

MedailleOne: *Using Student Email*

Introduction

MedailleOne Email is the email system used within MedailleOne. This document will cover the basics of MedailleOne email.

You will learn how to:

[Configure options within email](#)

[Change settings](#)

[Vacation Message](#)

[Compose, send, read, reply to and delete a message](#)

[Create and file messages in folders](#)

[Use address books](#)

Getting Started

Students must login to their MedailleOne account through a web browser, such as Internet Explorer or Netscape.

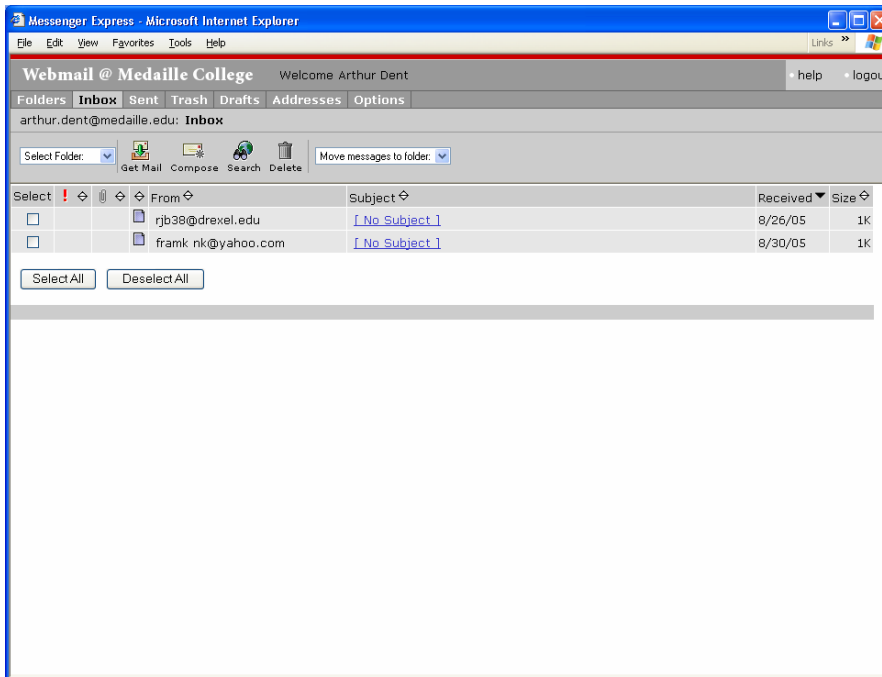


The image shows a web form titled "Secure Access Login". It contains two input fields: "User Name:" and "Password:". Below the fields are two buttons: "Login" and "Cancel". At the bottom of the form, there is a link that says "Having problems logging in? Click here." in purple text.

Type in the username and password you received from picking up your accounts.

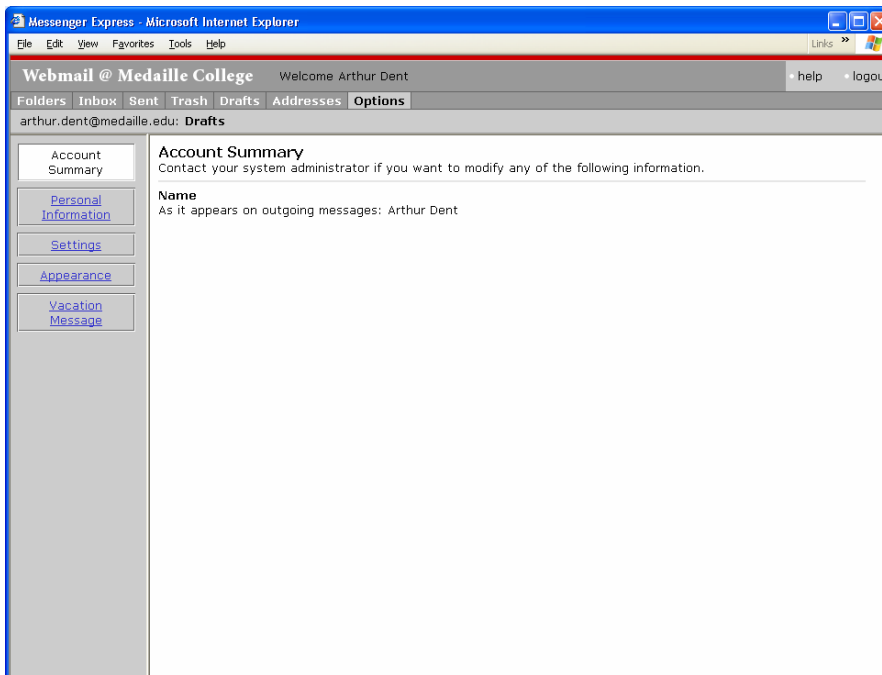
Note: If you just activated your accounts it takes anywhere from 30-45 minutes before it is ready for use.

Click on the Email Icon. The window below will appear.



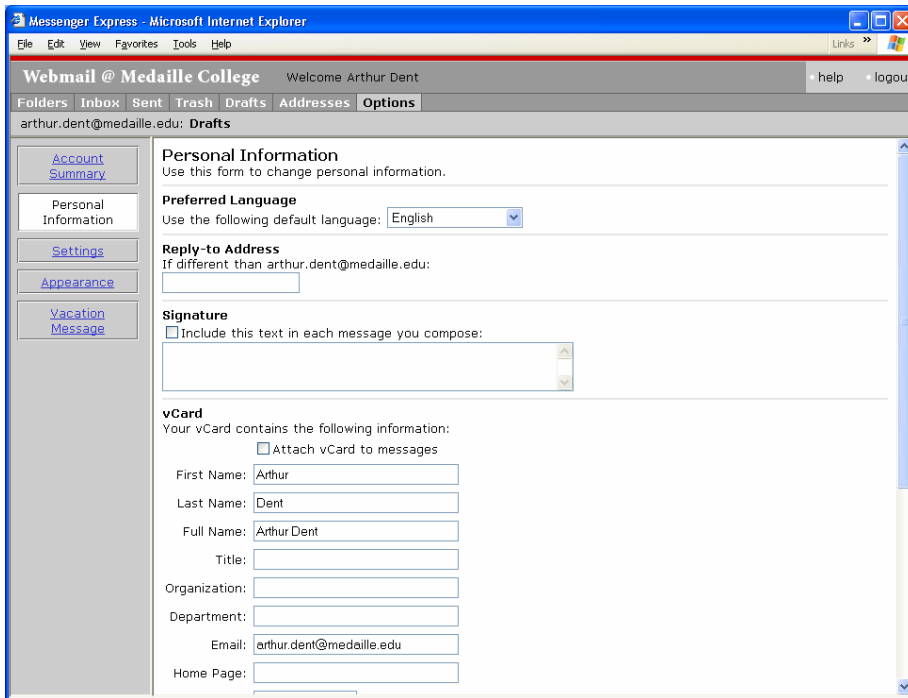
Configuring options within email

Click on the *Options* Tab. The window below will appear.



Personal Information

Click on Personal Information. The window below will appear.



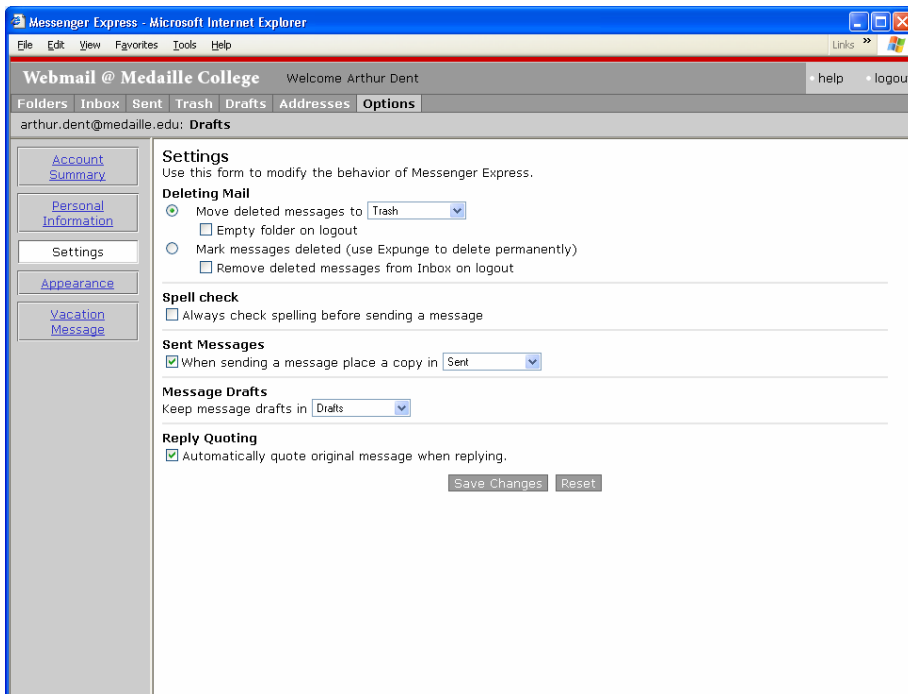
The screenshot shows the 'Personal Information' settings page in Messenger Express. The page is titled 'Webmail @ Medaille College' and 'Welcome Arthur Dent'. The left sidebar contains navigation links: Account Summary, Personal Information (selected), Settings, Appearance, and Vacation Message. The main content area is titled 'Personal Information' and includes the following sections:

- Preferred Language:** Use the following default language: English (dropdown menu).
- Reply-to Address:** If different than arthur.dent@medaille.edu: (text input field).
- Signature:** Include this text in each message you compose: (text area).
- vCard:** Your vCard contains the following information:
 - Attach vCard to messages
 - First Name: Arthur
 - Last Name: Dent
 - Full Name: Arthur Dent
 - Title: (text input field)
 - Organization: (text input field)
 - Department: (text input field)
 - Email: arthur.dent@medaille.edu
 - Home Page: (text input field)

A signature file can be added to any message that you send. It may contain information such as your title, school or office address, and email address. You may check the box to add the signature to all your messages by default.

Settings

Click on Settings. The window below will appear



The screenshot shows the 'Settings' page in Messenger Express. The page is titled 'Webmail @ Medaille College' and 'Welcome Arthur Dent'. The left sidebar contains navigation links: Account Summary, Personal Information, Settings (selected), Appearance, and Vacation Message. The main content area is titled 'Settings' and includes the following sections:

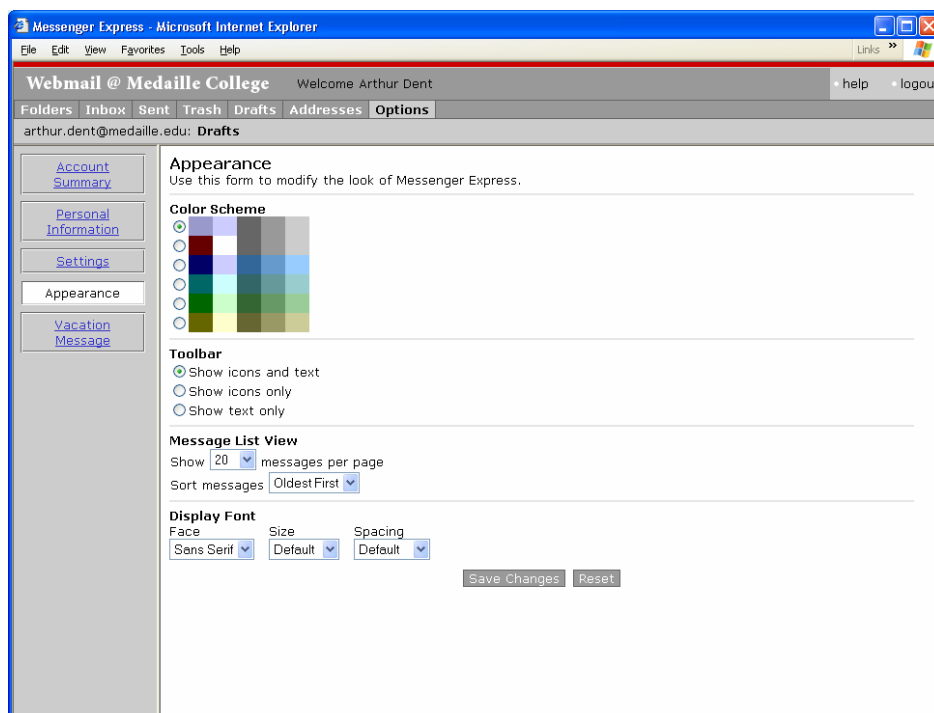
- Deleting Mail:**
 - Move deleted messages to Trash (dropdown menu)
 - Empty folder on logout
 - Mark messages deleted (use Expunge to delete permanently)
 - Remove deleted messages from Inbox on logout
- Spell check:** Always check spelling before sending a message
- Sent Messages:** When sending a message place a copy in Sent (dropdown menu)
- Message Drafts:** Keep message drafts in Drafts (dropdown menu)
- Reply Quoting:** Automatically quote original message when replying.

Buttons: Save Changes, Reset

- **Deleting Mail:** You can either have your deleted messages sent to the trash or deleted from the system. If you have them sent to trash, you can either empty the folder when you logout, or you have to delete them from the trash. Or you can mark them as deleted in the Inbox and have them removed when you logout.
- **Spell Check:** Check this box if you want your emails check for spelling before sending.
- **Sent Messages:** Check this box if you want a copy of every email message you send.
- **Message Drafts:** You can designate where to keep messages that you have not finished and sent.
- **Reply quoting:** Check this box if you want the original message in your reply.

Appearance:

Click on Appearance. The following window will appear.

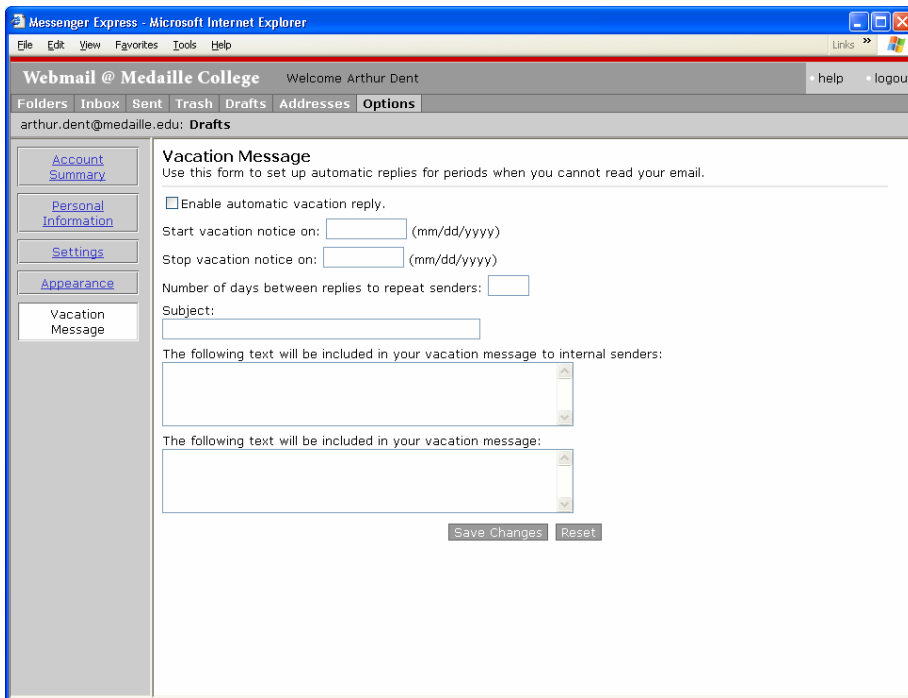


You can change the way your MedailleOne email appears.

- **Color Scheme:** You can change the default colors here.
- **Toolbar:** You can pick between icons and/or text.
- **Message List View:** Pick how many messages to show on the page. You can also change how the messages are sorted.
- **Display Font:** You can change how the messages actually look.

Vacation Message:

Click on Vacation Message. The window below will appear.



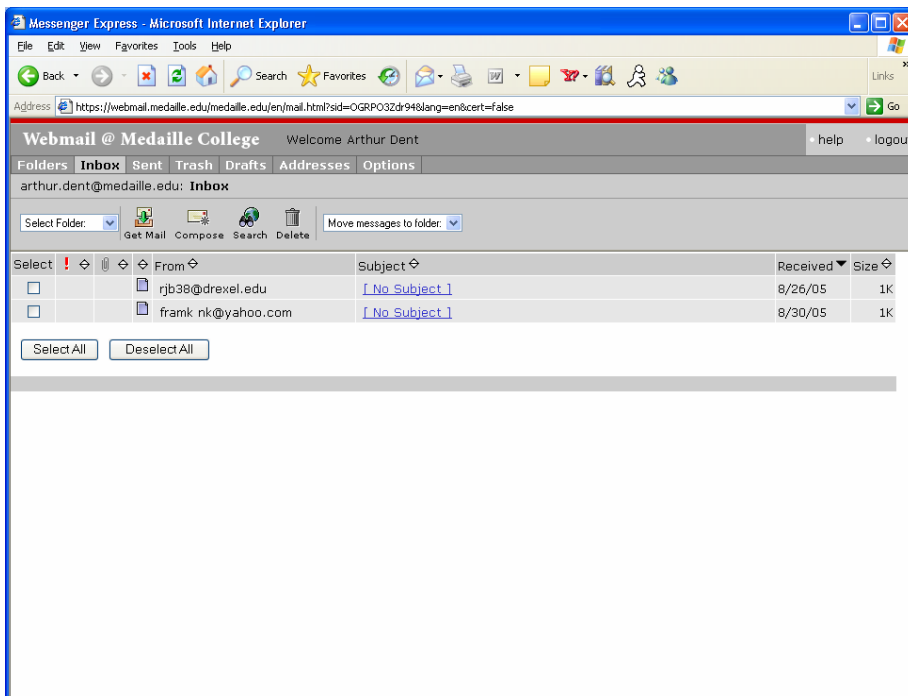
The screenshot shows a web browser window titled "Messenger Express - Microsoft Internet Explorer" displaying the "Vacation Message" form in a webmail interface. The interface includes a navigation menu with options like "Account Summary", "Personal Information", "Settings", and "Appearance". The "Vacation Message" form is titled "Vacation Message" and includes a checkbox for "Enable automatic vacation reply". It has input fields for "Start vacation notice on:" and "Stop vacation notice on:" (both in mm/dd/yyyy format), a field for "Number of days between replies to repeat senders:", and a "Subject:" field. There are two text areas: "The following text will be included in your vacation message to internal senders:" and "The following text will be included in your vacation message:". At the bottom, there are "Save Changes" and "Reset" buttons.

You can use this feature to send an automated response when you know you will not be reading email.

Composing, Sending, Reading, Replying to Deleting a Message

Composing

Click on the **Compose** icon to compose a new message.

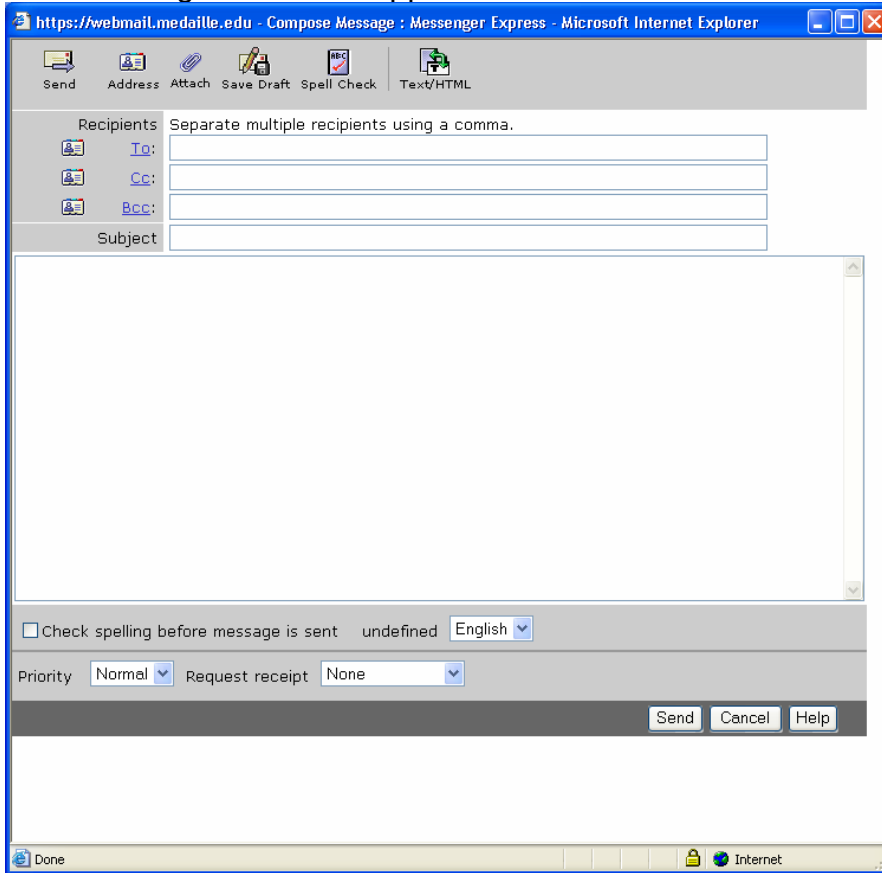


The screenshot shows a web browser window titled "Messenger Express - Microsoft Internet Explorer" displaying the "Inbox" view in a webmail interface. The interface includes a navigation menu with options like "Folders", "Inbox", "Sent", "Trash", "Drafts", "Addresses", and "Options". The "Inbox" view shows a list of messages with columns for "Select", "From", "Subject", "Received", and "Size". The messages listed are:

Select	From	Subject	Received	Size
<input type="checkbox"/>	rjb38@drexel.edu	[No Subject]	8/26/05	1K
<input type="checkbox"/>	frank nk@yahoo.com	[No Subject]	8/30/05	1K

At the bottom of the list, there are "Select All" and "Deselect All" buttons.

The following window will appear:



You can send email to the following recipient types:


To – Primary recipients of a message

Cc – Carbon copy for secondary recipients

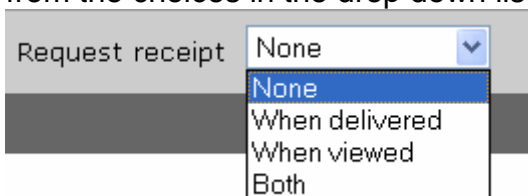
Bcc - Blind carbon copy for secondary recipients not identified to the other recipients.

Primarily, you will be using the **To** recipient more so than the others. To compose a message, type in the **email address** of the recipient you wish to send email to. Type a **Subject** in the subject box, and then type your message in the box.

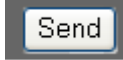
You can switch between plain text and html by selecting the  Text/HTML box.

You can check your spelling by selecting the  Spell Check box, or by checking the **Check spelling before message is sent** check box.

If you would like to know if the recipient of your email has read it, you can pick from the choices in the drop down list.



Sending



Click on the **Send** button when you are ready to send your message.

Reading



Click on the **Get Mail** icon to update your Inbox with new messages. There will be a From, Subject, Size, Received as Inbox headers. To read a message, click on the message you would like to read.

Replying



To reply to a message, click on the **Reply** icon to respond to the sender alone, or the **Reply All** icon to respond to all addresses in the message.

Deleting

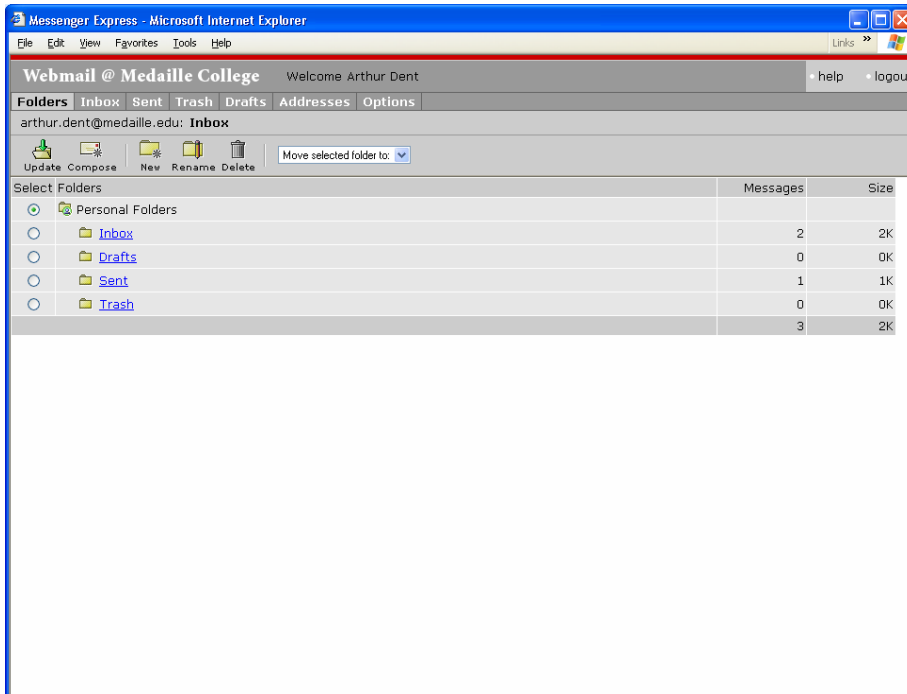


You may delete messages from the Inbox window or after reading a message. To delete a message from the Inbox window, click the check box beside the message in the Select column and then click the **Delete** icon. To delete a message after reading it, simply click the **Delete** icon at the top of the page.

Creating and Filing Messages in Folders

Folders are used to organize your mail messages into categories. For example, you may wish to use a different folder for each one of your courses.

The **Folders** tab displays your folders.



Creating Folders

To create a new folder, click the **New** button in the folders window. Type in a **folder name**.

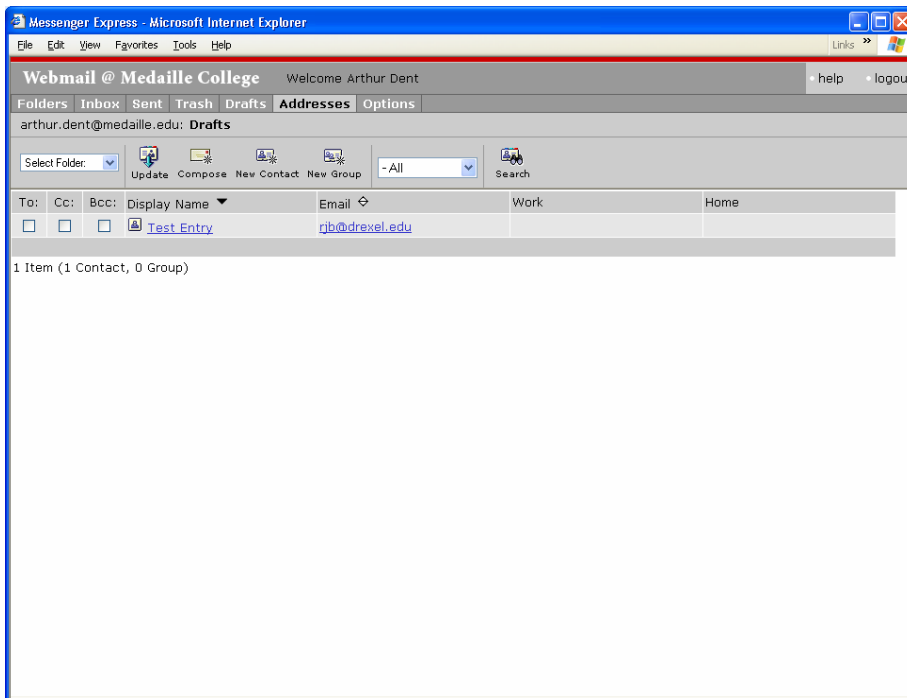
Filing

You should file messages you want to keep into folders. This will keep your Inbox from being cluttered with old messages. You may file messages from the Inbox list or one that you are currently reading.

Addresses Books

An address book is used to store email addresses of individual recipients, while a mailing or distribution list stores email addresses of many people. For example, you would use a mailing or distribution list for a group.

Click on the **Addresses** tab. The following window will appear.



Adding New Contact

In the Addresses window, click on **New Contact** icon to add an individual recipient to your book. A window with areas for personal information (First Name, Last Name and Display Name), and contact information (Email address and Phone Numbers). There are also tabs for address, notes and groups.

Exiting Email

Click the **Logout** button to get out of MedailleOne email.