

# DIGITAL TUTORIALS

## Using CVA Student Webmail

**This document describes how to access CVA's webmail portal from any web browser.**

A webmail account allows email access from an internet browser window—regardless of operating system—from anywhere in the world. Webmail browsers are often not as fully featured as stand-alone mail programs because webmail stores all mail for all accounts on web server space and because webmail must be 'generic' enough to run on any browser.

1. Access CVA's webmail portal by using the link from CVA's website (shown at right), or by entering the web url in the browser:

**<http://webmail.westhost.com>**

This brings up the webmail log-in screen.

2. Enter your *FULL* email address, for example:

**[ademo@student.cva.edu](mailto:ademo@student.cva.edu)**

3. Enter your password and then click **Login**.

Once you have successfully logged in, your webmail box will be displayed. From your webmail box, you can perform basic mail functions: read your mail, compose, send and forward email to other accounts.

### Retrieving CVA Webmail from another email address

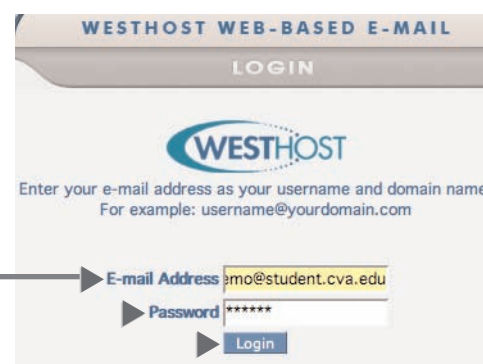
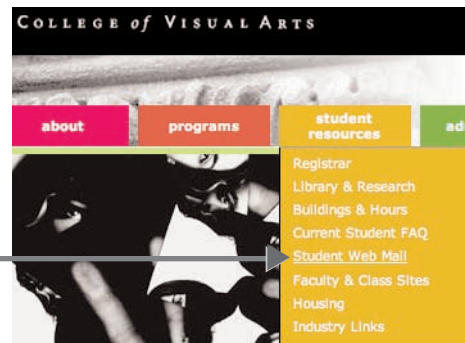
CVA email can also be retrieved using other email software such as *Hotmail* or a *Yahoo* email (also web browsers), or *Outlook Express* or *OS X Mail* box.

To do this, mail retrieval must be set up from within the email address where mail will be received (for example a *Yahoo* account.).

Typically, you need to provide three details for email retrieval.

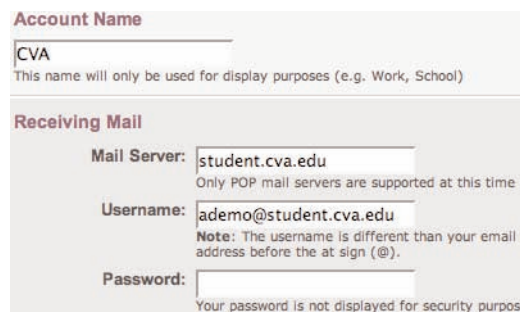
- a. Your full email address, as you enter it on the login screen.
- b. Your password.
- c. For all CVA student emails, the incoming and outgoing server name is **student.cva.edu**

Once you have set up email retrieval, you should not need to re-enter this information.



#### A webmail note:

The maximum size for each student mail account is 10 mb.



*This screen shows the email retrieval setup info for a Yahoo email account.*

For questions or help with CVA Webmail, see Carol Zen, Fridays at the Computer Labs from 10 AM to 2 PM, or send questions via email to [carol@cva.edu](mailto:carol@cva.edu).