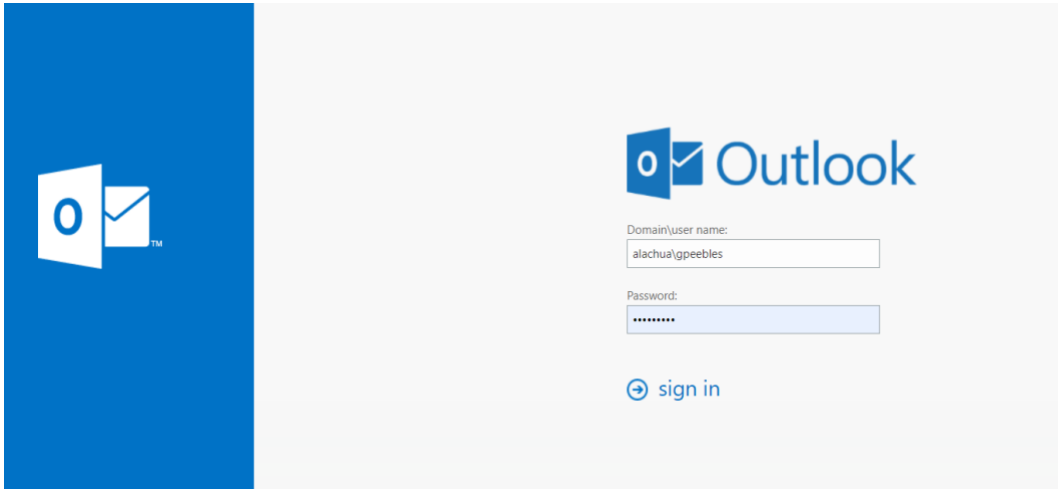1. Open your Windows Internet Explorer Browser. (These instructions will work with Internet Explorer, Chrome, Safari and Mozilla browsers but you will get fully functionality of the system using the Windows Internet Explorer).
2. On your browser type webmail.alachuacounty.us The following screen will appear:



3. Enter alachua\username (you user name as you use in your office) and enter your password. The password is confidential information, please contact our help desk at 352-338-7329 anytime to reset it.  (User id and password are case sensitive).
4. Once you login, you will see a screen similar to this:
5.
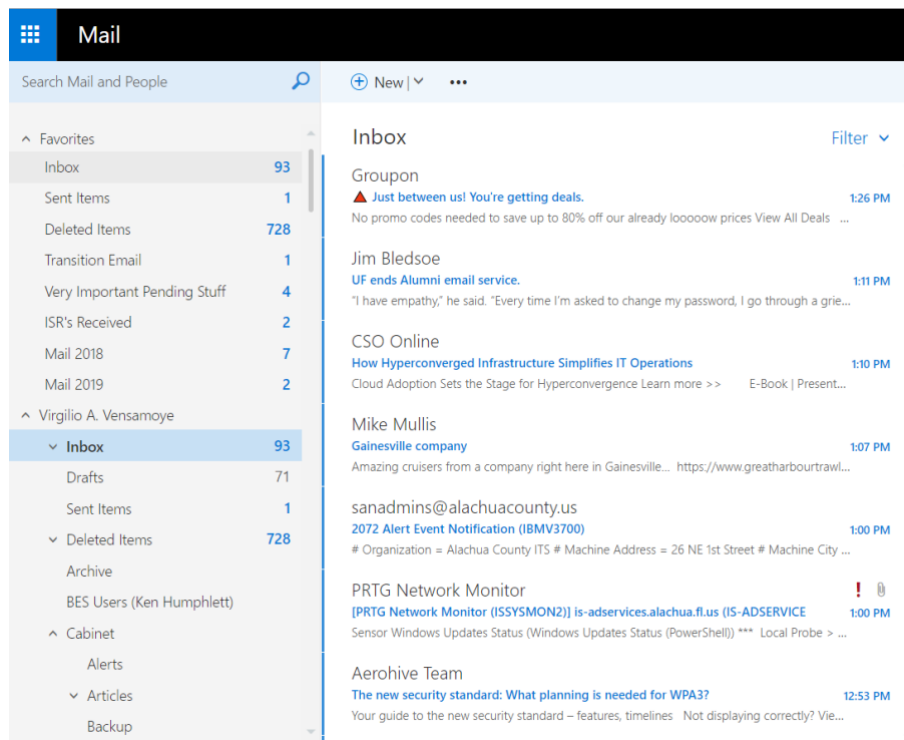
By default, the system starts by showing the email in your inbox. On the left side pane, you will have the Inbox, Sent Items, Delete Items and Cabinet folders. If you click on the top left square (next to the Mail) you will see links for links for Calendar, Contacts and Tasks.
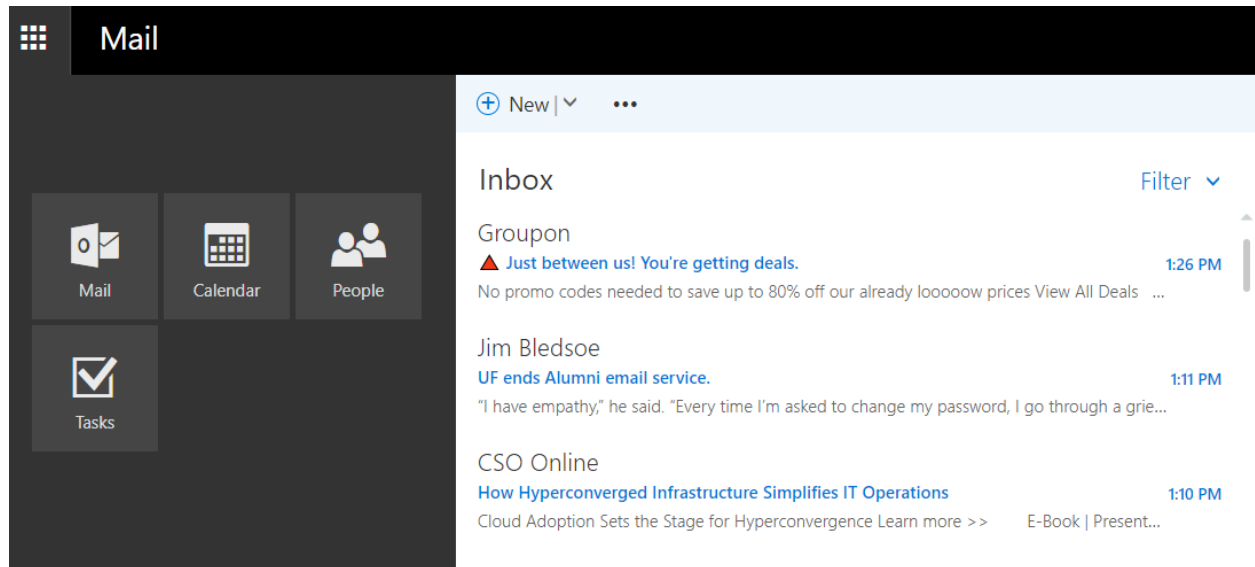


A couple of hints that may help you to start using this application.

a. If you click on an email, you will see the full content of the email on the reading panel. You may reply directly from the reading panel by clicking the purple arrows (reply and reply to all) or forward by clicking in the blue arrow.

b. To compose a new email or appointment, click in the small arrow down next to the New option located on the top of your center panel. You may choose for new email or new appointment.

c. Once the New Email or New Appointment screen is open, you may click over the To or CC to open the County Address book.

d. To take a look at your calendar, click first in the upper left corner on the square with lot of small dots  and select calendar
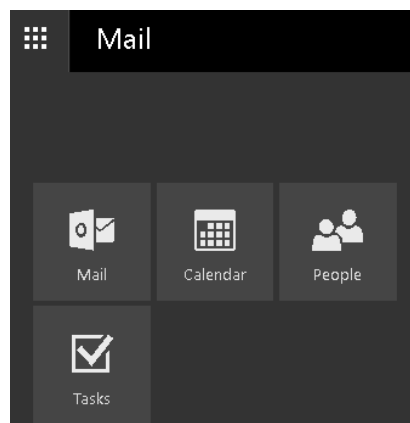
e. Your calendar will be displayed as
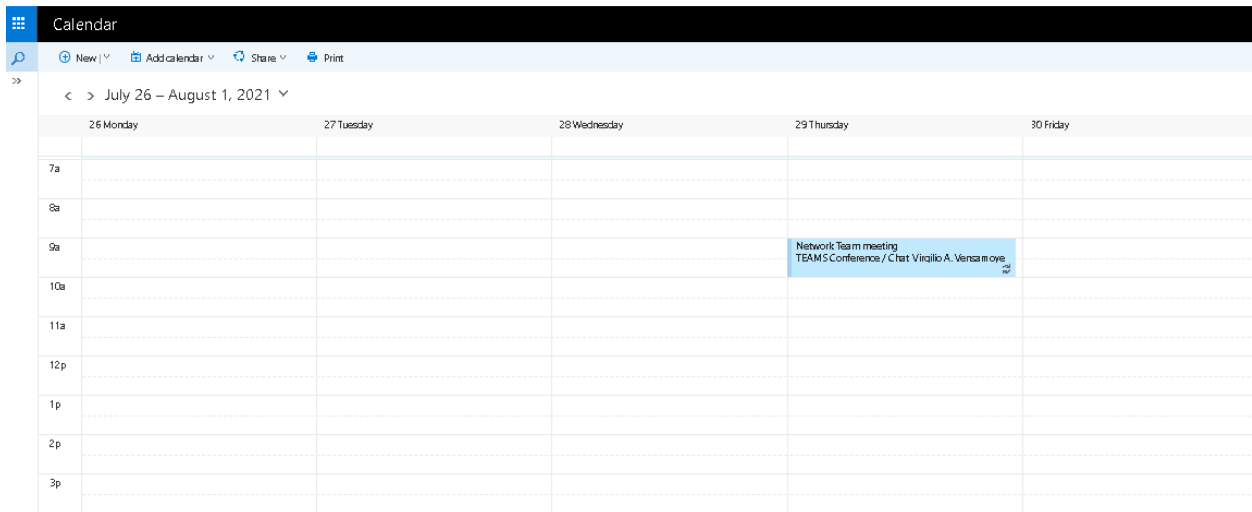


You can select a date and time just by double clicking in the slot desire in the calendar to set an appointment. The following screen will appear. Fill it the email address of the participants to attend , time, date and subject for the vent and click on Save for the event to be posted in your calendar and sent to the participants.  You can attach files necessary for this event by clicking on the attach option and select any file you need to share.
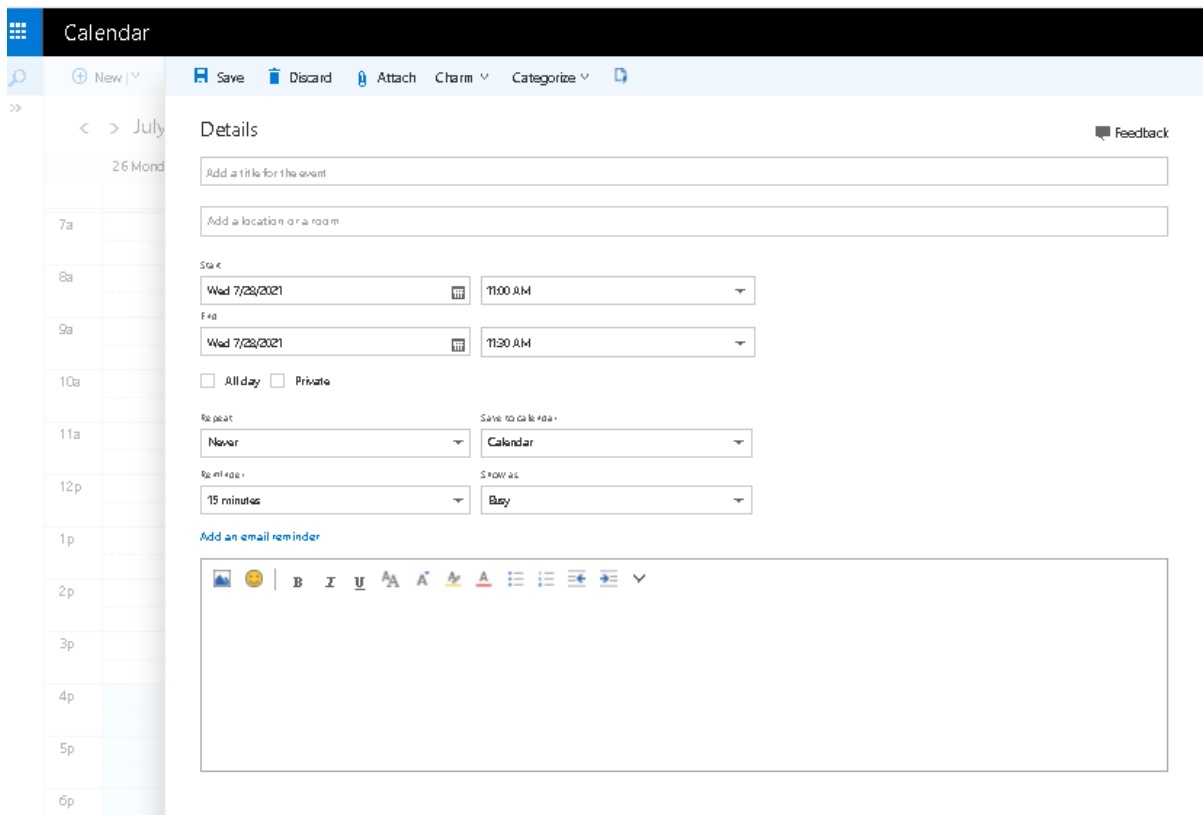


f. Don't forget to sign out once you finish using the system Just click on the Sign out link on the top right corner.