

# Oakland County Webmail Access

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Webmail allows you to access your Internet email from any computer that has an Internet connection and a web browser. You can check your email from any network PC in the County or even from your home computer through your own Internet Service Provider. Your mail stays on the mail server for security purposes and is available anytime, anywhere.

## To access your Oakland County Webmail account:

1. To access Oakland County Webmail through a County PC:

From **Internet Explorer 6.0 (or higher)**, type **mail/wm** (not [www.mail/wm](http://www.mail/wm)) in the **Address** field.

or

To access Oakland County Webmail through any PC in the world connected to the Internet:

From **Internet Explorer**, type **<https://mail.oakgov.com/wm>** in the **Address** field.

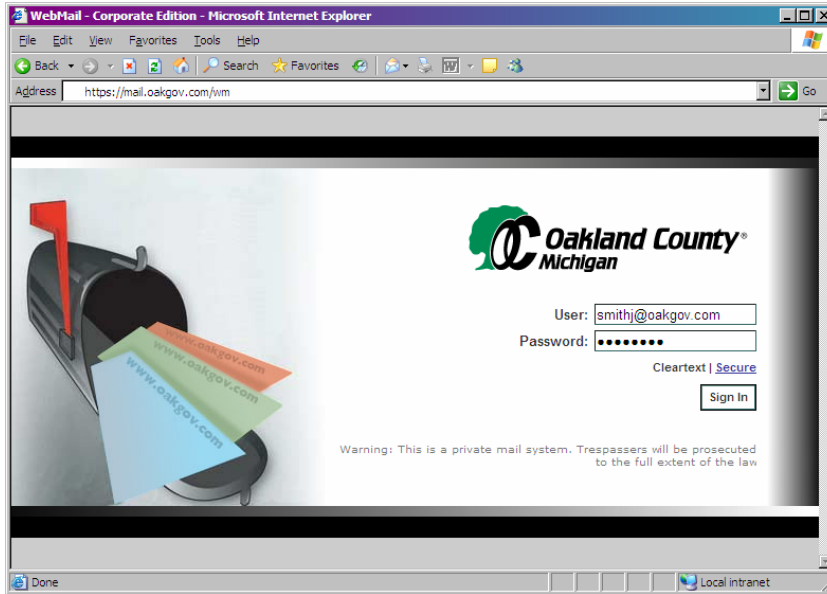
Click the **OK** and **Yes** buttons from the two **Security Alert** dialog boxes if they appear.

**Note:** Pop-up Blockers: Please be aware that third party browser-related toolbars (e.g. Yahoo or Google) with pop-up blockers may interfere with the functionality of Webmail.

2. Type your fully qualified email address in the **User** text box (e.g. smithj@oakgov.com is the user name for John Smith).
3. Type your **email password** in the **Password** text box.
4. Click the **Sign In** button.

**Note:** For security purposes, if you take too long to login, you will get a **Login: Page has expired. Please try again.** error message. Please reenter your user name and password in a timely manner.

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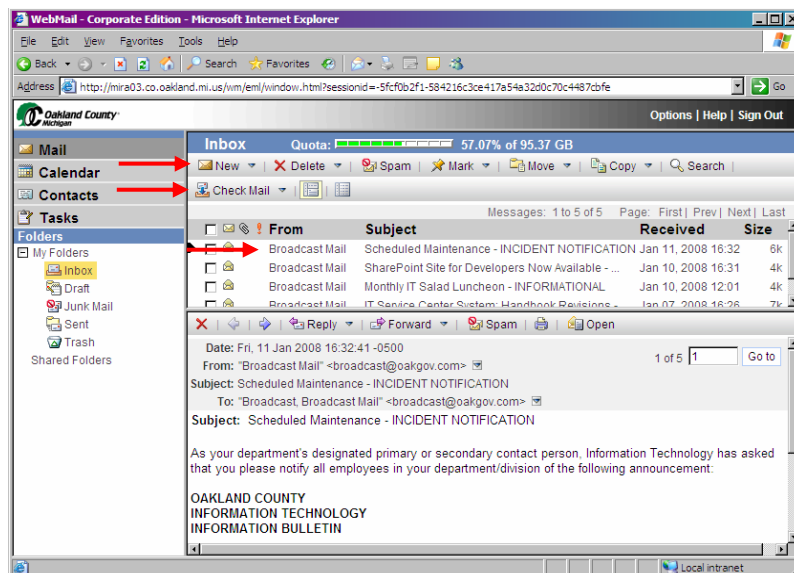
5. If the **AutoComplete** dialog box appears, click the check box next to **Don't offer to remember any more passwords**.

6. Click the **No** button.

## To read your email:

1. Click the **Check Mail** button.

2. Point to and click any of the listed messages. The message will be displayed in the lower pane.

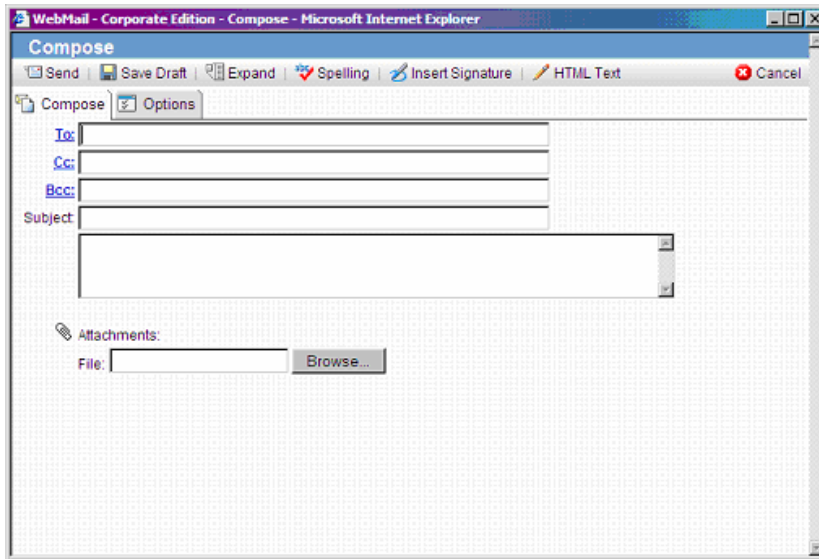


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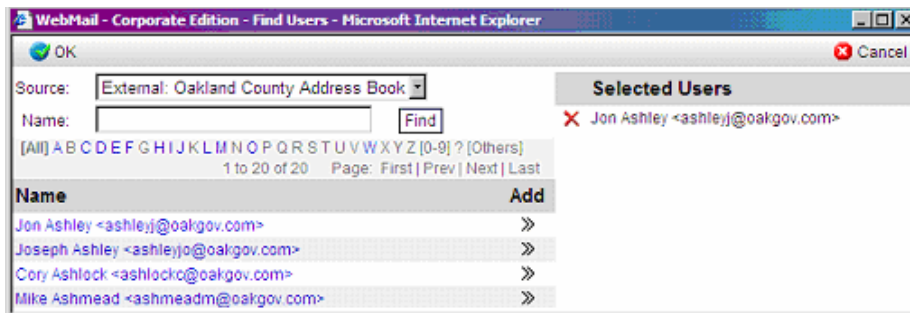
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## To compose a message:

1. Click the **New** button.
2. To search for an Oakland County employee, click the **To:**, **Cc:** or **Bcc:** link.



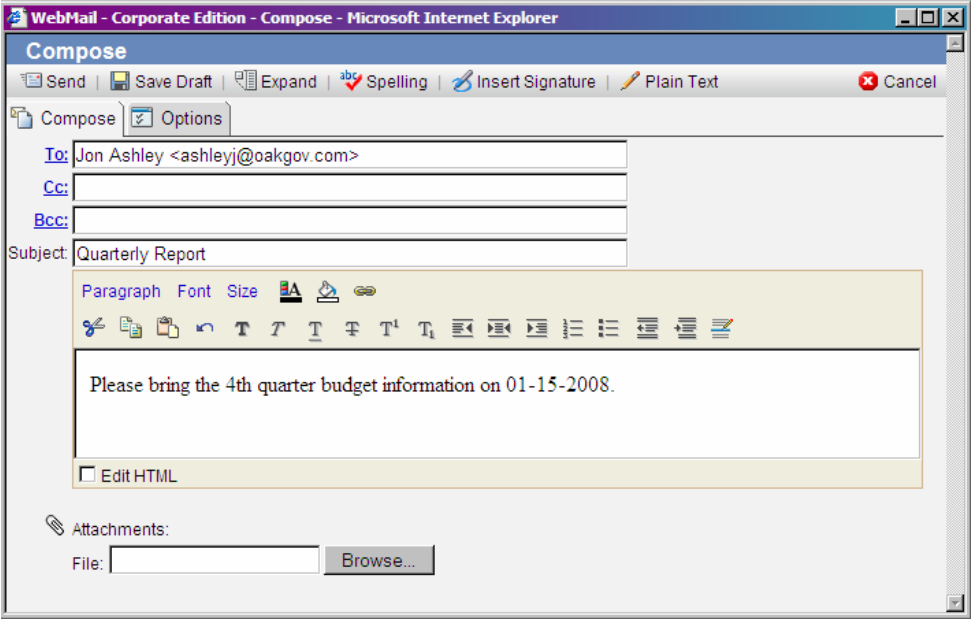
3. From the **Source** drop down list, click **External: Oakland County Address Book**.
4. Type in the first few letters of the last name you are searching for in the **Name** text box.
5. Click the **Find** button.
6. Click the **>>** next to the desired name to add to the **Selected Users** list. To remove users from this list, click the red **X** to the left of the name.



7. Click the **OK** button. The **Compose** screen is displayed with a list of the contacts you selected.
8. Complete the message and click the **Send** button.

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Your message has now been sent.

If you have problems, please call the IT Service Center at (248) 858-8812.

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