Webmail User's Guide

Overview

Webmail from the SquirrelMail Project Team consortium provides a secured web-based capability to access email that has been sent to a person's Foothill-De Anza email account. The SquirrelMail version of Webmail has much more functionality then the previous version of "Webmail" or the software product called "Mailreader".

The new Webmail provides access to email that is still resident in a person's District mailbox that resides on the main email server. Said another way, email can be viewed that has not yet been transferred (downloaded or copied) to a person's computer using an email client such as Eudora or Outlook. Once email has been transferred (downloaded or copied) to a person's computer, email messages are removed from the mailbox on the District's main email server.

With Webmail, a person can read email messages, send email messages with text formatting, and lookup email addresses of other District email users. Unlike the previous version of Webmail or Mailreader, Webmail comes with a folder functionality. By default, there are 4 folders provided: Inbox, Drafts, Sent, and Trash. The new Webmail also provides the capability to create personally named folders.

Note: There is no capability in Webmail to access folders or email messages that have been transferred (downloaded or copied) to a person's computer using the Eudora or Outlook email client. Webmail & Eudora/Outlook do not have any direct interface.

Webmail uses data encryption methods to secure the sending of email messages and your userid and password when they are used to log into Webmail.

ETS Support Policy for Webmail

As with the previous version of Webmail and Mailreader, Webmail from SquirrelMail is "shareware" software obtained from the Internet. Shareware software has been written by another organization or individuals and offered <u>free-of-charge</u> to anyone who wants to use it.

Therefore, ETS is **<u>only providing online documentation for support</u>** and will keep the software operational to the best of its ability.

Webmail Login Process & URL

From any browser either on the District network or from the Internet, enter the following URL:

https://webmail.fhda.edu

The Webmail Login Page is displayed

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Webmail Home Page



Movement Functions

Compose an Email

Click on the **Compose** Link



The Compose page is displayed





Updating Personal Address Book

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Using the Directory To Look Up Email Information

To locate a person's email address, click on the Directory link



Using the Directory To Look Up Email Information

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Using the Directory To Look Up Email Information

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Creating Folders

To create a folder, click on the Folder link





Creating Folders

Unsubscribe: removes folder from Folder panel, but does not delete folder

1-Highlight folder name to be unsubscribed

2-Click on Unsubscribe button

Subscribing a Folder

Allows a folder to be used and displayed in the Folder navigation bar



Webmail Option Settings

To set or change options in Webmail, click on the **Options** link



Webmail Option Settings

Options for customizing how your Webmail will function



Click on the links to select an option

Options- Personal Information

Enter the applicable information

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Click the **Submit** button to update

Options – Message Highlighting

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Click on the buttons to select the highlighting shade

Options – Index Ordering

Click on the desired link



Options – New Mail

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Click the appropriate button to configure your new mail options

Click the **Submit** button to update

Options – Display Preferences



Click the appropriate button or fill in the boxes to configure your display options

Click the **Submit** button to update (it will appear in lower right-hand corner of page)

Options – Folder Preferences



Click the appropriate button or fill in the boxes to configure your folder options

Options – Spell Check

Click on the appropriate links and following the instructions



Email Topic Search

To search for email messages stored in your mailbox Click on the **Search** link

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Email Topic Search



Email Topic Search Results Page

List of email messages matching search criteria



Help – Table of Contents

Click on a link to get help on a specific topic



Before setting the vacation message to let others know you are out of the office, you should update your Personal Information in Webmail to reflect your email alias name (lastnamefirstname@fhda.edu). If you record your email alias name, the Vacation reply message that is sent to others will reflect your user name (also called the uglyname).

Here are the instructions for updating your Personal Information in Webmail. From the Inbox page, click on the **Options** link



Setting Vacation Message Updating Personal Information

Click on the Personal Information link



Setting Vacation Message Updating Personal Information

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The minimum information that needs to be recorded is your:

Setting Vacation Message Updating Personal Information

This message will be displayed indicating you have updated your Personal Information



You are now ready to update your Vacation Message

To access the Vacation function, Click on the **Options** link





1-Click on **Send auto-reply to sender?** Box. This activates the vacation message **Note**: You can create a vacation message for future use and not activate by

Note: You can create a vacation message for future use and not activate by leaving the **Send auto-reply to sender?** Box unchecked



3-Click on the **Submit** button to save & activate the message

The **Settings Saved** message is displayed indicating the Vacation Message was successfully created

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Email that you suspect is spam that is not blocked by the spam firewall or just unwanted email messages can be automatically diverted to your Trash Folder for immediate deletion or another folder for viewing at a later time.

To setup email filtering, click of the Options link

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Drafts	Move Selected To:		Transform Selected Messages:
Trash	INBOX Move Forward		Read Unread Delete
Spam	Thread View		
	From 🗖	Date 🗖 Subject 🗖	
	Andy Rogerson	Wed, 8:25 am <u>Re: [Fwd: Re: Sun Education - JES and IDM Course P</u>	
	Twenty-Four-Hour-Operator	Wed, 7:48 am STATUS REPORT FOR THIRD SHIFT ON 6-SEP-2006.	
	FHDA - Work Order System	Wed, 7:44 am Your Note For Work Order D0608119 Sent To Our Offi	
	E-mail Firewall	Wed, 7:00 am + <u>Spam Quarantine Summary</u>	
	E-mail Firewall	Wed, 7:00 am + Spam Quarantine Summary	
	T APC	Wed, 4:06 am + TOM, please RSVP within 24 hours to guarantee a se	
	Twenty-Four-Hour-Operator	Tue, 11:03 pm NO problems occured during SECOND shift on 5-SEP-2006	
	L kevin metcali	Tue, 5:54 pm Re: Escalation names/contact information	
	I Iwenty-Four-Hour-Operator	Tue, 5:27 pm STATUS REPORT FOR FIRST SHIFT ON 5-SEP-2006.	
	T Joe Lampo	Tue, 5:17 pm + <u>Pwd: KE: Hershey ID Change</u>	
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Click on the What to Scan drop down menu



Then click on the New link



To select what part of the email you want to filter on, Click on the **Match** drop-down Menu

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Trash		w	hat to Scan: All mes	sanes	Save			
Spam								
			[<u>Nev</u>	7] - [<u>Done]</u>				
		(Edit) [D	lelete] - If Subject co	ntains BULK then r	nove to Spam			
Done	a - [In] 🛛 🦕 🏹 Meeting Maker C	EDKHelpDesk / DK	EmailD6800Doc.d	🕘 FHDA Webmail	Document4 - Micr		∢:⊘⁄@© ™⊮∋	2:34 PM

This is an example where a folder called "**SPAM**" was created to hold all email that contain the word "**BULK**" in the subject line.

From the on the fo	In-box page, Ider called "S	click PAM"		
		/	Email me filte aı	essages that were red to this folder re then displayed
BFHDA Webmail 1.4.6-7.6	el4 - Mozilla Firefox			×
Elle Edit View Go Bo	pokmarks Yahoo Iools Help	(er:/webmail.php	/	<u></u>
Mozilla Firebird Help	User Support Forum	si chagoni giri bulb		
Y · / · forbes field	I pittsburgh	• ಈ 🔹 🖂 Mail 🔹 🎯 My Yahoo! 🔯 Answers 🔹 📥 Games	• 🖞 Fantasy Sports 🔍 Football • 🤞 Shopping • 1) Music 🔹 💜 Personals 👻 🕃 Sign In 👻
Folders Last Refresh: Fri, 1:20 pm	Current Folder: Spam <u>Compose</u> <u>Addresses</u> <u>Folders</u> <u>C</u>	Dptions Search Help		Sign Out Directory
INBOX (14)	Toggle All			Viewing Messages: 1 to 2 (2 total)
Drafts Sent Trash Spam	Move Selected To: INBOX Move Forward Thread View			Transform Selected Messages: Read Unread Delete
	From C Tom Roza	Date ▲ Subject ■ 1:21 pm <u>{BULK} Filter Test #2</u>		
	Tom Roza	1:16 pm {BULK} Filter Test 1		
http://mx1.fhda.edu/webmail	 /src/right_main.php?PG_SHOWALL=0&sort=0&	startMessage=18mailbox=Spam		
📾 Start 🛛 🗖 👛 💻 🖱	🔄 🔹 🔿 Eudora - [In] 👘 Meeting	Make Document1 - Document2 - SEDKHelpDe	esk / 🙀 PittsburghPan 🧖 EHD & Wahron 🕅 Ema	ID6800Do