Part 1: Select the Language used by Willamette Web mail

Note: This procedure should work on all TIUA lab computers and most WU lab computers.

1. Login to Willamette Webmail (http://webmail.willamette.edu) using your Willamette username and password.
2. After logging in, click on the “Options” link located at the top middle of the Webmail window:

3. Next click on “Display Preferences”:

4. Click on the Language selection box and choose Japanese (You may have to scroll down through the selection box in order to locate Japanese):

5. Scroll down to the bottom of the page and click on the “Submit” button:

6. Click on the “Refresh Page” link:

(Continued on next page)
Part 2: Enable Internet Explorer to Input Japanese Characters

Note: This procedure should work on all TIUA lab computers. Willamette University computers may or may not have the Language Bar configured.

1. Go to the View menu of Internet Explorer. Under the View menu go to Encoding and then to Japanese (Auto-Select):

2. Click on the “EN” button located on the bottom right of the screen and select “JP” (Japanese):

3. The Language Bar should now change to show Japanese language options.

   Note: If you do not see all the buttons shown in the picture below then right-click on the “JP” and select “Adjust the Language band position.”

   Make sure that the window showing Webmail is selected and click on the “A” button and choose which alphabet to use for input:

4. You should now be able to write and read email in Japanese using Willamette Webmail.