out in the field and n ... ail via the link from the IFSI ... automatically redirected to ... e. Login with your usual ISF ... sword to access your email. ... e different in terms of the u ... erface, but all of your email,

- If you have questions or need help, please email techhelp@fsi.illinois.edu and leave your name and phone number so we can contact you.