



UNIVERSITY OF GUAM

How to login to the UOG eTriton Web Mail Server.

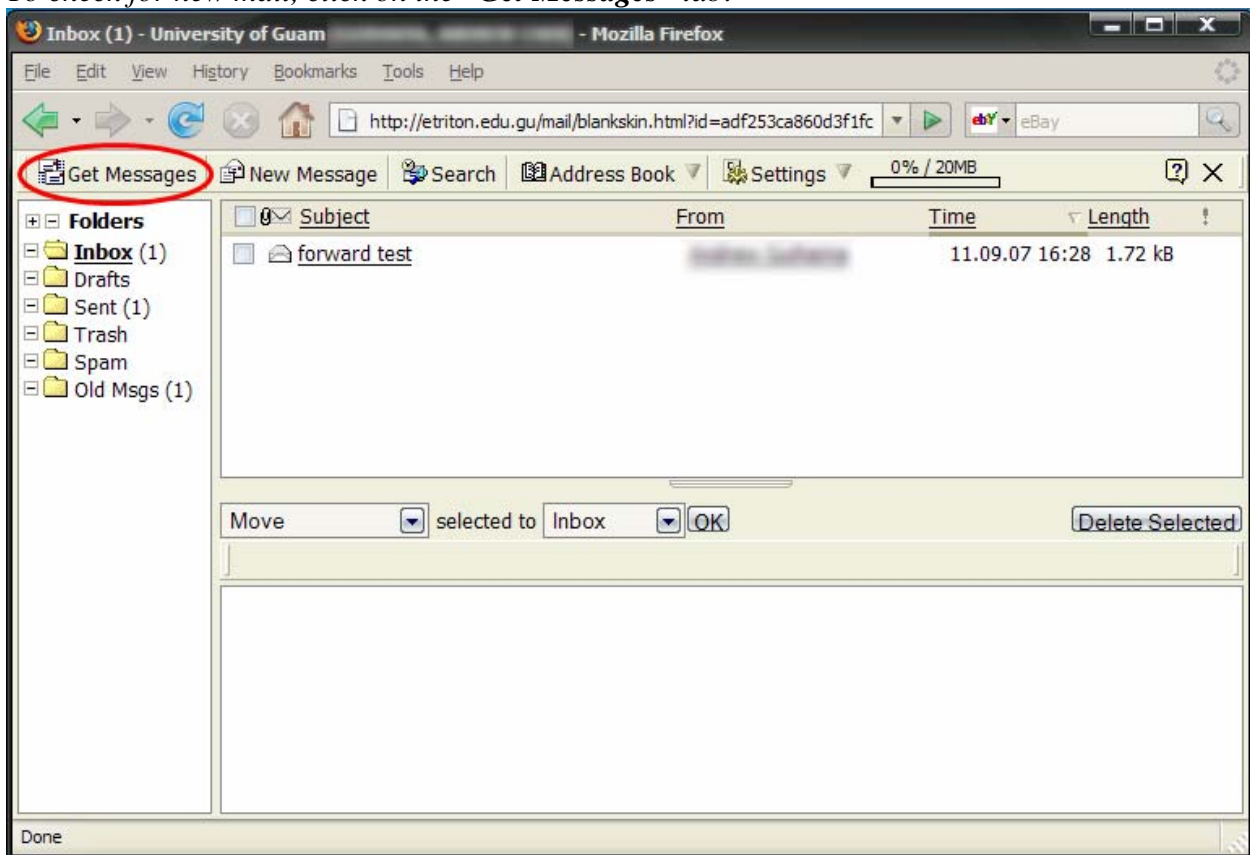
On your Internet Browser enter the following URL:

<http://etriton.edu.gu>

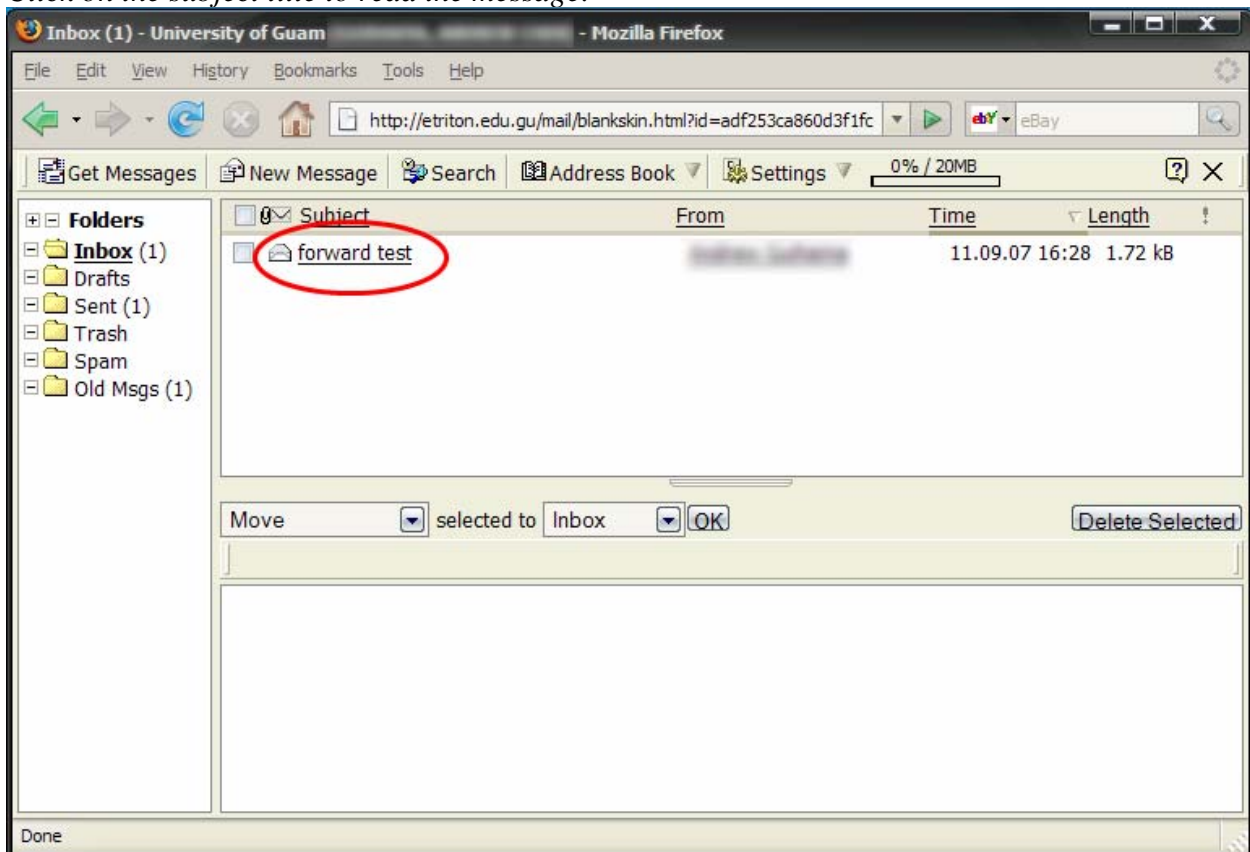
*Enter your **User name** and **Password**:*

The screenshot shows a Mozilla Firefox browser window titled "University of Guam - Mozilla Firefox". The address bar displays "http://etriton.edu.gu/mail/". The main content area features the "eTriton WebMail" logo, which includes the University of Guam emblem. Below the logo, the text "University of Guam" is displayed. The login form consists of two input fields: "User name :" and "Password :". Below these fields is a "Login" button and a checkbox labeled "Encrypted login". A link "Click here for fast login" is positioned below the checkbox. At the bottom of the form, the text reads: "Powered by: Merak Mail Server Software", "Distributed by: Merak Mail Server, Inc.", and "IceWarp Web Mail 5.6.7 (Registered)". The browser's status bar at the bottom shows "Done".

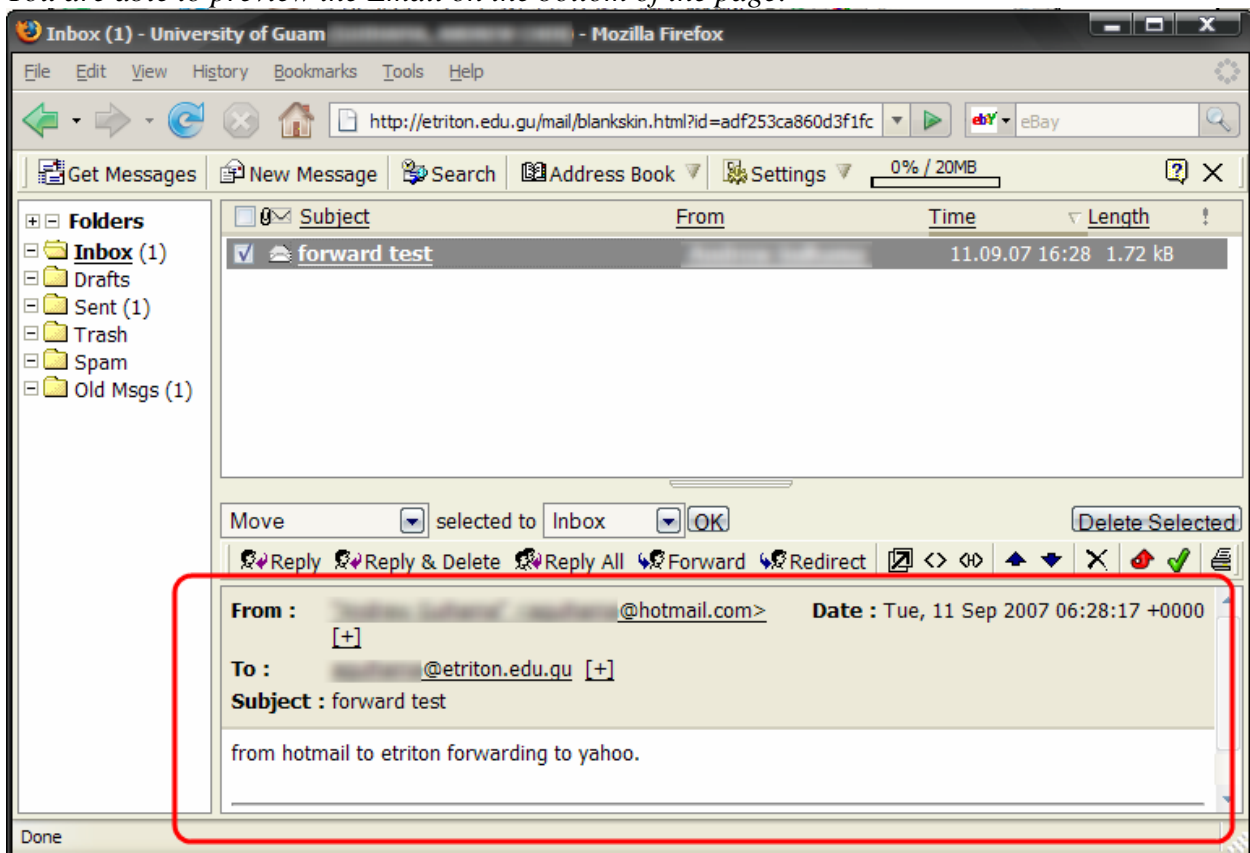
To check for new mail, click on the “Get Messages” tab:



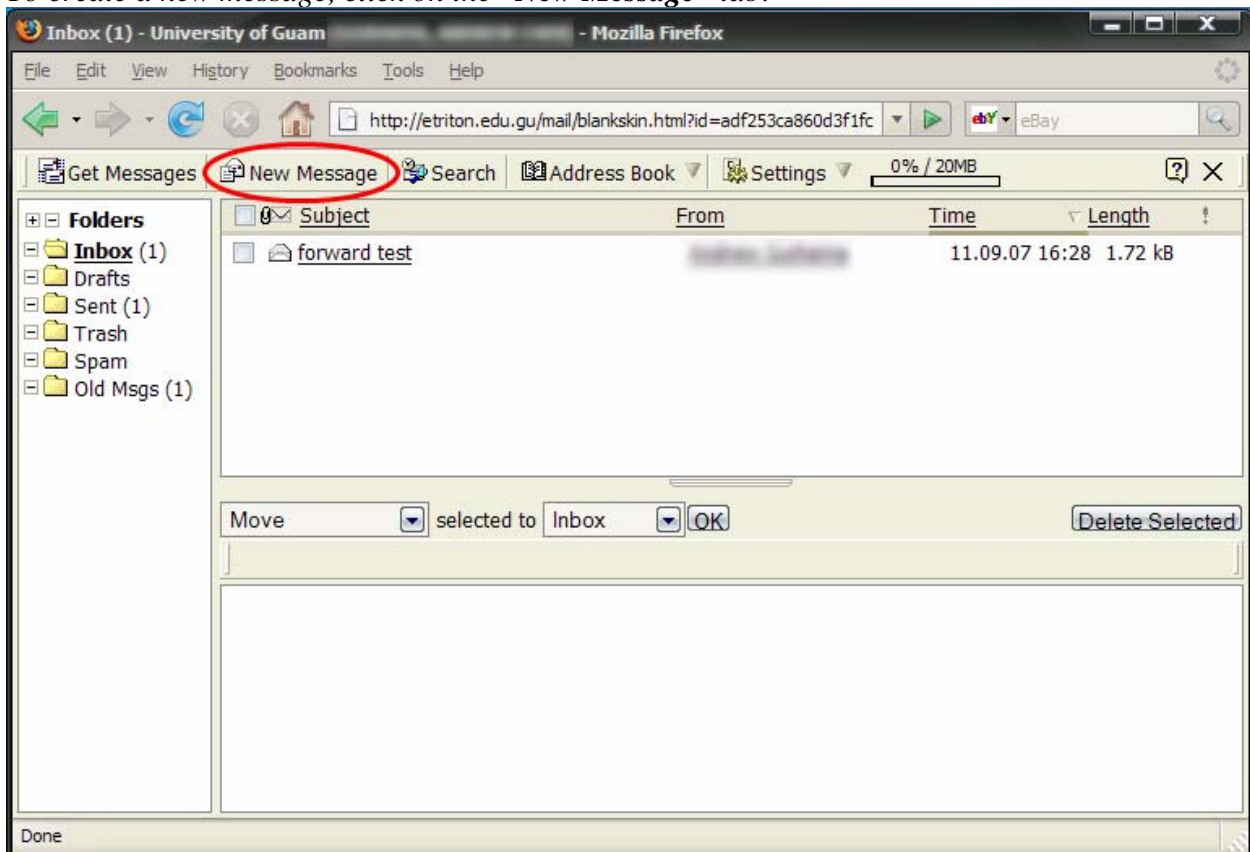
Click on the subject title to read the message:



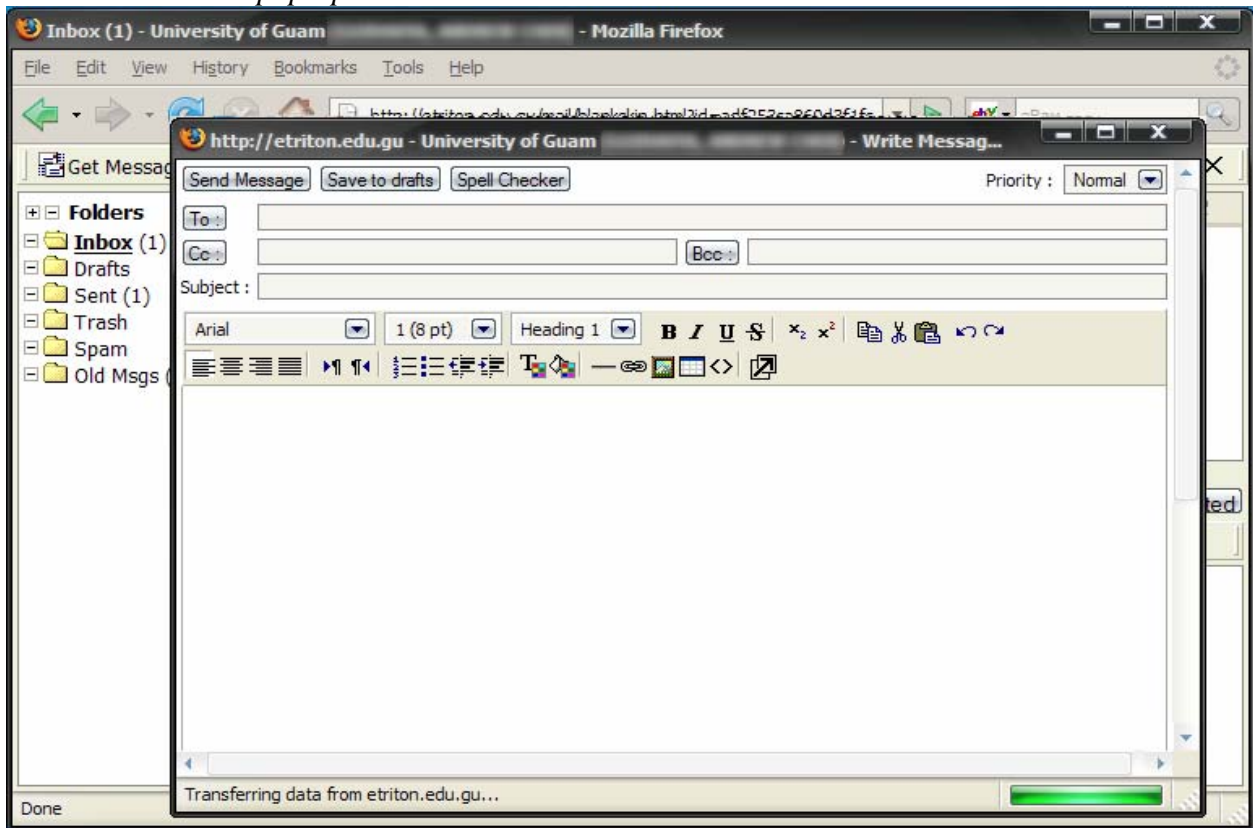
You are able to preview the Email on the bottom of the page:



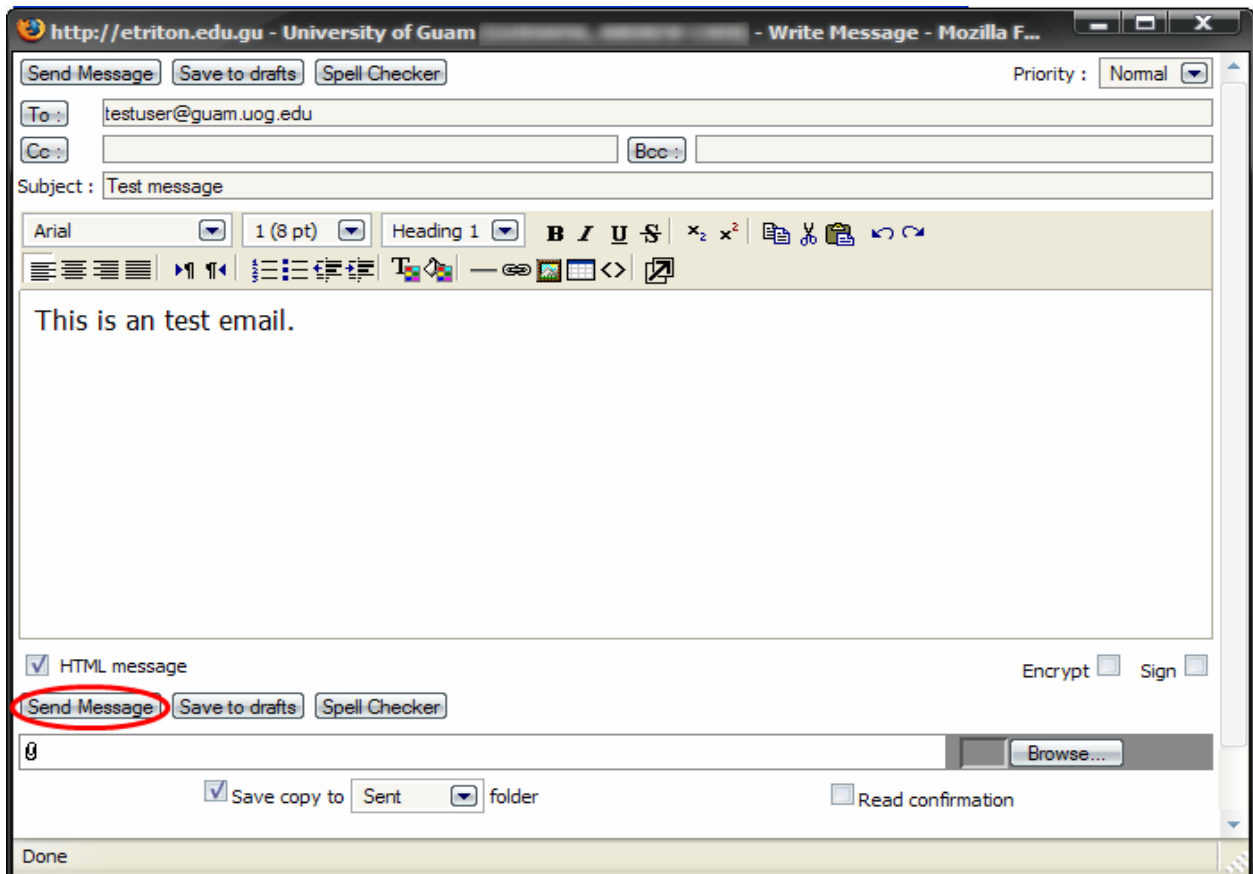
To create a new message, click on the “New Message” tab:



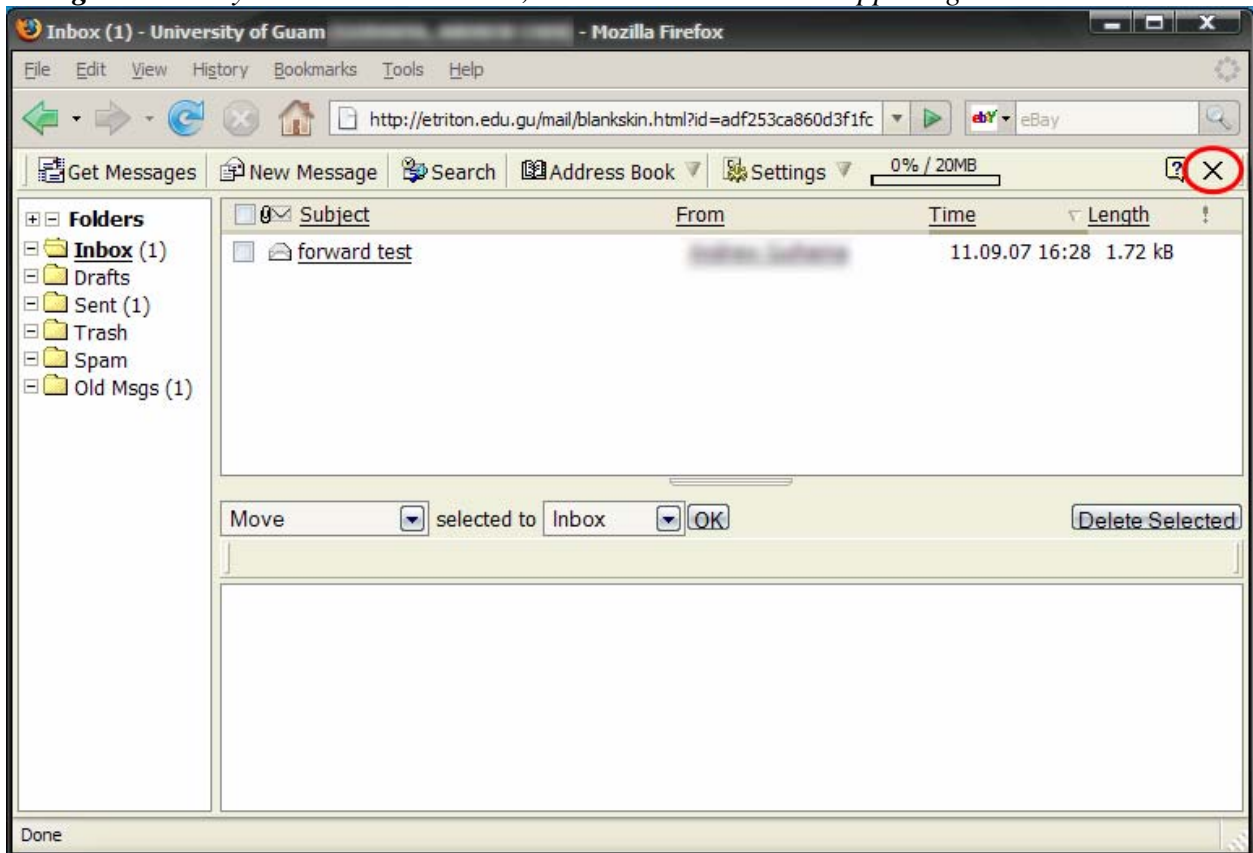
A new window will pop-up:



Type in recipient's Email address, subject title and message and click the “Send Message” button to send the Email:



To **logout** or **exit** your Webmail account, click on the “X” on the upper right-hand corner:

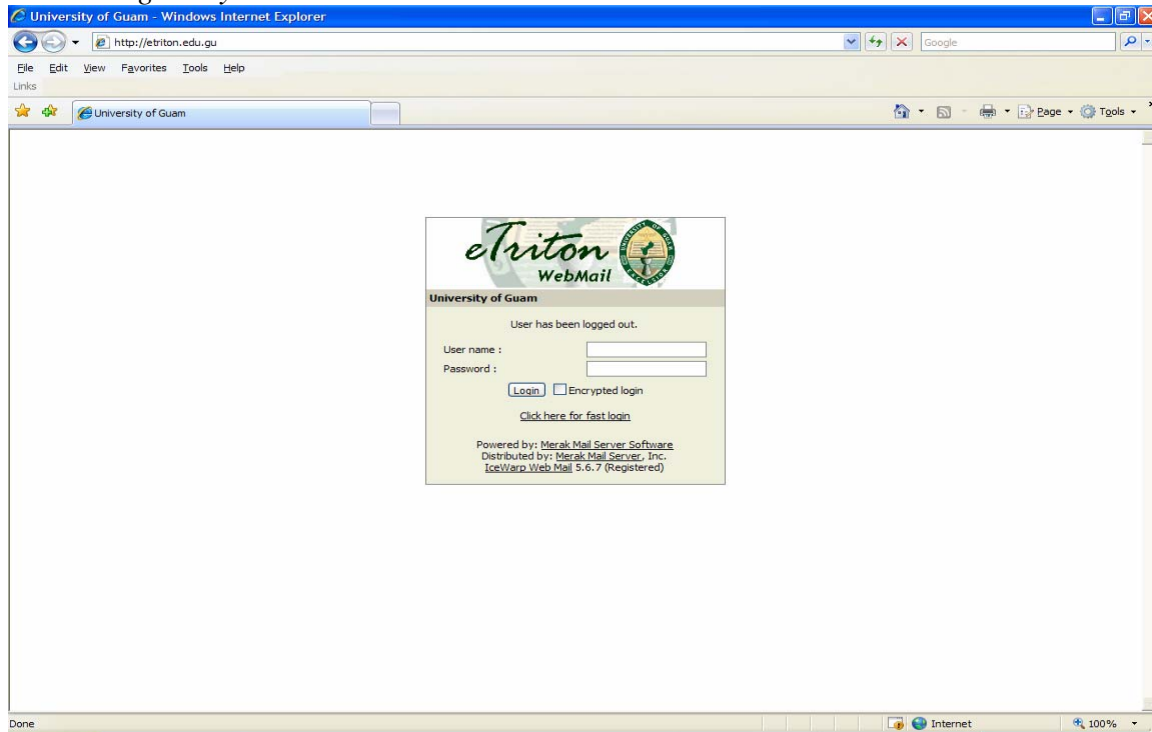


eTriton.edu.gu Forwarding Feature

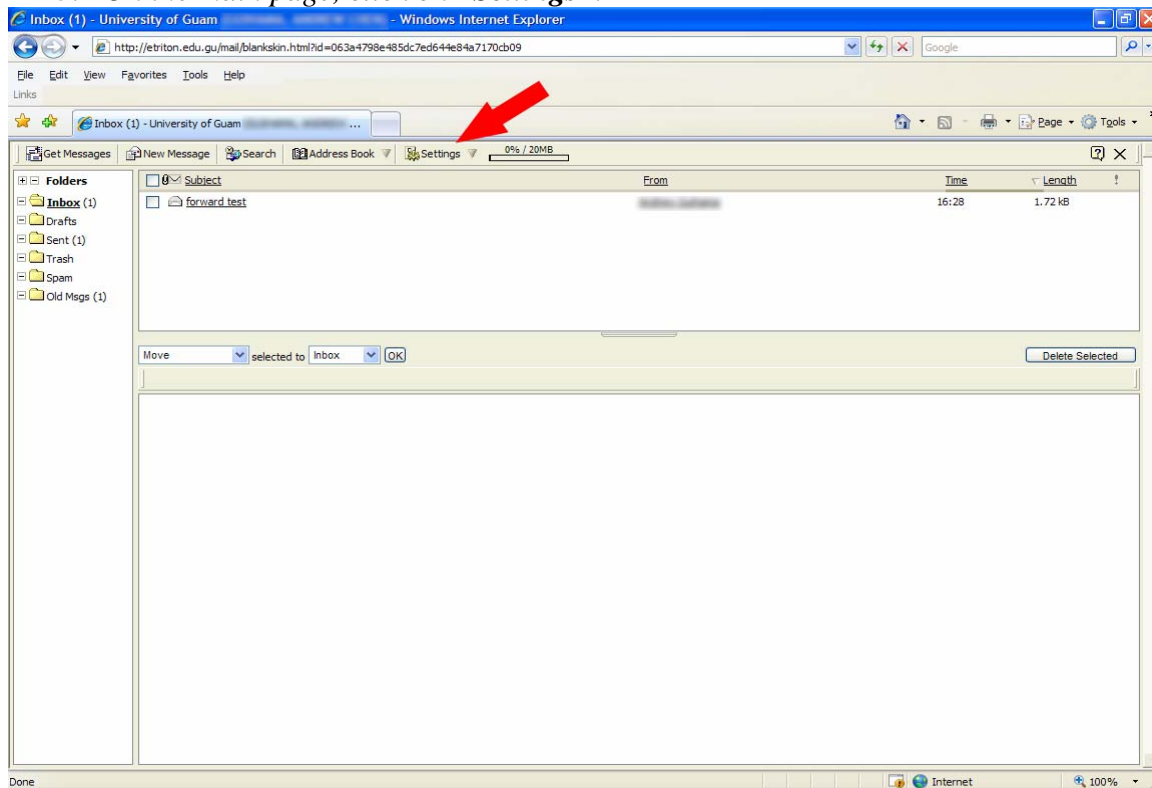
You may forward your eTriton Email to another Email address using the **Forwarder** option:

To set the forward, do the following:

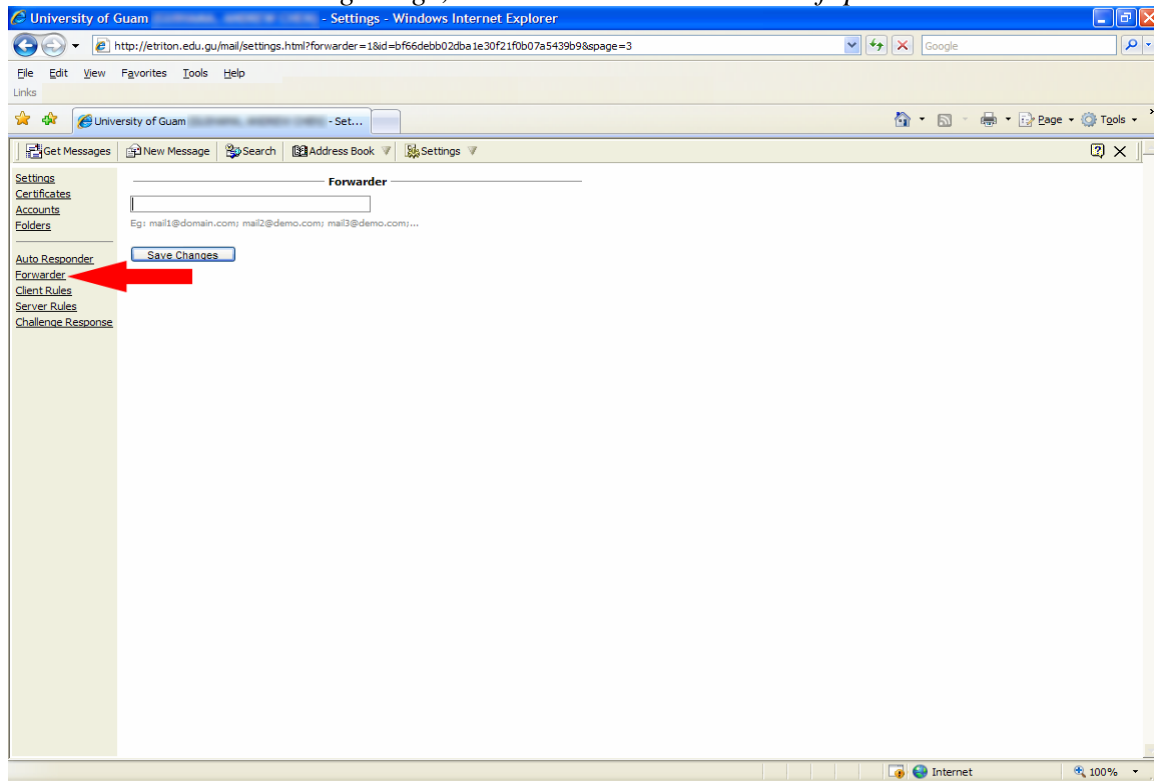
1. Open up your Web Browser and go to <http://etriton.edu.gu>
2. Log into your eTriton account:



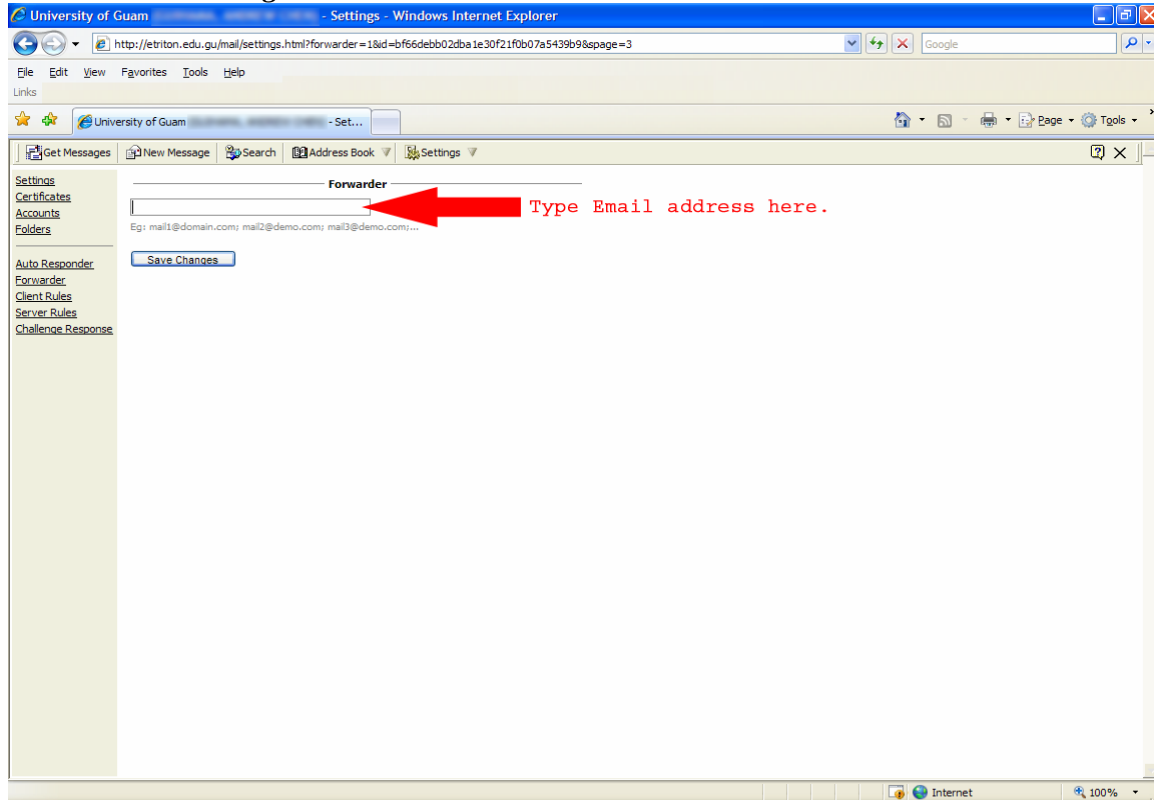
3. On the main page, click on “Settings”:



4. Once on the Settings Page, click “**Forwarder**” on the left pane:



5. On the following screen, type in the Email address you wish to forward to and click on “**Save Changes**” button:



6. Your forwarding is now activated. You will continue to receive Email on your eTriton account and a copy will be forwarded to your **Forwarder** Email address.