

THE UNIVERSITY OF FINDLAY WEBMAIL

WebMail is a web-enabled e-mail, calendaring and address book client. Some of the features included in WebMail are the following:

- WebMail, calendar and address book are presented in a single web page using tabs to access each function
- The address book is now shared between the WebMail and calendar applications
- Mail and calendar user option settings are now accessed through this new single interface (e.g., mail filters, vacation message, message forwarding, password change, calendar settings, etc.).

LOGGING INTO WEBMAIL:

There are several ways to launch your WebMail from your internet browser:

- 1) Go to The University of Findlay homepage and at the top of the page to **WebMail**.



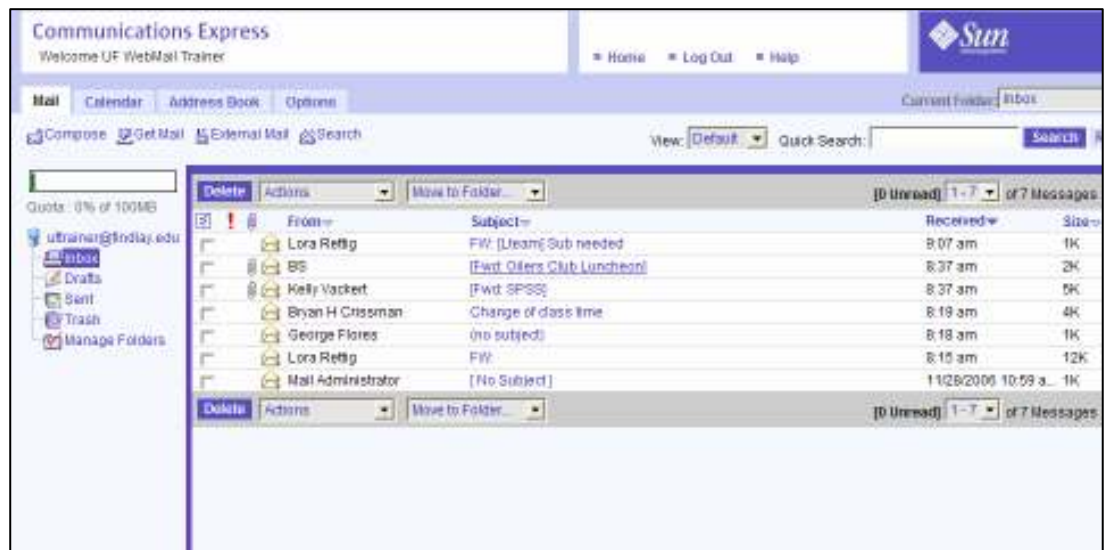
- 2) Go to The University of Findlay homepage and then to the **quickfind pull down menu** and to WebMail.
- 3) Go to your web browser address bar and type in <https://webmail.findlay.edu>.

Once you receive the sign on screen, type in your UFnet user name and password (*see ill. below*).



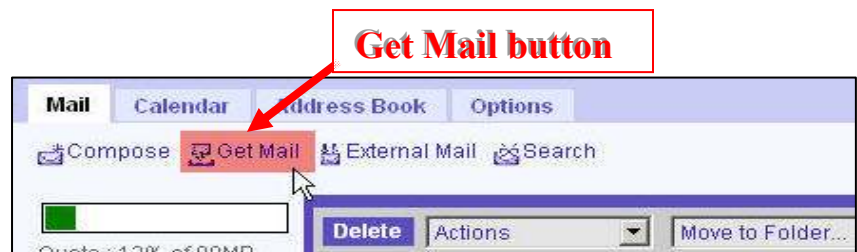
WEBMAIL BASICS:

Once you have logged in you will see your mail interface (see *ill. to right*).

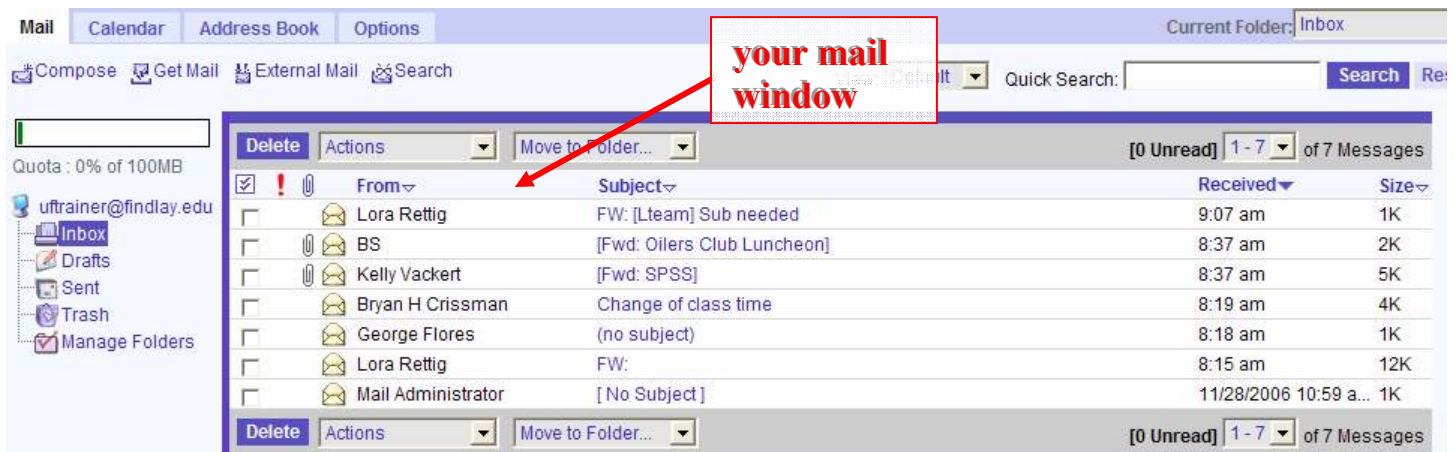


Getting New Messages:

In the **Mail** interface, click on the **Get Mail** button to receive new messages.

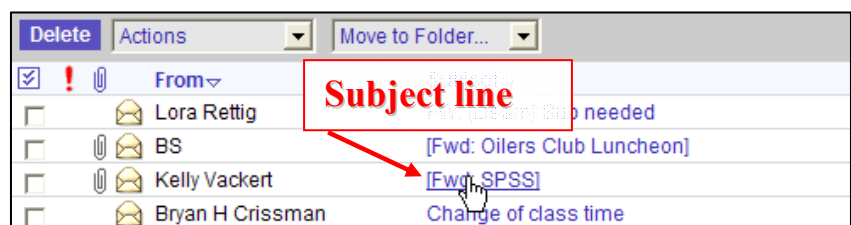


New messages will appear in the mail window (see *ill. below*).

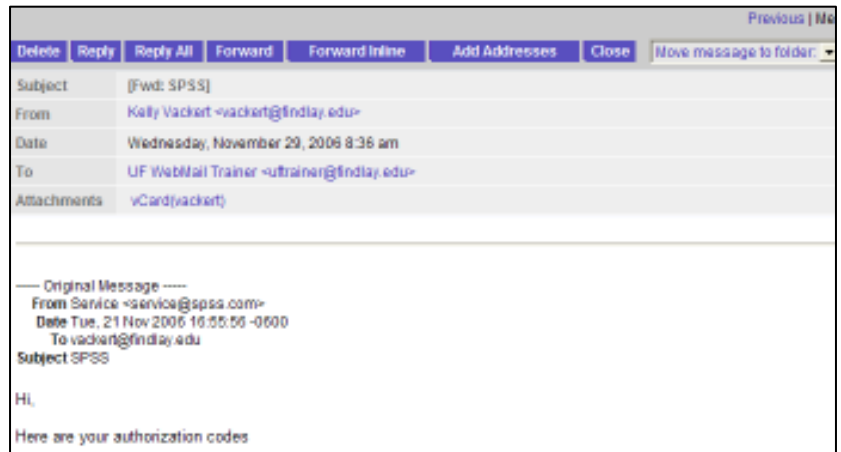


Reading Messages:

To open a specific message click on its **Subject line** (see *ill. to right*).



When you click on the message the mail window changes to the specific e-mail you clicked on and you are now able to read your message (*see ill to right*).



Creating Messages:

To create a new message, click on **Compose** (*see ill. to right*).

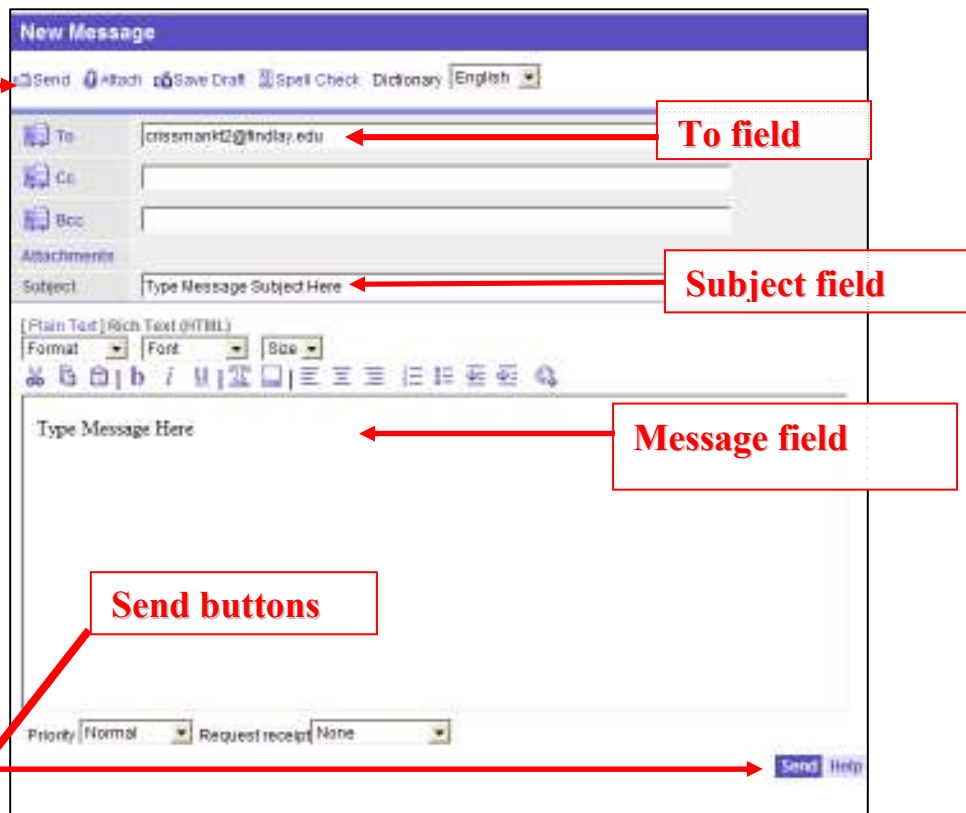


After you click **Compose** a new message window will pop up.

Note: You will need to disable your pop-up blockers or allow pop-ups from this site in order to be able to compose a message within WebMail.

Enter the following required information in their respective fields (*see ill. below*).

- **To field:** Enter the recipient(s) e-mail address(es)
- **Subject field:** Enter the subject of your message
- **Message field:** Type the contents of your message



Once you have finished composing your message, click the **Send** button.

Replying to a Message:

With the e-mail message you want to reply to open, click the **Reply** button (*see ill. to right*):

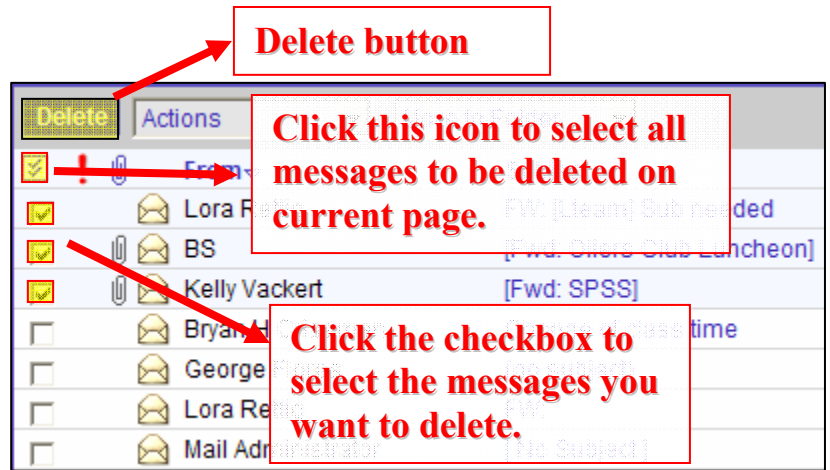


A new window will pop-up when you click on **Reply**. Finish your message by using the steps above in the *Creating Messages* section.

Deleting Messages:

To select a single message to delete, click the **checkbox** beside the message (*see ill to right*) or to select all messages to delete, click the icon under the **Delete** **Delete** button – this selects all messages on the screen for deletion.

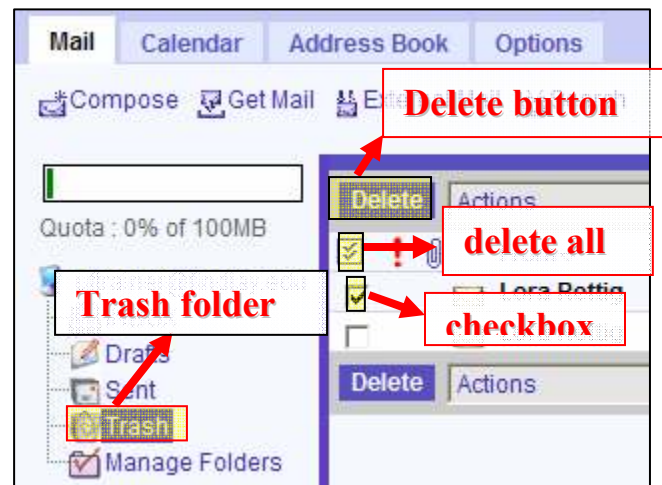
By default, the message(s) you delete will go directly to the trash folder. Please make sure to empty your **Trash** folder on a regular basis.



Emptying Your Trash Folder:

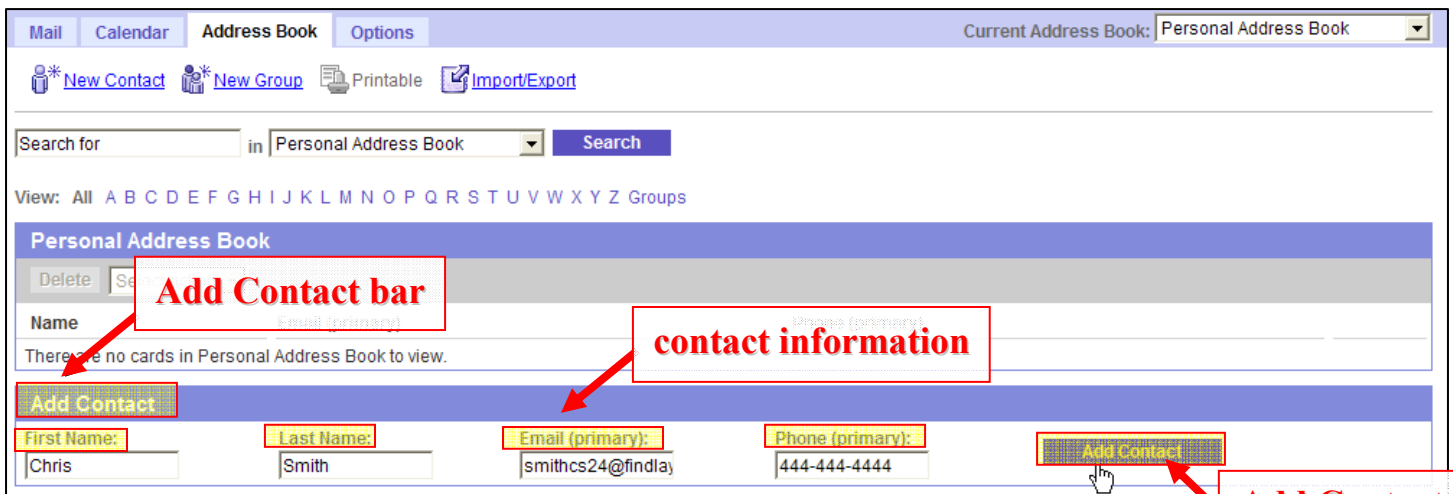
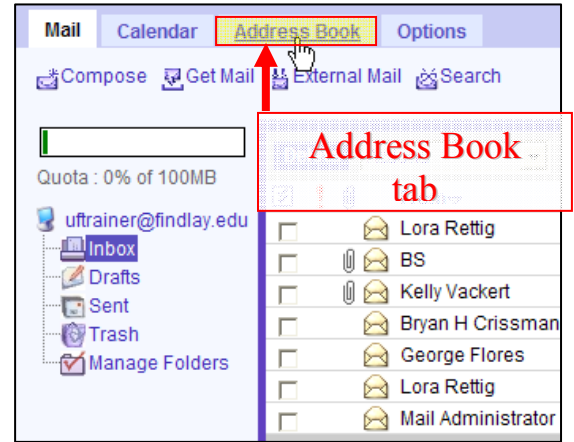
To empty your **Trash** folder you will need to follow the steps below:

1. Select your **Trash** folder.
2. To select a single message to **permanently** delete, click the **checkbox** beside the message (*see ill. above*) or to select all messages to delete, click the icon under the **Delete** **Delete** button – this selects all messages on the screen you are working on to **permanently** delete.

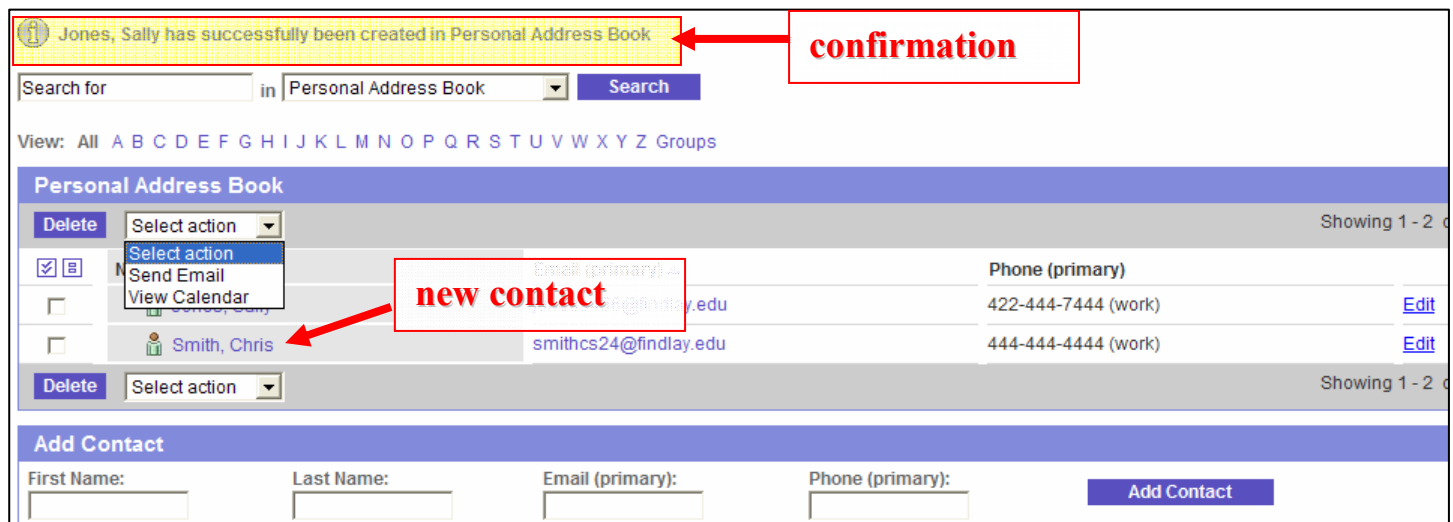


ADDING CONTACTS: (ADDRESS BOOK)

1. Click on **Address Book** tab (*see ill. to right*).
2. The **Address Book** window will open (*see ill. below*).
3. Under the **Add Contact bar**, enter your contact's First Name, Last Name, E-mail Address and Phone Number.
4. Click the **Add Contact** button (*see ill. below*)



5. You will receive **confirmation** that your new contact has been added (*see ill. below*).
6. You will see your **new contact**.



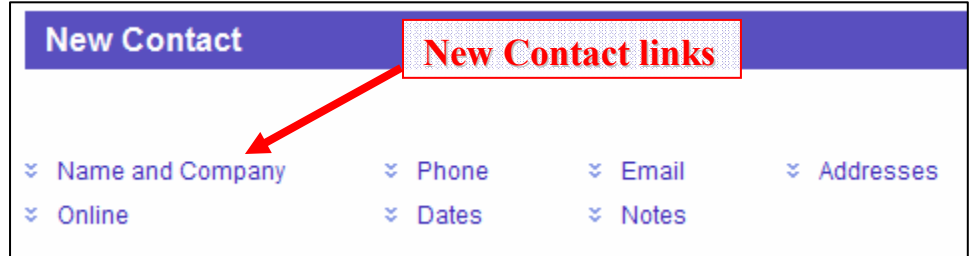
Using the New Contact Button to Add More Detailed Contact Information:

To add a new contact, you can also use the **New Contact** button (*see ill. to right*).



The **New Contact** button allows you to enter more detailed information and gives you the ability to enter more information for your contacts.

You can use the **links** in the **New Contact** window to access the areas you want to enter information (*see ill. to right*).



You can also use the **scroll bar** on the right hand side of the screen to access the areas of information you need (*see ill. to right*).

Enter your contact's personal information. The **Display Name** field will populate automatically.

Enter your contact's **e-mail address**. If your contact has more than one e-mail address you can enter it in the **E-mail (2)** or **E-mail (3)** box.

You can enter additional information as needed.

Once you have completed entering all the information for you contact click **Save**.

The **New Contact** window will close. Or click **Save and Add Another** to keep the **New Contact** window open and enter another contact.

CALENDAR: *

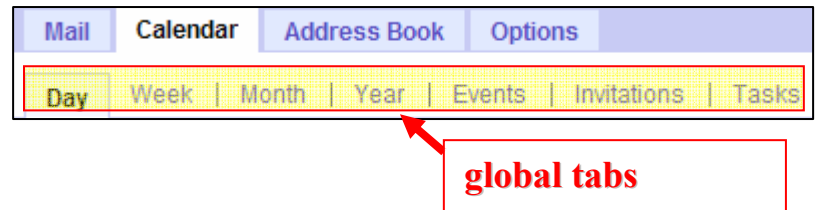
To work in **Calendar**, you will first need to log-in to WebMail.

Click on the **Calendar** tab to view your calendar (*see ill. to right*).



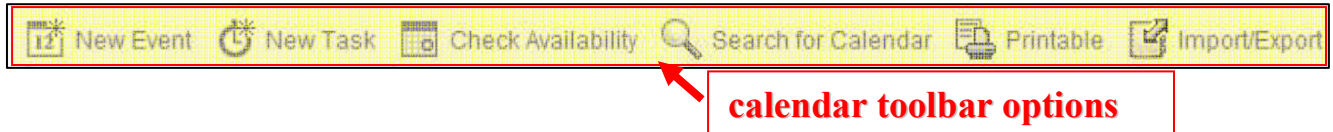
Global Tabs in Calendar:

The **global tabs** can be used to look at events and tasks on a **daily, weekly** and **monthly** basis (*see ill. to right*).



Calendar Toolbar Options:

The **calendar toolbar options** can be used to manage events, tasks, and calendars (*see ill. below*).



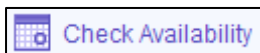
The Calendar Toolbar Options are:



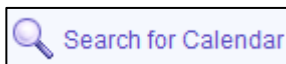
New Event – This option is used to create new events or meetings.



New Task – This option is used to create new tasks.



Check Availability – This option is used when you want to check the availability of individuals before scheduling an event with them.



Search for Calendar – This option is used to search for other calendars.



Printable – This option is used to print calendars, events, and tasks.



Import/Export – This option can be used to import or export events and tasks from other calendars.

**All features of calendar are covered in a separate more extensive manual.*

MODIFYING YOUR PERSONAL INFORMATION:

To modify your personal information, click on the **Options** tab located at the top, left-hand corner of the interface (*see ill. to right*).



If the **Mail** tab is not already highlighted you will need to click on the **Mail** tab to begin modifying your WebMail settings (*see ill. above*). By default, the **Personal Information** screen will appear.

The **Personal Information** page contains the following options:

Reply to Address:

You can specify a different reply to address (*see ill. to right*).

Reply to Address:
Specify only if different than your default email address

Signature:

You can specify the **Signature** that you would like to attach to all outgoing messages - you can also turn this feature on or off selecting or de-selecting the checkbox beside **Add the signature to each message you compose** (*see ill. to right*).

Signature:
Academic Labs and Support Services Manager
Information Technology Services
The University of Findlay
 Add the signature to each message you compose

vCard:

You can specify the information you would like in your vCard. You can also choose whether or not you would like to send the vCard with all your outgoing messages by selecting or de-selecting the **checkbox** beside **Add this vCard to each message you compose** (*see ill. to right*).

vCard

Name

First: Last:

Display Name:

Company: Job Title:

Department: Home Page:

Email

Work: Home:

Phone

Work: Home:

Mobile: FAX:

Pager:

Address

Street:

City: State/Province:

Zip/Postal Code: Country:

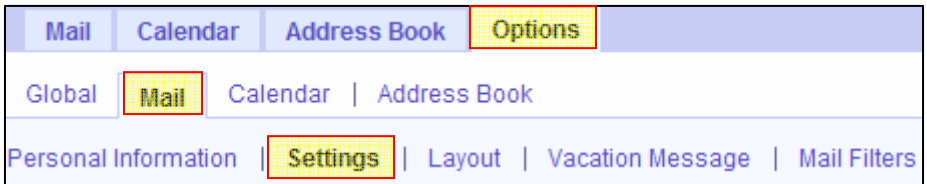
Add this vCard to each message you compose

Once you have made any changes on your **Options** page, make sure you click on one of the **Save** buttons located on the top and bottom right-hand side of the screen.

Add this vCard checkbox

MODIFYING YOUR WEBMAIL SETTINGS:

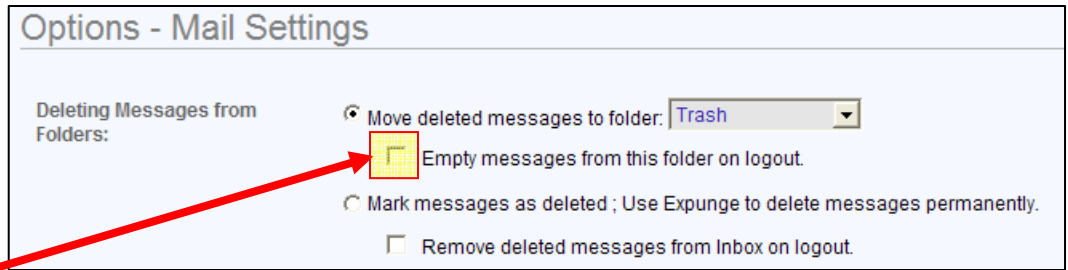
To modify your WebMail settings you will need to click on the **Options** tab. Then click on the **Mail** tab and then the **Settings** link.



The **Settings** page contains the following options:

Deleting Messages from Folders Options:

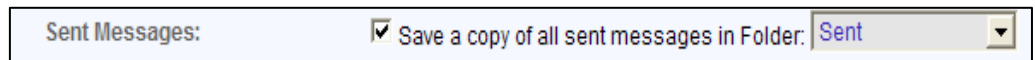
You can choose which folder to move your deleted messages to – the WebMail default is the **Trash** folder.



You can also click on the **Empty messages from this folder on logout** if you wish to automatically remove all e-mails permanently from your **Trash** box when logging out of WebMail.

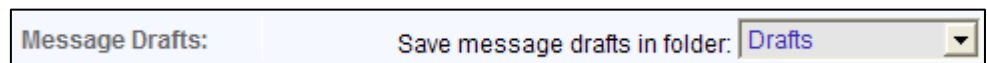
Sent Message Options:

You can choose whether or not you would like to keep a copy of your sent messages in a specified folder – by default, WebMail saves sent messages in the **Sent** folder.



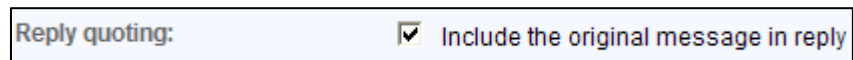
Message Drafts Options:

You can specify which folder you would like to save your draft messages in – by default, WebMail saves drafts in the **Drafts** folder.



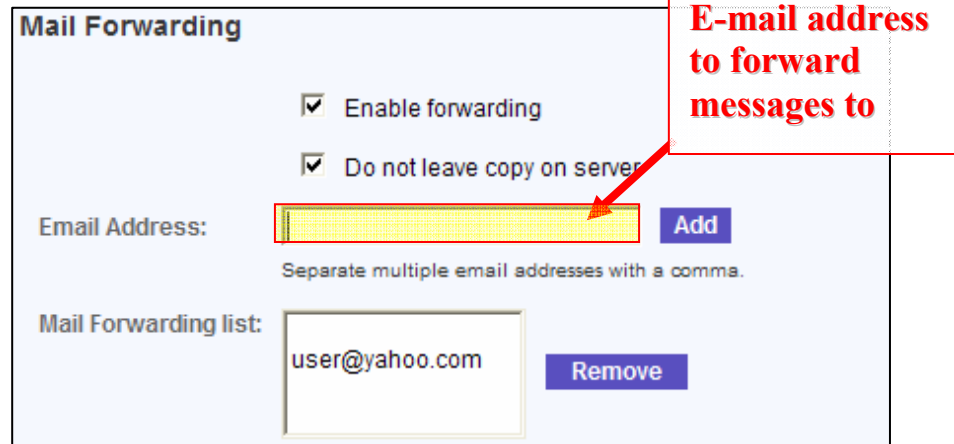
Reply Quoting Options:

You can choose whether or not you want to include the original e-mail message with your replies – by default, WebMail has the option turned on.



Mail Forwarding:

You can forward your messages to other e-mail addresses. You can also choose whether or not you want to leave a copy of the forwarded messages on the server. (If you choose to leave messages on the server, this will use up some space of your mail quota). Enter the e-mail address(es) you wish to forward your messages to (i.e. user@yahoo.com). To stop forwarding messages to other e-mail addresses, select the address and click on the **Remove** button. (*see ill. to right*).



Mail Forwarding

Enable forwarding

Do not leave copy on server

Email Address: **Add**

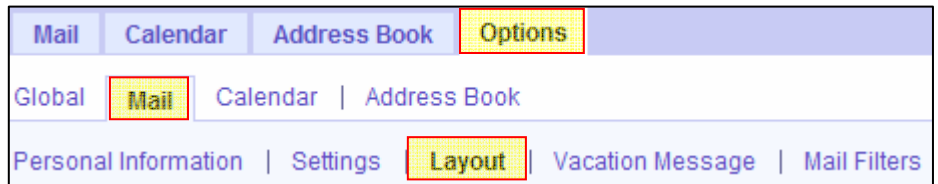
Separate multiple email addresses with a comma.

Mail Forwarding list: **Remove**

Once you have made your changes, click on one of the **Save** buttons located on the top and bottom right-hand side of the screen.

Modifying the Layout of Your Mail Interface:

To modify your WebMail settings you will need to click on the **Options** tab. Then click on the **Mail** tab and then the **Layout** link.



Mail | Calendar | Address Book | **Options**

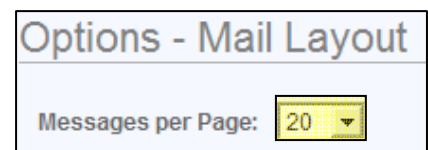
Global | **Mail** | Calendar | Address Book

Personal Information | Settings | **Layout** | Vacation Message | Mail Filters

The **Layout** page contains the following options:

Messages Per Page:

You can select how many messages you want displayed per page – you can choose to display 10, 20, 40, 60, 80 or 100 messages to be displayed. By default, WebMail displays 20 per page (*see ill. to right*).



Options - Mail Layout

Messages per Page:

Sort Order:

You can select how you want your messages sorted. You can select these options as your sort order: **Newest first** or **Oldest first**.



Sort Order: Messages sorted by:

Newest first
Oldest first

Columns to Display:

You can select which columns you want displayed in your Mail Interface. This option will apply to you **Inbox, Trash and all personal folders** (*see ill. to right*).



Columns to Display: Select Columns to display in the Inbox, Trash, all Personal Folders:

Column 1:

Column 2:

Column 3:

Column 4:

Column 5:

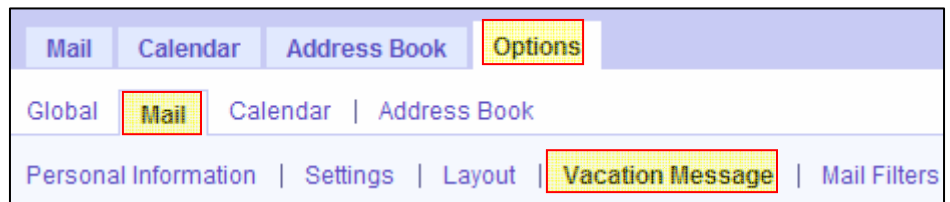
Column 6:

Column 7:

Once you have made your changes, click on one of the **Save** buttons located on the top and bottom right-hand side of the screen.

Modifying Your Vacation Message:

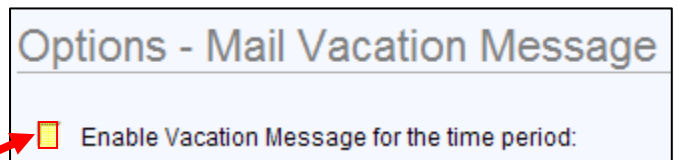
To modify your WebMail settings you will need to click on the **Options** tab. Then click on the **Mail** tab and then the **Vacation Message** link.



The **Vacation Message** page contains the following options:

Enable Vacation Messages for a Time Period:

To enable vacation message for a time period, put a checkmark in the **checkbox** to turn on your vacation message.



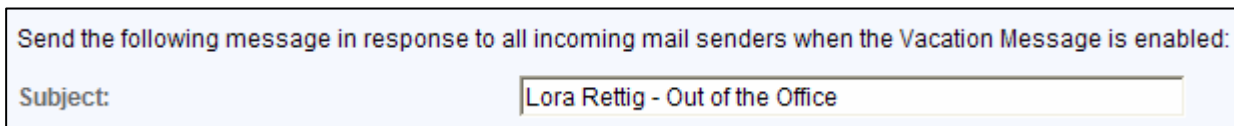
**checkbox to Enable
Vacation Message**

Next you will need to choose a date to **Start** and **Stop** your vacation notice on. To do this you will need to select the month, day and year you want your vacation message to be turned on and the month, day and year you want your vacation message to be turned off. (*see ill. above*)



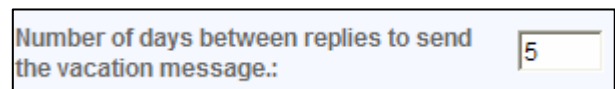
Under the **Send the following message in response to all incoming mail senders when the Vacation Message is enabled:** heading, you can modify your vacation message.

Subject: Type in the subject heading you want people to see when your Vacation Message is activated (*see ill. below*)



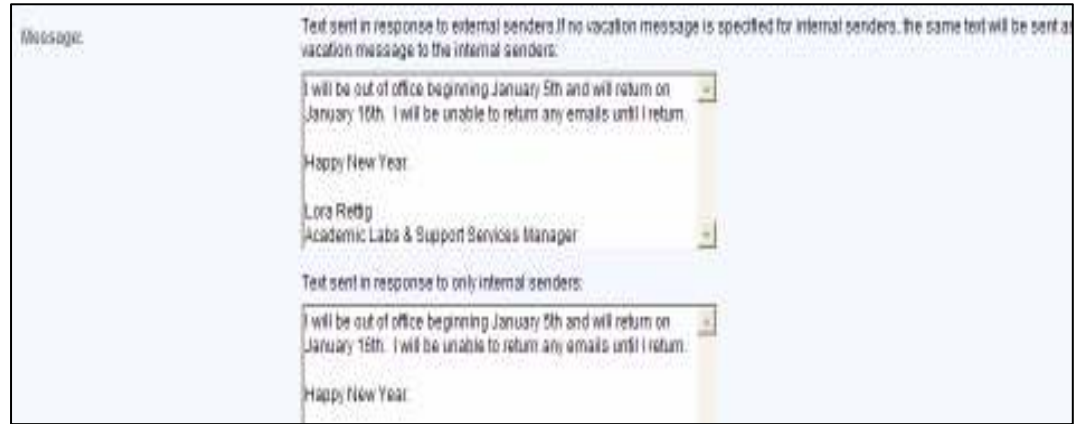
Number of days between replies to send the vacation message:

Input of days you want to wait sending a repeat **Vacation Message** (*see ill. right*).



Message:

You can put your messages in the first box to send internally and externally or you can choose to enter a message in the second box specified for recipients within The University (*see ill. to right*).



The screenshot shows a web-based interface for setting an out-of-office message. It features two text input areas. The top area is labeled "Text sent in response to external senders. If no vacation message is specified for internal senders, the same text will be sent as vacation message to the internal senders." and contains the text: "I will be out of office beginning January 5th and will return on January 16th. I will be unable to return any emails until I return. Happy New Year. Lora Rettig Academic Labs & Support Services Manager". The bottom area is labeled "Text sent in response to only internal senders:" and contains the text: "I will be out of office beginning January 5th and will return on January 16th. I will be unable to return any emails until I return. Happy New Year." Both text boxes have a small downward arrow icon on their right side.

Once you have made your changes, click on one of the **Save** buttons located on the top and bottom right-hand side of the screen.