



Using the New WebMail

What is Webmail?

WebMail, like Thunderbird, is an interface which allows access to the mail.montclair system. WebMail can be accessed through any computer with an internet connection and a web browser. Unlike using Thunderbird, WebMail does not require any preferences to be set or settings to be changed, which is extremely useful when working on multiple computers.

Getting Started

- 1) Open a web browser (i.e Mozilla/Firefox/Internet Explorer)
- 2) Go to <http://webmail.montclair.edu>
- 3) Enter your **MSU NetID** and **password**
- 4) Click **Log In**



Welcome to Montclair State University Webmail

MSU NetID:

Password:

Log In

Need to sign-up for an account? Go to netid.montclair.edu.

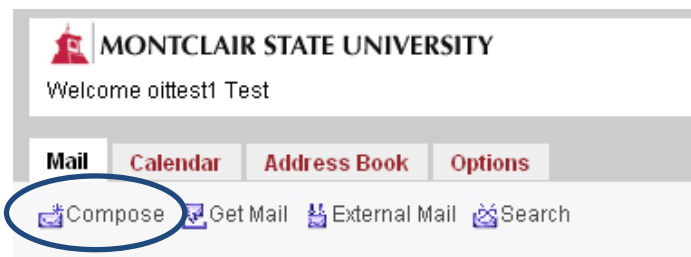
Documentation is available at the OIT website, oit.montclair.edu.

Please note: Pop-ups must be enabled in your web browser in order to send, reply to, or forward an email message in Webmail. Make sure that your web browser is allowing pop-ups from the webmail.montclair.edu site.

Messages

To Create a Message:

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



To Address the Message:

Click in the appropriate recipient line and type in the recipient's email address

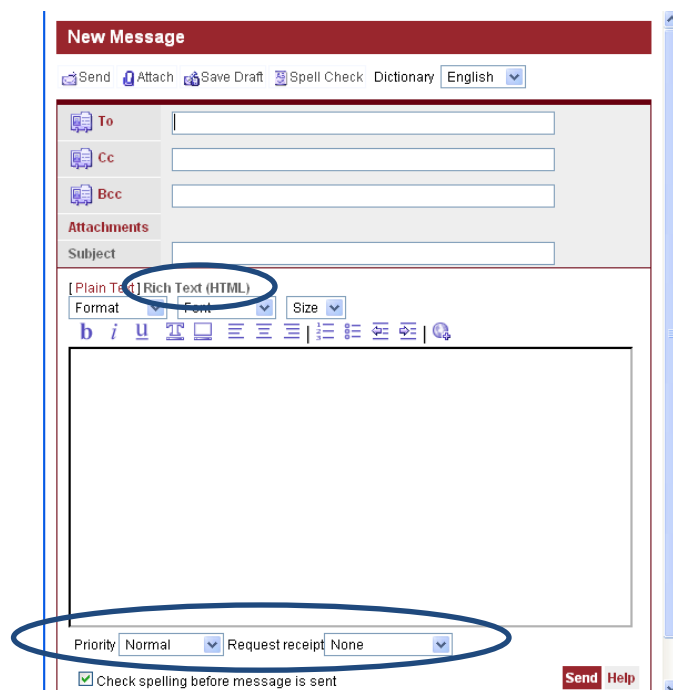
- **To:** the recipient(s) this message is intended for or written to
- **Cc:** (carbon copy) sends the individual in the cc area a copy; this information is visible to all recipients
- **Bcc:** (blind carbon copy) sends the individual in the bcc area a copy; this information is not visible to any other recipients

To Enter the Message:

- 1) Click in the subject line
- 2) Type a short description of the message
- 3) Click into the body of the message and type the message

To Format Message Text:

- 1) Click **Rich Text (HTML)** to turn on the formatting toolbar
- 2) Highlight the text and format using the icons on the toolbar



To Specify the Priority of a Message:

At the bottom of the message use the drop down list next to the label **Priority** to specify **Normal**, **Urgent** or **Non-Urgent**

To Specify Return Receipts:

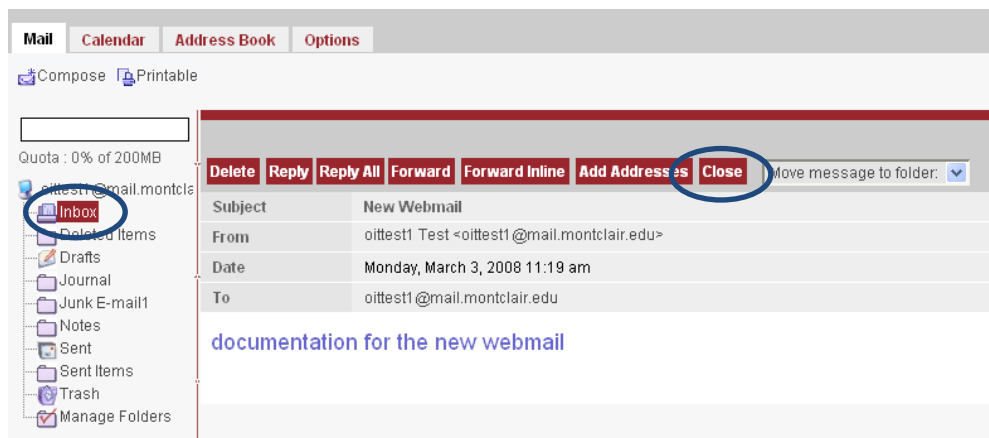
At the bottom of the message use the drop down list next to the label **Request Receipt** to specify **None**, **When viewed**, **When delivered**, or **Both**

To Send the Message:

Click **Send** on the toolbar or **Send** at the bottom of the message window. The message will be transferred to the server and then to the recipient(s) .

To Read Messages:

- 1) Click **Inbox** on the left - new messages will appear in bold
- 2) Click on the subject of the message to open it
- 3) To close a message and return to the Inbox, click on **Close** or click on **Inbox**



Responding to Messages

To Reply:

- 1) Open the message
- 2) Click **Reply** or **Reply All** on the toolbar
- 3) Type a message in the body area of the message
- 4) Send the message

To Forward:

- 1) Open the message
- 2) Click **Forward** on the toolbar
- 3) Type the recipient(s) email address
- 4) Type a message in the body area of the message
- 5) Send the message

To Attach a File:

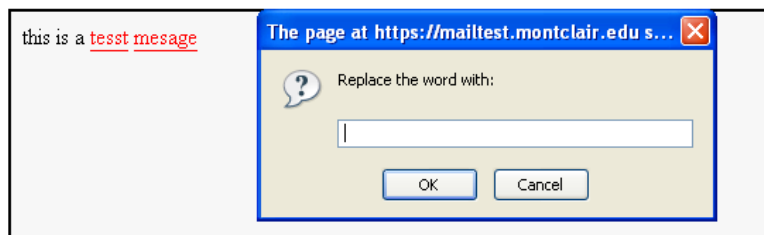
- 1) Prepare the message as normal
- 2) Click **Attach** on the toolbar

- 3) Click on **Browse**
- 4) Navigate to the location of the file
- 5) Select the file you wish to attach
- 6) Click **Open**
- 7) Click **Add** to attach the file to the message
- 8) Click **Attach** to return to the message
- 9) Send the message



To Spell Check:

- 1) Prepare the message as normal
- 2) Click the **checkbox** next to “check spelling before message is sent” at the bottom of the message window
- 3) Click **Send** to start the spell checker
- 4) Click the **misspelled word(s)** that appear in red to select it
- 5) Replace it by clicking on the correct spelling in the suggested word list
~OR~
- 6) Click **Edit** to edit the spelling manually



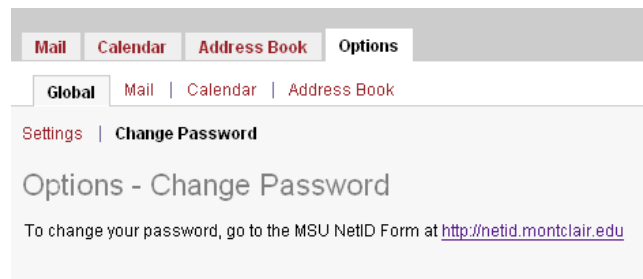
NOTE: You can also click **Spell Check** on the toolbar

Managing Your Mail Account

To Change Your Password:

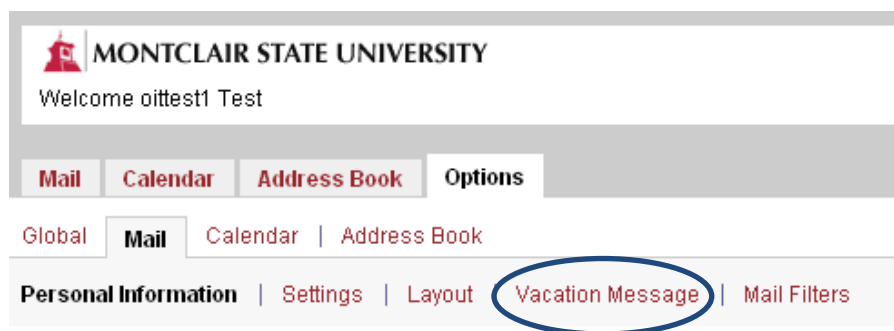
- 1) Click the **Options** tab at the top of the screen
- 2) Click on **Global**
- 3) Click on **Change Password**
- 4) Click the link <http://netid.montclair.edu>

- 5) Follow the steps on the “**MSU NetID Account Form**” to change your NetID password



To Compose a Vacation Message:

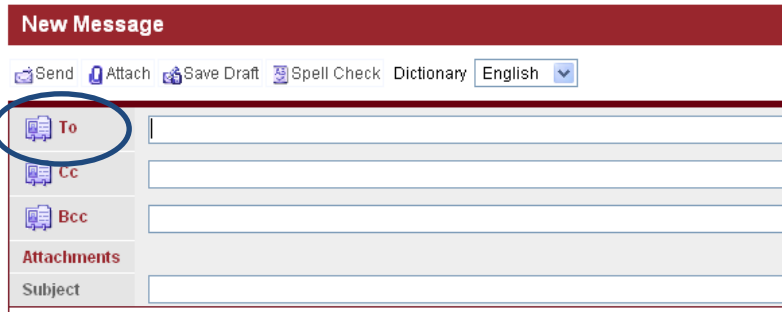
- 1) Click the **Options** Tab
- 2) Click on **Vacation Message**



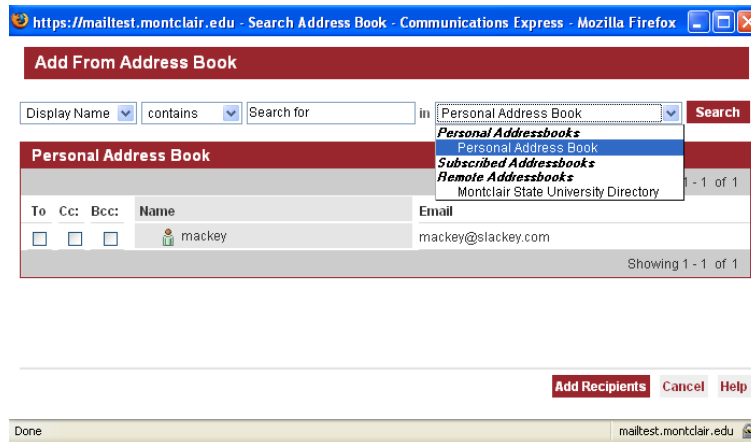
- 3) Turn your vacation message on or off by either selecting or deselecting **Enable Vacation Message for the time period**
- 4) Select a start date and stop date for the vacation message. The start date should be after the current date, and the stop date should be the date you want the vacation mail to stop.
- 5) Type the subject of the message
- 6) In the **Number of days between replies to send the vacation message**, type the number of days you would like a reply sent to a repeat mail sender. This means a sender will receive one vacation reply, no matter how many messages they send to you, during the time period you specify
- 7) In the **text boxes**, type your internal and external vacation message. Internal messages are sent to users in the same domain (MSU); and external messages are sent to all other users. These messages are sent only when the box to enable vacation messages is checked.
- 8) Click **Save**

To Look Up Addresses in the Address Book

- 1) Click **Compose**
- 2) Click on **To** on the recipient line



The Personal Address Book opens:



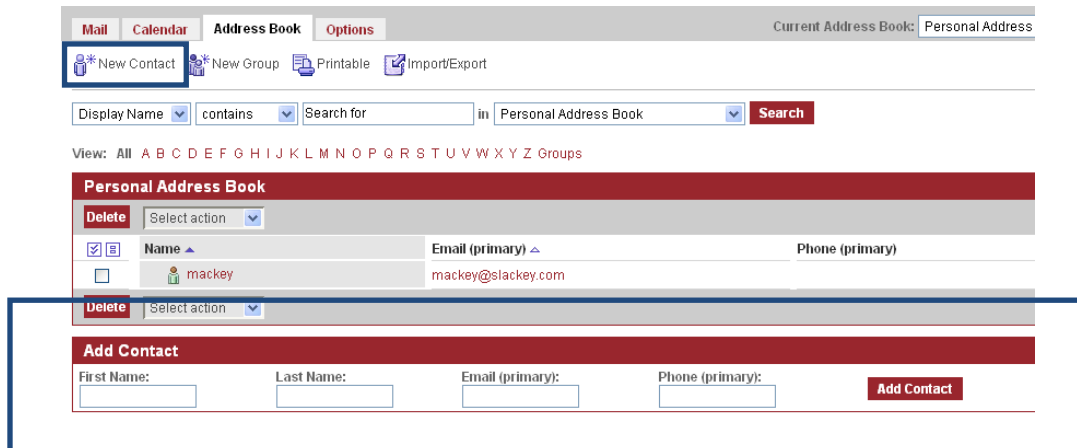
- 3) Click on the drop down list next to **Personal Address Book** to switch to the Montclair State University Directory
- 4) From the **Display Name** drop down list, select the component you wish to search
- 5) From the **Contains** drop down list, select the type of
- 6) In the **Search for** field, enter the keyword you wish to search
- 7) Click **Search** to display the results of the search
- 8) Click one of the following options next to the desired name: **To:**, **Cc:**, or **Bcc:**
- 9) Click **Add Recipients**

The composition window reappears with your mail recipient added

To Add New Contacts to the Personal Address Book:

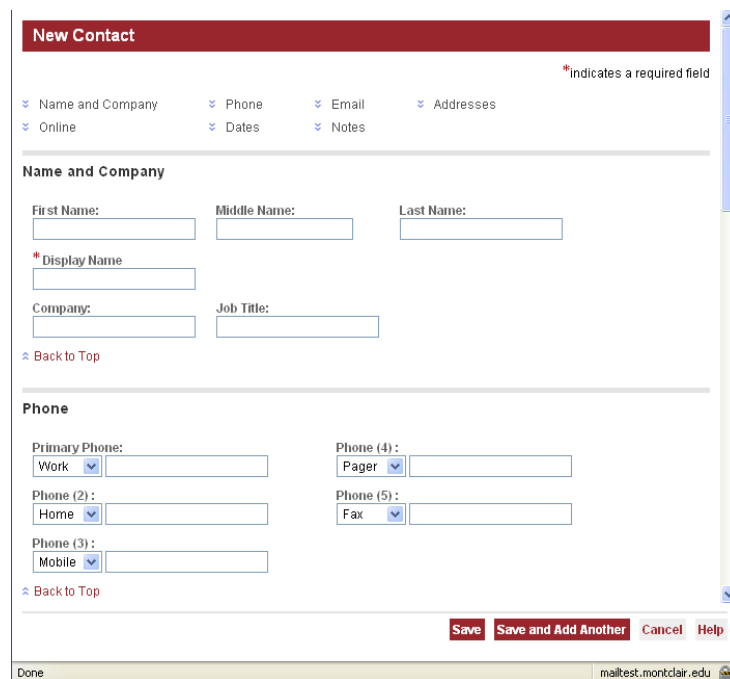
There are two ways to add a contact to the Personal Address Book:

- By using the **Add Contact** feature on the Address Book page. This feature allows you to add basic information about the new contact such as First Name, Last Name, Primary Email address, and Phone number.



The screenshot shows the 'Personal Address Book' interface. At the top, there are tabs for 'Mail', 'Calendar', 'Address Book', and 'Options'. The 'Address Book' tab is active, and the 'Current Address Book' is set to 'Personal Address'. Below the tabs, there are links for 'New Contact', 'New Group', 'Printable', and 'Import/Export'. A search bar is present with a dropdown for 'Display Name' and a 'Search' button. Below the search bar, there is a 'View' section with a list of letters from A to Z and a 'Groups' link. The main content area is titled 'Personal Address Book' and contains a table with columns for 'Name', 'Email (primary)', and 'Phone (primary)'. A contact named 'mackey' with email 'mackey@slackey.com' is listed. Below the table, there is an 'Add Contact' form with fields for 'First Name', 'Last Name', 'Email (primary)', and 'Phone (primary)', and an 'Add Contact' button. The 'Add Contact' form is highlighted with a blue box.

- If you want to add more elaborate information about the new contact click on the **New Contact** link. Fill in the information and click on **Save**.

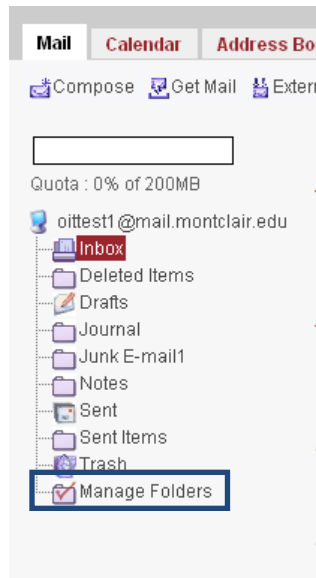


The screenshot shows the 'New Contact' form. The form is titled 'New Contact' and has a red header. Below the header, there are several sections with expandable/collapsible options: 'Name and Company', 'Phone', 'Email', 'Addresses', 'Online', 'Dates', and 'Notes'. The 'Name and Company' section is expanded and contains fields for 'First Name', 'Middle Name', 'Last Name', '* Display Name', 'Company', and 'Job Title'. The 'Phone' section is also expanded and contains fields for 'Primary Phone' (with a dropdown for 'Work'), 'Phone (2)' (with a dropdown for 'Home'), 'Phone (3)' (with a dropdown for 'Mobile'), 'Phone (4)' (with a dropdown for 'Pager'), and 'Phone (5)' (with a dropdown for 'Fax'). At the bottom of the form, there are buttons for 'Save', 'Save and Add Another', 'Cancel', and 'Help'. The status bar at the bottom of the browser window shows 'Done' and the URL 'mailto:montclair.edu'.

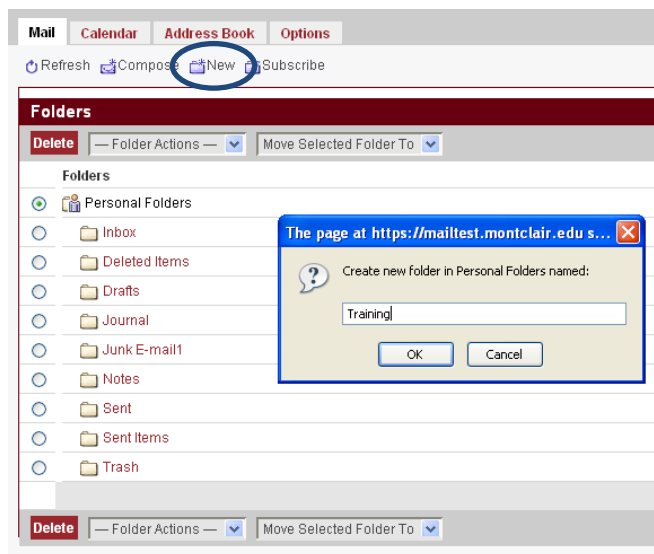
Organizing Your Mail

To Create Folders:

- 1) Click on **Manage Folders**

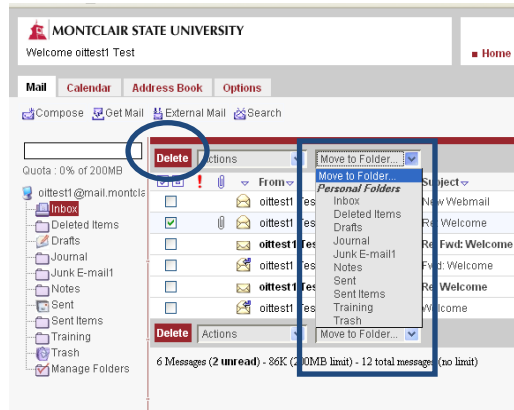


- 2) Click **New** on the toolbar
- 3) Type a name for the new folder
- 4) Click **OK**
- 5) Click **Inbox** to return to your main mail screen



To Move Messages:

- 1) Select the message(s) you wish to move by clicking on the **empty box** to the left of the message(s)
- 2) Click on the **Move Messages To Folder** drop down list on the toolbar and choose the destination folder



To Switch to a Different Folder:

Click the folder you wish to open at the left. The contents of that folder will be displayed.

To Return to the Inbox:

Click **Inbox** on the left.

To Delete Messages:

- 1) Select the message(s) to be deleted
- 2) Click **Delete**