Introduction to the New Webmail Interface

We selected the new Sun Webmail Client for both its ease of integration with our servers, and because we found it to be an easy-to-use interface. This helpsheet is to orient you to many of the common features in the new interface. Please contact x7225 or email consult@lclark.edu if you have any questions or problems with the new webmail.

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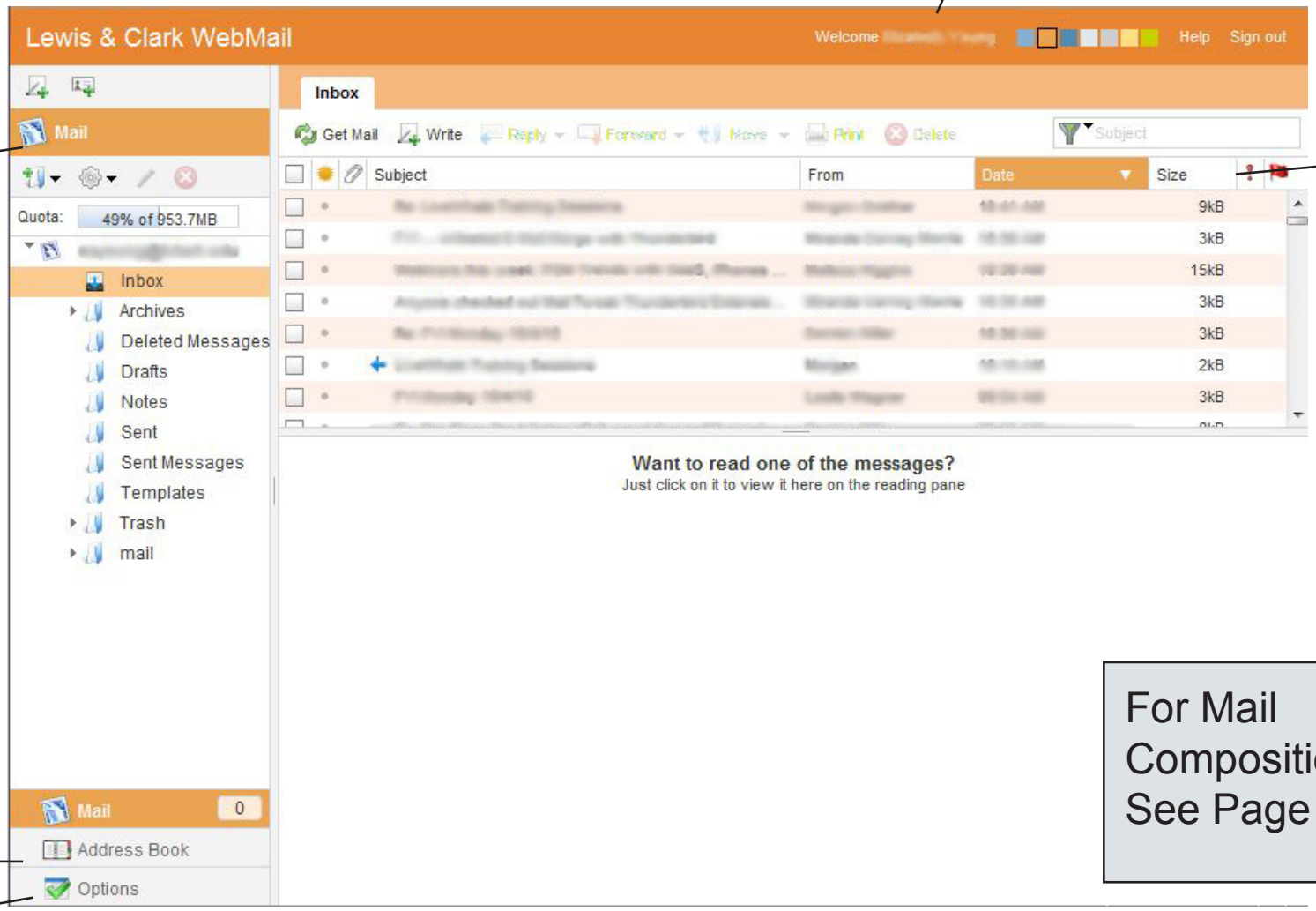

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For Mail Composition See Page 4

Welcome Bar

Your name should be here. If it's not, then you're in someone else's email account!

Clicking on these colors allows you to choose the color setting of your webmail interface.

Opens a new window with an extensive help file, that can probably answer most of your questions.

Click here to sign out of webmail. This is very important to do on a shared computer.

Mail Pane

Click this button to create a new contact

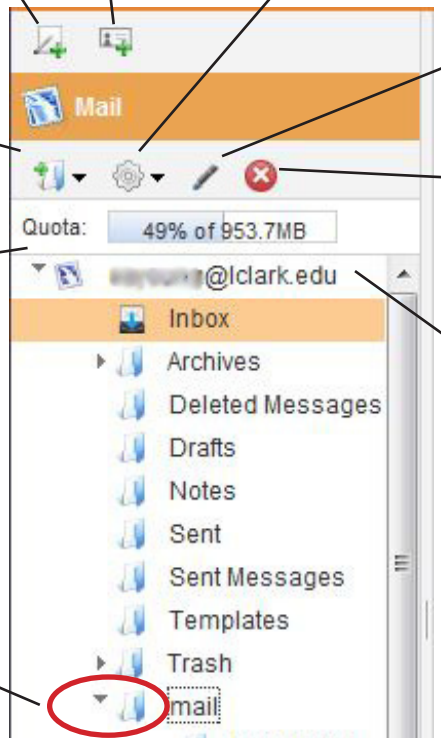
Click this button to compose new mail

When you have clicked on a folder, this allows you to see the properties of that folder, such as the number of messages, the amount of storage space used, the name of the folder (and the option to change it), and sharing options for that folder.

Allows you to create or subscribe to a folder. You will only need to subscribe to a folder if you have created a folder in another email program and for some reason you can't see it.

This button allows you to rename the selected folder.

This button allows you to delete the selected folder



This Quota bar allows you to see how much of your mail quota you are currently using.

This shows the account that you are currently viewing.

Click the triangle next to your mail folder to see all of your folders. Any folder with subfolders will also have a triangle next to it to indicate that you can expand it to view its contents.

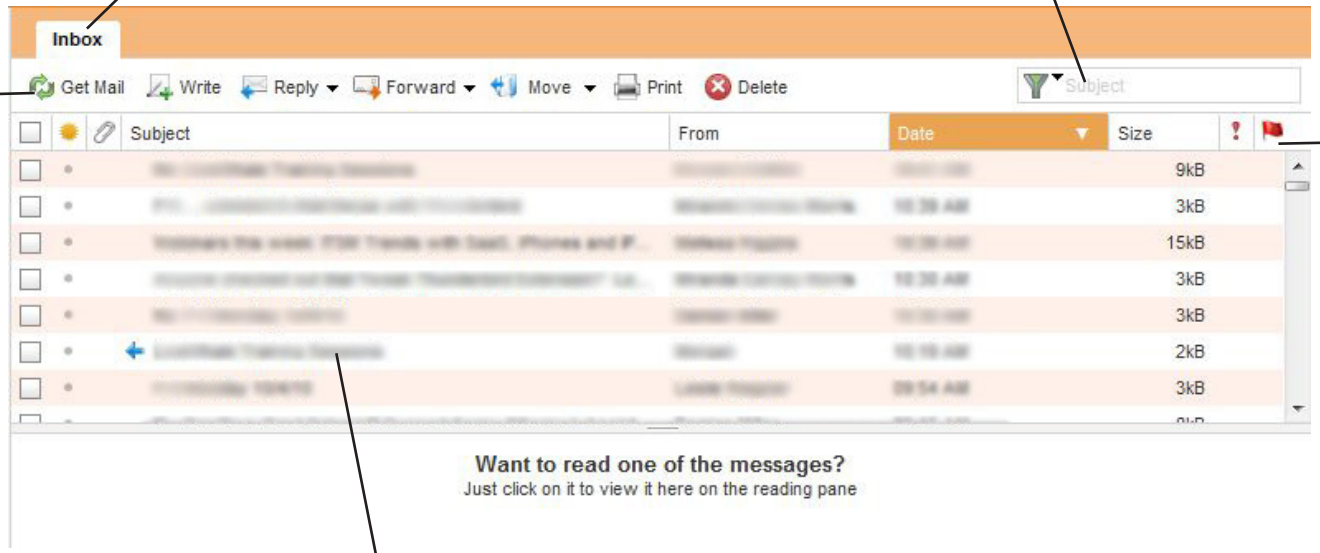
Note - you may have multiple Sent folders. To control which folder you are using as your Sent folder, go to Options > Mail > General
(see page 6)

Folder Pane

This shows the name of the folder you are currently viewing.

Use this box to search for messages. Click on the funnel to specify which area to search for. To close a search click on the ⊗ on the right of the search pane.

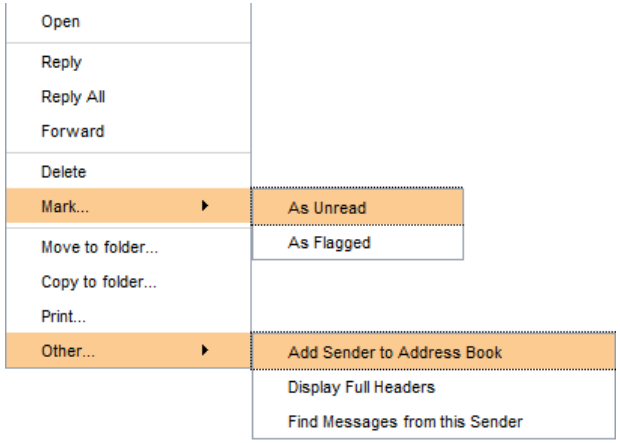
These buttons from left to right allow you to Get unread mail (from the server), Write a new message, Reply to a message (click and hold to select to sender or to all), Forward the message (click and hold to select forwarding as an attachment or as inline text), Move the selected message or messages to the folder of your choice (click and hold to copy instead of move), Print the selected message, or Delete the selected message or messages.



From left to right, these columns are Read, Attachments, Subject, From (sender), Date, Size, Priority, and Flagged (for importance). Clicking on the column header allows you to sort according to that column, and choose the direction of the sort. The currently sorted column will be a darker color than the others.

This pane shows the message that is selected from the list. To open the message in its own tab, double click on the message. Once it is open, click on the ⊗ in the tab header to close it and return to the folder. You can have multiple messages open; they will be displayed on separate tabs.

right clicking on a message in the list gives you these options:

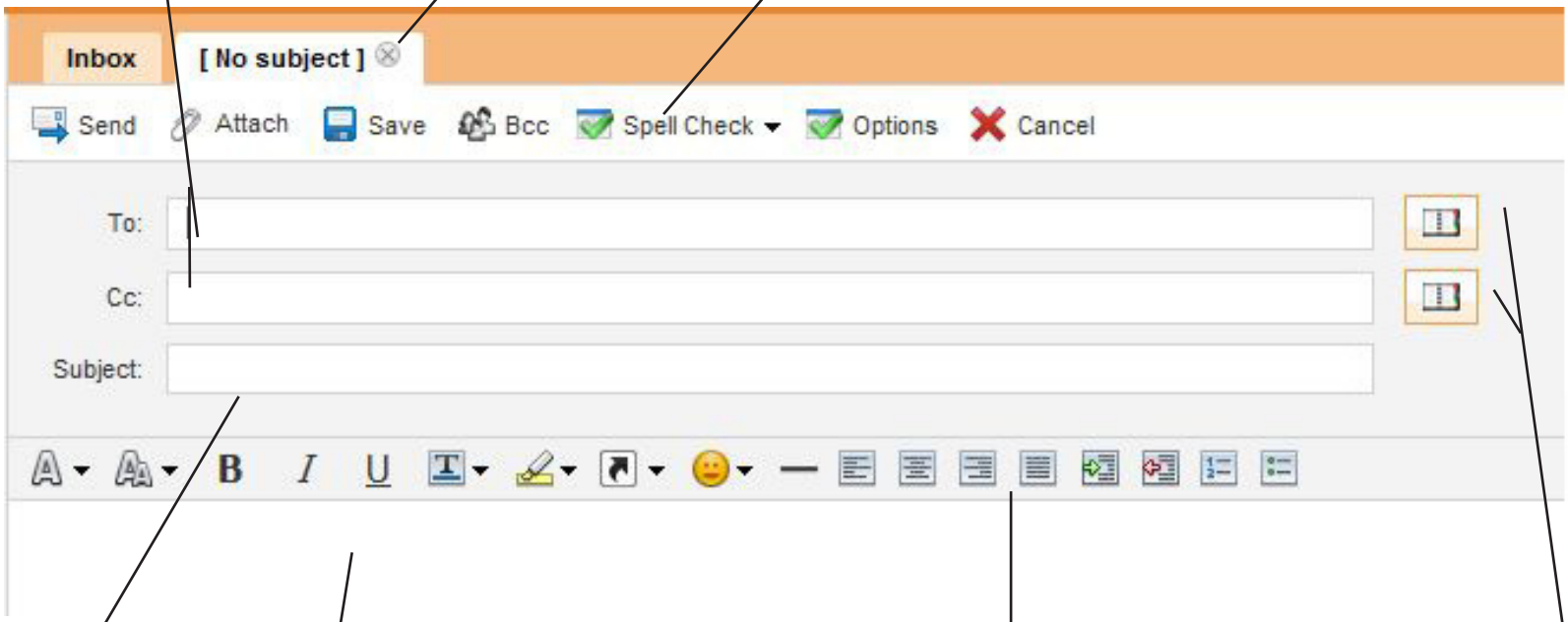


Mail Composition

Webmail will suggest addresses and groups as you begin typing. Separate addresses with commas to send to multiple recipients.

Clicking the ⊗ closes the message, prompting you to save or cancel the message composition.

From left to right, these buttons allow you to Send the message, to Attach a file (or multiple files), to Save it as a draft, to add a Blind copy recipient (or recipients), to Spell Check the message in English, German, French, or Spanish, to access additional Options (including sending the mail as marked urgent or normal priority, to request a receipt when the recipient has received and/or read the message, and to change it from rich text to plain text), or to cancel the composition of the message.



The subject line goes here; it will be prepopulated if the message is a reply or forward of another email.

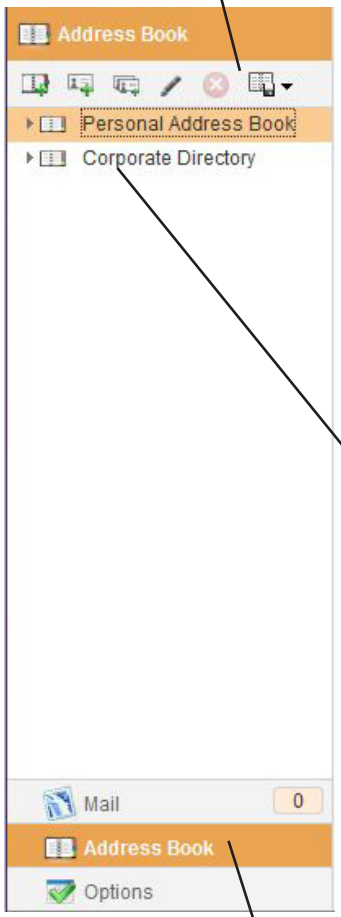
Compose the body of your message here.

In a rich text message (which is the default setting, changeable on individual messages using the option button in the composition header, or for all messages as default using the option button on the lower left pane), from left to right, these buttons allow you to change the Font, Font size, Bold, Italic, Underline, Color and Highlight of text; add a link to the text, add an emoticon (smiley), add a horizontal line; to justify text to the left, to the center, to the right, or fully justified; to indent, outdent, and to add an ordered list or an unordered list.

Clicking on either of these buttons pops up the address book.

Address Book

These buttons allow you to (from left to right) Create a new address book, Create a new contact, Create a new group, Rename an address book or group, Delete an address book or group, and to Import or Export an address book to/from another email program.

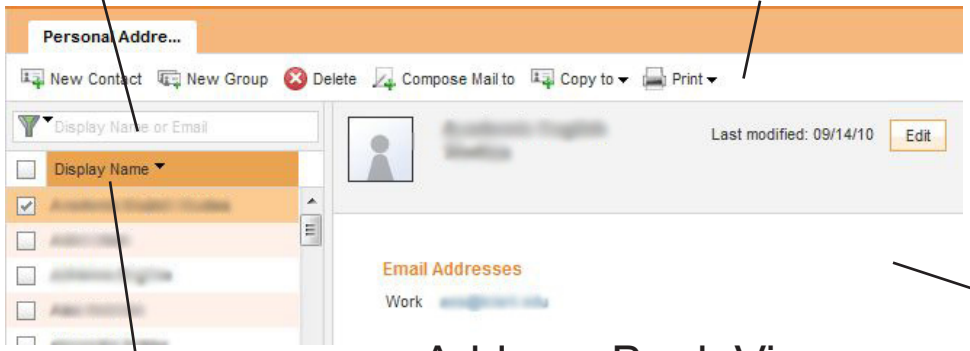


Click on this to view your Address Book

The Corporate Directory contains all of the @lclark.edu email addresses on record for the L&C community. The list is long, but you can search for the contact you want in the Find box.

Use this box to search for contacts. Click on the funnel to specify which area to search for. To close a search click on the ⊗ on the right of the search pane.

These buttons from left to right allow you to Add a new contact, Create a new group, Delete a contact, Compose mail to the selected contact, Copy the selected contact to a different address book, or Print the contact information. You can select multiple contacts by using the check box next to their names. Click the checkbox at the top of the column to select all contacts.

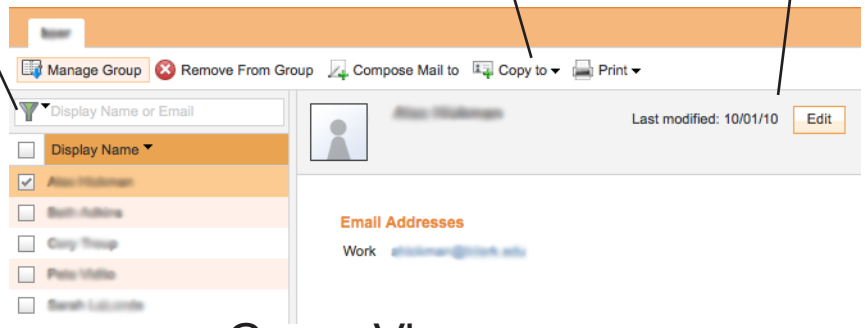


Address Book View

This area shows all of the stored information about a contact. You can edit the contact information by clicking on the Edit button on the upper right of the contact pane.

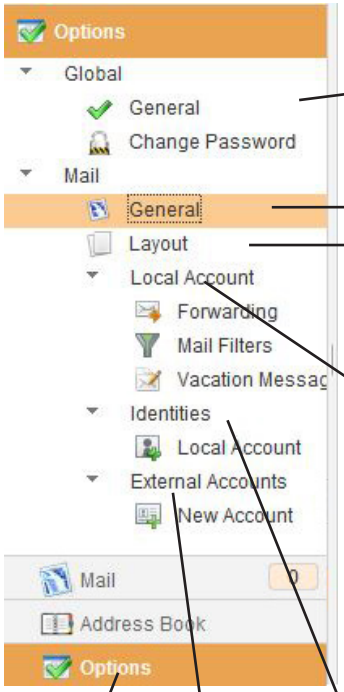
Contacts are sorted by the first name (or email address if name is blank) and can be switched from A-Z to Z-A by clicking on the arrow on the title bar.

These buttons from left to right allow you to Manage (add members to) the group, Remove the selected contact(s) from the group, Compose mail to the selected addresses, Copy the selected contact(s) to an address book, or Print the contact(s) information. Click the checkbox at the top of the column to select the whole group.



Group View

Options Pane



Click this button to access the Options Pane.

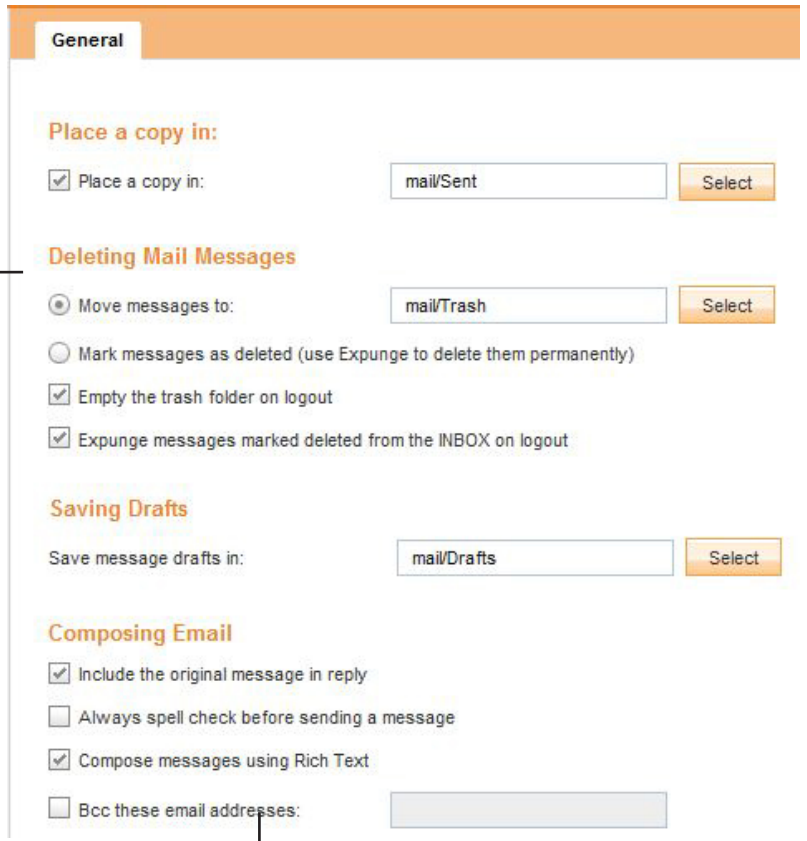
From here you can change your Language, the Date Format, The Time Format, and whether Webmail opens on startup to Mail, Address Book, or Options.

From here you can choose whether to sort message lists by most recent first or most recent last, change the display order of the columns in the message list, and choose to view the mail screen without the message pane beneath the lists..

*Forwarding:*You can choose to forward all mail you receive to another account or accounts, and to keep a copy in the current account if you wish.
Mail Filters: From here you can set up filters, allowing you to automatically move, copy, forward or discard incoming messages based on criteria you choose, and to order the filters in order of priority.
*Vacation Message:*You can set an auto-reply for when you're on vacation, choose the start and end date for the vacation, set the number of hours between individual senders receiving a copy of your auto-reply, and type the text for campus and non-campus contacts.

From here you can pull in your mail from another account. We do not recommend doing so, because you can only set up the account as a POP account, meaning that all of your email messages will be brought over to this account, and no longer be accessible from the originating account.

Here you can view your Name and email address, edit your Reply To email address, edit and automatically apply a signature, and add contact information for yourself in the form of a vCard, which can be attached to each message you send.



These options allow you to choose to which folder Sent Messages go, what to do with Deleted Mail, where to Save Drafts, and when Composing Email, whether to quote the original message, whether to automatically spell check prior to sending, whether to use Rich Text as the default, and to add a Default Bcc address or addresssess to each message sent.

Note that unless you change it here, messages sent from Webmail will go to a different folder than from your desktop client (i.e. Thunderbird) or from your SmartPhone or previous webmail client.