

COMPOSING AN EMAIL IN PANTHERMAIL

ABOUT PANTHERMAIL

PantherMail is Georgia State University's campuswide email system for students. PantherMail is hosted by Windows Live and includes new features such as Mail, Spaces, and Calendar. The system is user-friendly and customizable.

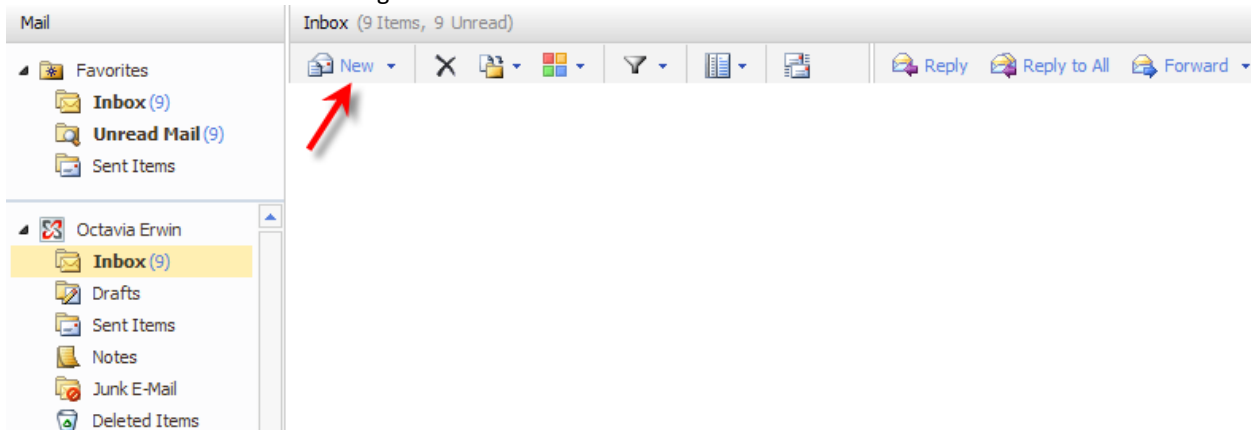
GETTING FAMILIAR WITH THE PANTHERMAIL ENVIRONMENT

The purpose of this documentation is to familiarize you with the PantherMail environment. PantherMail has many features, including Mail, Calendar and Contacts, which are all easily accessible from the email home page. Before using this guide, login to PantherMail using your email address and panther number.

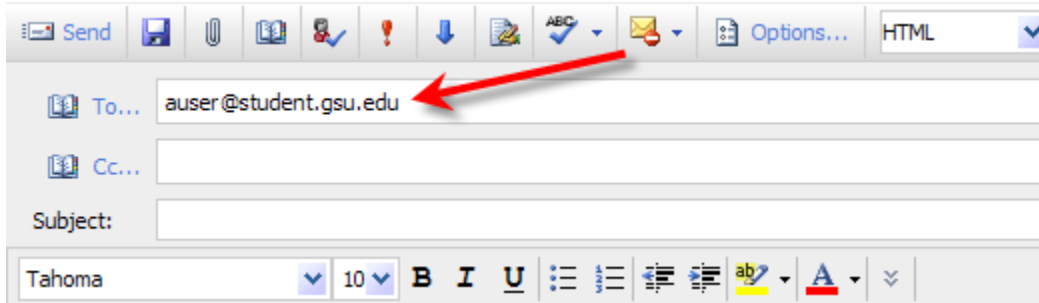
COMPOSING AN EMAIL

Follow the steps below to compose an email in PantherMail.

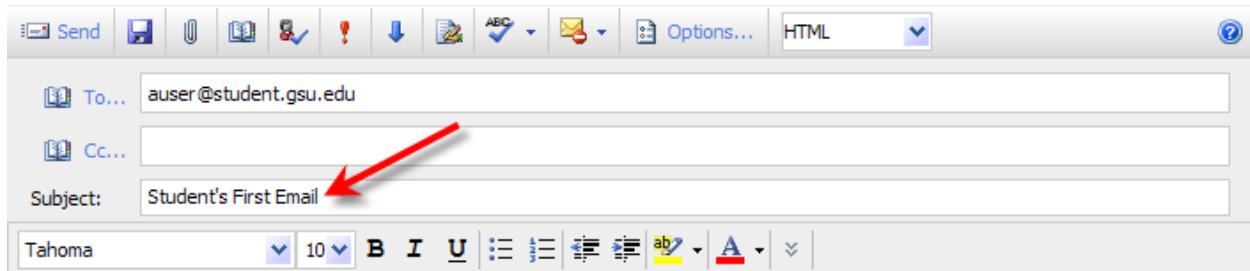
1. Using your email address and password, login to the PantherMail.
2. From the home page, select **Mail**.
3. Select **New** from the email navigation bar.



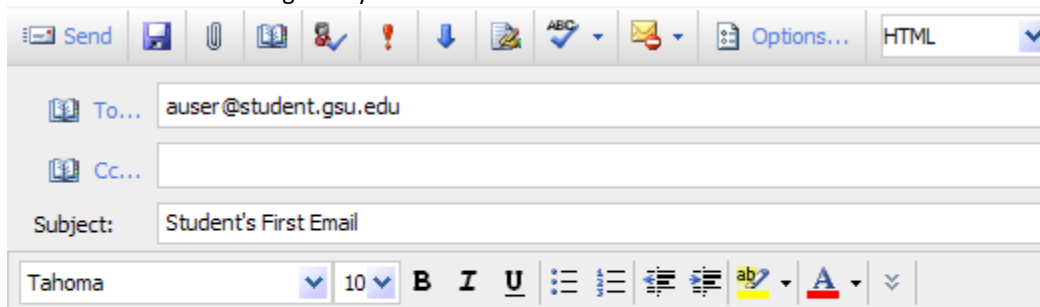
4. In the **To:** field of the message window, enter an email address. Separate multiple addresses by a comma.



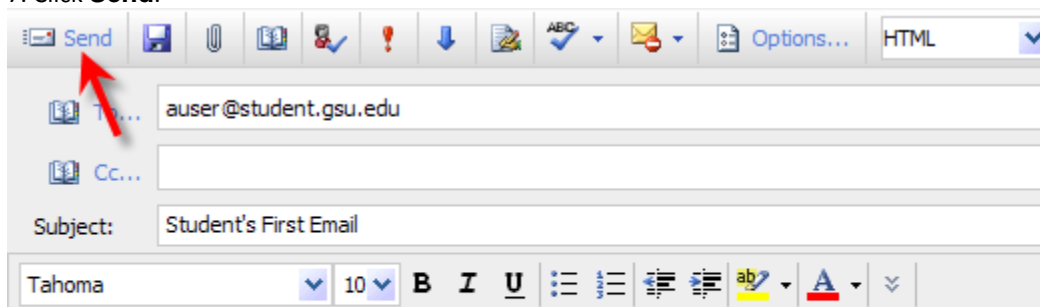
5. In the **Subject** field, enter a subject heading for the email message.



6. Enter text in the message body section.



7. Click **Send**.



FURTHER SUPPORT

Further support for using PantherMail is available from the IS&T Help Desk at 404.413.4357.