Using Webmail – SquirrelMail

Email on the Web

SquirrelMail is a web-based program for reading and sending e-mail from any location that has Internet access. It includes many of the same functions as e-mail programs such as Netscape Mail and Outlook. SquirrelMail allows users to create and manipulate folders, use an address book, read and send attachments, etc.

Accessing SquirrelMail:

1. Go to the following URL: https://webmail.rutgers.edu, and click the link for your appropriate mail server (Newark, Camden, or use RCI for New Brunswick).

2. Enter the user name (NetID) and password from your RCI e-mail account in the Name and Password login boxes, and then press login. The next screen you see will be the main SquirrelMail interface.

Layout

The default view of SquirrelMail, shown below, is similar to many other e-mail browsers. The screen is divided into two resizable sections, using frames and allows for a variety of and features. Along the left-hand side of the browser window is the folder list frame which allows users to quickly and easily navigate between e-mail folders. The main frame initially contains a list of received messages, but is also where individual messages are displayed and manipulated, and other operations take place.
Using Webmail – SquirrelMail

Main Frame

The default display for the main frame shows the message headers for the most recent 15 messages in the INBOX, displayed in reverse chronological order. The range of messages for a given page is listed to the top and bottom right of this frame, as well as the total number of messages in the INBOX.

Messages

Each message consists of one line of text, containing information about the sender, date, and subject of the e-mail. Unread messages appear as bolded text, and previously viewed e-mail is displayed in a standard font weight.

The default message display consists of a checkbox for selecting messages, the name or e-mail address of the sender, the date and time that the e-mail was sent, and finally the subject of the message. The subject line is a hyperlink that is used to open a specified message, and sometimes has an icon to its right, indicating the presence of additional material (“+” = attachment; “A” = message has been answered; “!” = message is urgent).

The default display can be modified using the Index Order feature, under Options, and features that apply to the messages in a given folder also apply to any other folder in your account.

Options

There are options to:

A. View the headers for the Next 15 messages.
B. View a specific page of message headers (2 = messages numbered 16-30; 3 = messages numbered 31-45, etc.).
C. Show All messages headers in the INBOX.
D. Toggle All of the messages listed on the current screen. In this case ‘toggle’ means ‘select’. Clicking on Toggle All will put check marks in the check boxes in front of all of the messages headers on the current screen. This will allow you to perform a single operation that will affect all messages (e.g., moving the messages to another folder).
E. Manipulate messages by clicking on the check box at the beginning of the message header and using the Move, Forward, Read, Unread, or Delete options.
   - Move: When using this button, it is important to select a new folder from the drop-down menu to the left. This will tell the system where to move the selected messages to.
   - Forward: Similar to other e-mail programs, this option will open a new page, allowing you to choose new recipients for the designated message, as well as to add to or modify the original message.
   - Read: This button marks a message as having been read by you.
Using Webmail – SquirrelMail

- Unread: Similar to “Read”, Unread bolds read messages and is often used to mark messages that you may wish to view again at a later date.
- Delete: Removes selected e-mail from the current folder and places them in the Trash folder.

F. Change the display order of all message headers in the INBOX by clicking on the box or arrow next to the column header (i.e., From, Date, or Subject).

G. View a message by clicking on the message header.

Folder List Frame

By default, the folder list frame is on the left and includes a graphic representation of your quota usage, as well as a list of all of the folders currently existing on the server.

Note: If you have folders/messages saved locally to your computer, they will not display in SquirrelMail.

- A number in parentheses next to a folder name indicates the number of unread messages in that folder. The numbers and the folder list can be updated by selecting refresh folder list.
- When there are messages in the Trash, the word purge appears in parentheses next to the folder. Select purge to empty the trash.
- Click on any folder name to view the messages in that folder.
- Click on the bar graph to update your quota usage.
Viewing Messages

Once you have selected a message to view, that message will open in the main frame.

The grey bar at the top of each message contains options that allow users to:

A. Return to the Message List
B. Delete the individual message
C. View the Next or Previous messages
D. Forward the message to a new recipient
E. Forward the e-mail as an attachment to another message (Forward As An Attachment)
F. Reply to the sender of a message
G. Reply to all recipients of a message (Reply All)

Additional options exist as part of the message header, and allow users to:

H. View a complete record of how the message was routed (View Full Header)
I. View a simple text version of the document, suitable for printing (View Printable Version)
J. View a printable version of the message, including the routing information contained in the full header (View Message details)

At the bottom of each message, additional options are available to:

K. Store the e-mail address of the person from whom the message was received (Take Address). This information is added to your Address Book.
Using Webmail – SquirrelMail

L. Delete the message and view the previous (Delete & Prev) or next message (Delete & Next) in the list.
M. Move the message to a different folder, similar to the method used on the Main Frame.

In addition, when a message includes attachments, the title, size, and type of attachment is displayed, along with options to download or view each attachment.
Using Webmail – SquirrelMail

Composing Messages

To compose a new message, simply click on the Compose link, and a new message will appear (see below).

In addition to some of the more standard e-mail fields, there are also options for:

- Setting the **Priority** of a message (Low, Normal, High)
- Requesting a **Receipt** notifying you when the recipient either receives or reads your e-mail message.
- Viewing a list of saved **Addresses** which can then be added to the To:, CC:, or BCC: lines of your message, using a series of checkboxes rather than requiring that you type in each e-mail address.
- Attaching **Signature** information, providing more information about yourself. It is also possible to set your preferences so that the signature always appears when composing a message (see Options: Personal Information for instructions on setting up your Signature file).
- Saving your message for delivery at a later date (**Save Draft**).
- Viewing a list of **Groups** which can then be added to the To:, CC:, or BCC: lines of your message, using a series of checkboxes. Groups consist of lists of individuals from your Addresses, and must be set up prior to composing a message (see Options: Address Groups).
- Canceling your message and returning to the Message List (**Cancel**).
- Checking the spelling of your outgoing message (**Check Spelling**; also see Options: Spell Checker).
- Attaching documents or other types of files to your outgoing message. First browse your computer for the file you wish to send, then click the “add” button. To attach additional files, simply repeat this step for each file.
Using Webmail – SquirrelMail

Addresses

An address book option is also available for storing and accessing important e-mail contacts in SquirrelMail. If you are currently using Netscape Mail or some other e-mail browser, your address book will not automatically be accessible when using SquirrelMail.

To enter a new contact into your address book, simply click on the Addresses link, and a form for entering a new address will appear (see below). This can also be done when reading a received e-mail message, by pressing the Take Address button (see Viewing Messages: item K).

The Nickname field is an essential feature of the address book. Rather than entering the entire e-mail address of the person you are writing to, you can simply type in the Nickname.
Using Webmail – SquirrelMail

Folder Creation and Manipulation

There are a number of ways in which users can sort and file messages through the use of folders. Users can:

| A | Create a new folder, either as a main level folder, or a sub-folder of a pre-existing one. |
| B | Rename an existing folder. |
| C | Delete a folder altogether. |
| D | Subscribe or Unsubscribe to a folder that is already in existence. Essentially, subscribing to a folder makes it visible to the user, while unsubscribing hides it without deleting its contents. |
Using Webmail – SquirrelMail

Options

A number of options exist for making changes to your e-mail settings. For more information on the following topics, see the full version of the SquirrelMail documentation.

- Personal Information
- Message Highlighting
- Index Order
- Address Groups
- Display Preferences
- Folder Preferences
- Mail Filters
- SpellChecker Options
Searching Messages

A Search feature has been included in the SquirrelMail system, which allows you to find and retrieve messages that may be “lost” within your various folders. You can search for specific messages, as well as many messages sharing a certain attribute (i.e., from the same e-mail address, containing a certain word in the Subject, etc.).

A. The first dropdown menu allows you to select the folder (or folders) that you wish to search. This list consists of your folders, with the addition of an [All Folders] option for searching the entire account.

B. The central text box is where you enter the specific name, word or phrase that you wish to search for in the folder(s) designated. Remember, the more specific you are, the more accurate your results. Too general of a word (i.e., the, book, library, etc.) may provide very broad results.

C. Finally, the last dropdown menu indicates which part of the message should be searched in order to locate the text from step B. If you are unsure where to search, set this menu option to Everywhere.

When finished searching, a list of results will be presented to you in the format of your main message list.
Using Webmail – SquirrelMail

Webtools

See separate instructions for individual Webtools.