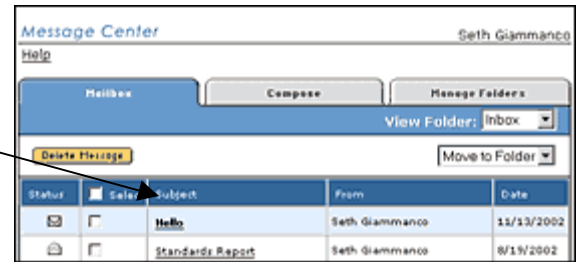


Checking your Mail

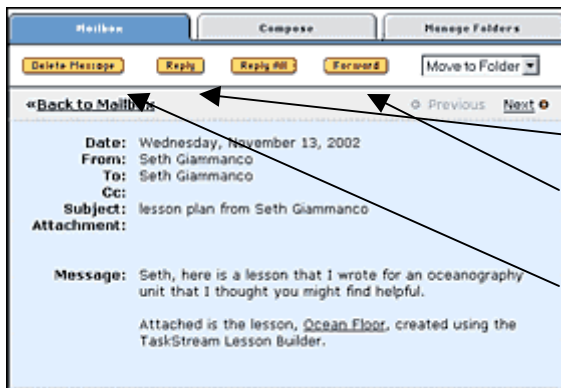
1. Log into Taskstream
2. Click on Message Center Link on the left of the screen.
(All your messages will appear in the box on the right.)

To Read a Message.

1. Click the subject link of the message you want to read. The subject links are located in the third column of the Message Center table.



Once you have read a message you have several options.



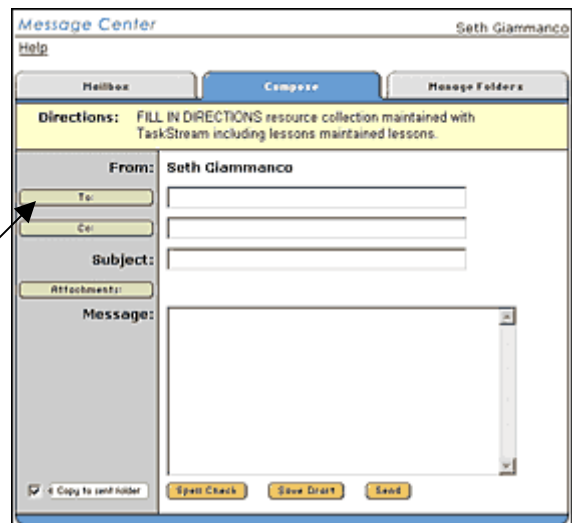
Reply - Click the Reply link to compose a message back to the sender.

Forward - Click the Forward link to forward the message to an address you specify.

Delete - Click the Delete link to delete your message.

Compose an Email

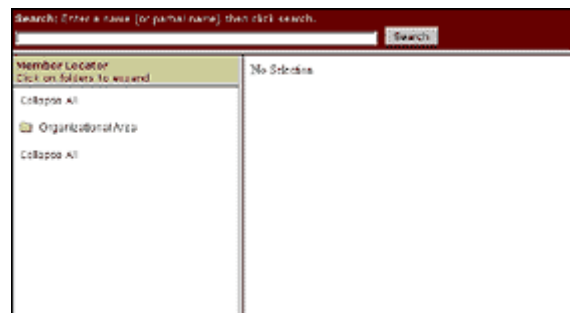
1. To compose a new message, click the Compose tab at the top of the Message Center.
2. Click the **To:** link to open the Member Locator. There are two ways that you can find other TaskStream subscribers to send a message to.



3. Click on the folder icons to browse through UNCW's hierarchy. When you click on a folder that has subscribers associated with it, you will see a list of them in the Search Results column.

When you have located a recipient, click the checkbox next to his or her name. When you have finished making your selections, click the Save button in the selected members column.

4. Type in a subject and compose your message in the appropriate fields.
5. After typing your message, you can Spell Check, Send, or Save Draft.



Checking your Mail cont...

To add an attachment to an email.

Compose the email as directed above. Before sending the message attach the desired document using directions below.

Click the Attachment link when composing a message.

Click the Browse button

Find the file you would like to attach, highlight it, and click Open.

Click Attach to attach it.