

# Using Webmail's Web Interface

<http://webmail.fdu.edu>

## LOGGING INTO WEBMAIL

1. Open a web browser and navigate to <http://webmail.fdu.edu>.
2. If you want to send and/or read your mail, you can use the **IMMEDIATE LOGIN** area. The Username field must have your **entire Login Name** (e.g. [einstein@fdu.edu](mailto:einstein@fdu.edu) for faculty and staff or [einstein@student.fdu.edu](mailto:einstein@student.fdu.edu) for students). The **Password field is case sensitive**.
3. Click **LOG IN**.

**Note:** The **LOGIN TO WEBMAIL** link will bring you to a separate window where you can enter your username and password. You will be able to send and/or receive message just as if you used the **IMMEDIATE LOGIN** option.

The **ACCOUNT MAINTENANCE** link allows you to:



- View your personal information
- Change your password
- Forward your Webmail email to a different address

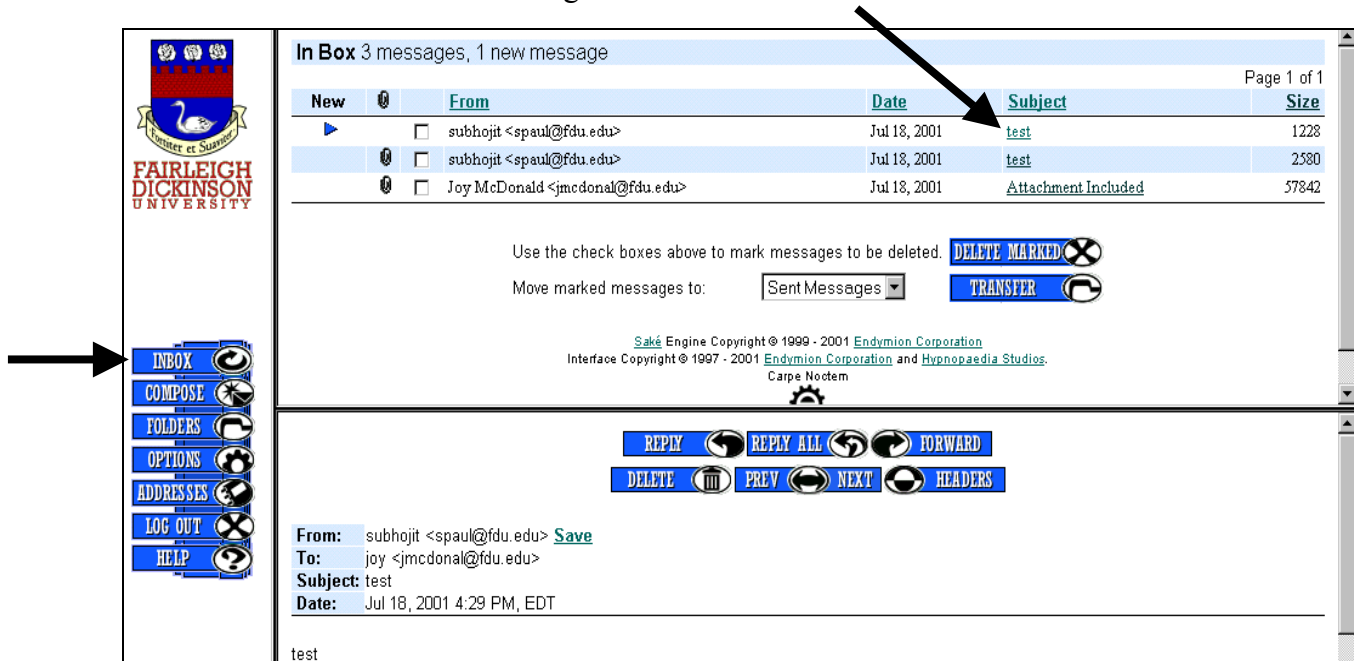
The **PASSWORD** link allows you to reset your password if you have forgotten it. You will be required to answer your “Secret Question”.

The **WEBMAIL FAQ** link answers questions regarding signup, login, sending mail, mailing lists, and error messages.


The **VIEW DOCUMENTATION** link contains information about the new mail system, including how to create and maintain your account, some of the different methods of accessing the system, and the benefits of each of these different methods.


## ACCESSING MESSAGES


1. All messages will be listed in the top frame: new messages will have an arrow , messages with attachments will have a paperclip .
2. Click on a message's **SUBJECT**, it will appear in the bottom frame. If necessary, use the scroll bar to read messages.






The screenshot shows the webmail interface. On the left is a sidebar with a navigation menu including INBOX, COMPOSE, FOLDERS, OPTIONS, ADDRESSES, LOG OUT, and HELP. The main area is titled 'In Box 3 messages, 1 new message' and contains a table of messages. An arrow points to the 'Subject' column header. Below the table are buttons for 'DELETE MARKED' and 'TRANSFER'. The bottom section shows the details of a selected message with buttons for 'REPLY', 'REPLY ALL', 'FORWARD', 'DELETE', 'PREV', 'NEXT', and 'HEADERS'.





New		From	Date	Subject	Size
	<input type="checkbox"/>	subhojit <spaul@fdu.edu>	Jul 18, 2001	<a href="#">test</a>	1228
	<input type="checkbox"/>	subhojit <spaul@fdu.edu>	Jul 18, 2001	<a href="#">test</a>	2580
	<input type="checkbox"/>	Joy McDonald <jmcdonal@fdu.edu>	Jul 18, 2001	<a href="#">Attachment Included</a>	57842

Use the check boxes above to mark messages to be deleted. **DELETE MARKED** 

Move marked messages to:  **TRANSFER** 

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Interface Copyright © 1997 - 2001 Endymion Corporation and Hypnopædia Studios.  
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**REPLY**  **REPLY ALL**  **FORWARD** 

**DELETE**  **PREV**  **NEXT**  **HEADERS** 

**From:** subhojit <spaul@fdu.edu> [Save](#)  
**To:** joy <jmcdonal@fdu.edu>  
**Subject:** test  
**Date:** Jul 18, 2001 4:29 PM, EDT

test


**Note:** By default, the account opens to your messages, you can return to this view at any time by clicking the **INBOX** button from the Command Button Bar on the left.

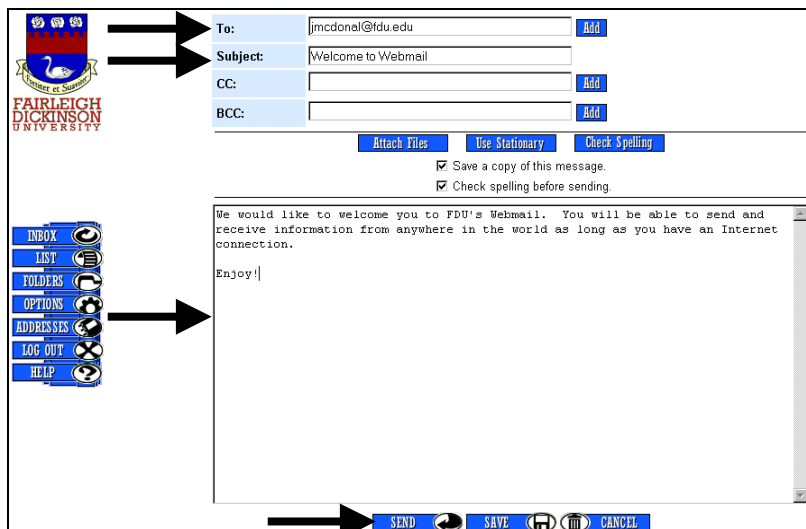
**MESSAGE OPTIONS** – Use the buttons just above the message text to perform certain actions.



- **REPLY** – Send a message back to the person who sent you the original message.
- **REPLY ALL** – Send a message back to the person who sent you the original message as well as anyone else who received a copy.
- **FORWARD** – Send a copy of the original message to another person.
- **DELETE** – Delete the current message.
- **PREV** – Read the previous message.
- **NEXT** – Read the next message.
- **HEADERS** – Toggle between seeing or hiding header information.

## SENDING EMAIL

1. Click on the **COMPOSE** button on the left hand frame. 
2. Fill in the recipient's email address in the **TO:** field. The **ADD** button allows you to access an Address Book if you have set one up.
3. Fill in a short description in the **SUBJECT:** field.
4. If you wish to send copies of the message to additional individuals, fill in their email addresses in the **CC:** field. The **ADD** button allows you to access an Address Book if you have set one up.
5. (optional) The **BCC:** field works the same way the CC: field works but the original recipient does not know who else received the message. The **ADD** button allows you to access an Address Book if you have set one up.
6. (optional) Files can be sent along with an email by clicking the **ATTACH FILES** button. You will be prompted to **BROWSE** to select the file.
7. (optional) By default, a copy of the message will be kept in your **SENT** folder. This option can be toggled on or off by clicking on the check mark in the box to the left of the option.
8. (optional) By default, the message will be checked for spelling errors before it is sent. If any are found, a window will open with traditional options of making changes, ignoring "errors", and adding words to the dictionary. Click **DONE**, when finished. This option can be toggled on or off by clicking on the check mark in the box to the left of the option.
9. Enter actual message text in the large box with scroll bar.
10. (optional) Email can be saved to a **MESSAGE DRAFTS** folder by clicking the **SAVE** button.
11. Click **SEND**.
12. Click **CONTINUE** when you receive confirmation that your message has been sent.



**FAIRLEIGH DICKINSON UNIVERSITY**

**INBOX** **LIST** **FOLDERS** **OPTIONS** **ADDRESSES** **LOG OUT** **HELP**

**To:** jmcdonal@fdu.edu **ADD**

**Subject:** Welcome to Webmail

**CC:** **ADD**

**BCC:** **ADD**

**Attach Files** **Use Stationary** **Check Spelling**

Save a copy of this message.

Check spelling before sending.

We would like to welcome you to FDU's Webmail. You will be able to send and receive information from anywhere in the world as long as you have an Internet connection.

Enjoy!

**SEND** **SAVE** **CANCEL**

## MANAGING MESSAGES

### Sorting Messages

- By default, messages are sorted by the date they are received.
- Messages can be sorted according to certain criteria by clicking on the **FROM**, **DATE**, **SUBJECT**, or **SIZE** links.

New	From	Date	Subject	Size
<input type="checkbox"/>	subhojit <spaul@fdu.edu>	Jul 18, 2001	test	1228
<input type="checkbox"/>	subhojit <spaul@fdu.edu>	Jul 18, 2001	test	2580
<input type="checkbox"/>	Joy McDonald <jmcdonal@fdu.edu>	Jul 18, 2001	Attachment Included	57842

### Deleting Messages

1. Select message(s) to be deleted by clicking in the box to the left of the sender's name, a check mark will appear in it .
2. Click the **DELETE MARKED** button.

In Box 1 message, 1 new message

New	From	Date	Subject	Size
<input checked="" type="checkbox"/>	subhojit <spaul@fdu.edu>	Jul 23, 2001	test	1224

Use the check boxes above to mark messages to be deleted. **DELETE MARKED**

Move marked messages to:  **TRANSFER**

### Moving Messages

1. Select message(s) to be moved by clicking in the box to the left of the sender's name, a check mark will appear in it .
2. From the **MOVE MARKED MESSAGES TO** pull down, select the folder to move the message(s) to.
3. Click the **TRANSFER** button.

In Box 1 message, 1 new message



New	From	Date	Subject	Size
<input checked="" type="checkbox"/>	subhojit <spaul@fdu.edu>	Jul 23, 2001	test	1224

Use the check boxes above to mark messages to be deleted. **DELETE MARKED**

Move marked messages to:  **TRANSFER**

- Message Drafts
- Sent Messages
- Trash
- Inbox
- test

## ACCESSING AND MANAGING FOLDERS

- Folders are used to store and organize messages; they are accessed by clicking on the **FOLDERS** button from the Command Button Bar on the left.
- By default, there are folders for:
  - MESSAGE DRAFTS** – copies of saved messages
  - SENT MESSAGES** – copies of messages that were sent if option was selected
  - TRASH** – stores any messages that have been deleted, this folder must be emptied to completely delete messages
  - INBOX** – stores new and old mail
- You can create as many additional messages as you would like by clicking on **NEW FOLDER**.
- To access the messages in a folder, click on the folder icon .
- Messages can be moved into folder from the **INBOX** (see "Moving Messages" section on page 4).
- Folders can be deleted by clicking on the Delete icon .



## UPDATING YOUR OPTIONS

- To update your settings and options, click on the **OPTIONS** button from the Command Button Bar on the left.



**GENERAL OPTIONS** – Change the number of messages displayed per page, reply behavior, and other general options.

**PERSONAL OPTION** – Change your name, return email address, signature, and other personal options.

**STATIONERY** – Define "canned" messages to make message composition easier.

**MAIL SERVER** – Update options that affect how your mail is stored on your IMAP server.

## USING THE ADDRESSES OPTION

### Private Addresses

- To save time and prevent typos when sending messages, you can store email addresses in Webmail.
- Webmail allows you to enter Individual addresses as well as Groups of Email addresses (e.g. create a group email of all the people in your department or class).
- Click on the **ADDRESSES** button from the Command Button Bar on the left.



PRIVATE		PUBLIC	
Individuals [ <a href="#">Create New</a> ]			
<a href="#">Edit</a>	<b>Name</b>	<b>Email</b>	<b>Delete</b>
<a href="#">Sandra</a>	Selick, Sandra	selick@fdu.edu	<a href="#">Delete</a>
Groups [ <a href="#">Create New</a> ]			
<a href="#">Edit</a>	<b>Email</b>		<b>Delete</b>
<a href="#">EdTech</a>	selick@fdu.edu, spaul@fdu.edu		<a href="#">Delete</a>

### – To Create an Address Book Entry From Scratch

- To add an address, click the **CREATE NEW** button to the right of the Individuals or Groups heading.
- Fill in the appropriate information and click **SAVE**.

Individual Address Alias	
Alias Name	Joy
Real Name	Joy McDonald
Email Address	JMCDONAL@FDU.EDU
<a href="#">SAVE</a> <a href="#">CANCEL</a>	

Group Address Alias	
Alias Name:	<input type="text"/>
Email addresses:(Separate names with commas.)	<input type="text"/>
<a href="#">SAVE</a> <a href="#">CANCEL</a>	

### – To Create an Address Book Entry From a Received Message

- If you have received a message from someone and would like to add the person to your Address Book, click the **SAVE** button next to the address in the original message.
- Add or edit any necessary information and Click **SAVE**.

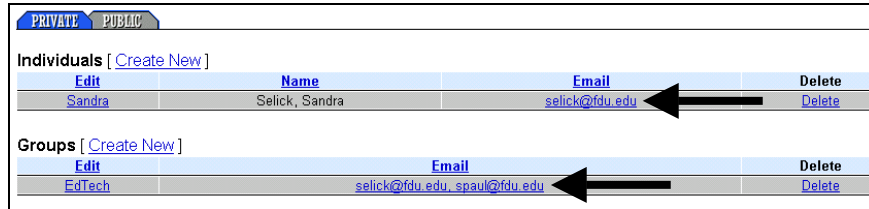
<b>From:</b>	Joy McDonald <JMCDONAL@FDU.EDU>	<a href="#">Save</a>
<b>To:</b>	jmcdonal@FDU.EDU	
<b>Subject:</b>	test	
<b>Date:</b>	Jul 23, 2001 11:18 AM, EDT	

Individual Address Alias	
Alias Name	Joy
Real Name	Joy McDonald
Email Address	JMCDONAL@FDU.EDU
<a href="#">SAVE</a> <a href="#">CANCEL</a>	

**– To Send a Message Using an Address Book Entry**

- From the **ADDRESSES** window:

1. Click on the Email address.



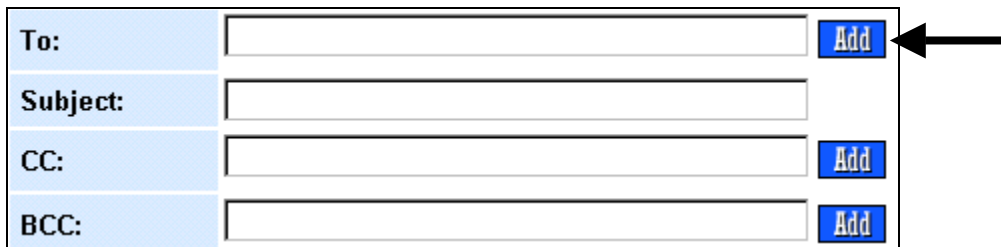
- From the **COMPOSE** window:

1. Type in the alias name (e.g. “Joy”).

**OR**

1. Click the **ADD** button

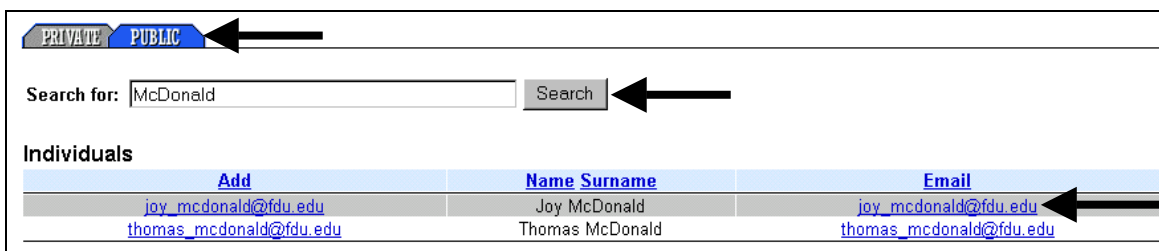
2. The Address Book will open and you can click the Email address as indicated above.



**Public Addresses**

- Webmail provides a search feature that allows you to look up the email address of any faculty or staff user (student email addresses are NOT available).

1. Click on the **PUBLIC** tab.
2. Enter search criteria and click **SEARCH**.
3. Click the person’s email address to send a message to him/her.



**Note:** If you would like to add this user to your Private Addresses for future use, click the email address under **ADD** and then click **SAVE** on the next screen.

## SENDING ATTACHMENTS

- Files can be sent along with an email message.
- You must know the name of the file and the location where it is saved.
- Any type of file can be sent but the recipient must have compatible software in order to be able to read the file correctly.

1. From the **COMPOSE** window, click **ATTACH FILES**.

The screenshot shows an email composition form with the following fields and buttons:

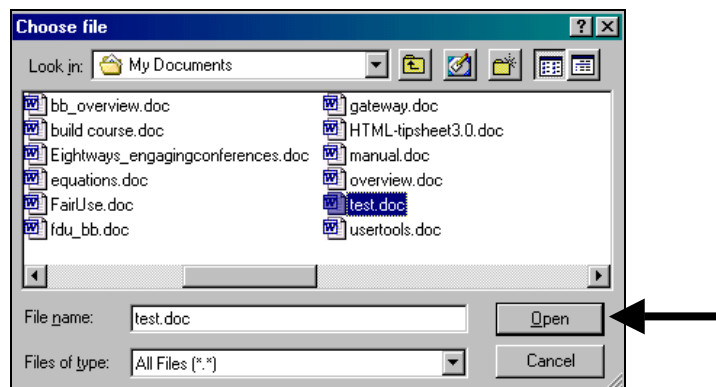
- To:** jimcdonal@fdu.edu (with an 'Add' button)
- Subject:** Test
- CC:** (with an 'Add' button)
- BCC:** (with an 'Add' button)
- At the bottom, there are three buttons: **Attach Files** (highlighted with a black arrow), **Use Stationary**, and **Check Spelling**.

2. Click **BROWSE**.

The screenshot shows the 'Attach File' dialog box with the following instructions and visual cues:

- Step 1:** Select a file to attach to the current message. (The 'Attach File:' text box and 'Browse...' button are shown, with an arrow pointing to the 'Browse...' button.)
- Step 2:** Select the 'attach' button to start uploading the file. This step is merely to prepare the attachment, your message will not be sent until you return to the message composition form at step 3 and explicitly send your message. (The 'ATTACH' button with a circular arrow icon is shown, with an arrow pointing to it.)
- Step 3:** Repeat steps 1 and 2 as many times as necessary, then select the 'compose' button to go back to composing your message. (The 'COMPOSE' button with a circular arrow icon is shown, with an arrow pointing to it.)

3. You must select the file by navigating to the location where the file is saved, click on the file's name and click **OPEN**.

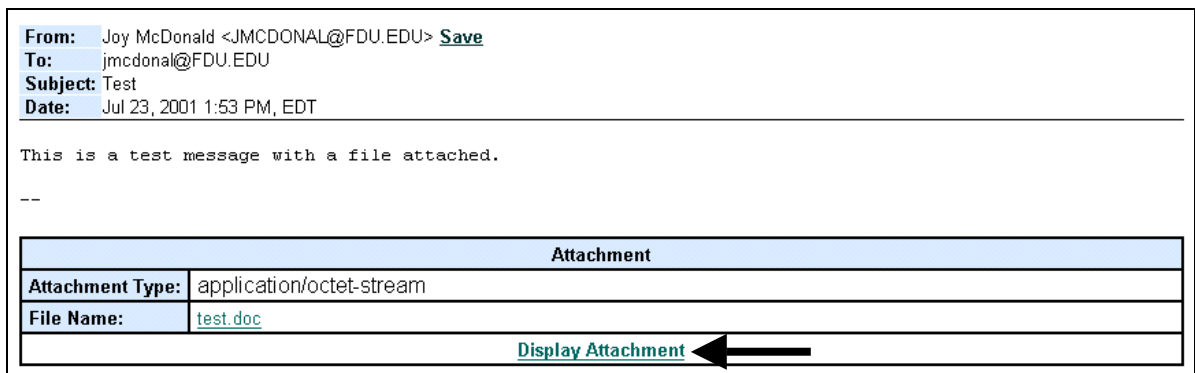


4. The file name will appear under the **ATTACH FILE** field, click **ATTACH**.

5. (optional) Repeat steps 2-4 to attach additional files.
6. Click **COMPOSE**.
7. You will be returned to the previous window to finish composing your message. Be sure to click **SEND** when complete.

## ACCESSING ATTACHMENTS

- In order to read attachments, your computer must be installed with software (MS Word, Corel's Word Perfect) that is comparable to or compatible with the software that was used to create the file.
- Attachments will be listed within the message window.
- Click on the file's name or the **DISPLAY ATTACHMENT** link.



- **Internet Explorer Users:** If compatible software is loaded on your computer, it will open right into the message window. The file can be downloaded by selecting **SAVE AS** from the **FILE** menu. You will be able to select a convenient location and change the file name if necessary.
- **Netscape Users:** You will be prompted to save the attachment with the window below. Select a convenient location, change the file name if necessary, click **SAVE**.

