

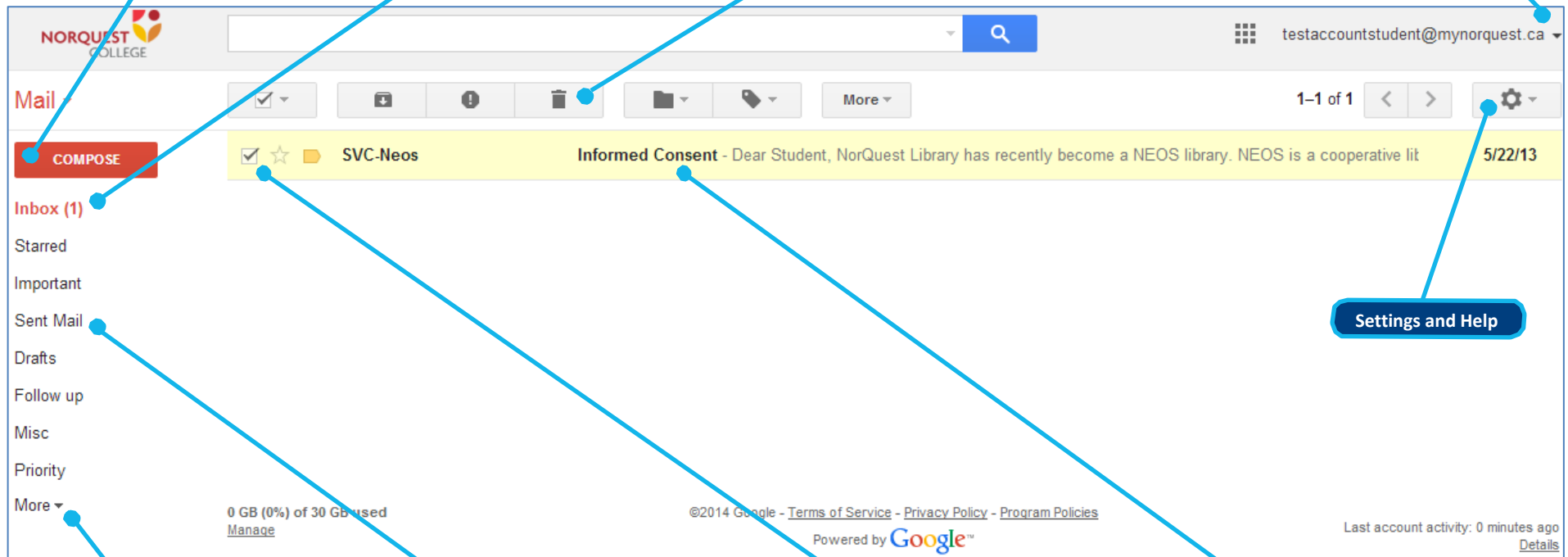
Quick Reference Guide for myMail

Compose
Click to create a new email message.

Inbox
Click to see email messages. It displays the number of unread messages.

Delete
Click trash can to delete messages. To see the trash can, you must click the checkbox next to the email message.

Sign Out and Change Password
Click to see Sign Out button and to select Account and then Security to change password.



The screenshot shows the myMail interface with the following elements and callouts:

- COMPOSE** button: Callout: **Compose** - Click to create a new email message.
- Inbox (1)** folder: Callout: **Inbox** - Click to see email messages. It displays the number of unread messages.
- Trash can icon** in the toolbar: Callout: **Delete** - Click trash can to delete messages. To see the trash can, you must click the checkbox next to the email message.
- Settings and Help** button: Callout: **Sign Out and Change Password** - Click to see Sign Out button and to select Account and then Security to change password.
- More** button in the left sidebar: Callout: **More** - Click to see Trash (deleted emails) and to manage labels.
- Sent Mail** folder: Callout: **Sent Mail** - Click to see copies of all sent email messages.
- Checkbox** next to the email message: Callout: **Checkbox** - Click the checkbox next to the email message to see the pictures above, e.g. trash can.
- Email message**: Callout: **Open Email** - Click on email to open and read.

Additional interface details include: NORQUEST COLLEGE logo, search bar, user email (testaccountstudent@mynorquest.ca), toolbar with icons for compose, trash, folders, and more, a list of folders (Inbox, Starred, Important, Sent Mail, Drafts, Follow up, Misc, Priority, More), a main email preview area showing a message from SVC-Neos titled "Informed Consent", storage usage (0 GB of 30 GB used), copyright information (©2014 Google), and account activity (Last account activity: 0 minutes ago).

More
Click to see Trash (deleted emails) and to manage labels.

Sent Mail
Click to see copies of all sent email messages.

Checkbox
Click the checkbox next to the email message to see the pictures above, e.g. trash can.

Open Email
Click on email to open and read.