



MCAD Faculty WebMail User Guide

Welcome to MCAD WebMail

MCAD WebMail is a handy, easy to use email interface for sending and receiving messages from any computer with a web browser and Internet access.

Your E-mail Address @ MCAD

Your MCAD e-mail address is your first name, underscore, last name @ mcad.edu - *firstname_lastname@mcad.edu* (ex – jane_doe@mcad.edu)

MCAD WebMail Help

There are built-in help files within WebMail. You may access them by clicking on the **Help** link (with “?” icon to its side) at any time. These help files are contextual- if you are working in a certain window and click **Help**, the help page that opens will be for the window or feature you were last working with. From within the help section, you may go to a list off all available topics by clicking on **Table of Contents**.

Logging into Your WebMail Account

Step 1 — Open the MCAD WebMail site:

- Open a web browser. Go to the URL: <http://webmail.mcad.edu> or <http://intranet.mcad.edu>

Step 2 — Log into your WebMail account:

- The login box will request your USERNAME and PASSWORD.
- USERNAME is your first initial followed by your full last name, all lowercase, one word: *jdoe*
- PASSWORD: Your default password information is included on the attached page.
- If you encounter problems with your username or password, contact a CSS staff member in 325D, or fill out the online report a problem form via the MCAD Intranet.

Quitting MCAD WebMail

When you are finished checking your e-mail, click on **Sign Out** from the top right of the browser window.

Reading E-mail @ MCAD

WebMail utilizes the following symbols:

- **Bold** — bold text indicates messages that have not been read.
- **[All]** – the All element of a message’s subject line indicates it was sent to All Faculty, Staff or Students.
- **Paperclip** — the paperclip icon indicates that the e-mail has an "attached" file.

To read a message: click on the underlined message subject line.

- To return to the mailbox window, click on **Message List**.
- To delete the message, click on **Delete**.
- To forward the message to another address, click on **Forward**.
- To reply to just the sender, click on **Reply**.
- To reply to the sender and all recipients of the e-mail, click on **Reply All**.
- To view the next message in the mailbox, click on **Next**.
- To view the previous message in the mailbox, click on **Previous**.
- To return to the full list of messages, click on **Message List** (next to Delete).
- To delete messages at the Message List window, click on the box next to the message to "check" it. You can check multiple messages. You may also check all messages at once by clicking on **Toggle All**. Under **Transform Selected Messages**, click on the **Delete** button.

To check for new messages: Click on the **Inbox** folder on the left. Any new messages will now appear in your Inbox. Messages will not show up in your message list automatically- you must always first click on Inbox.

Deleting E-mail and Storage Quotas

Your MCAD mailbox has a storage quota of 50MB. Every message and attachment you keep in the folders of your WebMail account counts against that storage amount. **It is necessary for you to move unwanted messages to your Deleted Items folder and periodically empty that Deleted Items folder to help keep yourself within that quota.** If you do not, your account will exceed the maximum amount of storage capacity and new messages coming to your account will be returned to the sender as **undeliverable**.

- Empty your Deleted Items folder by clicking on **Empty Deleted Items** next to the folder name on the left.

Writing and Sending E-mail

To reply to a message:

- Select message and click on **Reply**. The original message will appear in the window, already addressed.

To create a new message:

- Click on **Compose** from the top of the window.
- A new blank message will appear.
- Under **To:** Type the recipient's full e-mail address (who@where.com). You can add more than one recipient by adding a comma then typing the next e-mail address immediately after the first.
- If you would like to carbon copy others, type their e-mail addresses under **CC**. You may also add blind carbon copy recipients (**BBC**) if you want to send someone a copy of the e-mail *without* the recipients in the **To:** or **CC:** fields knowing about it. Again, you can enter more than one by simply adding a comma between addresses.
- Type a **Subject**
- Compose your message in the message box.
- Click **Send** to send the e-mail on its way.
- **WARNING:** Once you SEND a message, you cannot take it back...

Sending Enclosures

You may easily send small Image, Sound, and Text files as enclosures using WebMail:

- Create a new message as detailed above.
- Take the file you wish to send, and confirm the appropriate file extension is at the end of the file's name. Simply type a period (.) followed by the three-letter extension at the end. An example of this would be a JPEG file named "Sunset". To send this file it would have to have the .jpg file extension at the end of its name. It would then be named "Sunset.jpg". A partial list of some file types and their corresponding extensions can be found below.
- Under **Attach**, click on the **Choose File** button.
- Locate the files on your desktop or disk and click **Choose** to attach.
- File name(s) should now appear next to the **Choose File** button.
- Click **Send** and the message and its enclosure will be transferred to the recipient.

Some examples of file extensions:

Microsoft Word file - .doc	Adobe Photoshop file - .psd	QuickTime Movie file - .mov
Microsoft Excel file - .xls	JPEG file - .jpg	GIF file - .gif
HTML file - .htm or .html	Image TIFF file - .tif	Adobe PDF file - .pdf
EPS Image file - .eps	Premiere Project File - .ppj	Adobe Illustrator file - .ai

There is a 4MB limit to the maximum file size of each incoming and outgoing message. If an e-mail has attachments that total more than 4MB, the e-mail will be returned to the sender as undeliverable.

Receiving Enclosures @ MCAD

- Open the message that has an enclosure (paperclip icon).
- At the bottom of the message, under **Attachments**, is a listing of the enclosed files. Click on the **Download** button to download the attachment to your desktop.

Spell Checking Messages

- Everyone enjoys a message that uses proper spelling! Click the **Check Spelling** button at any time to automatically check for spelling errors. A new window will open with the results. A list of suggested correct spellings will appear under **Suggestions**. Pick one from that list, or type your own replacement under **Change to**, and click on **Change** to change the word's spelling. You may also choose to **Ignore** the word completely. You can either **Close and Commit** (makes the spelling changes and closes the window), or **Close and Cancel** (closes the window without making any spelling changes).

Saving E-mail @ MCAD

To save a message:

- Open the message you would like to save.
- Click on **Download Message As File** to download to the computer.
- The file will be saved as an .eml file which can be opened in Word.

PRIVACY WARNING: Never save e-mail to the public computer you are using. Other users may be able to read your messages. Save your mail to removable media or simply delete any saved messages or enclosures. Users must protect their own privacy.

Using Address Books

The Personal Address Book contains frequent e-mail contacts and addresses.

To edit or add entries to the Address Book:

- To add entries: Click on **Personal Address Book**. When the Address Book window opens, enter a **Nickname**. The nickname is just for your use- the recipient does not see it. Enter anything that will give you an accurate idea to whom this e-mail address belongs. Note- no spaces between letters or words are allowed.
- Enter the Full **E-mail Address** (i.e. *user_name@domain.com*).
- Enter their **First Name** and **Last Name** in the appropriate spaces.
- Enter **Additional Info**, if you want. This is another field where you can put something to remind you about who this person is.
- Click **Add address** to add them to your address book. Repeat as needed.
- To edit an entry: click the check box next to the name from the list. Click **Edit Selected**. Remember to **Save Changes** before closing the Address Book.

To address a new e-mail to someone in your Personal Address Book:

- Compose a new message. Click on **Search All Addresses**. From the list of names and addresses that are listed, click the box of those you want to receive directly (**To**), or receive as a carbon or blind carbon copy (**CC, BCC**). Finish by clicking **Use Addresses**.
- When addressing a new message to someone already in your address book, you may type just their "nickname" in the **To:** field rather than typing their entire address or searching through the address book itself.

To address a new message to someone using the Search feature and the MCAD LDAP Directory:

- Compose a new message. Click on **Search All Addresses**.
- Type the name of the person whose address you are looking for. Partial names will also work.
- Click the **Search** button. WebMail will search through your personal address book as well as MCAD's e-mail directory for the name.
- From the list of names and addresses that are listed, click the box of those you want to receive directly (**To**), or receive as a carbon or blind carbon copy (**CC, BCC**). Finish by clicking **Use Addresses**.

Customizing Mail Folders

Default mail folders include: Inbox, Deleted Items, Drafts, and Sent items. These folders automatically reside on the Mail Server, and may be accessed anytime you log into WebMail. You may also create custom folders to help organize your mail into categories: Photo 1, Exhibitions, Letters from Home, etc.

- To create a new mail folder, click on **Folders**. Under **Create Folder**, type a name for the new folder. Click the **Create** button. The next page should state, "**Created folder successfully!**" Immediately below that is a link named "**Refresh Folder list**". You must click on this before you can see the folder in the left hand folder pane.
- To rename an existing folder, under **Rename a Folder**, select a folder name from the drop down list. Click the **Rename** button. Under **New Name**, type the new name you want it to be called.
- To delete an existing folder, under **Delete Folder**, select the folder name from the drop down list. Click the **Delete** button.
- By default, WebMail does NOT save copies of sent messages on the mail server.
 - If you would like to change this setting for your account, click on **Options > Folder Preferences**.
 - Under Sent Folder, select **Sent Items** from the drop down list.

- If you do change this setting, you will need to manage the emails in the Sent Items folder so that you do not go over your mailbox quota and potentially bounce messages back to their senders.

Working With Messages and Mail Folders

One benefit of mail folders is the ease of organizing your e-mail messages. You may move messages from one folder to the next to help categorize your e-mail.

- To move a message from one folder to another: click the box next to the mail message to “check” it. You may check multiple messages.
- Under **Move Selected To**, select a folder from the drop down list.
- Click the **Move** button to move the message(s) to the selected folder.
- To view the contents of a folder, click on the folder’s name from the folder list pane on the left of the window. Its message list will appear in the right section of the window.

Changing the Message Order Listing

The default order listing in WebMail is chronological with the most recently received e-mail on the top and the oldest on the bottom. You can choose to view the list in three ways - **From**, **Date**, and **Subject**.

To list messages based on **From** (alphabetical by who sent it), **Date** (when the message was received), or **Subject** (alphabetical from the first letter of the subject text), click on the small square to the left of the header text of the method you wish. It will now re-list the messages and the grey square will turn into a green triangle. You can reverse the order by clicking on the arrow again.