

Cleveland State University



Information Services and Technology



Campus Webmail

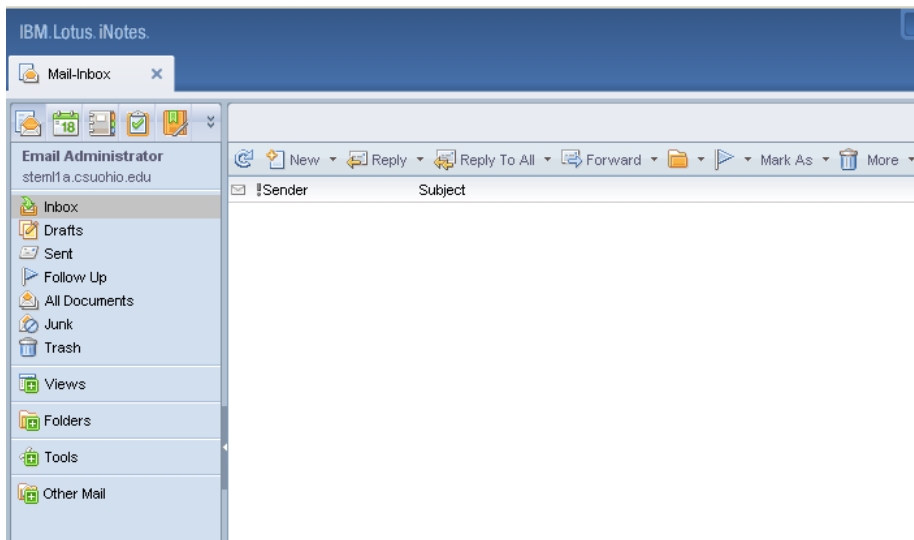
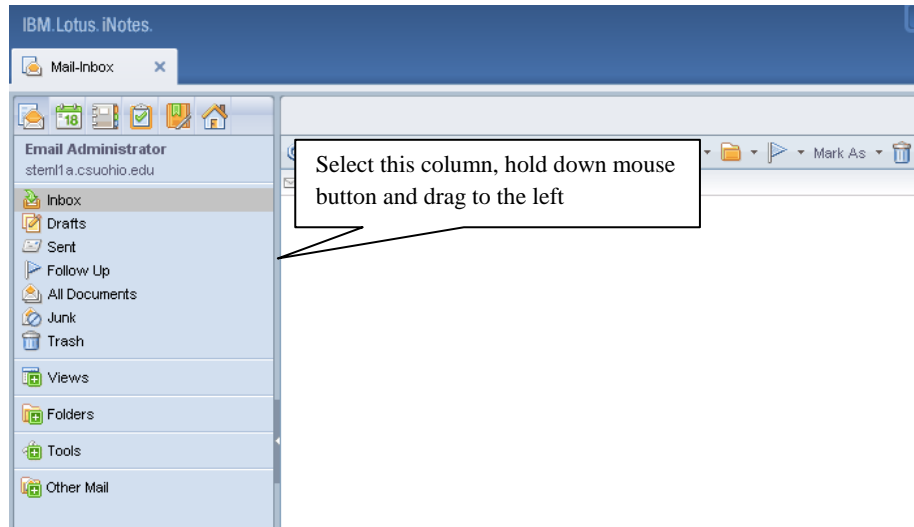
Advanced Features

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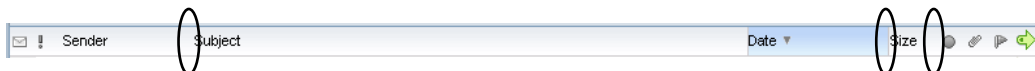
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Modify Your Columns

If you need more space to view your mailbox, expand the view area by selecting column bar on the left side of the view and dragging it further to the left



In addition to this, the size of the "Sender", "Date" and "Size" columns can be adjusted. Locate the cursor in the area as indicated below, hold the right button on the mouse and drag to the size desired.



These changes are automatically saved when the mailbox is closed.

Creating eMail

Text Formatting

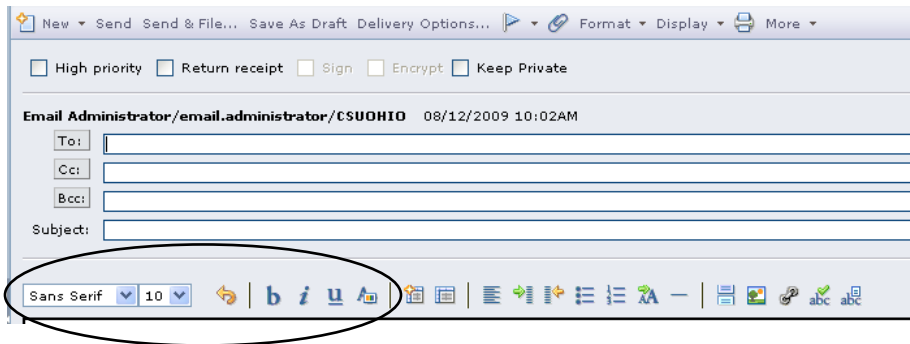
Although you can change the font, size, style and color of your eMail text, please remember that the receiver may not be using Webmail or Deskmail and, therefore, may not see your formatting.

The primary options for formatting text can be broken into the following categories:

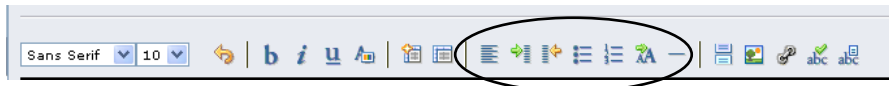
- Font
- Size
- Style
- Color

Start by opening a new eMail.

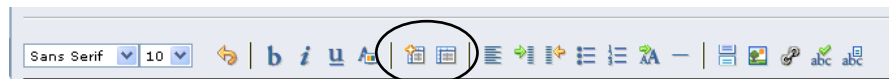
The easiest method for changing text formatting is to start select the format to be used before starting to type your eMail, in which case the entire body of the eMail will follow that format, or select the particular text to format. Once either of these is done, select the format options from the format bar located at the top of the eMail. Then, select the text and apply the options desired.



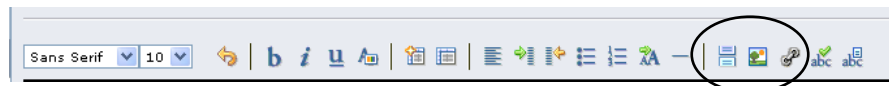
To set alignment and create bullet / number lists



To add tables or set table properties



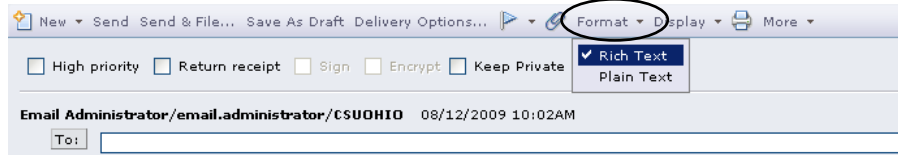
Set page breaks, insert images and create links



If Format Bar is not Displayed:

If the format bar is not displayed when you are creating a new eMail, set the format from “Plain Text”, which it is currently set to, to “Rich Text” which provides you with the formatting capabilities.

1. Expand ‘Format’ and select ‘Rich Text’



Cut & Paste

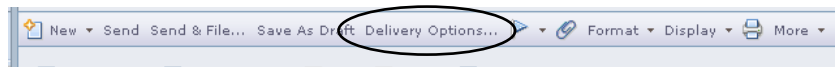
You can cut, copy and paste in Webmail, just as in Word...

Highlight text, right-click, “cut” or “copy”
Move to new section, right-click, “paste”

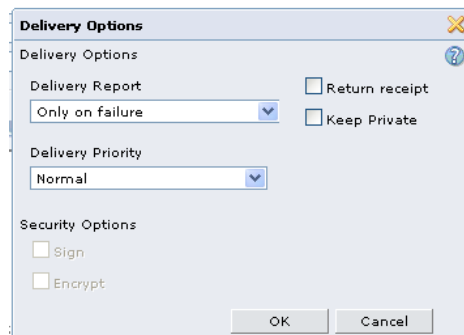
Delivery Options

Delivery options are set for each eMail at the time it is created. Changes made to the delivery options cannot be stored and made as the default for future mailings. However, if a stationary is created and used, these settings can be customized and saved within the stationary.

When creating an eMail, select ‘Delivery Options’



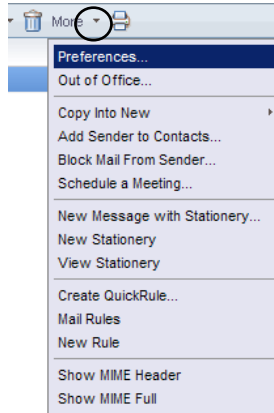
Select the desired options and when complete, select ‘OK’ and continue with creating/sending the eMail



Formatting Your Signature

You cannot add a graphic design to your signature from Webmail. However, you can format the text of the signature, just as you would any other text in the body of the eMail.

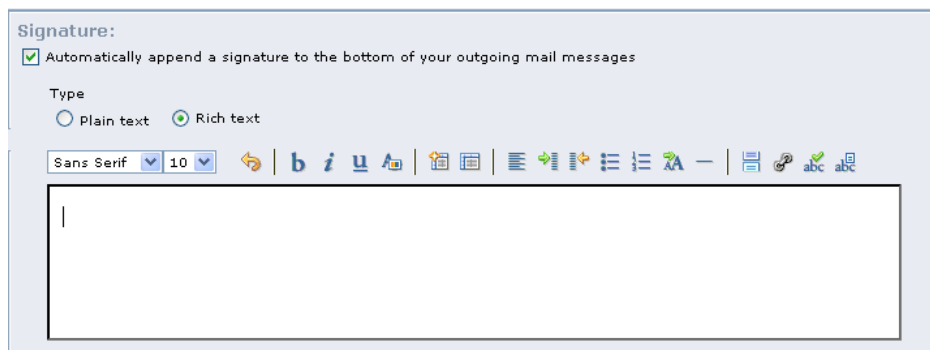
1. Expand 'More' and then select 'Preferences'



2. Select the 'Mail' tab and then the 'Signature' tab



3. Select 'Rich Text', the format bar will appear. Enter and format your signature to meet your needs, when complete, select 'OK' locate at the bottom of the screen



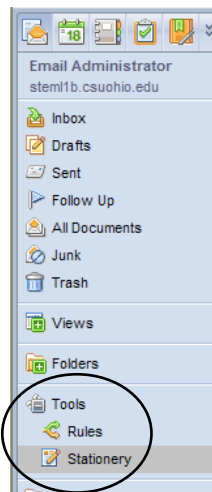
Re-usable “Form” Letter (Stationary)

Create a Stationary

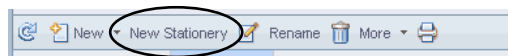
You can create a message template that you can save and reuse. This eliminates the need to recreating an eMail that is sent out numerous times, such as eMail welcoming new students to a specific program, monthly reports to a supervisor, etc...

When you create a stationary, enter all of the standard information that you want to include, can include eMail addresses in the “To”, “Cc” and “Bcc” fields, the subject and the body of the eMail. Please note: when the delivery options are defined in a stationary, they remain in effect for each time the stationary is used, there is no need to define the delivery options for each send, as you do in a standard eMail. Once completed, save it and assign it a name associated with the purpose of the eMail so it will be ready for when you need it.

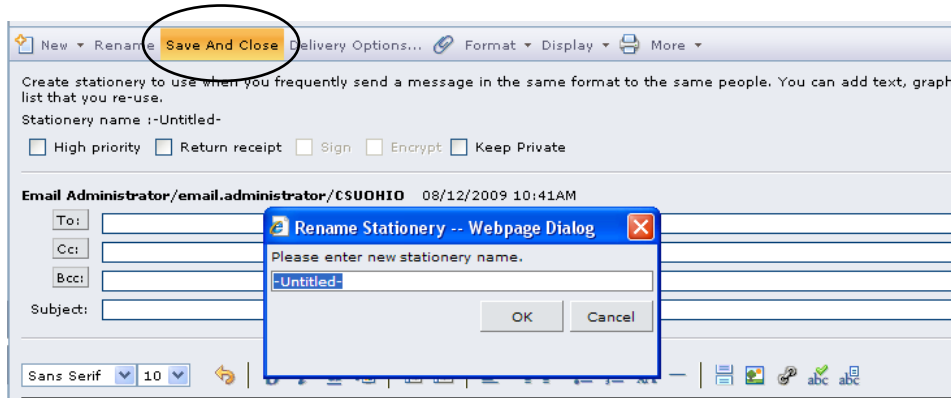
1. Expand ‘Tools’ and select ‘Stationary’



2. Select ‘New Stationary’

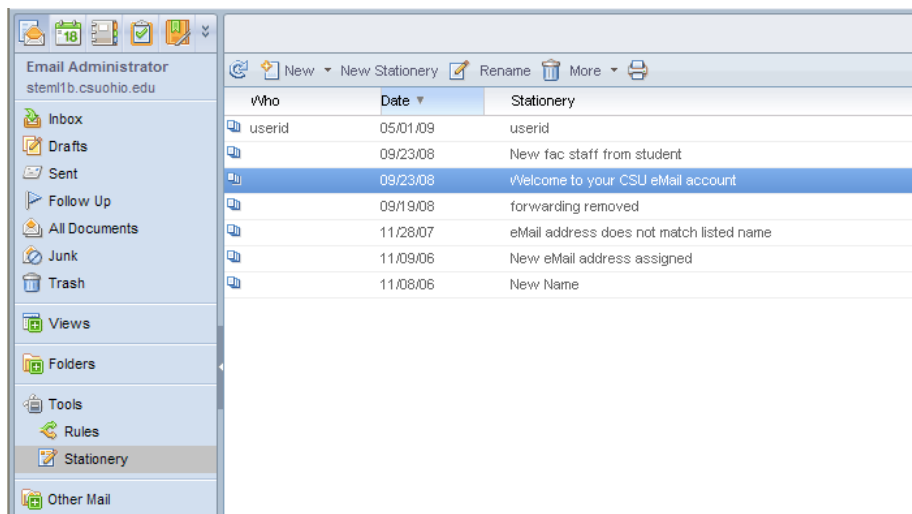


3. Enter the contents of the new stationary. Once it is in the form you desire, select 'Save & Close'. At this point the system will request you enter a name for the stationary. This is so it can be easily identified and located in the list. It is recommended that the name reflect the purpose of the eMail.



Use an Existing Stationary

1. Expand 'Tools' and select 'Stationary'
2. Locate the stationary to use, double-click on it to open it
3. At this point, the system treats the stationary as a regular eMail. Fill in the eMail address or any other information needed within the body and send as normal



Managing eMail

Sort Your eMail

You can quickly sort your mail by moving your cursor over the heading of a column. When this is done, a sort arrow will appear (if no arrow appears the column cannot be sorted), select the column heading and it will be sorted.

Arrow definitions:



- Currently unsorted, will be sorted in ascending order when selected



- Currently sorted in ascending order



- Currently unsorted, will be sorted in descending order when selected



- Currently sorted in descending order

In the example below, the email is sorted by the subject in ascending order.

Sender	Subject	Date	Size
Carl R Prince	another eMail	08/07/2009 02:33 PM	2K
Carl R Prince	new email	08/07/2009 01:59 PM	2K

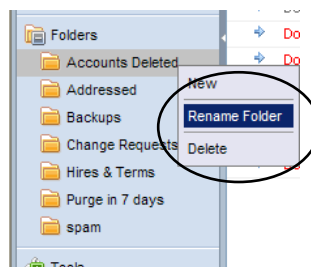
Note: you can only sort by one column at a time.

Manage Your Folder

Once you have created folders, you may want to delete or rename them.

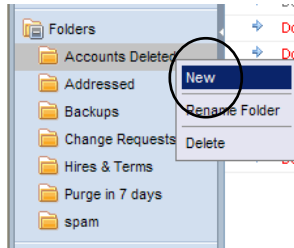
Delete or Rename Folder

Right-click on the folder name and select the desired option:



Create Nested Folders

To create a folder within a folder, right-click on the folder that is to be the parent folder, and then select 'New Folder'.



Advanced Calendaring

From eMail to Calendar or To Do

If you receive an eMail with information you would like to either schedule on your calendar or turn into a To Do item, you can quickly do this by, from the view or from within the eMail, expand 'More', select 'Copy Into New' and then select either 'Calendar Entry' or 'To Do'.

