1. Launch the Web Browser.
2. Key in [http://webmail.nilai.edu.my](http://webmail.nilai.edu.my) as shown in Figure 1.
3. Key in your user name and password as shown in Figure 1.

![Figure 1](image-url)
4. Once authenticated, you should be able to receive the screen as shown in the Figure 2.
5. Use the steps in Figure 2 to check, compose and reply your mail

Figure 2
6. Click on “Compose” for new mail as shown in Figure 3. Click on “Addresses” as shown in Figure 3 for address book.
7. Type the staff first name as shown in Figure 4. Then click on “Search”. The user e-mail will be shown out as in Figure 4. Then click whether you want “To/Cc/Bcc”.

Figure 4
8. After done Steps 7, the selected e-mail address will be prompted as shown from Figure 5.

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