

Getting Started with Lewis & Clark WebMail

Software: Web Browser

Platform: Mac/PC

Overview

Lewis & Clark WebMail allows you to send and receive e-mail via any Web browser. While WebMail interacts with our regular mail server (you see the same mailboxes in WebMail that you do in Mulberry), it does not require that you obtain or install any special software on your computer, making it an excellent option for checking e-mail from remote locations.

Getting Started

To access WebMail,

1. Go to <http://webmail.lclark.edu>. This will take you to the WebMail login page. (Figure 1)
2. Enter your username (same as your e-mail login) and password in the appropriate boxes.
3. Click on the Login button.

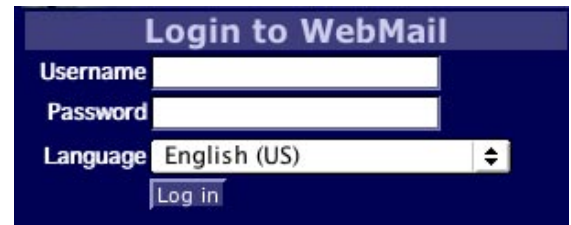


figure 1

WebMail Mailbox Window

When you sign into WebMail, the mailbox window (Figure 2) will appear. It opens first to your Inbox.

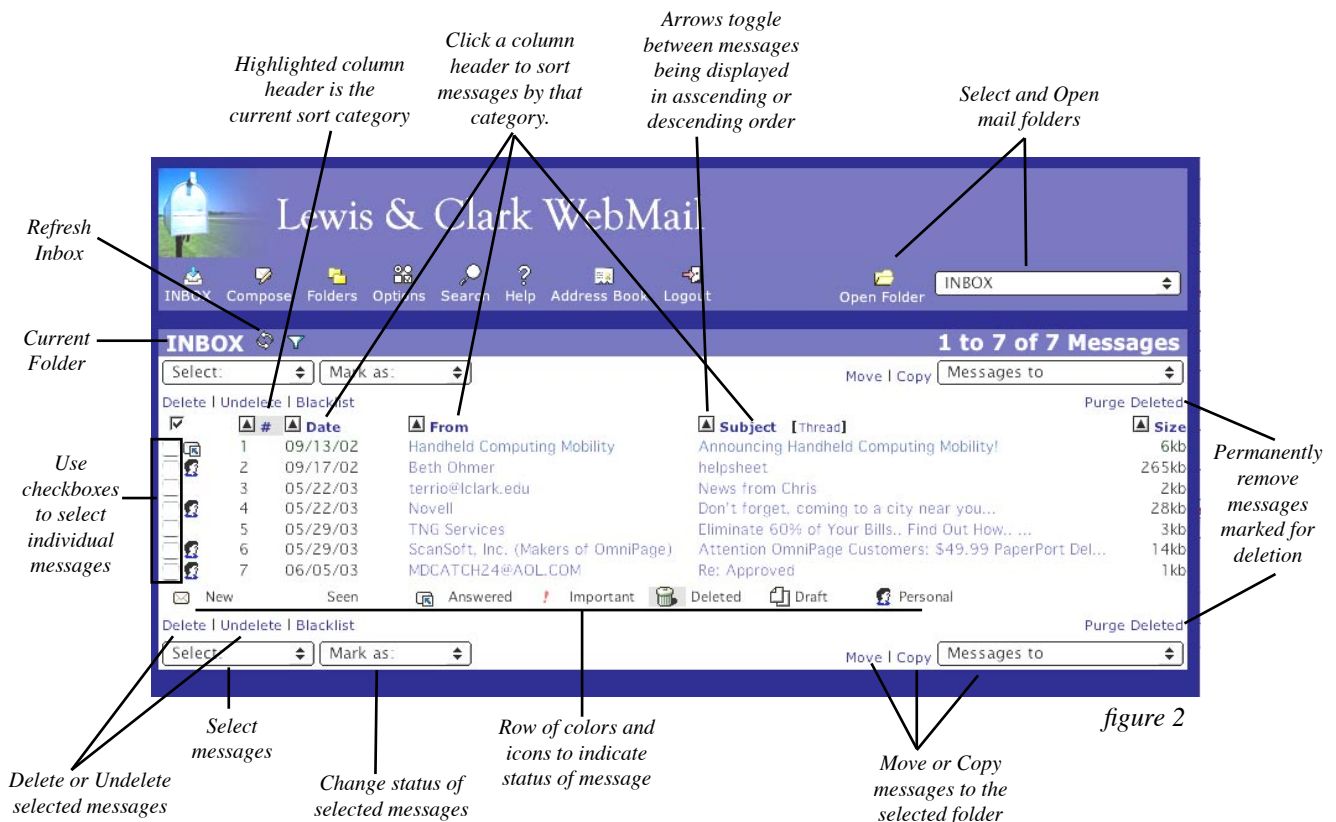
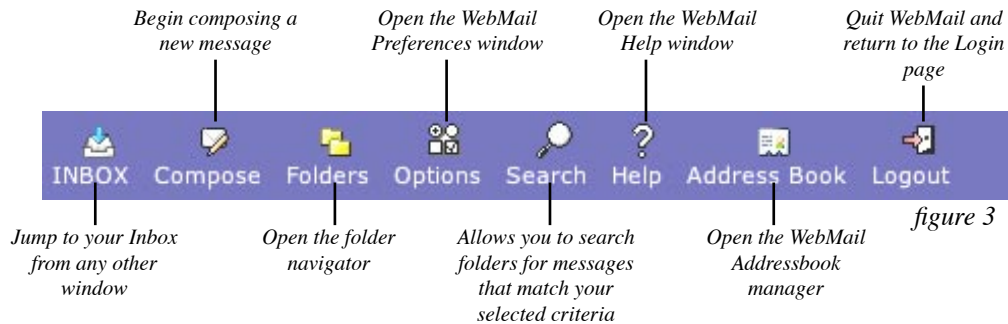


figure 2

The Toolbar

Each window in WebMail has a Toolbar. The tools available will change to suit the purpose of the window. The Toolbar pictured in figure 3 is for the Mailbox window.



To Read E-Mail

Click on the message you want to read in the Mailbox window. (Figure 2)

The message you select will appear in the Message Window. (Figure 4)

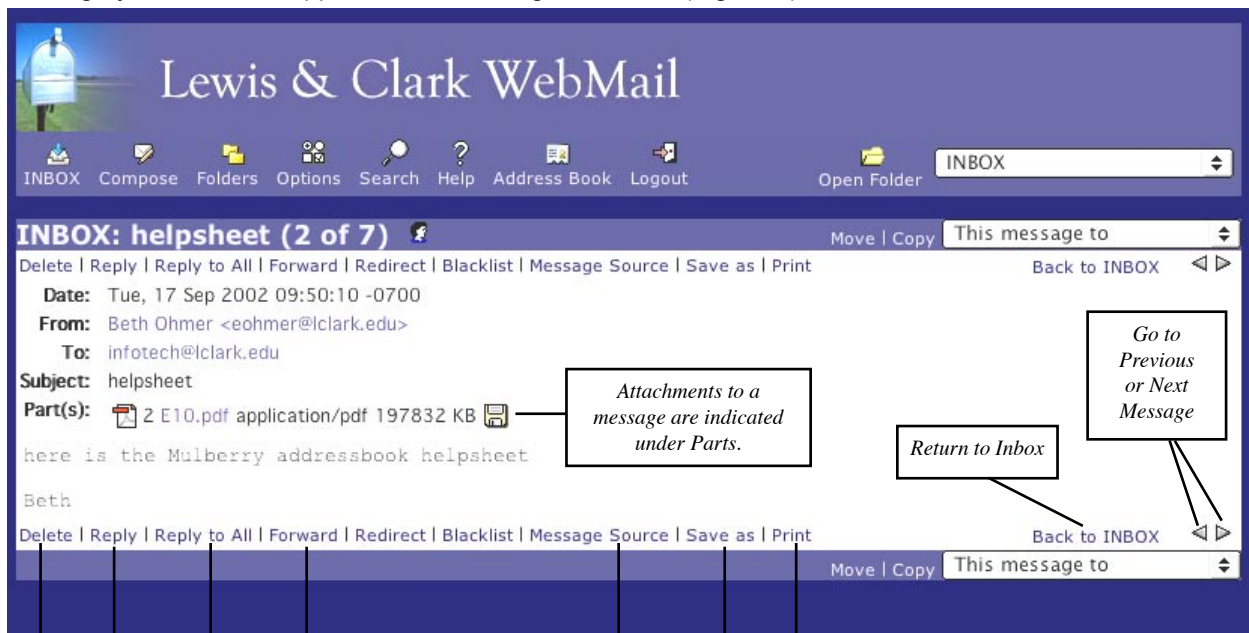


figure 4

To Delete a Message while Reading:

If you wish to delete this message after reading it, you may click the Delete button. This message will be marked for deletion.

To Save this Message to another E-mail Folder:

1. Select the destination folder in the Move/Copy pop-up menu.

2. Click the Move button to Move the message to the destination folder, mark it for deletion in the original folder and open the next message.
3. Click the Copy button to move the message to the destination folder, and leave the original message untouched.

To open an Attachment

If a message has an attachment, it will be listed in the Parts section of the message window (Figure 4). To open the attachment, simply click on the attachment's name and it will be displayed. If it is not a format that can be viewed in a Web browser (i.e. a Word document), click on the disk icon to have the attachment saved to your computer.

To Reply to a Message

1. In the Message window, click on either the **Reply** (replies only to sender) or **Reply to All** (replies to all recipients of the original message) button.
2. A new message window will appear with the **To:** and **Cc:** fields filled in as appropriate and the original message quoted.
3. Write your message, and, when complete, click on **Send Message**.

To Delete a Message

From the Mailbox Window

1. In the Mailbox window (Figure 2), put a check in the checkbox preceding the message that you wish to delete. You may check multiple messages to be deleted.
2. Click on the **Delete** button to mark those messages for deletion.
3. Click on **Purge Deleted** to permanently remove messages marked for deletion from your Mailbox.

From within the Message Window

1. After reading a message, while still within the Message window (Figure 4), you can click on the **Delete** button. The message will be marked for deletion.
2. In the Mailbox window, Click on **Purge Deleted** to permanently remove messages marked for deletion from your Mailbox.

To Send a Message

1. Click the Compose button. (Figure 5) This will open a new message window. (Figure 6)
2. Type one or more e-mail addresses in the **To:** field. For multiple addresses, separate them with a comma.
3. The **Cc:** (carbon copy) and **Bcc:** (blind carbon copy) fields can be used for sending a copy of the message to someone as a secondary recipient, or these fields may be left blank.
4. Supply an appropriate subject for the message in the **Subject:** field.



figure 5

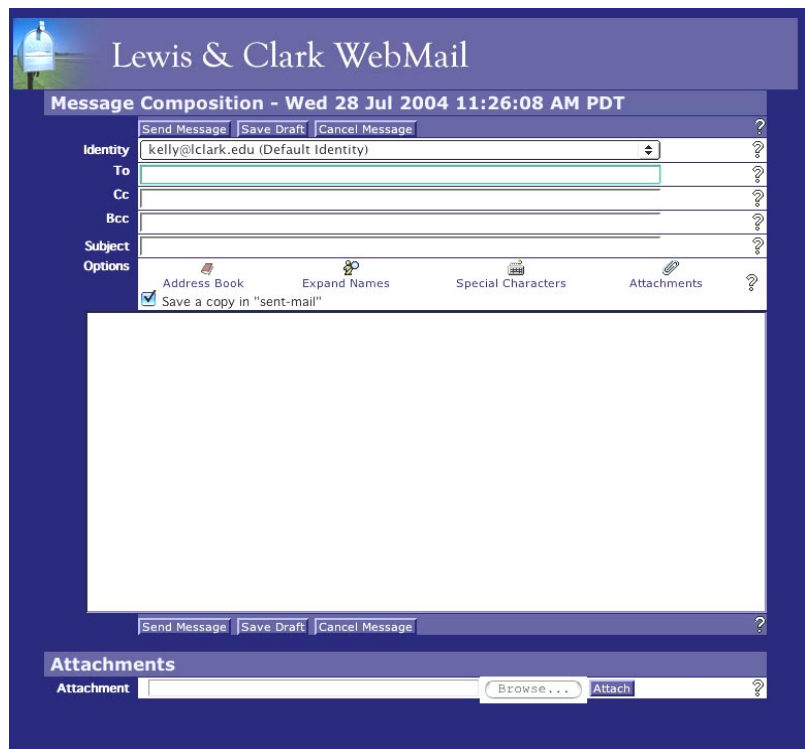


figure 6

5. If you wish to attach a document to this message this can be accomplished using the **Browse** and **Attach** buttons in the **Attachments** section.
6. Type the content of your message in the message area. Compose as you would with a word processor, allowing the text to wrap automatically.
7. When complete, click on **Send Message**.

Using the AddressBook when Composing a Message

1. From the Inbox or other folder, click on the **Compose** icon. The Message Composition window (Figure 6) opens.
2. Click in the To box and click on **Address Book**. The **Contact List** window (Figure 7) will open.
3. Type a name or e-mail address of an LC staff faculty or student in the Find Box. In the From box, choose **Lewis & Clark Addresses**, then click **Search**. This will display all individuals with that name or e-mail login in the LC Community.

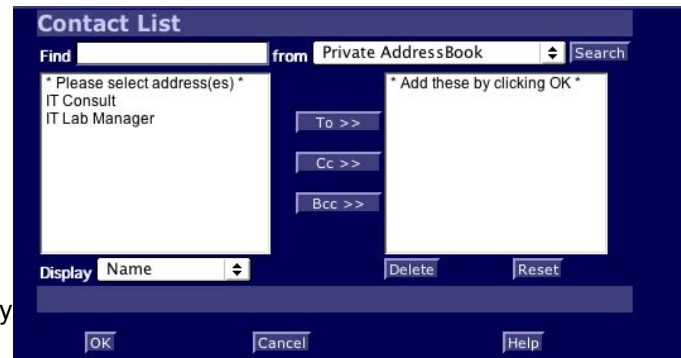


figure 7

- OR
- Select a name in the box on the left as the address where you wish to send your e-mail.
 4. Click the **To, Cc and Bcc Arrows** to move the selected addresses to the right window.
 5. Click **OK**. You are returned to the Message Composition window. Finish composing your email and send it.

To Create a Signature

1. Click on the Options button on the Mailbox Tool Bar. The **User Options** window will open.
2. In the **Your Information** section, click on **Personal Information**.
3. In the **Personal Information** window (Figure 8), click on **Edit your Identities**.
4. In the **Identities** window (Figure 9), in the **Your Identities** drop down menu, select **Default Identity** as the one you wish to edit.
5. In the **Your Signature** box, enter the signature that you would like to appear at the bottom of each e-mail message.
6. You can also choose if you would like to activate the following options:
 - Preceding your signature by two hyphens (--)
 - Placing your signature before replies and forwards (or at the very end of the message)
 To activate, check the appropriate boxes.
7. When complete, click on **Change**

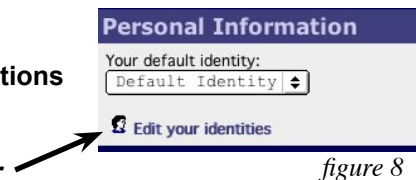


figure 8

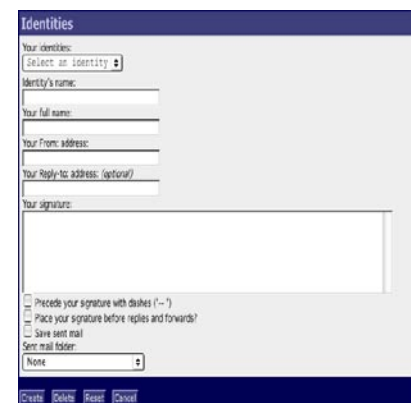


figure 9

To add an Address to the AddressBook

1. To access the address book from any folder, click on the **Address Book** icon (Figure 10).
2. Click on the **Add** icon. The Add a New Contact window opens.
3. To add a new contact fill in the appropriate blanks and then click **Save**. The new entry appears as you have created it. You can edit or delete this entry.
4. Click on the **Mail** icon to return to the Inbox



figure 10