While Microsoft Exchange/Outlook remains the primary email system at West Chester University, there is also an email feature within the SAP software.

Only internal SAP messages will come into this mailbox. At this point, SAP is not integrated with our primary email system nor can you send messages to internet email addresses.

Upon logging into SAP you will be alerted immediately if you have any unread documents in your inbox. A popup window will appear:

- Click on the green checkmark to continue your logon without viewing your unread mail.
- Click on the Inbox button to immediately go to your SAP inbox.
- Click the Choose button if you have several unread documents in your inbox. You are then able to highlight the message you wish to view and click Choose.
If you chose to continue your SAP session without viewing your inbox, you are able to navigate to your inbox from the main SAP menu by performing one of the following actions:

- Click on the SAP Business Workplace icon
- Enter transaction code SBWP in the command field
- Follow the menu path SAP Menu, Office, Workplace
- Press Ctrl+F12
When you have entered the workplace you will need to expand the Inbox by clicking the arrow to the left of the work “Inbox”. You will now see a screen similar to the following:

Unread messages will appear in the “Unread Documents” folder. Previously read documents will appear in the “Documents” folder. Just click on the folder you wish to review. To view a document double click it.

To go back to your inbox use the Green Back Button Icon –
Replying to Messages

Many email messages do not require a reply. If a reply is necessary, use one of the buttons at the top of the screen.
- Reply  {this does not include the original text}
- Reply w/reference  {this includes the original text and is your Best Choice}

Display Document: This is a test

This is a test

Created  75USER25
Changed  75USER25

This is a test of the SAP mail system.

After clicking the Reply w/Reference button you may type your reply in the large white box:

Create Document

Title  Re: This is a test

This is the response section to the original email text below.

This is a test of the SAP mail system.

After composing your response, click the send button –
To Delete an email click on the message (to select it) that you wish to delete, then click the trash can icon.

To Forward an email to another SAP user click on the message (to select it) that you wish to forward, then click the forward icon or you can also just right click on the message and choose Forward. After choosing to forward the message the following window will open:

Type in your intended recipient, add a note if applicable by clicking the “Note” icon, and then click the send button.