

Oakland County Webmail Setup

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 setup 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) 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.

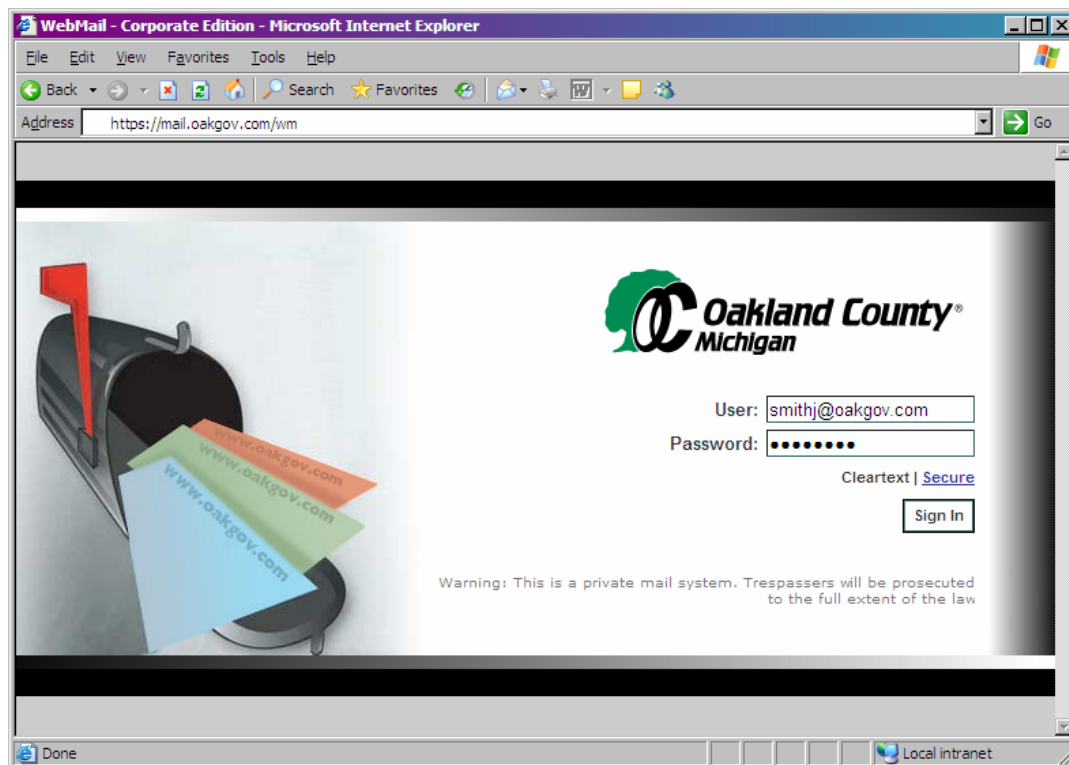
Click the **OK** and **Yes** buttons from the two **Security Alert** dialog boxes if they appear.


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.
7. From the **Webmail** screen, click the **Options** link found near the top right corner of the web page.
8. From the **General** option, click the **Personal** link.
9. Type **your full name** (e.g. John Smith) in the **Full Name** text box.
10. From the **Time Zone** section, click the drop down arrow and choose **GMT-04:00 America/Detroit**.
11. Click the **Apply** button. 
12. From the **Mail** option, click the **Settings** link.
13. Type **100** in the **Message Per Page:** text box.
14. Type **Sent** in the **Sent Folder** text box.

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15. Click the **Yes** radio button next to **Save Sent Messages**.

16. Click the **Apply** button.

17. From the **Mail** option, click the **Composing** link.

18. Click the **Include original inline** radio button next to **Reply**.

19. Type your **email address** (e.g. smithj@oakgov.com) in the **E-mail Address** text box.

20. Type your **reply-to address** (e.g. smithj@oakgov.com) in the **Reply-to** text box.

21. Click the **Apply** button.

22. Click the **Close** button.

You are now ready to begin using Webmail. For information on using Webmail see [Oakland County Webmail](#) documentation.

If you have any questions, please contact the IT Service Center at (248) 858-8812.

wm_setup.pdf
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