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 free-of-charge to anyone who wants to use it.

Therefore, ETS is only providing online documentation for support 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

Enter username and password

Click the “Login” button
Compose an Email

Click on the Compose Link

The Compose page is displayed
Compose an Email

Enter Mailing & Message Information

Composing Options

Add Attachments

Click the **Send** Message Button to send email message
Updating Personal Address Book

Enter address information

Click on **Add Address** To add to Address Book
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

Enter the last name of the person you wish to locate

Click on the Search button
Using the Directory
To Look Up Email Information

The demographic information of the person is displayed as shown below
Creating Folders

To create a folder, click on the **Folder** link.
Creating Folders

Type in name of New Folder

Rename Existing Folder

Delete Existing Folder

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

Highlight the folder name

Click on the Subscribe button
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

Click the Submit button to update
Options – Message Highlighting

Click on the buttons to select the highlighting shade

Click the Submit button to update
Options – Index Ordering

Click on the desired link
Options – New Mail

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.

Click the Submit button to update.
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
Email Topic Search

Select which folder to search
Enter search criteria
Select which section of message to search
Click **Search** button
Email Topic Search Results Page

List of email messages matching search criteria

<table>
<thead>
<tr>
<th>From</th>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twenty-Four</td>
<td>Apr 27, 2006</td>
<td>STATUS REPORT FOR FIRST SHIFT ON 27 APR 2006</td>
</tr>
<tr>
<td>Twenty-Four</td>
<td>Apr 28, 2006</td>
<td>STATUS REPORT FOR THIRD SHIFT ON 28 APR 2006</td>
</tr>
<tr>
<td>Twenty-Four</td>
<td>Apr 29, 2006</td>
<td>STATUS REPORT FOR SECOND SHIFT ON 29 APR 2006</td>
</tr>
<tr>
<td>Twenty-Four</td>
<td>May 1, 2006</td>
<td>STATUS REPORT FOR FIRST SHIFT ON 1 MAY 2006</td>
</tr>
<tr>
<td>Sharon Jones</td>
<td>May 1, 2006</td>
<td>STATUS REPORT FOR SECOND SHIFT ON 1 MAY 2006</td>
</tr>
<tr>
<td>Twenty-Four</td>
<td>May 1, 2006</td>
<td>STATUS REPORT FOR SECOND SHIFT ON 1 MAY 2006</td>
</tr>
</tbody>
</table>
Help – Table of Contents

Click on a link to get help on a specific topic

1. Introduction to SquaredMail
   SquaredMail provides a way of checking your E-Mail over the World Wide Web.
2. Message Index
   This may sound complex, but this is just the list of email messages that are in a particular folder.
3. Reading an email message
   This ability to read an email message is one of the most basic features of any mail client. However, SquaredMail has a few features that make it different.
4. Compose
   With this feature, you can send messages to different people from within SquaredMail.
5. Addresses
   Address books can save a lot of time and typing. You can put the addresses of people you write most often in there, and reuse them over and over.
6. Folders
   Folders help organize your messages. You can store messages in different folders. This is especially useful if you have a lot of email and want to keep it organized.
7. Options
   You can customize the way that SquaredMail looks and responds to you by setting different options in the options.
8. Search
   Search through a folder for given criteria.
9. Frequently Asked Questions
   Often people have the same questions that have been asked many times before. This is a list of common asked questions and answers.
Setting Vacation Message

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

The minimum information that needs to be recorded is your:

- E-Mail Address
- Full Name

Click the **Submit** button to save your changes.
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.
Setting Vacation Message

To access the Vacation function, Click on the Options link.
## Setting Vacation Message

Click on **Vacation Message** link

<table>
<thead>
<tr>
<th>Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td>Contains personal information about yourself such as your name, email address, etc.</td>
</tr>
<tr>
<td><strong>Message Preferences</strong></td>
<td>Based upon your criteria, incoming messages can have different background colors. Helps to easily distinguish the messages we receive, especially for mailing lists.</td>
</tr>
<tr>
<td><strong>Action Order</strong></td>
<td>The order of the message list can be rearranged and changed to control the header order in any order you want.</td>
</tr>
<tr>
<td><strong>Change Password</strong></td>
<td>Connects to your local Password Server to change your email password.</td>
</tr>
<tr>
<td><strong>Spelling Suggestion</strong></td>
<td>Allows you to set up how your personal dictionary is stored, edit it, or choose which languages should be available to you when spell-checking.</td>
</tr>
</tbody>
</table>

### Vacation Message

Set up an auto-reply message and optionally forward your incoming mail. This can be useful when you are away on vacation.
Setting Vacation Message

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 leaving the **Send auto-reply to sender?** Box unchecked.

2-Complete the information in both the **Vacation Subject** & **Vacation Message** Boxes.

3-Click on the **Submit** button to save & activate the message.
Setting Vacation Message

The **Settings Saved** message is displayed indicating the Vacation Message was successfully created.
Setting Email Filters

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
Setting Email Filters

Click on the **Message Filters** link
Setting Email Filters

Click on the **What to Scan** drop down menu and select an option.
Setting Email Filters

Then click on the New link
Setting Email Filters

To select what part of the email you want to filter on, click on the Match drop-down menu, then click on one of the options.
Setting Email Filters

To setup your filter,
Fill in the **Contains** section with the filtering criteria

Select the folder that filtered email will be sent to

Click on the **Submit** Button to store the filtering
Setting Email Filters

After you click Submit, this page is displayed.

You can change or delete the filter by clicking the appropriate link.

If you want to save the filtering, click on the Save Button.
Setting Email Filters

After you click Save, the following page is displayed showing that your action has been stored.
Setting Email Filters

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 In-box page, click on the folder called “SPAM”

Email messages that were filtered to this folder are then displayed