

## E-MAIL PERSONAL TOOL

When new messages arrive, you'll be alerted with a note below the **QuickBar**! Click on the note to get to your E-mail.

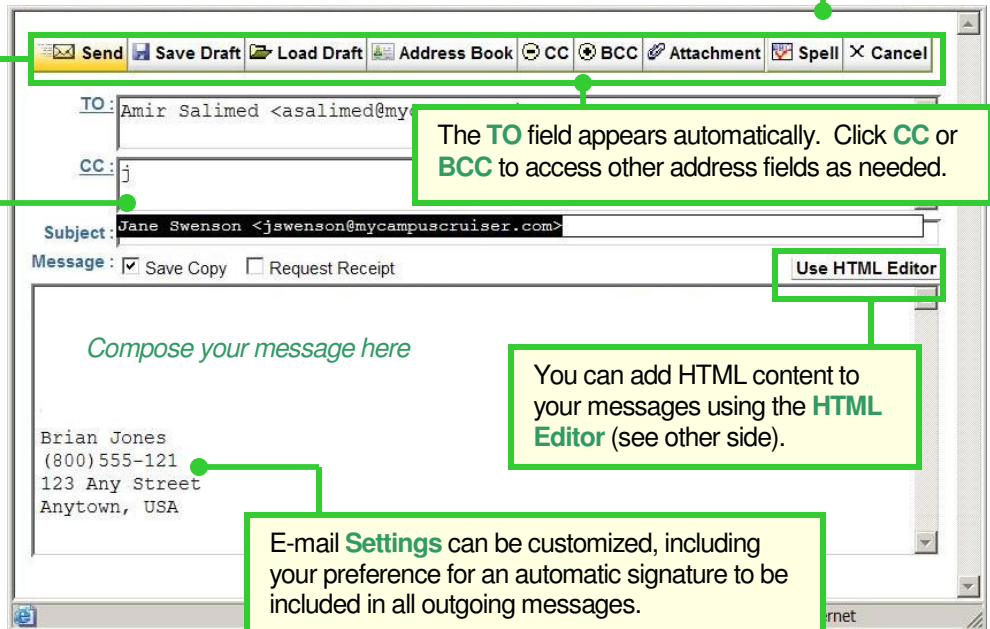
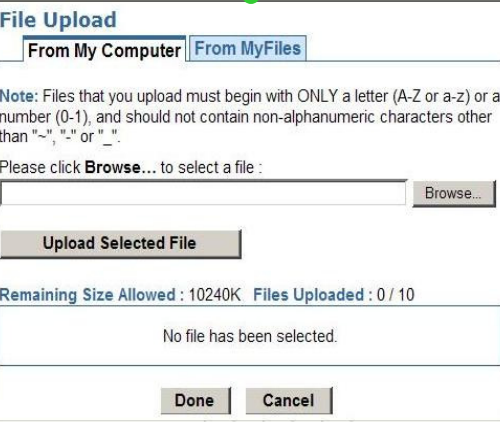


Clicking the **Compose icon** in the **QuickBar** to start writing a message - even if you are not accessing your E-mail Personal Tool!

Your tools for composing a new message (or loading a saved draft) are accessed by these buttons.

The address fields find matching contacts from your **Personal Address Book** in the drop-down lists as you type.

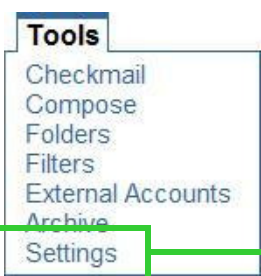
Click **Attachment** to pop-up the **File Upload Utility**. Here, you can select files from your computer or from your **My Files** feature to add as attachments.



The **TO** field appears automatically. Click **CC** or **BCC** to access other address fields as needed.

You can add HTML content to your messages using the **HTML Editor** (see other side).

E-mail **Settings** can be customized, including your preference for an automatic signature to be included in all outgoing messages.

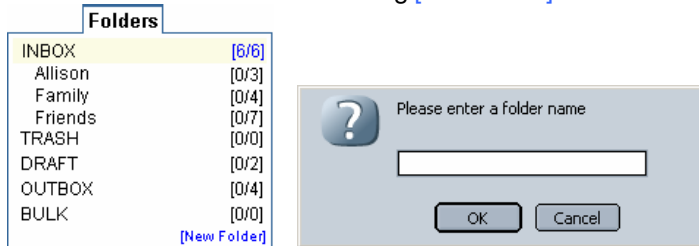


Click **Address Book** to pop-up your entire **Personal Address Book** and search for recipients from your list of contacts.

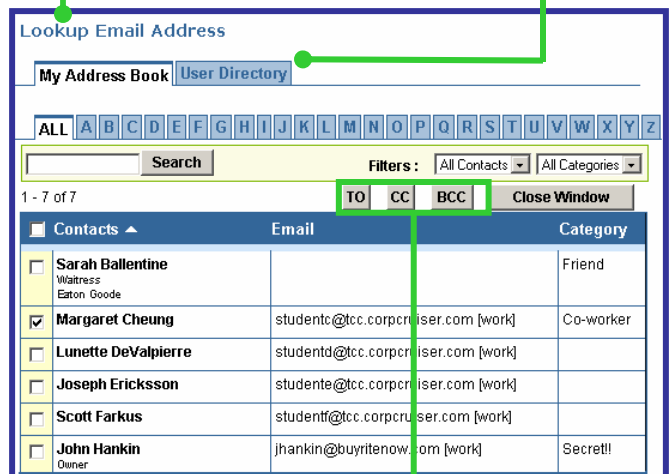
From here, you can then click the **User Directory** tab to look through your campus directory and look for recipients.

### Folders Tab

The **Folders** tab lists each folder. Clicking on a folder name in this tab displays all items within the selected folder. You can create new folders by first clicking on a folder in which the new folder should be created, and then clicking **[New Folder]**.




In the pop-up dialog that appears, enter the folder name and click **OK**. The page will refresh, and the new folder will be created within the folder you selected.



Place checks next to desired contacts and then click the appropriate address field button.

## HTML EDITOR

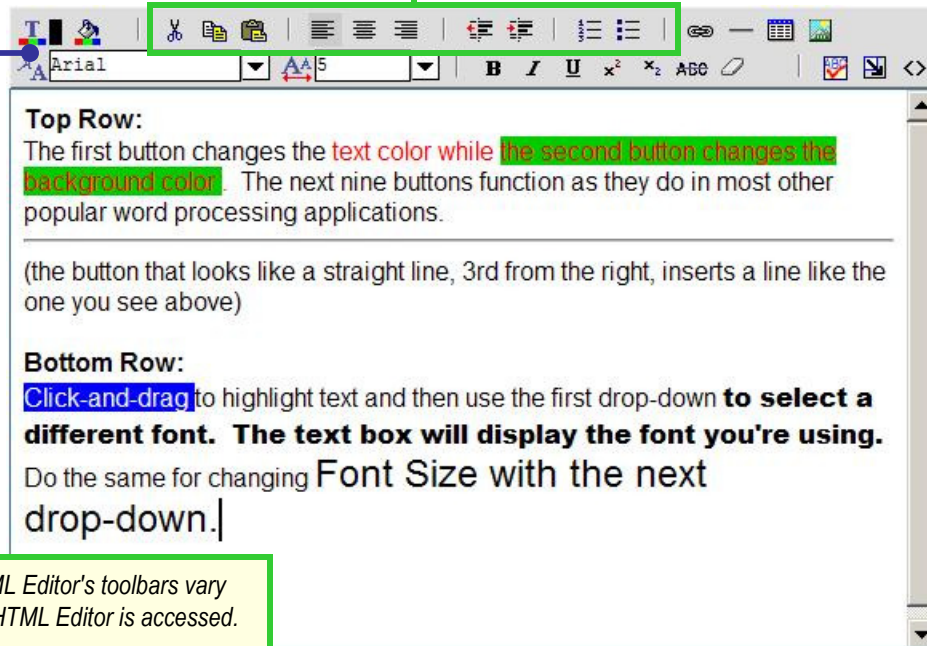
The **HTML Editor** allows you to create sophisticated HTML content without needing to know any HTML code. The editor is available when composing E-mail, creating Personal Web Pages, publishing News articles, and creating campus Announcements. *(The HTML Editor is not compatible with the Safari browser.)*

**Cut, Copy, Paste, Right Align, Center Align, Left Align, Outdent, Indent, Ordered List and Unordered List** buttons  function as they do in other popular word processing applications.

Enter content and then **click-and-drag** to highlight desired text. Then click the appropriate format button as desired.

### Variation

Depending on your browser, you may be able to select formatting with the buttons prior to entering content.




## INSERTING AN IMAGE

1. Place your cursor where you wish the image to appear.
2. Click the **Image** button .
3. Select **Upload Image** from the drop-down menu.
4. Use the **File Upload Utility** pop-up that appears (see other side) to select a .gif / .jpg image to include.

*Options seen in the HTML Editor's toolbars vary depending on where the HTML Editor is accessed.*

## INSERTING A HYPERLINK

1. Click the **Link** button .
2. When the pop-up dialog appears, enter text that should act as a link in the **Link Text** field.
3. Enter the actual URL in the **Hyper Link** field.




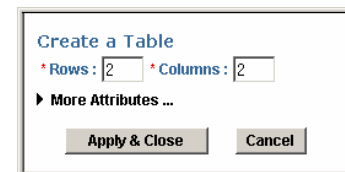
The 'Link' dialog box contains the following fields and options:

- \* Link Text:** Go Here!
- \* Hyper Link:** http://www.here.com
- Target:** \_blank
- Instruction: If you would like the link opened in a new browser window when clicked, then enter "\_blank".
- Buttons: **Apply**, **Cancel**

4. If you would like the user to see the target site in a new browser window, then type "**\_blank**" in the **Target** field.
5. Click **Apply**.

## INSERTING A TABLE

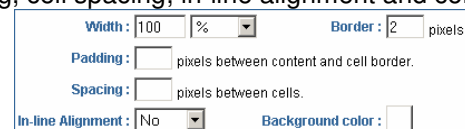
1. Place your cursor where the table should be inserted.
2. Click the **Insert a Table** button .
3. In the pop-up dialog, enter a numeric value in the **Rows** and **Columns** text fields as desired.



The 'Create a Table' dialog box contains the following fields and options:

- Create a Table**
- \* Rows:** 2
- \* Columns:** 2
- More Attributes ...**
- Buttons: **Apply & Close**, **Cancel**

4. Click **More Attributes...** if you wish to access a panel that lets you to specify extra details (width, border width, cell padding, cell spacing, in-line alignment and color).



The 'More Attributes' panel contains the following fields and options:

- Width:** 100 %
- Border:** 2 pixels.
- Padding:** pixels between content and cell border.
- Spacing:** pixels between cells.
- In-line Alignment:** No
- Background color:** [Color selection box]

5. Click **Apply & Close** when all details have been entered.