Open a web browser

Type in the address bar:  http://webmail.umpi.edu

Put in your username and password and click “sign in”

Your web version will now look different to what you are used to.
Click "options" then "See all options"

Here is where you will set the options
Click, “Organize E-Mail, and here you can create Rules.

Click Settings, and set up your signatures. On the right of the screen you can also set “Read Receipts”, “Reading Panes”, and “Conversations”.
Click on the Block or Allow and you can filter email that are safe email and emails that you want to block.
Right click the calendar that you want to share, then click "SHARE" then click "SHARE THIS CALENDAR".

Click the "TO" and in the upper left make sure the address book is on the Global address book.

Double-click the name of who you want to share your calendar with, click OK, Click send.
Right click your calendar once again, click share, then change sharing permissions.
If you want to change someone’s rights, highlight their name, then click edit.