BIS Help Guides

How to send an email using Webmail

Learn how to write emails from any Internet connected device.

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INTRODUCTION

Although the IT team do a great job of setting up the email client on your Mac laptop, there will be times when you need to access your school email account from a different machine (e.g. phone, iPad, etc.). This guide will show you how to use Webmail, the Web browser friendly email client for your school email account.

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Step 1 — Visit the Webmail page

- Visit http://webmail.bis-school.com
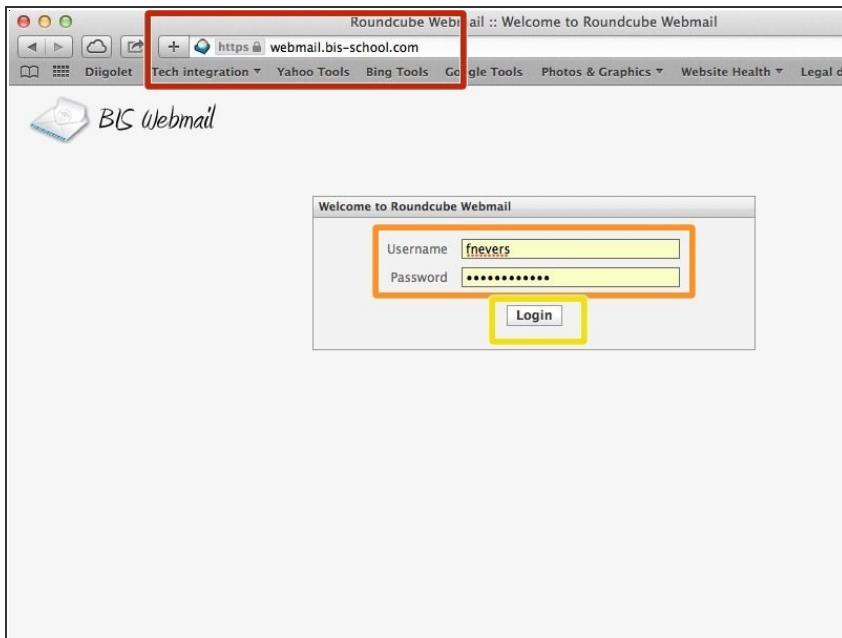
- Type your username and password

- Click 'Login'

Step 2 — Visit the 'compose' page
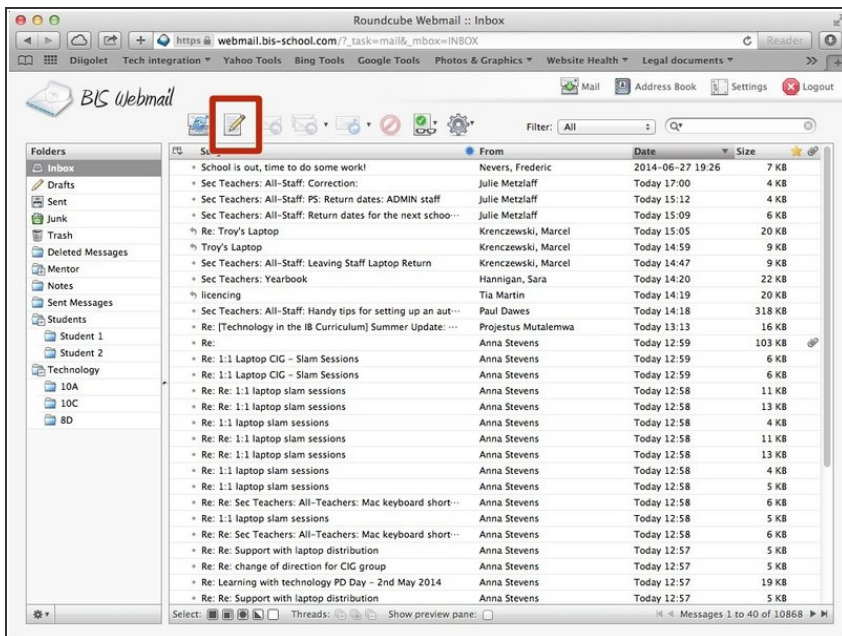
- Click on the 'Compose new message' icon

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Step 3 — Enable HTML messages (optional)

ⓘ By default your messages will be sent as plain text, which makes it difficult to add links, bold text, etc.

● You can enable fully formatted messages by clicking on the drop down box at the bottom right of the compose window, and select the HTML option
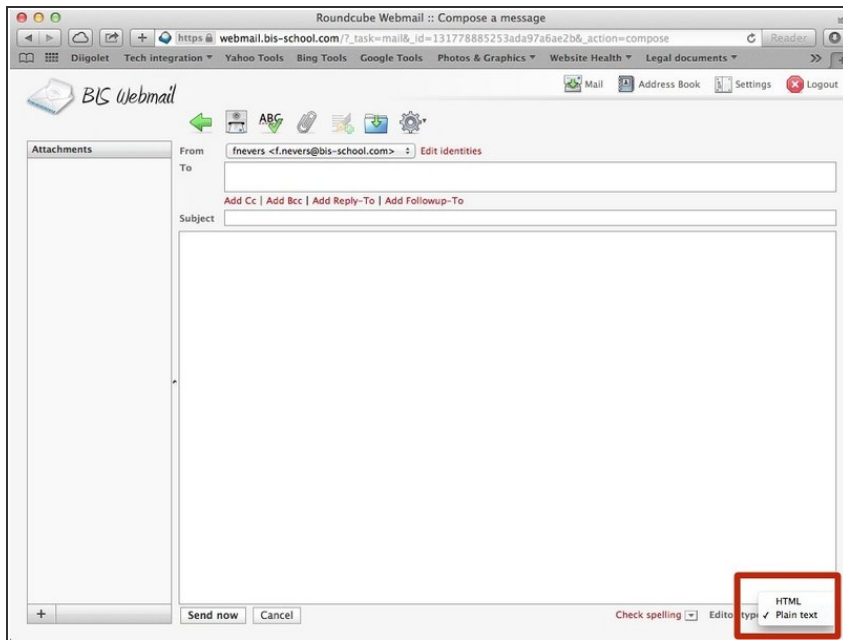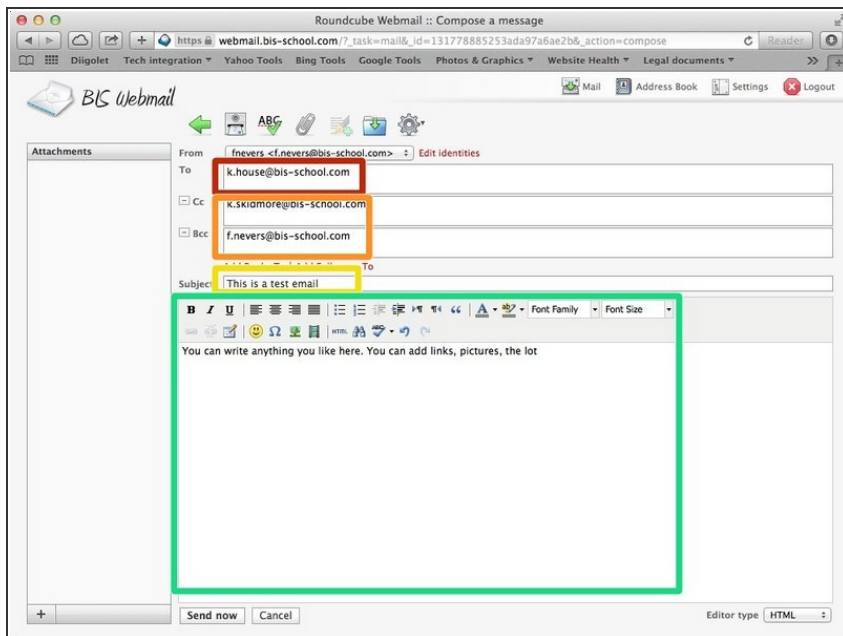
Step 4 — Choose the recipients and compose your message

● Type the main recipient's address. You can add more recipients separating each address using a comma

● You can add CC, BCC, REPLY-TO, FORWARD-TO addresses using the red links below the input textboxes

● Type a subject for your message. This is what the recipient will see first

● Compose your message. You can use the formatting options available in the formatting bar. Hover your mouse over each icon to see what they do.

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Step 5 — Attach a file (optional)
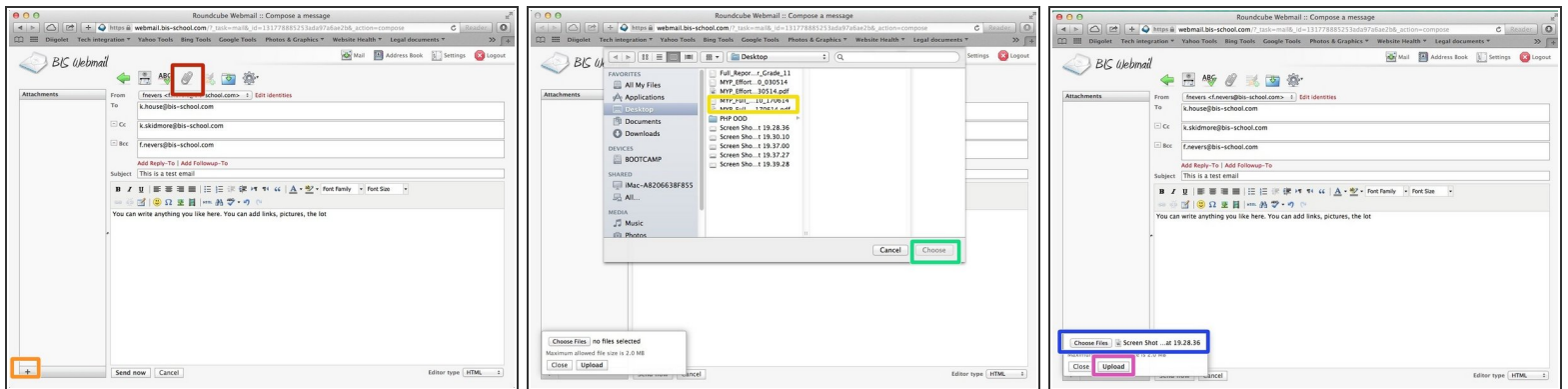
(i) There are two ways to do this

● Click on the paperclip icon at the top of the window

● OR Click on the + icon at the bottom left of the window

● Select a file

● Click 'Choose'

● Check the file details are correct

● Click 'Upload'. This may take a while depending on your connection

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Step 6 — Send your message
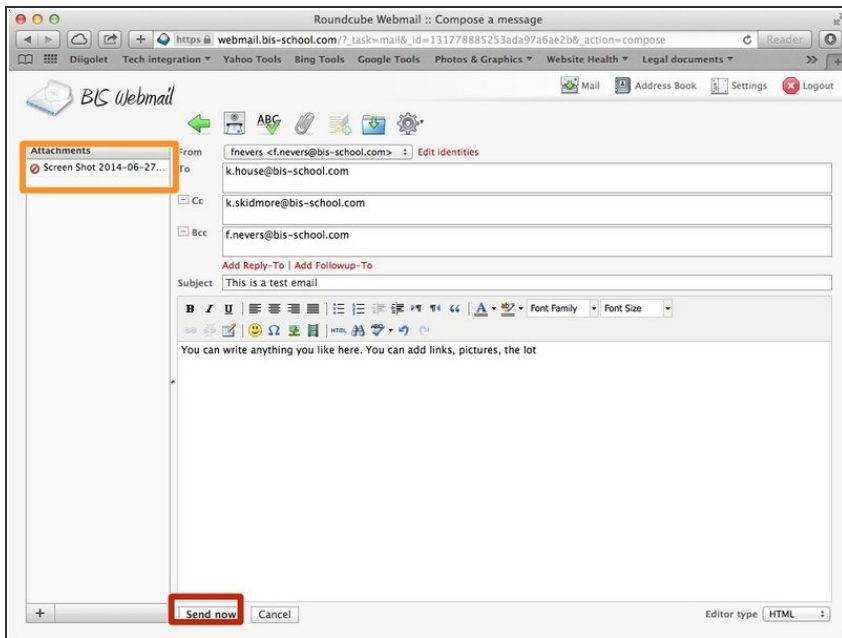
- Click 'Send Now'

- ⓘ You won't get a confirmation your message has been sent, but you will be sent to the main page. You will get an error message if the email couldn't be sent.

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