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.
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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.
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- 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.
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**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](#).  

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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.
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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.
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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.
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:

- **Create** a new folder, either as a main level folder, or a sub-folder of a pre-existing one.
- **Rename** an existing folder.
- **Delete** a folder altogether.
- **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.
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Options

Personal Information

This form is optional, and contains information about you, which may be accessible to those who you send e-mail. It is not required that the form be fully filled out, and fields can be left empty, should you choose to.

A. Users may designate an address, different from the one currently displayed, at which they wish to receive replies to composed messages. The address shown in the Reply To field will appear in the To: field of all replies to messages sent from this address.

B. The Signature section allows you to create a short description – usually your name and address – that will follow your message in an e-mail. To set up this feature, you must type in the information that you wish to make available, formatting it as you want it to appear in your sent message. When writing a message, you must select the Signature button to insert your signature information, prior to sending (see Composing Messages).

C. Advanced Identities is an option that allows you to set up a number of signature files and identities for a variety of purposes (i.e., work, personal, etc.). By clicking on the Edit Advanced Identities link, you will be presented with a screen similar to the one above, allowing for the entry of additional information.

D. Reply Citation Options allow you to define how messages will appear when quoted in your replies. The Reply Citation Style represents the wording of this citation, while the User-Defined
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*Citation Start & End* indicate the characters that come before and after the cited e-mail (i.e., <-- -->).

E. *Signature Options* allow you to set up your outgoing messages so that the signature information is included each time, or so that a series of dashed lines (----) appears directly before this information.
**Message Highlighting**

Message Highlighting is a form of message filtering which allows you to set a color-coded background for incoming e-mails in your message list that match your specified criteria. This color designation assists in the identification of messages that are *From:* or *To:* a specific person or list, or those that contain certain words or phrases in the *Subject* line.

On first entering this screen, you will only see the New and Done links, at the top of the page. Click on New to define your first Message Highlighting filter. Once you have defined at least one filter, you will also see an Edit link next to the name of that filter. This will present you with the screen shown above.

A. The **Identifying Name** is simply a descriptive designation that will allow you to easily identify what group of messages is associated with a particular color. This name can be anything, but it is most effective if you choose one that makes sense and is easily identifiable.

B. **Color** can be set in a number of ways, from choosing a pre-defined color from the dropdown menu, or entering the hexadecimal number for a particular color. Be sure that whichever option you use, you select the radio button in front of it. You may also click on any of the colors presented.

C. The **Matches** section allows you to set the criteria for your filter. This is a phrase or address that is unique to the message that you wish to filter, such as an e-mail address or a common Subject line from a mailing list. Match can be set to match phrases in the To:, From:, CC:, or Subject lines of an incoming e-mail. Those messages that match this criteria are automatically assigned the color you have chosen, when viewing your message list.
Index Order

Index Order allows users to rearrange the horizontal order of items in their e-mail display (i.e., Checkbox, From, Date, etc.). The default order is listed below, with the topmost item (Checkbox) appearing to the far left of the display, with each consecutive item appearing to its right.

A. You can change the order of display items using the up (to the left) and down (to the right) links on the list, in addition to removing an item altogether (Subject cannot be removed).

B. The dropdown menu provides you with a list of items not currently visible in your e-mail display. If you choose to add one of these items, simply select the appropriate menu item and press the Add button.
Address Groups

Address Groups are similar to mailing lists in Netscape Mail; providing an easy way for you to send e-mail to multiple contacts with a single group heading. This is ideal for groups of people to whom you routinely send messages to (i.e., Functional Groups, Teams, Departments, etc.). Once defined, e-mail can be sent to a group easily by including the Group name in your e-mail message, rather than an individual e-mail address (See Composing Messages).

Please note that groups set up in SquirrelMail will only be accessible through this Web interface.

When you first use the Address Groups option, you will be presented with the screen, above. This indicates that no groups have been established and provides you with the option to Add New Members. In addition, if you have groups pre-defined, you will be able to List All Groups.

By clicking the Add New Members link, you are able to search for contacts within your address list (see Addresses). This will retrieve a list of users (see next figure), from which you can choose those that match your criteria. You may also press the List All button to show all contacts in your address list.
A list, similar to the one above, will be retrieved with either **Search**, or **List All**. Using the checkboxes, select the contacts that you would like to include in your **Address Group**.

- If you have not yet created a group, or wish to create a new one, simply enter the new group name into the checkbox at the bottom of the page, and press the **Add** button.

- If you have previously created groups, they will appear in a dropdown menu above the **Add to New Group** text box (see below). Simply check the box next to the member you wish to add, choose the appropriate group, and press the **Add** button.
Display Preferences

Display Preferences contains a long list of options that affect the way in which your SquirrelMail is displayed (i.e., color, size, language, etc.). Due to the extensive nature of this list, you are encouraged to experiment with these settings if you have a particular outcome in mind. Be sure to write down the original settings, in the case changes produce an undesirable result. This will give you the option of resetting your preferences to their original state.
Folder Preferences

Folder Preferences affect the way in which your folders are set up, displayed, and used. It is important that you choose carefully when changing these settings as modifications may have an undesirable effect on how your folders are accessed.

A. The **Special Folders Options** settings refer to folders that possess unique features, and are generally standard in most e-mail systems: *Trash, Sent, Drafts*. The dropdown menus beside each allow you to set these special folders to alternate destinations.

B. The **Folder List Options** settings affect the way in which your folder list (the frame to the left-hand side of your browser window) is displayed.

C. The **Folder Selection Options** setting offers options for how your folders and subfolders will be displayed in dropdown menus.

D. The **Sent Subfolders Options** is *Disabled* by default, but provides you with the option of grouping your sent messages into new folders based on the *Month, Quarter, or Year* that they were sent.
Mail Filters

Mail Filters allow you to automatically perform actions on incoming e-mail messages; such as routing them to different folders, forwarding them, or deleting them altogether. Filters can be used to organize your e-mail within folders or, in tandem with the Spam Filter (see the Spam Filtering on RCI document), to delete unwanted messages.

Filters are best utilized with unique words or phrases, and should be well thought out before you begin using them. Using words that are too common may result in lost or misplaced e-mails.

A. It is unclear what the function of this option is.

B. This feature allows you to set up a new Mail Filter:

- This dropdown menu identifies which part of an incoming message should be searched. Options for this menu include: From, Subject, To, CC, and To or CC.
- The following text box should include a unique word or phrase (i.e., minutes, mortgage, etc.) that will be used by the filter to search the indicated message part.
- The next dropdown menu has two settings that can be used to affect messages that match the criteria from the first two bullets: move and copy. Move indicates that the original message should be removed from its current location and relocated to another destination; copy leaves the original in the INBOX, while sending a copy to another destination.
- Next, a checkbox labeled Folder is followed by a dropdown menu. Checking this box indicates the destination folder, within your account, of the message or its copy. In addition, the small, square icon to its right allows you to create a new folder into which these messages will be filed. This checkbox can be used in addition to the Email checkbox.
- Similarly to the Folder checkbox, the Email checkbox allows you to forward a copy of the designated message to another e-mail account. If this box is checked, an e-mail address must be entered into the following textbox. This indicates the address to which the message should be sent. This checkbox can be used in addition to the Folder checkbox.
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C. This is an example of a completed Mail Filter. It searches the Subject lines of incoming messages for the text string “[sla-student” and moves those that match this criteria to the sla_student folder, which is a subfolder of the SLA folder, in the INBOX.
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SpellChecker Options

If you choose to, you may set up a personal dictionary to be used when writing e-mail messages. This is compiled automatically when using the Check Spelling option while composing a message (see Composing Messages). The SpellChecker Options allow you to edit this dictionary and choose the language(s) (English and/or Spanish) to be used when checking the spelling of outgoing messages.

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<th>SpellChecker Options Menu</th>
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Please choose which options you wish to set up:

- Edit your personal dictionary
- Set up international dictionaries
- Encrypt or decrypt your personal dictionary

SquirrelSpell v0.3.8
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.
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Webtools

See separate instructions for individual Webtools.