

How to Access GrayMail from Webmail

1. Log in to <https://webmail.sonoma.edu>
2. On the left hand side of the window, see if GrayMail is listed. If it is, just click on it and you're done.
3. If GrayMail is not listed, click the Folders link at the top of the window.

Current Folder: **INBOX**
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Directory](#)

4. Click on Folder Preferences
5. Scroll down to the Subscribe Unsubscribe section
6. Click on GrayMail in the right hand list of folders
7. Click on Subscribe



8. Click refresh folder list at the top of the screen to list GrayMail under INBOX at the far left of the window.
9. Click on GrayMail in the far left part of the window to see the messages in your GrayMail folder.