CGU Email via a Web Page

To read your CGU email using a web page, hop on the Internet, and:
- if you are staff or faculty member, go to https://mymail.cgu.edu
- if you are a CGU student, go to https://mymail.student.cgu.edu

You should see the following screen.

![Microsoft Outlook Web App](image)

Click here to see the explanation and then choose the appropriate option.

To log in, please type in your regular user name and password.

Once successfully logged in, you should see the screen below.
You will find links to your inbox, your trash can, etc. on the left side of the web page.

Click on the right facing arrows to see the subfolders inside your mail box.

Click on the black, downward facing arrows to hide your subfolders.

Further down the left side of the web page are links to your calendar, contacts, etc.

After viewing your calendar or contacts, you will need to click on the mail link on the lower left portion of the web page to see your inbox, trash can, etc. again.

Here are some frequently used buttons:

New: to create a new item, such as a new email or a new calendar appointment
Arrange by: choose how your emails are sorted
Delete: delete the selected item
View: to turn on or off the reading pane
Reply button
Reply to All button
Forward button
To log out of your email account
Click on the link labeled “options”, located near the top right corner of the web page, and the web page below will appear. This web page allows you to change many settings.

When you are finished adjusting your settings, click on the link labeled “My Mail” to return to the web page which displays your Inbox and Calendar.

You can use this web page to set up, activate, and deactivate your out-office-message.

You can also use this web page to set up a rule to forward your email messages to another email account.