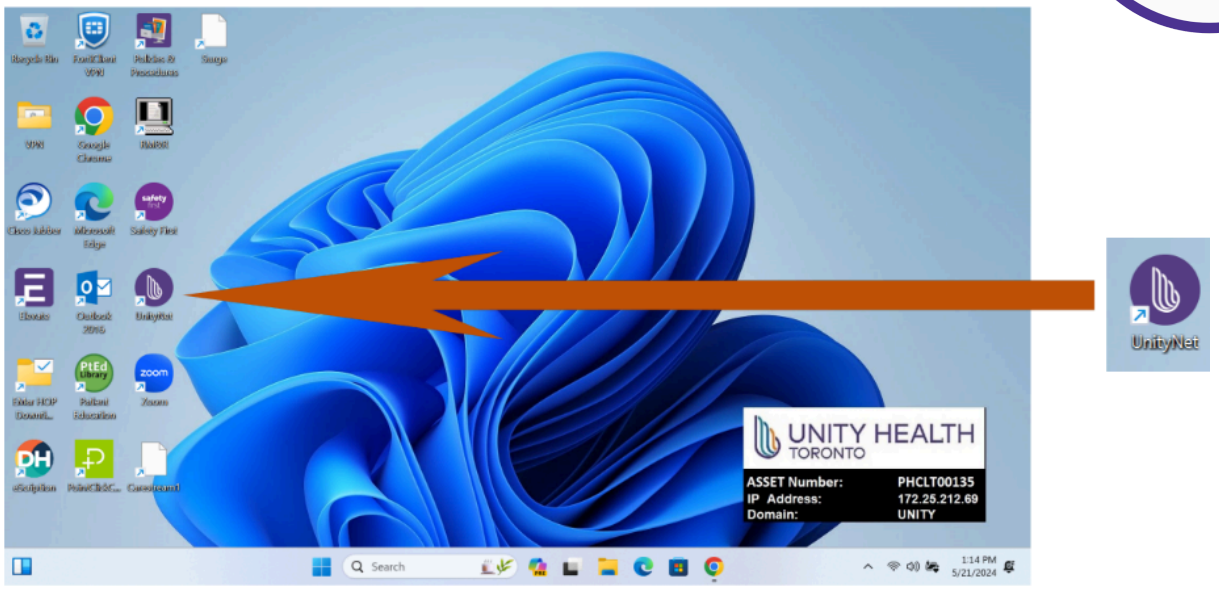
Basic Computer Skills

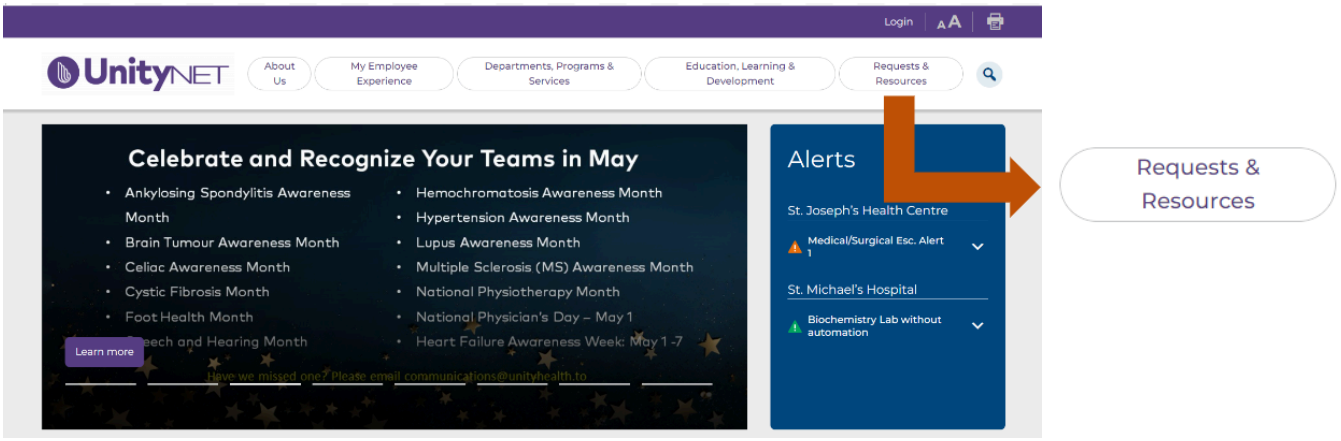
UNITY HEALTH TORONTO | DIGITAL LITERACY PROGRAM

Accessing your email

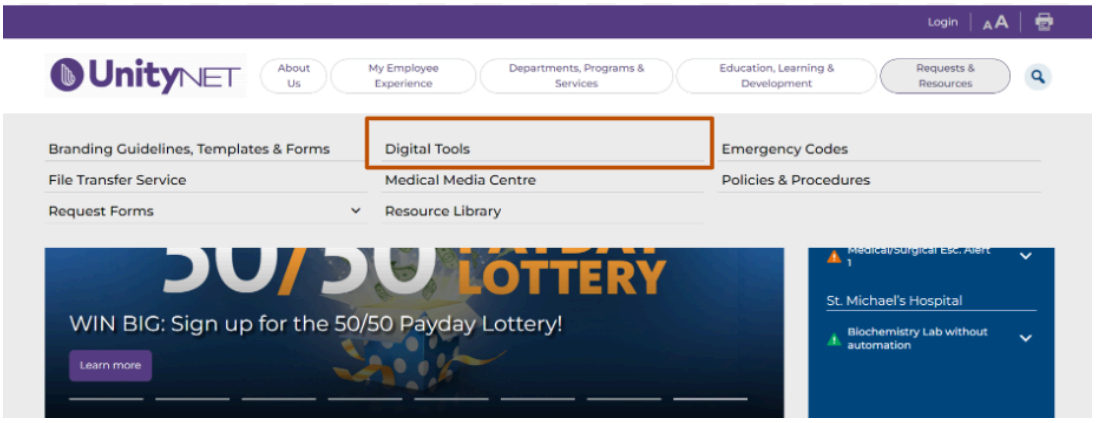
Step 1: Double left-click on the UnityNet icon or using the following URL
https://unitynet.unity.local/



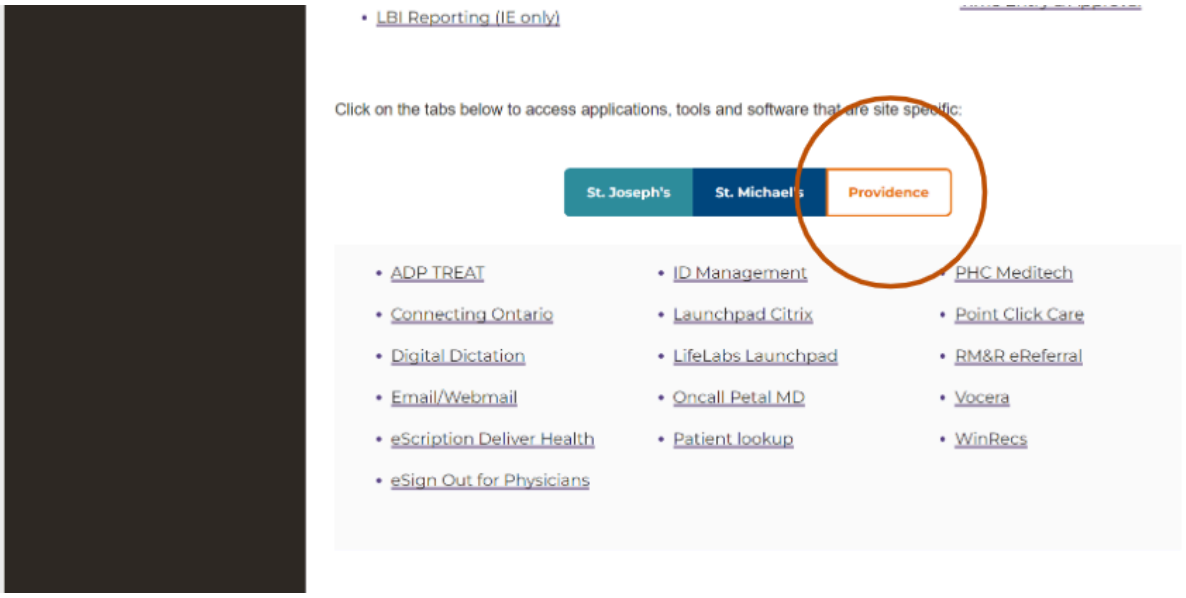
Step 2: Left click on "Requests & Resources"



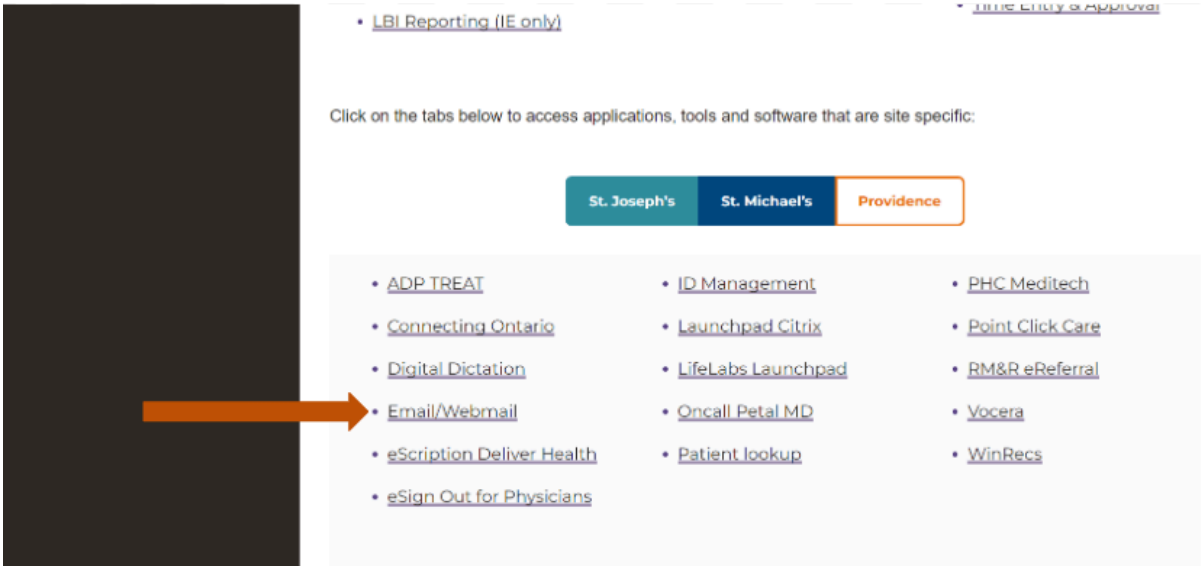
Step 3: Left click on "Digital Tools"



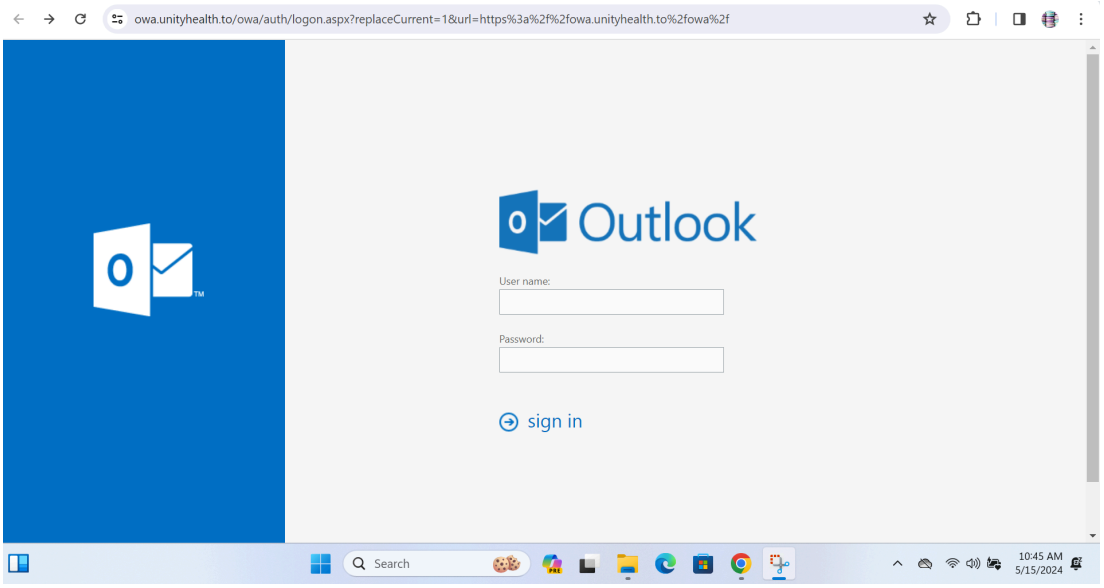
Step 4: Scroll to bottom of page and left click on Providence



Step 5: Left click on 'Email/Webmail

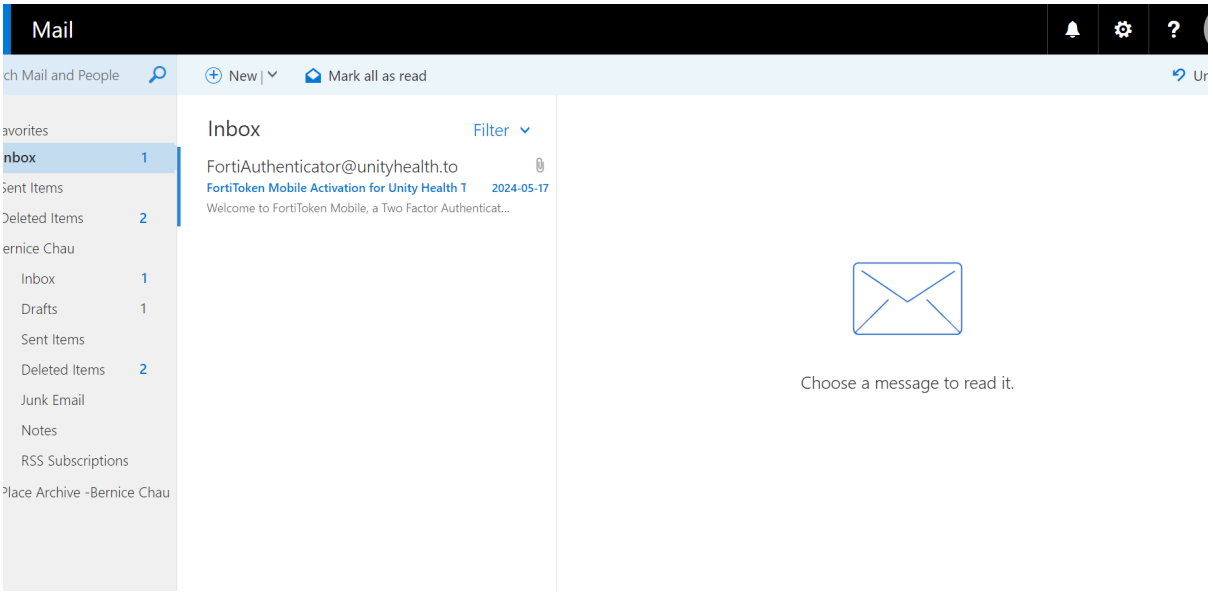


Step 6: Enter your user name and password

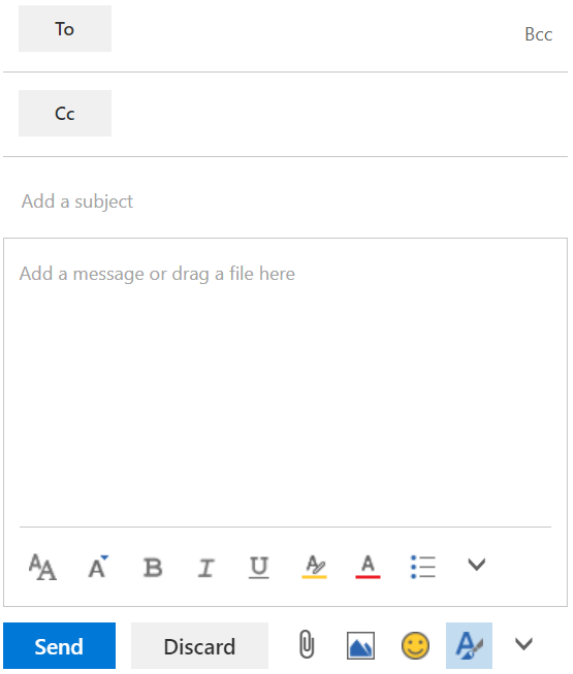


Composing an Email

Step 1: Left click on “New mail”



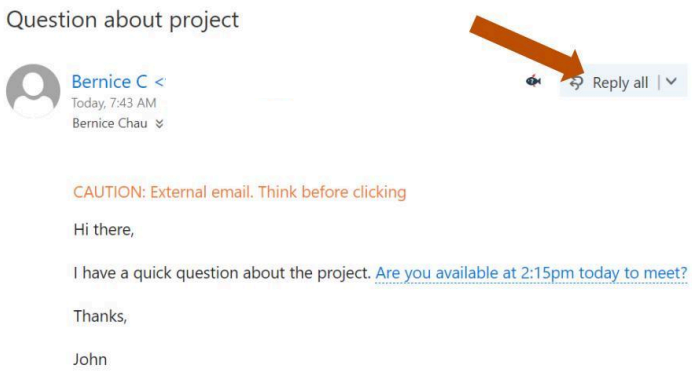
Step 2: Type in email address you want to send to, add subject, and email contents



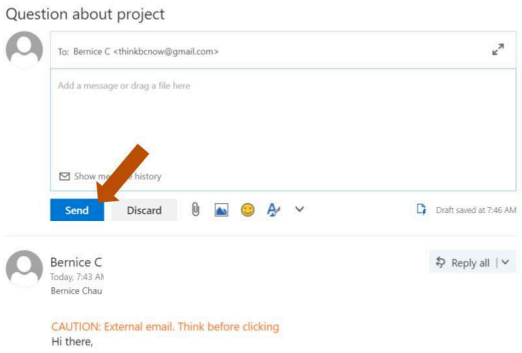
Step 3: Left click send

Replying to an email

Step 1: Open and read email by clicking on it. Left click “Reply all”



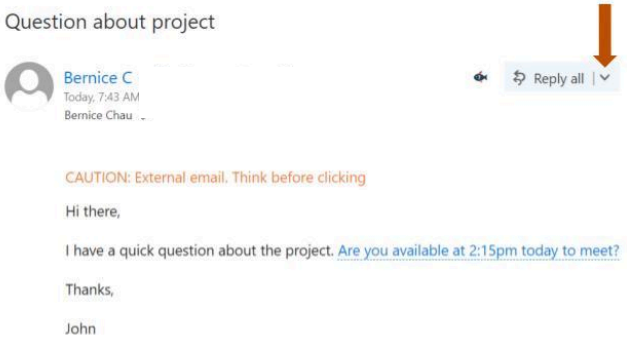
Step 2: Type your response, then left click on send

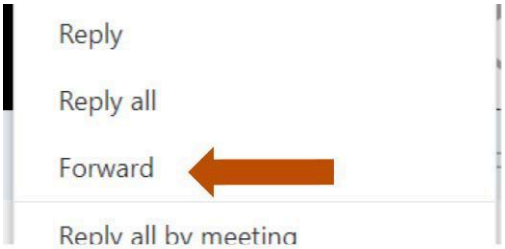
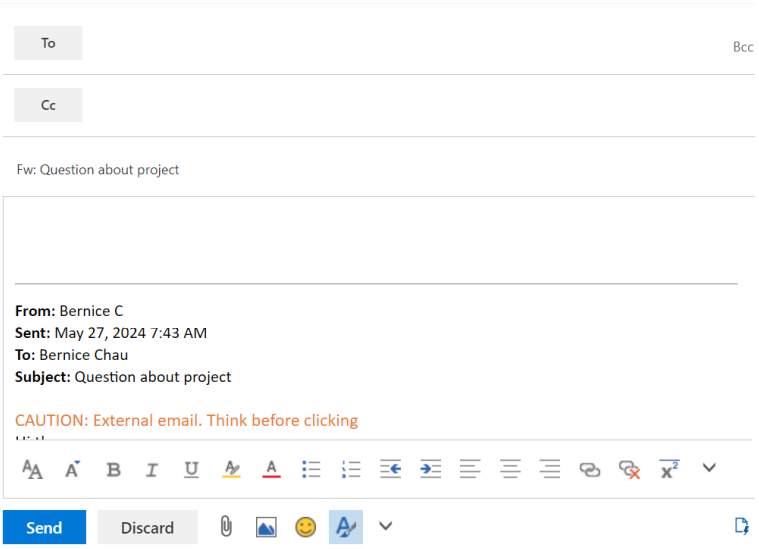


Forwarding an Email

(Sending an email you received to another email address)

Step 1: Click on the downward arrow beside “Reply all”. Upon the list, click on the third row: “Forward”





Step 2: Type in the email address you want to send to, add subject, and email contents. Left click “Send” to forward email