



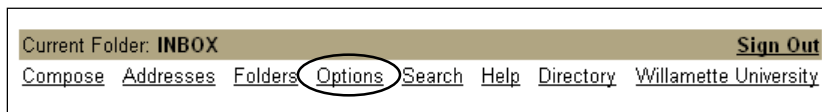
TIUA Information Technology Services How to Use Japanese with Willamette Webmail

2/4/2008

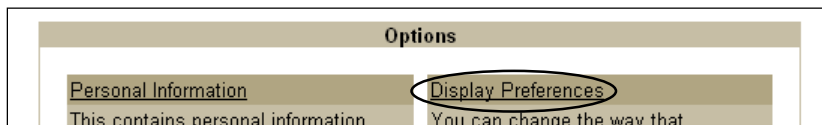
Part 1: Select the Language used by Willamette Web mail

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

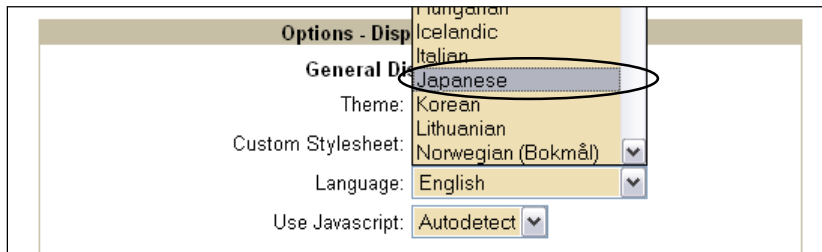
1. Login to Willamette Webmail (<http://webmail.willamette.edu>) using your Willamette username and password.
2. After logging in, click on the “Options” link located at the top middle of the Webmail window:



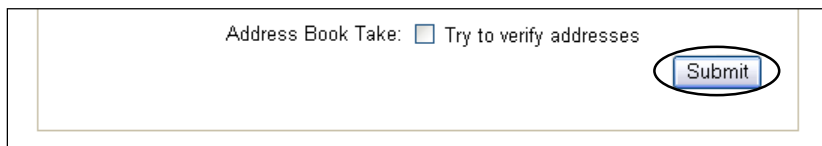
3. Next click on “Display Preferences”:



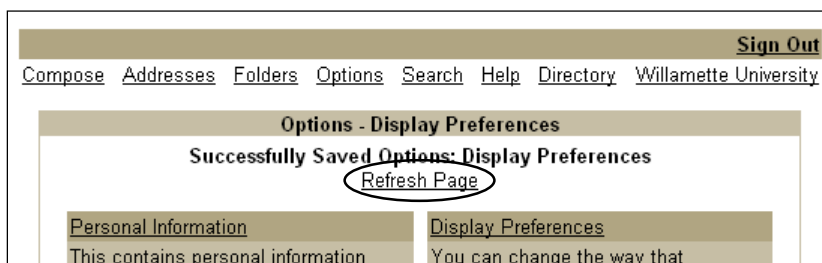
4. Click on the Language selection box and choose Japanese (You may have to scroll down through the selection box in order to locate Japanese):



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



6. Click on the “Refresh Page” link:

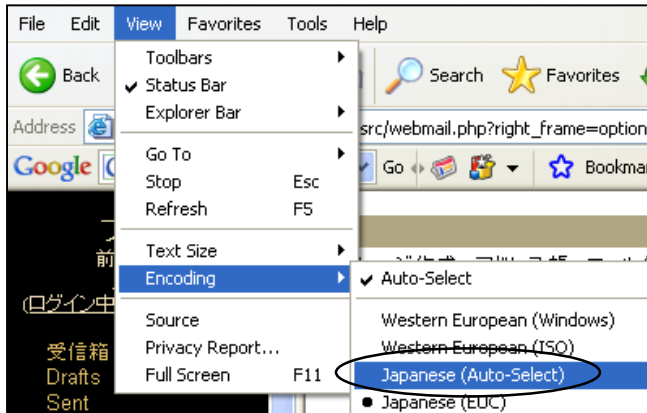


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Part 2: Enable Internet Explorer to Input Japanese Characters

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)*:



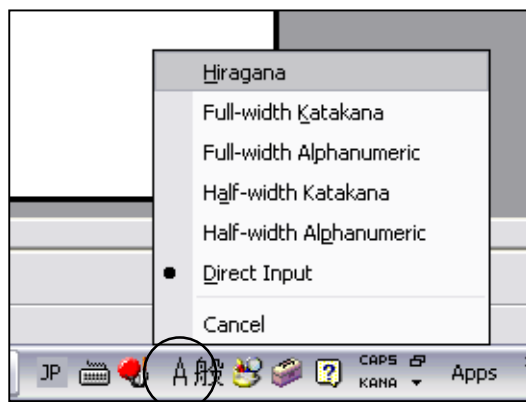
2. Click on the “EN” button located on the bottom right of the screen and select “JP” (Japanese):



3. The Language Bar should now 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.