

How to Check Your Mailbox Quota in Webmail Express

Overview

Webmail Express is Morningside College's web based email application that lets you check your email from anywhere with or without having to use your own computer. Because it is web based, and the messages remain on the server, an email client such as Outlook Express or Eudora are not required. Morningside Students and Staff have email quotas, or maximum sizes of their mailboxes. These need to be checked because if they are exceeded, email will not be able to be sent or received.

1. To access Webmail Express follow the below link.

<http://webmail.morningside.edu/express/>

Or it can be accessed from the upper left side of the Morningside College Portal.

<http://my.morningside.edu/>

2. The following screen will appear asking for your username and password. Type them in and click **Log On**. DO NOT click the save logon information on this computer, this will allow anyone using that computer to check your email..



For additional help please call Robert Anderson at 712-274-5295 or email andersonr@morningside.edu.

3. After you logon, the following screen will appear showing your Inbox.



4. The space available until your quota is reached is displayed on the right side of the screen (red arrow). When this number gets close to 0.00 MB the user will receive a message from the postmaster warning them they are getting close. When the number gets to 0.00 MB the user will not be able to send or receive email until items are deleted from their mailbox.

NOTE: Items included in your quota are: folders you have made, your Inbox, your Sent Items, and your Trash.



5. It is a good practice to keep the number next to Space Available as small as possible so that your mailbox will have room to receive larger attachments and messages and will not require you to constantly clean it out.

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