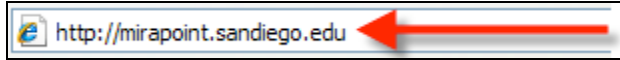
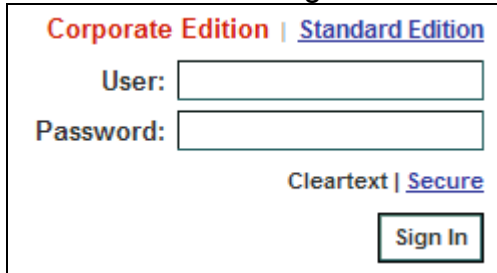


## Logging into Mirapoint Corporate Edition®

Open your Internet browser and type “http://mirapoint.sandiego.edu” in the address field.



Next, type your Unet username and password and click Sign In. For example, User = hansel. Password = gR3t&L.



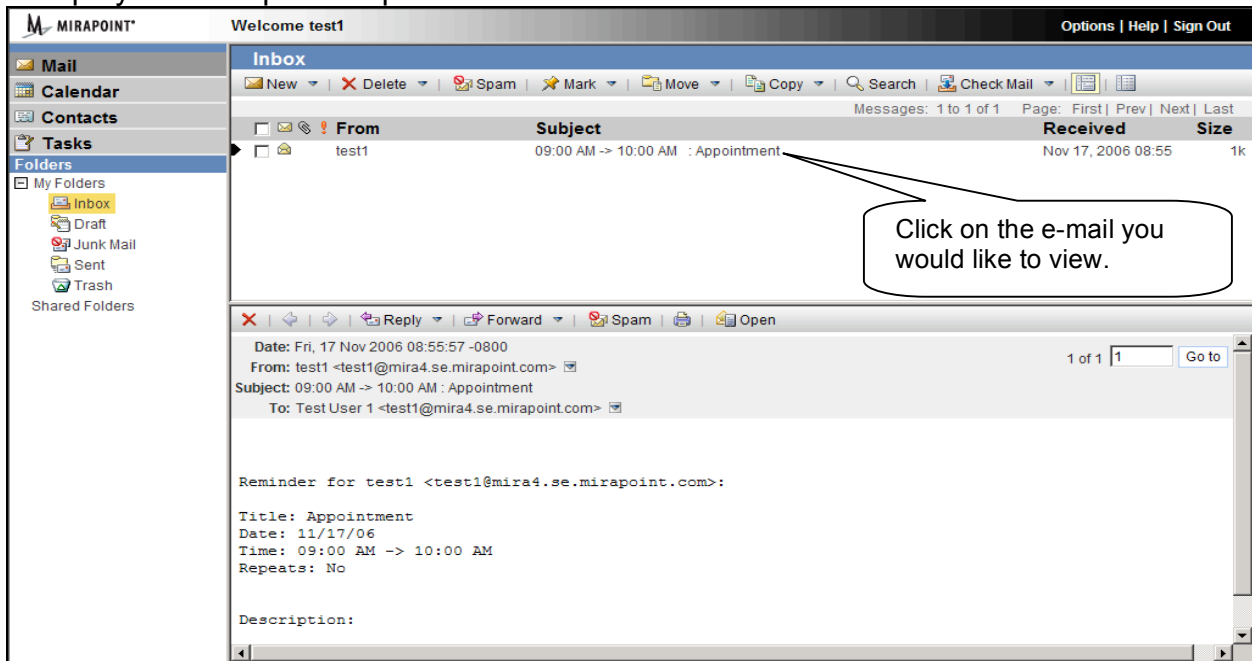
Corporate Edition | [Standard Edition](#)

User:

Password:

[Cleartext](#) | [Secure](#)

The program opens to the Mail Inbox. Notice that you need to click on an e-mail to see it displayed in the preview pane as shown below.



MIRAPOINT Welcome test1 Options | Help | Sign Out

**Mail**

**Calendar**

**Contacts**

**Tasks**

**Folders**

- My Folders
  - Inbox
  - Draft
  - Junk Mail
  - Sent
  - Trash
- Shared Folders

**Inbox**

New | Delete | Spam | Mark | Move | Copy | Search | Check Mail

Messages: 1 to 1 of 1 Page: First | Prev | Next | Last

	From	Subject	Received	Size
<input type="checkbox"/>	test1	09:00 AM -> 10:00 AM : Appointment	Nov 17, 2006 08:55	1k

Click on the e-mail you would like to view.

Reply | Forward | Spam | Open

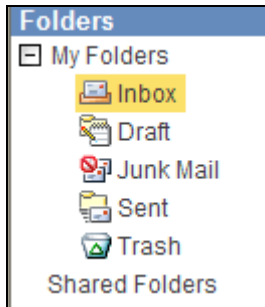
Date: Fri, 17 Nov 2006 08:55:57 -0800  
From: test1 <test1@mira4.se.mirapoint.com>  
Subject: 09:00 AM -> 10:00 AM : Appointment  
To: Test User 1 <test1@mira4.se.mirapoint.com>

Reminder for test1 <test1@mira4.se.mirapoint.com>:

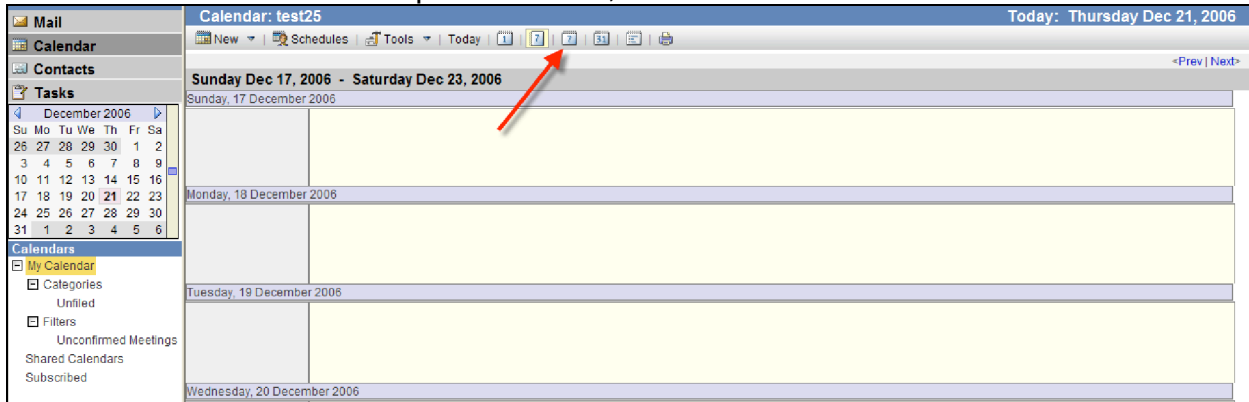
Title: Appointment  
Date: 11/17/06  
Time: 09:00 AM -> 10:00 AM  
Repeats: No

Description:

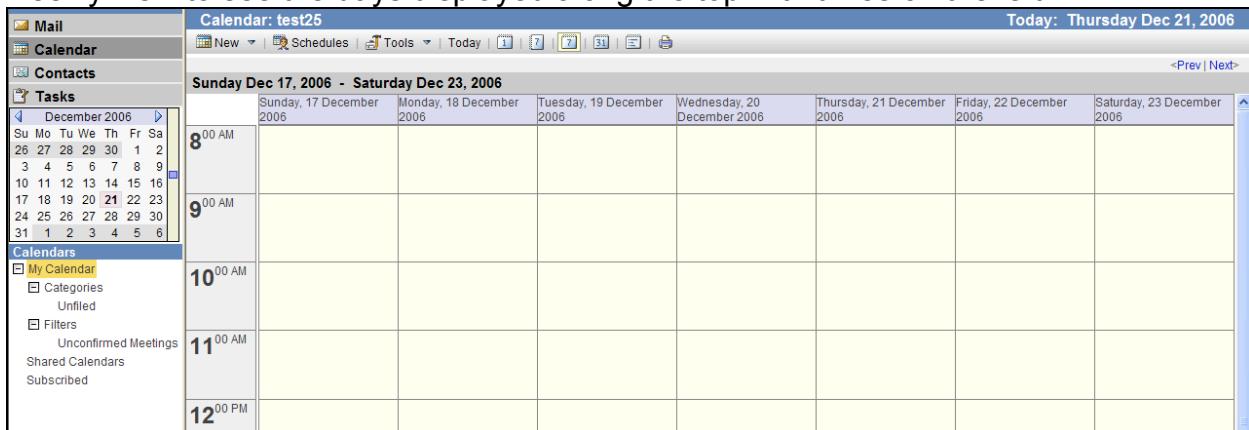
On the left side of the page are your “default” mail folders.



Above those are buttons to open Calendar, Contacts and Tasks. Click on Calendar.



Notice this is the default view with the days displayed on the left. Click on the other weekly view to see the days displayed along the top with times on the left.



To create appointments or meeting requests, go to **Creating Appointments**.