Table of Contents:

Basic Topics: ........................................................................................................................1
  Logging In: ..........................................................................................................................1
  The Webmail Screen: .......................................................................................................2
    The Side Bar (A): .......................................................................................................2
    The Menu Bar (B): .....................................................................................................3
    The Content Area (C): .............................................................................................3
  Reading Email: ...............................................................................................................3
    Viewing a Mailbox: .....................................................................................................3
  Viewing a Message: .......................................................................................................4
  Writing Email: ...............................................................................................................5
  Logging Out: ....................................................................................................................6

Advanced Topics: ..............................................................................................................7
  The Address Book: .......................................................................................................7
    Adding and Editing Addresses: ................................................................................7
    Accessing your addressbook: ....................................................................................8
  The Group List: ..............................................................................................................9
    Adding, Editing and Deleting Address Groups: .......................................................9
    Accessing the Group List: ........................................................................................10
  Working with Folders: ..................................................................................................11
  Searching: ......................................................................................................................12
  Additional Options: .......................................................................................................12
  Seeking Additional Help: ............................................................................................12
Basic Topics:

Logging In:

![Login screen](image)

Each EMU Webmail session begins at the login screen. Enter your EMU username and password in the appropriate boxes and click the [Login] button.

*Most browsers will allow you to move within data entry areas—like the name and password fields in the login screen—using the [Tab] key. The [Enter] or [Return] key should perform the default action for the form—in this case either key will submit the form and log you in. Using these keys can assist you throughout Webmail.*
The Webmail Screen:

Figure 2: The webmail screen, with sections.

The first screen you’ll see after you log in is your Inbox, the place where new email messages are stored. Since the Inbox is a typical Webmail window, let’s take some time and explore its functionality further.

Any Webmail window can be divided into three separate sections: the side bar (A), the menu bar (B) and the content area (C).

The Side Bar (A):

Controls in the side bar area are used to control what is displayed in the content area. For example, clicking the “Sent” link in the side bar will show the sent mail folder in the content area. The side bar is always visible in Webmail and offers easy access to any mail folder.

The side bar includes a graphic showing the amount of space you're currently using on the mail server. The length of the bar will increase as you send and receive more email messages. If you run out of space you will be unable to receive messages until you have cleaned out your mailbox.

It is possible to move the side bar to the right side of the Webmail screen. Check out the “Location of Folder List” option in “Options” -> “Folder Preferences.”

The side bar also lists all the mailboxes you have access to. Mailboxes you own are listed under the “INBOX” heading, and mailboxes that are owned by other users are listed hierarchically below your mailboxes.
The Menu Bar (B):
The menu bar provides access to the full range of Webmail features, from composing messages to setting options. These features will be reviewed in more detail later in this document. For now, remember that the menu bar is always visible in Webmail.

The Content Area (C):
The content area is where the information you're most interested in is displayed. Lists of emails, the email messages themselves, your address book, options, and so on; all are displayed in the content area. Most of the rest of this quick guide will deal with the various types of information that may be displayed in the content area.

Reading Email:
Unless your email habits are very unusual you will likely spend a great deal of time reading email messages. EMU Webmail offers a number of features that make it easy for you to work with incoming email.

Viewing a Mailbox:

Figure 3: Viewing a mailbox in the content area.

Figure three shows the content area of the Webmail window. The figure shows the Inbox, but other mailboxes will appear similar. Note the “Current folder: INBOX” indicator above the menu bar: this indicator will change to reflect the mailbox you’re currently viewing. Remember, use the links in the sidebar, or the “Inbox” link in the menu bar to switch your view from the mailbox your viewing to another mailbox.
Email messages are listed one-per-line and the email's sender, date and subject are shown. Click the subject for any email message to read that message.

The fields listed in the mailbox view and the order in which those fields appear is configurable. See “Options” -> “Index Order” for details.

Viewing a Message:

Figure 4: Viewing a message.

Figure four gives an example of what you'll see when you view an email message.

At the top of the page, directly underneath the menu bar, is a set of links that you can use to manipulate the message you're currently viewing. This set of links is distinct from the menu bar, but operates in much the same way. Think of it as a message-specific menu bar if you’d like.

Below the message-specific menu bar some of the information from the earlier mailbox view is repeated. You can see that the subject of the email and the date are listed along with the sender, recipient and other information.

The final and largest segment of the content area is occupied by the text of the email message itself. As in figure three you may have to scroll down to see all of the message text.

To leave this message and return to the mailbox view use the “Message List” link in the message-specific menu bar, the “Inbox” link in the menu bar or select a mailbox from the side bar.
Writing Email:

To begin writing an email click on the “Compose” link in the menu bar. The resulting screen will look like figure five, above.

Fill in all necessary fields—the “To,” “Subject” and the large body field are good places to start—and click the [Send] button once you’re finished.

To attach a file to the email you’re composing, locate the attachment bar at the bottom of the compose screen—you may have to scroll down to find it. Click the [Browse] button and navigate to the file in the resulting “File Upload” dialog box. Select the file once you’ve found it and click the [Open] button in the dialog box. Finally, click the [Add] button in the attachment bar. The compose page will reload and if you locate the attachment bar again you’ll see the file name of the file you just attached. Repeat the process to attach multiple files.

The compose page is very customizable. Check out “Options” -> “Display Preferences” for details.
Logging Out:

Once you’re finished working with Webmail—or if you’re stepping away from your desk for a while—it’s a good idea to log out. You can do this by clicking the “Sign Out” link in the upper right corner of the Webmail screen.
Advanced Topics:

The Address Book:

Memorizing the email address of everyone you know is difficult, so EMU Webmail includes an address book which allows you to store email contact information for easy retrieval later on.

Adding and Editing Addresses:

To add a new address entry or to edit address entries you’ve already created click on the “Addresses” link in the menu bar. You’ll be taken to the addressbook management page which should resemble figure six.

The addressbook management page is divided into two primary sections: a list of all the addresses currently in your addressbook at the top, and a form for adding an entry to your addressbook at the bottom. If you have no addresses in your addressbook you may only see the form at the bottom of the page.

To add an addressbook entry find the “Add to personal addressbook” form at the bottom of the page—you may have to scroll down if you have many addresses in your addressbook—and fill in the fields. At a minimum, the addressbook requires a nickname, an email address and either a first or last name for each entry. The nickname you choose must be unique—that is, you cannot have more than one addressbook entry with the same nickname, and the nickname may not contain spaces or punctuation.

You can also add addresses to your addressbook by clicking on the “Add to addressbook” link while reading a message. Clicking the link takes you to an address add page with message sender’s information already filled in. Look for this link in the
If you wish to edit an entry already in your addressbook, find that entry and select the checkbox associated with it, then find and click the [Edit selected] button—again, you may have to scroll down if you have many addresses listed. It’s worth noting that you cannot select more than one entry for editing at a time. If you wish to edit multiple address entries you will need to select and edit each one individually.

The [Edit selected] button will take you to a screen resembling the “Add to personal addressbook” form from above, though some fields will already be filled in. Make the necessary changes and then click the [Update address] button to return to the addressbook.

To delete addressbook entries find and select them as described above, then click the [Delete selected] button. Note that you can select multiple addresses for deletion, and that Webmail does not offer any second chances—once you click [Delete selected] the addresses are irretrievable. Your only recovery recourse is to recreate the deleted entries.

**Accessing your addressbook:**

![Address Book Search](image)

Figure 7: Adding an address to an email in progress.

Compiling a list of addresses is a worthy goal, but is only really useful if you can access those addresses when you’re writing an email. Fortunately it’s possible to do precisely that within EMU Webmail.

From the compose screen—which is accessed by clicking the “Compose” link in the menu bar—click on the [Add Addresses] button. You’ll be taken to a screen that lists all of the entries in your addressbook. Any of these addresses may be added to the email you’re composing by using the links or checkboxes aligned with the address entries—whether links or checkboxes appear is determined automatically by your browser.

There is also a search function available above the list of your addressbook entries. You can search through your personal addressbook as well as the EMU addressbook. Simply enter the name, or part of the name, of the contact you’re looking for and click on the [Search] button. The resulting list will look like the default list of your addressbook entries and may be used in exactly the same way.

It’s worth noting that, as mentioned above, the address search function accessed from the compose page searches the EMU addressbook in addition to your personal addressbook. This feature allows you to easily add the addresses of EMU community members to your email messages.
You can change the way your address book displays by changing the “Addressbook Display Format” option in “Options” -> “Display Preferences.” Setting this option to “Javascript” will open your addressbook in a new window and you’ll see small links beside each addressbook entry. Setting this option to “HTML” will open your addressbook in the same window as the message you’re composing and will display checkboxes beside each entry.

To return to the email you’re composing click the [Close] or [Use addresses] button—again, the button’s name and function is determined by your browser.

**The Group List:**

The EMU Webmail address group feature allows you to create and save lists of addresses—in Pegasus Mail these were known as distribution lists.

**Adding, Editing and Deleting Address Groups:**

To create a new address group, or to manage groups you’ve already created, click on the “Groups” link in the menu bar. You’ll be taken to the address group management screen, which should look like figure eight.

Like the addressbook management page, this page is divided into two primary sections: a list of all your address groups at the top and, below that, a set of buttons for creating, editing and deleting address groups.

To create an address group, locate the management buttons—as you would expect by now, you may have to scroll down to find the buttons. Enter a name in the blank text box at the bottom of the page and click the [Add to new] button. You will be taken to a page listing all the addresses in your personal addressbook. Select the addresses you wish to add to the group and click the [Use Addresses] button at the bottom of the page to return to the address group management page. Please note that only addresses stored in your personal address book may be added to an address group—addresses stored in the EMU address book cannot be added to an address group.

When you return to the address group management page you will see a list of all your address groups. The group you just created will be expanded—that is, a list of all the addresses in the group will be listed below the group’s name. To expand or shrink a group, click the plus or minus symbol to the left of the group name. Notice that the symbol changes to reflect the group’s status: a plus sign indicates that a group may be expanded, and a minus sign indicates that a
group may be shrunk. Only one group may be expanded at a time, but you can easily move between expanded group listings by clicking the plus or minus symbol for any group.

When a group is expanded you may use the checkboxes beside each group address listing to delete that listing. Click to select the address listing or listings you want to delete, then click the [Delete Selected] button at the bottom of the page. Selecting all of the listed addresses and clicking [Delete selected] will delete the group.

You can also delete groups without expanding them first. When no groups are expanded select a group using the radio buttons associated with each group, then click [Delete selected]. You can delete multiple groups by repeating the process.

To add additional addresses to a group select the group by expanding it or by using the radio buttons associated with each group, then click [Add to selected]. You will be taken to the same address listing used when you created a new address group. Select the addresses you wish to add, then click the [Use Addresses] button.

The email addresses for group address entries are extracted from your address book. To change the email address of a group member, you only need to edit the addressbook entry for that individual—the address used in the group will update automatically.

**Accessing the Group List:**

You access the group list while composing an email in the same way you access the addressbook—click the [Add Addresses] button from the compose page and follow the directions outlined in the Accessing your Addressbook section above.
**Working with Folders:**

![Folder management interface](image)

Figure 9: Folder management.

Likely you will want to organize your email into folders—folders and mailboxes are synonymous in Webmail. EMU Webmail provides a page with controls for managing folders. Click on the “Folders” link in the menu bar to be taken to a page resembling figure number nine.

For the most part the controls on this page are self-explanatory. To create a folder, find the appropriate section of the page, enter a folder name, choose the folder’s parent, and then click [Create]. To rename or delete a folder, select the folder in the relevant section of the page, then click [Rename] or [Delete]. The changes you make will be visible in the side bar, though you may have to click the “refresh folder list” link to see them.

The bottom section of the folder management page contains the subscription controls. Only folders to which you are subscribed appear in the side bar. All the folders to which you are subscribed are listed on the left side of the subscription control box; folders to which you could...
subscribe are listed on the right. To unsubscribe from a folder, find and select the folder on the left side, and click the [Unsubscribe] button. You may select more than one folder using standard selection controls. To subscribe to a folder, repeat the process using the right side listing and the [Subscribe] button.

**Searching:**

![Search](image)

Figure 10: Searching.

EMU Webmail has a built-in search function, accessible by clicking the “Search” link in the menu bar. The resulting page should look like figure ten.

To search, select the folders you wish to search in using the left-most control. Enter the terms you wish to search for in the middle text box, and specify which parts of email messages should be searched using the menu on the right side. Click the [Search] button to perform the search.

The results will be displayed in a screen resembling a normal mailbox view. All the functionality available in a normal mailbox view is also available here.

**Additional Options:**

As one might expect, the “Options” link in the menu bar will take you to a page describing the various options management groups available. Most of these options are self-explanatory, and describing them in detail would waste time and space. Feel free to explore. It is impossible to permanently change an option—all options are reversible.

**Seeking Additional Help:**

If you find yourself needing help beyond what this document offers there are several options open to you. EMU Webmail itself contains a thorough help system: click on the “Help” link in the menu bar to access it.

If the built-in help system fails to answer your question, please contact the EMU Helpdesk at x4357 or helpdesk@emu.edu.