

June 2010

Logging into your myUMB Mail Account for the First Time

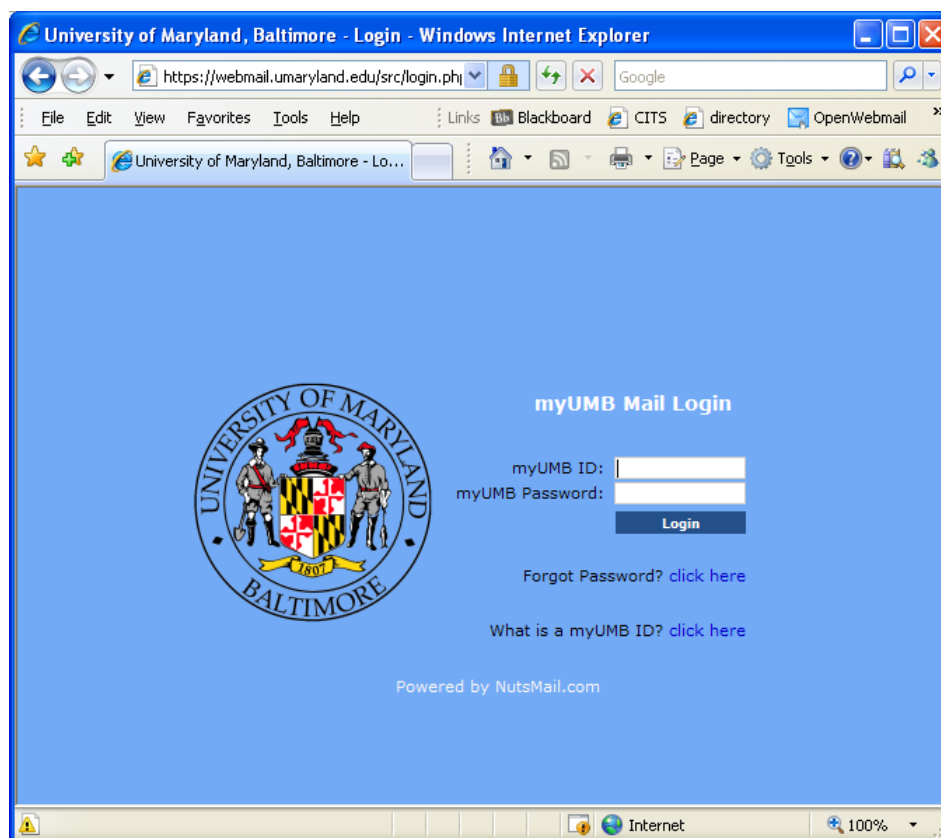
Before you try to log into myUMB Mail, you must have a myUMB Mail account created. If you do not have a myUMB Mail account created yet, the system will give you an error message when you try to log in.

For more information on how to create a myUMB Mail account, contact the IT Help Desk.

If you have already created a myUMB Mail account follow the instructions below on how to configure your myUMB Mail account.

1. Open a new internet browser window and go to the website <https://webmail.umaryland.edu>

Log in with your myUMB ID and password and click on the “Login” button.



- If this is the first time you are logging into the myUMB Mail system, the “Personal Information” screen will appear. Enter the following information and click on the “Submit” button.

Field	Information Entered
Full Name	Your name This is the name that appears as the “sender” when you send a message from the myUMB Mail web interface
E-mail Address	Your email address (i.e. auser001@umaryland.edu)
Reply To	Your email address (i.e. auser001@umaryland.edu) When someone replies to a message you send, this is the address the message is sent to. Ensure that the address entered is your myUMB Mail address, or you will not receive replies to the messages you send out!

NOTE: If this page does not automatically appear, click on the “Options” folder and select “Personal Information” to access this page.

- Click on the “Inbox” button to return to the main screen of your account. Your myUMB Mail account is now ready to use.

Questions?

For questions about the **myUMB Mail** system or these instructions, call the IT Help Desk at 410-706-HELP (4357) or send an e-mail to: help@umaryland.edu.