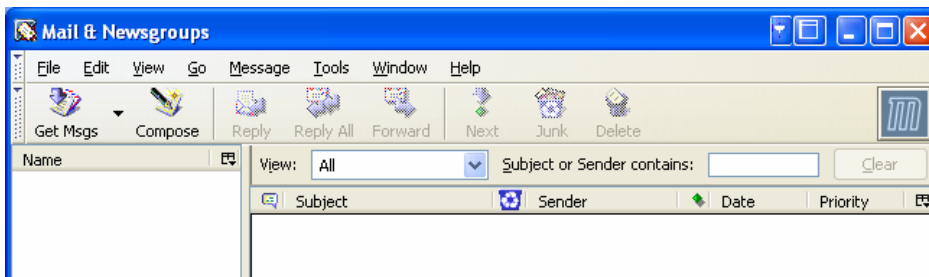




Introduction to Mozilla Mail

What's the Difference Compared to Netscape Mail?

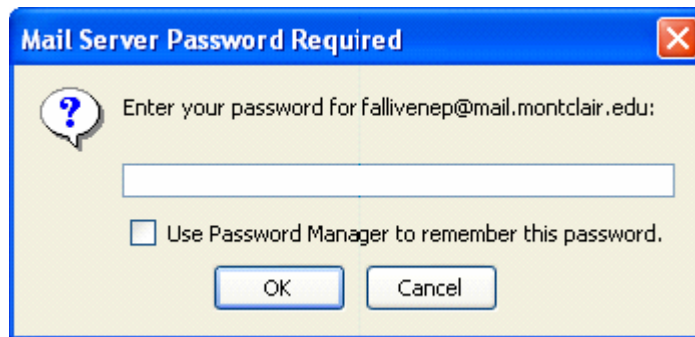
Mozilla mail functions the same as Netscape mail. The only difference is the Netscape logo is replaced with the Mozilla Logo.



← "M" icon instead of "N"

To Start Mozilla Mail:

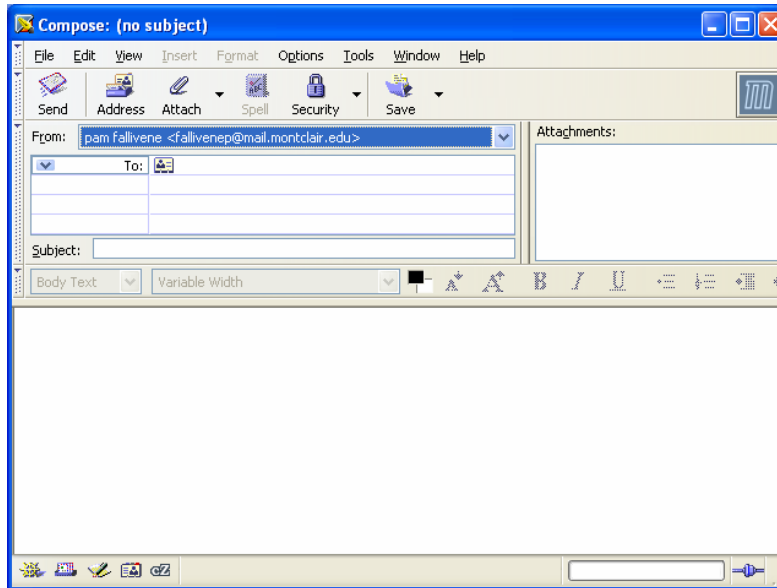
- 1) Click on the **START** button
- 2) Choose **All Programs**
- 3) Choose **Mozilla**
- 4) Click on **Mail**
- 5) Enter your password
- 6) Click on **OK**



To Create a New Message:

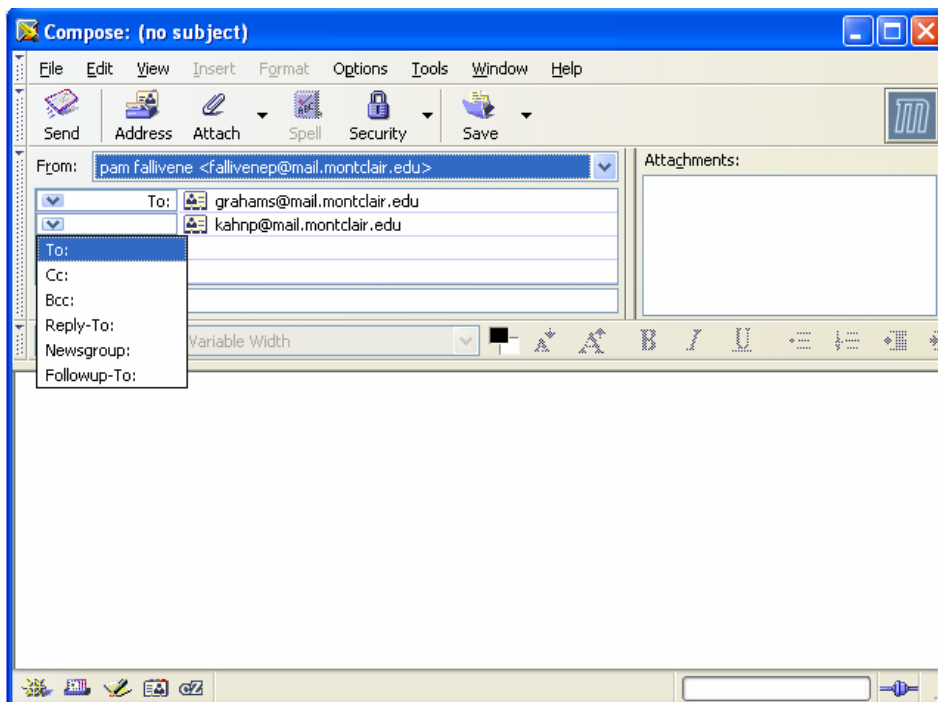
- 1) Click on the **Compose** button located on the toolbar

The Compose window appears:



To Address a Message:

- 1) If you know the email address of the recipient, you can start typing it in the recipient line
- 2) If typing a MSU email address, type the username and the @mail.montclair.edu will automatically be added to the name
- 3) To send to more than one recipient, click in the next recipient line and repeat the above steps



4) To choose a different recipient type, click “**To:**” in the recipient line

- **To:** For primary recipients of your message
- **Cc:** For secondary recipients (carbon copy)
- **Bcc:** For secondary recipients not identified to the other recipients, including those in the cc list (blind carbon copy)
- **Reply-To:** For recipients to reply to a different email address other than the one the message is sent from
- **Newsgroup:** For posting to a newsgroup
- **Followup-To:** For redirecting a newsgroup posting, so that subsequent replies go directly to the redirected newsgroup instead of the original newsgroup

5) Click in the **Subject** line to type a subject for the message

6) Hit the **TAB** key to position the cursor in the message text area

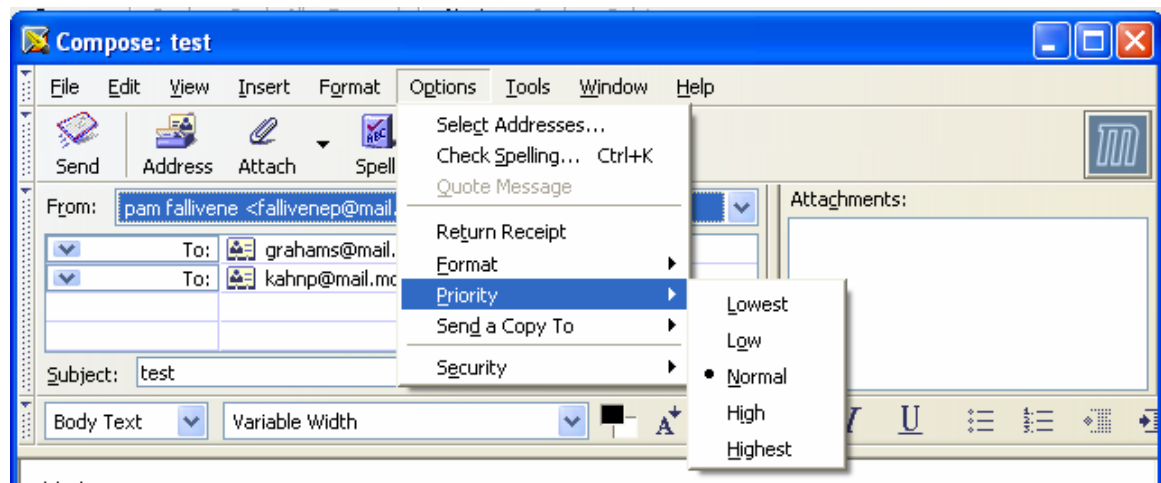
7) Type your message

To Change the Priority of a Message:

1) Click on **Options** in the Menu

2) Click on **Priority**

3) Click on the **Priority level** for your message



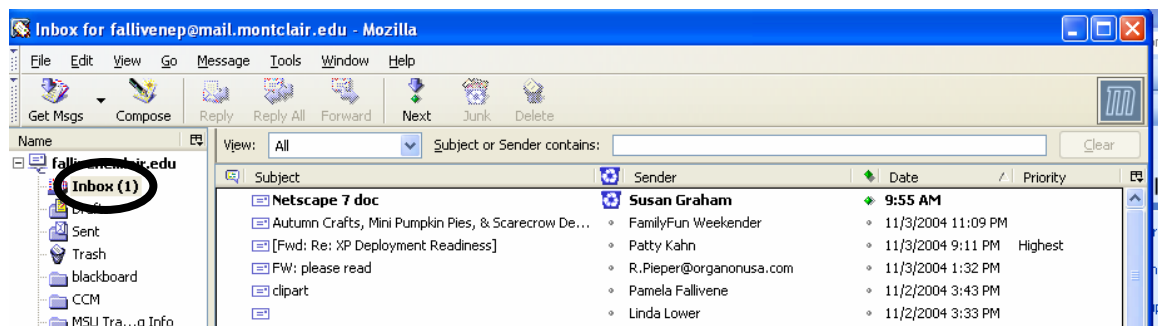
To Send a Message:

Click on the **Send** button on the toolbar

To Retrieve and Read Messages:

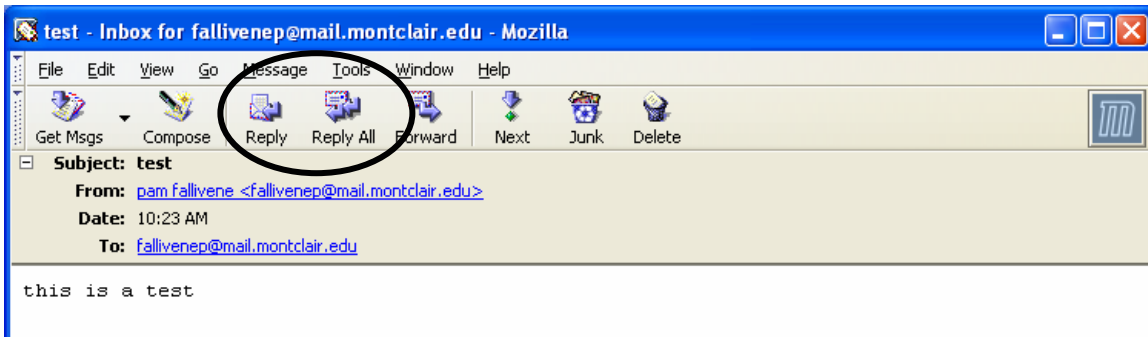
New messages will be received in your Inbox folder and will appear in bold.

Double click on the message to open it



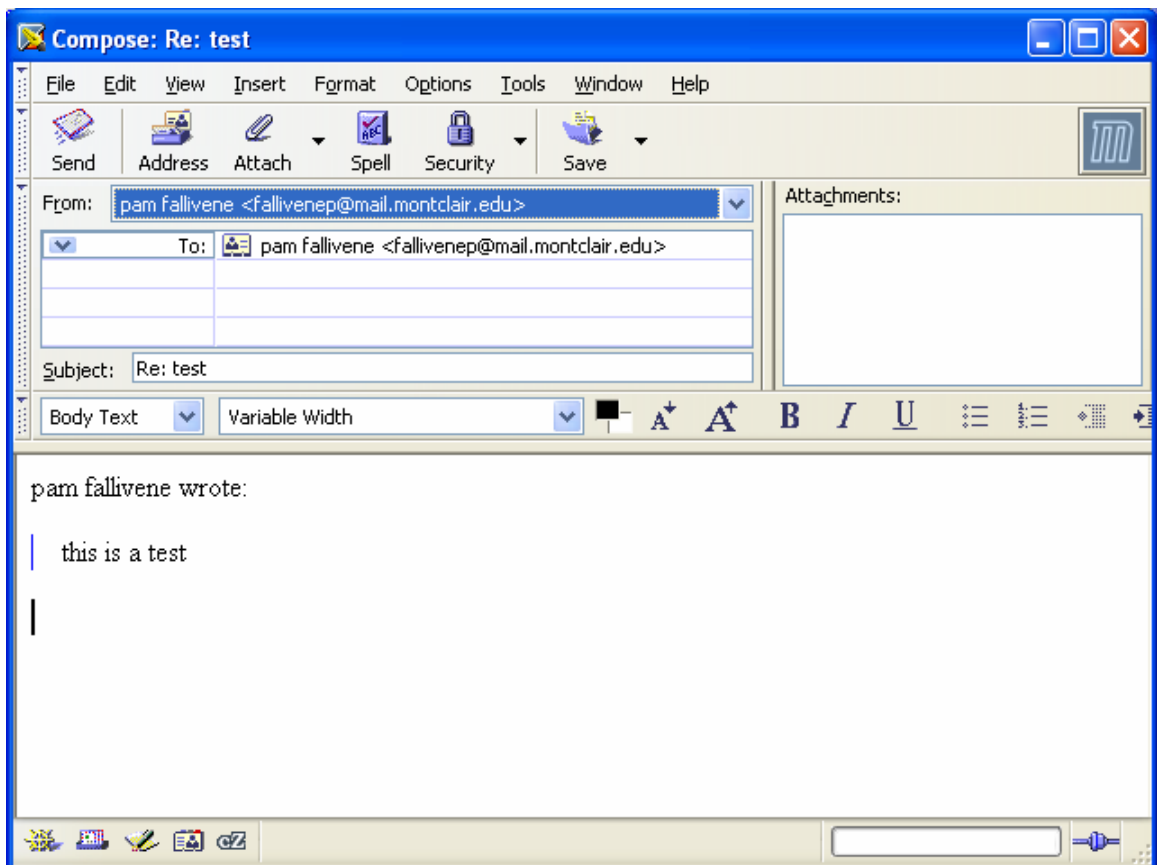
To Reply to a Message:

- 1) Open the message
- 2) Click **Reply** to respond to the sender alone
- 3) Click **Reply All** to respond to all addressees in the message



A new message window appears with the recipient and subject lines filled in.

- 4) Type your response in the message text area below the original message text
- 5) Click on **Send** to send your response message



To Forward a Message:

- 1) Open the message
- 2) Click **Forward** to send the message to someone else
- 3) A new message window appears with the subject line filled in
- 4) Type the email address of the recipient(s)
- 5) Type your message in the message text area above the original message text
- 6) Click on **Send**

NOTE: When you reply or forward a message the original message window remains open. Close the original message to return to your Inbox.

To Sort Messages:

To sort messages by categories such as subject, sender, date, or priority:

1. Click the **appropriate column heading** in the message list window
- ~ OR ~
- 1) Click on **View** in the menu
 - 2) Choose **Sort** by and select the column you want to sort by

To Reorder Column Headings:

Click and drag a column heading to the left or right to reposition the column.

To Mark Messages as Unread:

You might want to mark a message that you've read as unread if you later want to re-read it.

Click in the **Read** column of each message you want to mark as unread and click on the message symbol. This will change the symbol to unread.

- ◆ Symbol for an unread message
- Symbol for a read message

To Delete Messages:

Messages can be deleted while in the Inbox or while the message is open.

From the Inbox:

- 1) Click on the message to be deleted
- 2) Click on the **Delete** button in the toolbar or use the delete key on the keyboard

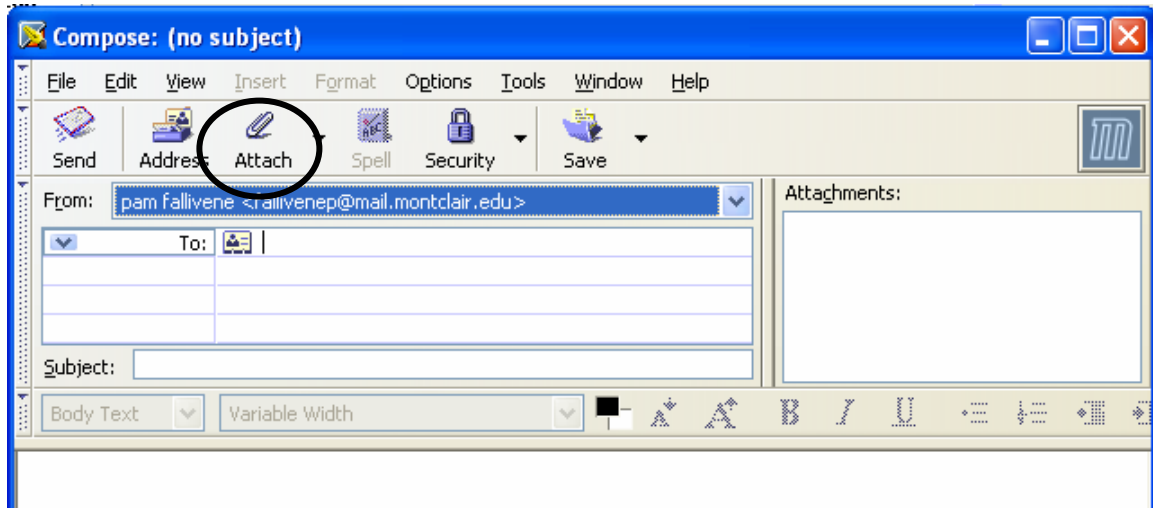


If the Message is Open:

Click on the **Delete** button on the toolbar

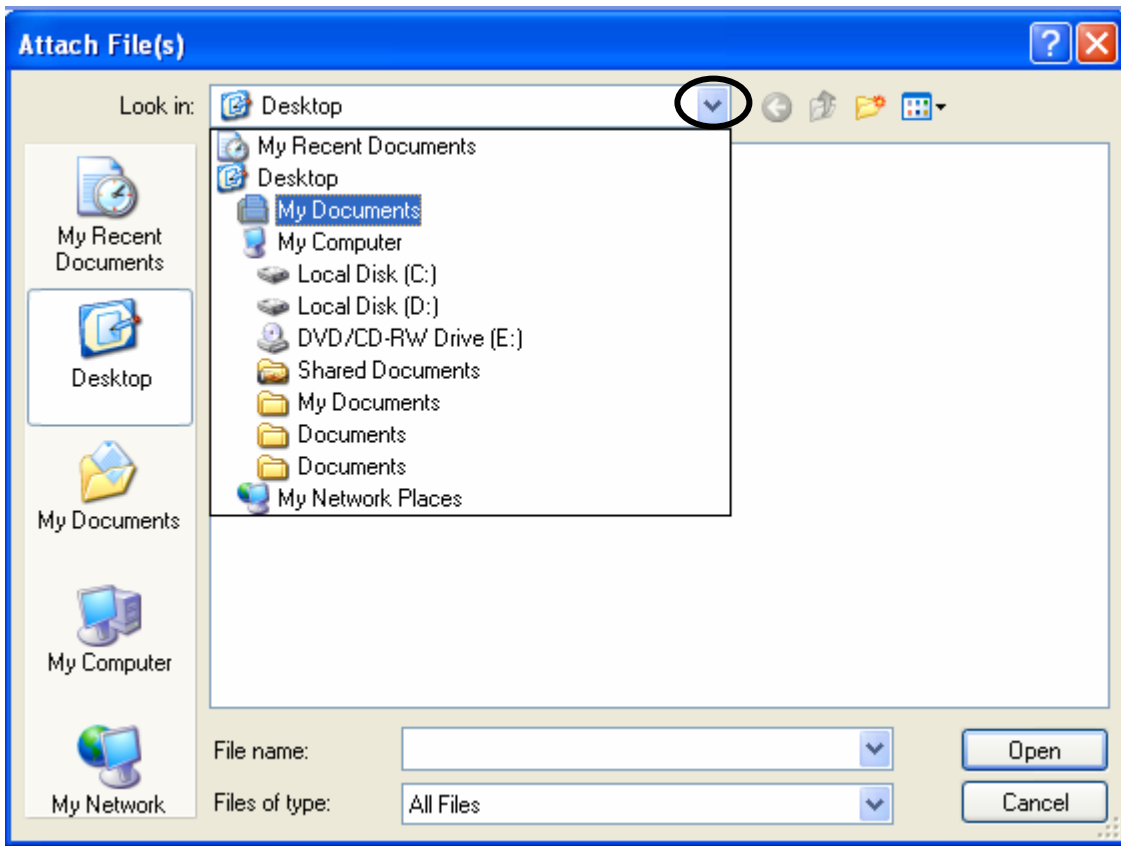
To Attach a File:

- 1) In the Compose new message window click on **Attach**

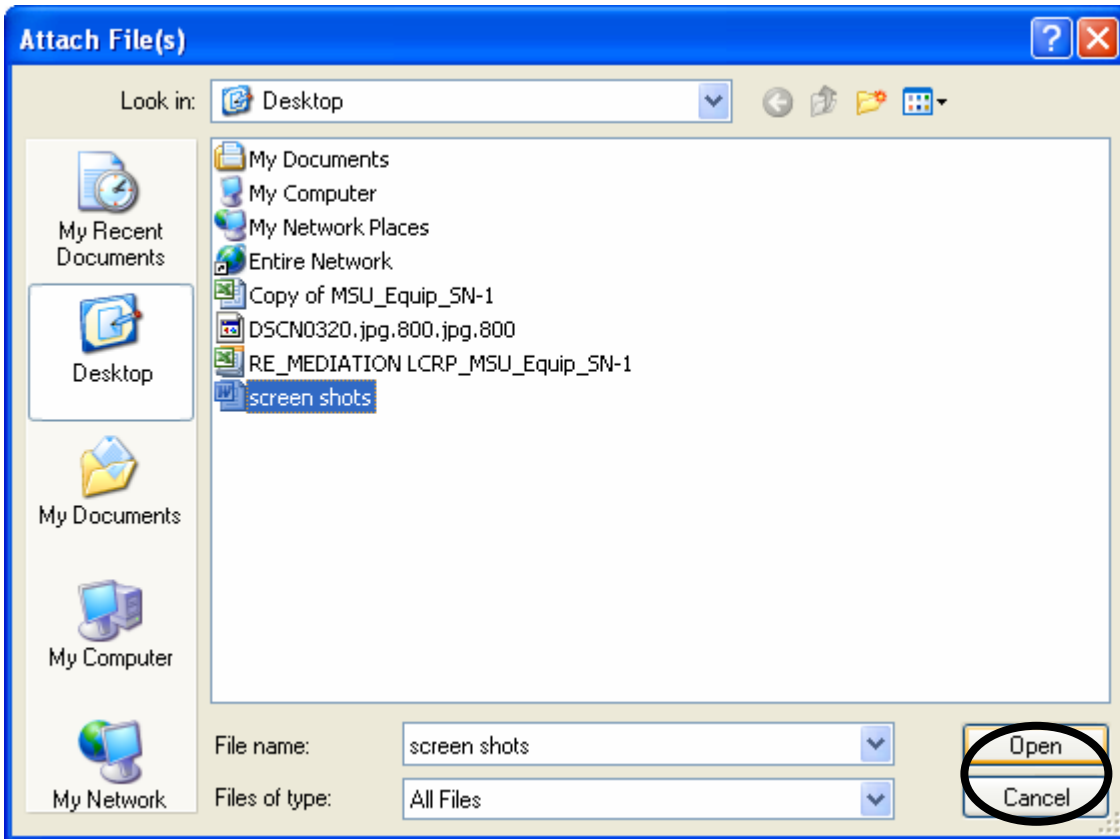


The Attach File(s) window appears

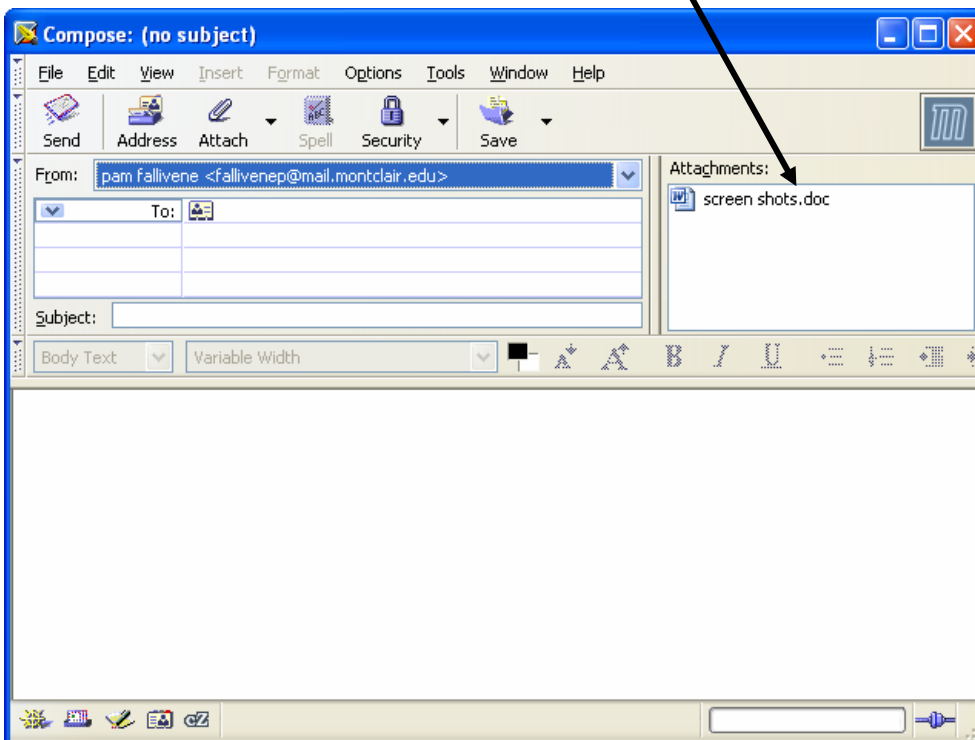
- 2) Locate the file you want to attach by switching to the drive and folder the file is located in



3) Click on the file you want to attach and click on **Open**



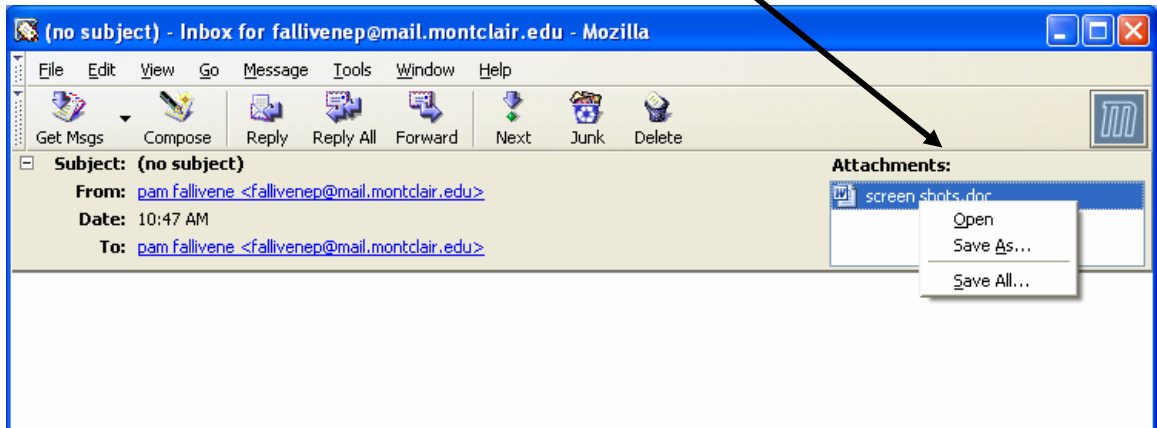
The attached file(s) will appear in Attachments:



4) Click on **Send** to send the message

To Detach Files in Mozilla Mail:

- 1) Open the message that contains the attached file(s)
- 2) Right-click on the file in **Attachments**
- 3) Click on **Open**



The file will open in the program it was created. In the above example, the file *screen shots.doc* will open in Microsoft Word.

In Microsoft Word you can now save the file to your computer

- 4) Click on **File** and **Save As**
- 5) Click on the drive and folder you wish to save the file to