This tutorial will show how to get your Southeast Student Email to display most recently received emails.

**Step 1.**
Log into “student.semo.edu” using your **Southeast Key** and **Password**, then press the **Enter** button.

![Login Screen](image)

**Step 2.**
Locate and then click the **Settings** button at the top of the webpage.

![Settings Button](image)

**Step 3.**
Locate and then click the **Folders** tab at the top of the webpage.

![Folders Tab](image)
Step 4.

After clicking the **Folders** tab, locate the **Fields** heading. Under the **Fields** heading, ensure that the **Received** option is checked and that **Reversed** is set to “Yes.”

Step 5.

Locate the check mark in the top left of the screen, directly under the **General** tab. Once located, click the check mark.

Step 6.

Log out of your email, then log back in to ensure the changes were made.

If you have any questions or problems, please contact the IT Help Desk at 573-651-4357 or at helpdesk@semo.edu