Maintaining Outlook Mailbox

The purpose of this documentation is to provide you assistance on how to manage your mailbox, setup, change password, and delete unwanted emails.

A) Accessing your mailbox
1) From the Samuel Merritt College homepage (www.samuelmerritt.edu) click on the Webmail link on the left side of the page.
2) Enter your username and password, as shown in the screenshot below.

3) Once you have logged in, your inbox will look like the one below.
4) Double click on any email from your inbox folder to open it up.

5) Your email will look like this.
6) To logoff click on the log off link in the upper right hand corner. This will bring you back to the logon screen.
B) Deleting Emails

1) If you want to delete an email from your inbox simply select which email you want to delete and click on the ‘X’ from the toolbar at the top. This will move your email to the deleted items folder.
2) Emails that are deleted stay in your deleted items folder and count toward your storage size limit. To completely remove your unwanted emails, confirm that you are in your deleted items folder and click on the ‘X’ from the toolbar. You will be prompted with a popup asking you to confirm you want to permanently delete these emails. Select ‘OK’ and the emails will be permanently deleted from your mailbox. Once the emails are permanently deleted you will regain the mailbox space taken up from it. (This will reduce the mailbox size)

3) Note: All students have a 100MB limit on their individual mailboxes. They will receive an email warning them at 40MB to clean out their mailboxes. This allows them plenty of time to delete, move, save email attachments prior to reaching their limit at 100MB.

Tip: Delete email attachments after you save them to your hard drive or flash drive or CD. Your sent items also take up space and should be deleted if not needed.
C) Changing your password

1) You will now be on the logon page. This is also the page where you can change your password by clicking on the Password Reset link.

2) To change your password type in your username, current password, and the new password you would like to change it to. (Note: Your password MUST HAVE a capital letter, lower case letter and one number) Then click submit.
4) You will see this screen once your new password has been accepted.