

ACCESSING THE INTERNET

WINDOWS

1. Log on to the computer.
2. Double-Click on either the INTERNET EXPLORER or NETSCAPE COMMUNICATOR icon.
OR
3. Click on START and drag up to the PROGRAMS menu, over to the INTERNET TOOLS menu, and then over to either NETSCAPE COMMUNICATOR or INTERNET EXPLORER.

MACINTOSH

1. Double-Click on the MACINTOSH Hard Drive.
2. Double-Click on NETSCAPE COMMUNICATOR FOLDER in the MACINTOSH HD.
3. Double-Click on NETSCAPE COMMUNICATOR application in the NETSCAPE COMMUNICATOR FOLDER.

ACCESSING THE ELECTRONIC LIBRARY

On-Campus

1. Go to www.emc.maricopa.edu
2. Click on ELECTRONIC LIBRARY in the ESTRELLA MOUNTAIN COMMUNITY COLLEGE home page menu.
3. Click on the appropriate INFORMATION RESOURCES menu item.

Remote Access

If you wish to connect to databases from off-campus, you must have a current library account and password. For more information contact the Consultation Desk in the Information Commons of

USING BLITZMAIL

ACCESS FROM WINDOWS

1. Log on to the computer
2. Click on START
3. Click on PROGRAMS
4. Click on INTERNET TOOLS
5. Click on BLITZMAIL
6. Type in first and last name.

ACCESS FROM MACINTOSH

1. Log on to the computer
2. Double Click on the VOYAGER APPLICATIONS
3. Double Click on the ACADEMICS folder
4. Press the B key
5. Double Click on BLITZMAIL in the menu
6. Double Click on the MAILBOX icon

YOUR E-MAIL ADDRESS -

`Yourfirstname.yourlastname@blitz.emc.maricopa.edu`

To Read Messages -

Click on the IN BOX. Double Click on the message.

To Compose a Message -

Click on the COMPOSE icon on the left side of the window

To Send a Message -

Click SENDING on the menu bar and select MAIL MESSAGE

To Create a Folder -

Click on the FOLDERS icon in the Blitz menu box.
Click on NEW to create and name the new folder.

To Save an Address -

Click on the ADDRESS icon. Type address and press

SAVE (Or click on existing address and click COMPOSE to use a saved address.)

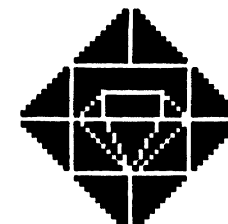
To Delete a Message -

Click on the message and hold mouse button as you drag to the TRASH

BLITZMAIL USERS GUIDE -

www.emc.maricopa.edu/BlitzMail/contents.html

ESTRELLA MOUNTAIN COMMUNITY COLLEGE



INFORMATION COMMONS "HOW TO"

- ◆ Create your Computer Account
- ◆ Log on to the Network
- ◆ Access Programs
- ◆ Access Personal Storage Space
- ◆ Access the Internet
- ◆ Electronic Library
- ◆ Use BlitzMail

Hours of Operations

M - Th 7:00 a.m. - 10:00 p.m.
Fri 7:00 a.m. - 5:00 p.m.
Sat 8:00 a.m. - 5:00 p.m..

Closed Sunday & Holidays

Information Commons Desk: 623-935-8150
Contact : polly.miller@emcmail.maricopa.edu