Ramapo College is pleased to announce the availability of a new and improved next generation e-mail service. The following is a brief introduction to the new webmail. More detailed information is available on-line at: http://its.ramapo.edu/emailweb

10 Easy Steps To Access Your E-mail and Address Book From Any Computer

Note: These instructions are based on the default Deluxe Edition RCNJ Mail.

1. **Open your browser** and go to https://mail.ramapo.edu or http://my.ramapo.edu
   (Bookmark this page for quick access in the future.)

2. **Sign in** with your Ramapo username and password. If you signed in using My Ramapo, click on the e-mail icon on top right of your screen.

3. The screen will display your **inbox** as in the picture below. Click on **Check Mail** to receive new messages.

4. Scroll through the **message list** to see the messages in your inbox.

5. Click on the **sort bar headings** to sort messages by each item (Unread, Attachments, Priority, From [sender], Subject, Date, Size)

6. To **view a message**, go to the message list and click once on the message subject. (Double click if you prefer your message to open in a new window)

7. The message is displayed in the pane below the message list.

8. Perform the desired **action** to the message (Reply, Delete, Print, etc.)

9. Click **New** to compose a new message.

10. View **Contacts** if Address Book information if needed.

**Don’t Forget...**
Sign out when you are done. The RCNJ Mail timeout is 6 hours.

**Pop-up Blockers**
Some pop-up blockers may cause problems. If you experience a problem, please disable your pop-up blocker while using RCNJ Mail.