



Guide to Using WebMail

WebMail is a supported e-mail application at Nazareth. With WebMail, you can access your e-mail on any computer that has a Web browser and access to the Internet. Attachments are easy to send and easy to view. This guide is a quick reference sheet to get you started. For more detailed documentation, please refer to the on-line help within WebMail. To access WebMail, you may use any web browser (Netscape, Internet Explorer, Mozilla, etc.)

Logging in to WebMail

1. In your Web browser, enter the following URL where appropriate: <http://webmail.naz.edu/> and press the **<Enter>** key
2. The WebMail logon screen will appear
3. Type your Orion account user name in the *User Name* box
Tab to the *Password* box
4. Type your Orion account password
5. Click on **Log In**
6. The *Messages* dialog box with your *New Mail Folder* will appear. The *Messages* dialog box lists the messages in your current folder. You may read messages, create new messages, delete messages, and file messages from this screen
7. Within the *Messages* dialog box, there is a status column, which gives you different information about your message. Below is a description of some of the status indicators:



New Message



Read Message



Attachment

Changing Your E-Mail Password

See the ITS document titled, "Changing Your E-Mail Password" which can be found on the ITS website <http://www.naz.edu/its/>.

Customizing WebMail

WebMail will work best if you set up your options as follows:

1. From the *Messages* dialog box, click on the **Options** button
The *Change Options* dialog box appears
2. Of the first four boxes, only the *Add Signature to Outbound Messages* should have a check mark next to it
3. The next two options, *Maximum Number of Messages to Retain in Deleted Messages Folder* and *Number of Days to Retain Messages in Outbox Folder*, have been disabled by the System Administrator – any change you make to these will not take effect.
4. For *Template*, use the default template of **Default Large WebMail Version 3 Templates**
5. In the *Full Name* box, type in your full name
6. In the *IMAP4 Folder Prefix* box, type in `mail/`. **This is very important!** If you do not put this in, when you look for mail folders in WebMail, you will see the entire listing of files and folders in your Orion account. Also, if you do not put this in, files created in WebMail will not be accessible in Pine (an alternate e-mail interface).
7. In *Message Signature*, type in what you would like WebMail to attach to the end of every message you send. Generally, your name, address, phone, and e-mail address go in your Signature.
8. Click **OK** when finished

Viewing Messages

If you received an attachment with your message, the status indicator shown above in the *Logging on to WebMail* section will be in the status column for your message. Please refer to the *Attachments* section below to learn how to read and save attachments. To read your message:

1. Click on the message you wish to read.
2. The message will appear with the header information at the top, which includes the date sent, who sent it, who it was sent to,

- and the subject. The body of the message is below – you may scroll through the message using the Windows scroll bar.
3. Once you have read the message, you may **delete** it, **file** it, **reply to** it, **forward** it or continue going through your list of messages using **Next** and **Previous**. Use the buttons above the header to take the appropriate action. Details on how to use each of these actions can be found in the on-line help.
 4. If you would like to return to your list of messages without taking any action, click on the **Index** button or click on the **Back** button on your Web browser toolbar. Either action should take you back to your list of messages.

Attachments

Attachments are files "attached" to e-mail messages. Attachments can be any type of file – some examples include a Word document, a Power Point presentation, or an image file. Attached files need to be opened with the same software they were created with or an application that can convert the information.

If you have trouble opening an attachment, you may want to contact the person who sent it and ask them what application they created the file in and on what platform (Mac or PC).

Reading Attachments

1. To view the attachment, click on the name of the attachment, which will be at the bottom of the message, after the message text and signature. Depending on how your web browser is set up, one of the following will occur when you click on the attachment:
 - If the browser is set up to associate an application with the file type you are trying to open, you will get a *Warning* screen reminding you to only open and save files from places you trust. You can choose to open the file or save the file to disk.

If you choose **Open file**, the file will be opened with the application associated with the file type of the attachment. If you choose **Save to disk**, the *Save As* dialog box will open and you can choose the file name and the location to save the file.

- If the browser is not set up to associate the file type with an application, you will get an *Unknown File Type* dialog box. You can choose to **Pick App...**, which will allow you to associate the file type with an application (i.e., .doc files are associated with Winword.exe – the Microsoft Word application).

If you are unsure what application to choose or how to find it, choose **Save File**. The *Save As* dialog box will open and you can choose the file name and the location to save the file.

Note: If you have difficulty opening a file, come to the User Support Center in Smyth Hall room 85 for assistance.

Using Folders

Folders are a good way to keep your messages organized.

Creating Folders

1. From the *Messages* dialog box, click the **File** button. The *Select Folder* dialog box appears
2. In the *Folder* box, under the *Create a New Folder with the following form* section, type the name of the folder you wish to create
3. Type a short description of the folder in the *Description* box
4. Click on the **Create** button. The folder is created and you are returned to the *Messages* dialog box

Note for Pine Users: If your options are set as indicated in *Customizing WebMail* above, folders created in WebMail will also appear in Pine.

Deleting Folders

1. From the *Messages* dialog box, click the **File** button. The *Select Folder* dialog box appears
2. In the *Folder* box, under the *To work from or delete a folder, use the following form* section, select the folder you wish to delete from the pull-down list

3. Click the **Delete** button. A warning message will appear telling you the number of messages in the folder you are about to delete. It will ask if you wish to continue. Click on the green check mark if you wish to proceed, click on the red X if you wish to cancel
4. If you choose to continue, WebMail deletes the folder and all the messages in it. A message will be displayed in the *Select Folder* dialog box indicating the folder was deleted
5. Click on your Web browser's **Back** button to return to the *Messages* dialog box

Filing Messages in Folders

You may file a message in a folder when you are viewing the message:

1. Click on the **File** button. The *File Message* dialog box appears
2. Select the folder you wish to file the message in using the pull-down list in the *Folder* box
3. Click on the **Select** button
4. WebMail files the message and returns you to the *Messages* dialog box

Note for Netscape Mail Users: If you file a message to a folder in WebMail, the message cannot be accessed in Netscape Mail.

Accessing Folders

To list messages in a folder other than your current folder:

1. Select a folder from the *Folder* pull-down list at the bottom of the *Messages* dialog box
2. Click on the **Go!** button
3. WebMail switches you to the folder you indicated and displays the messages in that folder

Checking for New Messages

New messages may arrive in your mailbox as you are working in WebMail. Use the **Check** button in the *Messages* dialog box to update your list of messages.

Creating Messages

1. Click on the **Create** button in the *Messages* dialog box or the *Read Messages* dialog box. The *Create Messages* dialog box appears
2. In the *To:*, *CC:*, and *BCC:* boxes, you may type in the address (es) of the recipient(s) of your message. You may also use the address book to select an address – see *Using the Address Book* below
3. In the *Subject:* box, type in a brief description of your message
4. In the *Message* box, type your message. You may use standard editing rules to create and edit your message. You may also cut and paste text from other resources (i.e., Word document)
5. To spell check your document, click on the **Spell** button. The *Spell* dialog box will appear. For details on how to use spell check, please refer to the on-line help
6. To attach a file to your message, click on the **Attach** button. The *Attach Files* dialog box will appear. Click the **Browse** button to find the file you wish to send, highlight the file and click **Open**. The *Attach Files* dialog box will appear with your file in the *File Name* box. Click **Add File**. If you wish to send multiple files, use the *Browse* button again and repeat the steps above. When you are finished, click **OK**. Your files will be listed next to *Files:* under *Subject:*
7. To send your message, click the **Send** button. Your message will be sent, and you will return to the *Messages* dialog box with your list of files

Using the Address Book

When you create messages, you may use the Address Book to select message recipients. From the *Create Messages* dialog box, click the **Address** button. The *Address Book* dialog box will appear.

Selecting and Deleting Recipients

1. From the list of recipients on the left, select your *To*, *CC*, or *BCC* recipients. You may select multiple names by using the selection keys for Windows (To select two or more names in a row, click on the first, hold the **Shift** key, and then click on the last. To select non-contiguous names, hold the **Ctrl** key and click on each name. Let go of the **Shift** or **Ctrl** key after you are done selecting)
2. Click on *To*, *CC*, or *BCC* to add the selected addresses to the appropriate list
3. To remove users from the *Selected Recipients* list, select the user you wish to remove and click the **DEL** button
4. When you have finished adding the message recipients, click the **OK** button. You will return to the *Create Messages* dialog box and the addresses you selected will be displayed in the header

Maintaining your Personal Address Book

WebMail gives you the ability to create a Personal address book. To add users to your personal address book:

1. From the *Address Book Lookup* dialog box, scroll to the bottom and find the *Add or update personal address book* entry field
2. Enter the user name and e-mail address that you want to save
3. If an entry of the same name exists, WebMail will update that user's information
4. Click the **Save** button to save the changes
5. To delete a personal address book entry, select the entry and click on the **DEL** button
6. Click the **OK** button to return to the *Create Messages* dialog box

Creating and Using Personal Distribution Lists

You may create distribution lists for any group of users you frequently send messages to as a group. The distribution list allows you to select a single address and the message is sent to all the users in the distribution list. To create a distribution list:

1. From the *Address Book* dialog box, select the users you wish to choose for your distribution list and use the appropriate **To**, **CC**, or **BCC** to add them to the *Selected Recipients* list

2. Once all the users for your distribution list are listed as *Selected Recipients*, scroll to the bottom of the page and look for the *Save Selected Recipient as a personal distribution list named* field and enter the name of your distribution list
3. Click on the **Save List** button
4. Your distribution list will appear under your *Personal Address Book* with *[DList]* at the end of it
5. To send a message using a distribution list, select the list name from your personal address book and use the **To**, **CC**, or **BCC** buttons to add it to *Selected Recipients*
6. Click on **OK** to return to the *Create Messages* dialog box

Printing a Message

1. View a message
2. Use your Web browser's **print** tool to print the message

Using On-Line Help

1. From any screen, click on the **Help** button
2. WebMail will open a new window with your Web browser
3. A table of contents will appear and you may search for the topic you need help with
4. You may print the on-line documentation using your Web browser's **print** tool

Logging Out

It is VERY IMPORTANT that you log out of WebMail when you are finished; otherwise, the next person to use the computer can send e-mail from your account. To log out:

1. Go back to the *Messages* dialog box by clicking on the **Index** or **Inbox** button, depending where you are
2. Click on the **Log Out** button
3. The *WebMail log on* screen will appear

4. Exit your Web browser

Automatic Log-Out

WebMail has an automatic log-out feature that will log you out of your account after a period of inactivity. Activity refers to communication with the WebMail server. Composing a message does not constitute communication with the server. This may cause you to be logged out while in the process of composing a message. If this happens, you will be prompted to re-enter your login and password to complete the mail delivery process.

For more detailed information on the different functions of WebMail not discussed in this document, please refer to the WebMail on-line help (see section above for how to access).

If you have any questions please contact the Lab Assistant on duty in Smyth Hall room 85 or call extension **2088**. You may also call the User Support Line at extension **2111** on campus or dial **585-389-2111** from off campus.