

Getting Started with Webmail

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What is Webmail?

College provides web-based facilities to give access to your College e-mail account from computers on campus, home or anywhere else that offers access to the Internet.

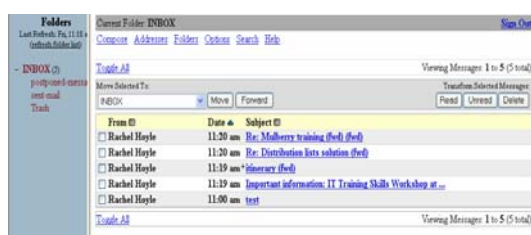
The College's main webmail service is a program called SquirrelMail which is very straightforward to use for sending and reading messages, and also offers some basic e-mail management options to help simplify dealing with your mail.

Starting SquirrelMail

- Start your web browser and go to <webmail.gold.ac.uk>
- Type in your username and password click on the **Login** button.

Basic Tasks

Message List



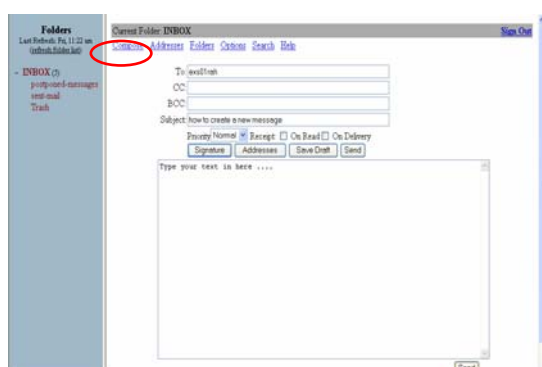
After you have logged in, SquirrelMail opens your INBOX and lists the messages in it. On the left is a list of your folders, and at the top is the toolbar — these are shown on every screen.

Reading a Message



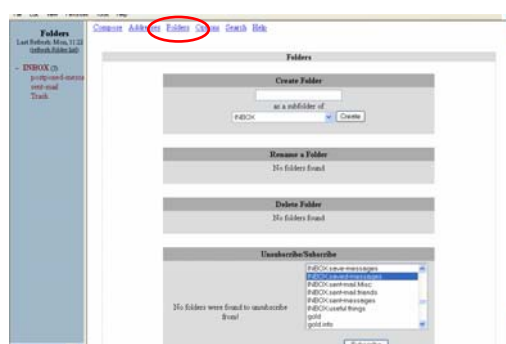
To read a message click on the blue underlined text under **Subject**, as circled above.

Compose a Message



Click on the **Compose** link on any screen and the above screen will appear. Fill in the e-mail address in the To box, and the subject, then type your message in the main box. Finally press **Send**.

Folder Management



When you are sent an email it will automatically go into your INBOX. Folders help you to organize your mail. You can create new folders on the above page, and they will then appear in the folder list on the left, under INBOX. (If you have folders set up already from using another e-mail program you need to **subscribe** to them.)

SquirrelMail Options

SquirrelMail has a wide range of options for altering how the program looks and works. To access these, click the **Options** link on the toolbar on every screen.

Here is a brief overview of those you are most likely to use. To explore other features of SquirrelMail, please refer to the full reference guide (*C4.7 Squirrel Mail Reference*) or the online Help available from the **Help** button on every screen.

Personal Information

On the Options page, click on **Personal Information**. Click on the **Submit** button at the bottom the page when you have finished selecting your preferences.

To include your real name in messages you send:

- Enter your full name in the box labelled **Full Name**.

It is a good idea to do this so that people can see who your messages come from (they probably won't recognize your username).

To create a Signature

- Type your desired text in the text box labelled **Signature**.

Once you have created a signature on the Personal Information page, you can add it to a new message, by clicking on the **Signature** button when your composing a new message. If you want the signature added automatically to every new message, then, while you are on the Personal Information page, click on the **Yes** check button beside **Use Signature** before you click on click **Submit**.

Display Preferences

On the Options page, click on **Display Preferences**.

Here you can set display preferences such as the number of message summaries displayed on the screen at once, and the colour scheme. You can alter the current colour scheme by selecting one of the options from the drop down menu labelled Theme.

Click on the **Submit** button at the bottom the page when you have selected your preferences.

Other E-mail Software

If you need more sophisticated e-mail facilities, particularly if you need to work in foreign languages, there are two possibilities:

- **IMP** is another web-based mail application, which has a broader range of facilities, though this also makes it more complex to use. From the Webmail home page at <webmail.gold.ac.uk> click on Extra Options. IMP is not supported by IT Services — other than the information provided in the **Help** menu, IT Services have no documentation, and the Help Desk cannot deal with any queries relating to IMP.
- **Mulberry** is a fully featured e-mail application available on all PC and Macintosh systems in the RISB. It is fully supported and a range of documentation is available from the Help Desk and on-line at <intranet.gold.ac.uk/cs/apps/mulberry>.

Further Information and Support

- This document and the C.7: Squirrel Mail Reference guides are available online and to download. From the login page, select *Userguides* from the top.
- There is a Help facility from within Squirrel Mail, along with a FAQs section. Once logged into Squirrel Mail, select *Help* from the menu bar.
- External information on the Squirrel Mail facility is available at <www.squirrelmail.org>
- For help and support with Squirrel Mail you can e-mail IT Services at *email-support@gold.ac.uk*. Remember that all use of your College e-mail account is governed by the *E-mail Policy for Students* <www.gold.ac.uk/governance/policies/email/students.php>.