

NCI-Frederick's Webmail User's Guide

By: Roxanne J. Angell

User's Guide

by Roxanne J. Angell

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Preface

The NCI-Frederick webmail program and manual are based on the University of Texas' PhyNet Portal application.

This guide is intended for anyone using the NCI-Frederick webmail applications -- both new and experienced users. It describes the usage of the most common applications in the NCI-Frederick suite.

For additional help or clarification, please e-mail helpuser@ncifcrf.gov or call the ABCC Help Desk during normal business hours at 301-846-5555.

Chapter 1. Getting Started

Your Web Browser

NCI-Frederick applications are designed to be accessible from many different types of Internet connected devices. Any web capable device should be able to use the NCI-Frederick applications in some capacity.

However, to be able to utilize the full functionality of the NCI-Frederick applications requires a web browser (e.g. Netscape, Internet Explorer, or Mozilla) capable of supporting JavaScript and Cascading Style Sheets. Most modern web browsers provide these capabilities.

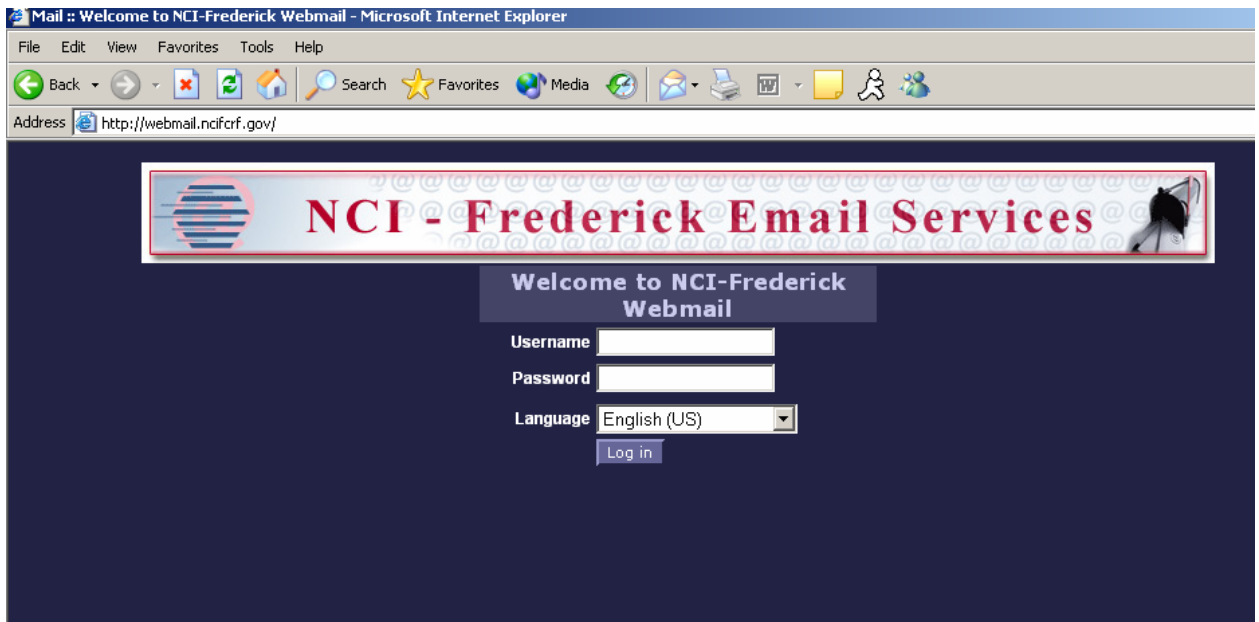
If JavaScript is not enabled, some NCI-Frederick application features may not work. Cascading Style Sheets are used for formatting and coloring the pages. It is highly recommended that you leave Cascading Style Sheets support enabled in your browser when using NCI-Frederick applications.

Even with supported browsers, you may notice minor variations in appearance depending on which web browser you use; this is normal.

Due to site specific wording, differences between versions of the software, and other such concerns, the actual screens you see may be slightly different from those shown here in this document. However, things should be close enough for you to be able to follow along with this document.

Logging In

All sessions start at the login screen. NCI-Frederick requires a valid login before you can access Webmail.



For new mail accounts, at the login screen, enter your username (login) and password assigned to you by your computer administrator into the appropriate boxes. For existing mail.ncifcrf.gov users, at the login screen, enter your username (login) and password that you currently use on your existing mail program (for example

Eudora Pro or Outlook). You may select your preferred language from the list of available languages here if you wish.

There may also be other options on the login screen, such as specifying servers to connect to, or other server specific details.

Once you've filled in the required fields, click the **Log in** button to log in.

The Summary Page

After logging in, you'll be presented with your chosen initial page. By default, this is a summary page which provides a quick summary of all your important NCI-Frederick application information. For example, it might show how many new email messages you have in your INBOX (or other folders you select), upcoming events on your calendar, tasks from your tasks lists, headlines from selected news services, current weather, and stock quotes, and so on.

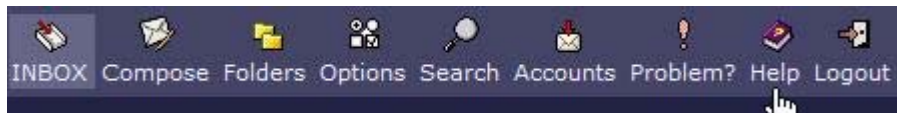
Many summary page items also have quick shortcut icons which allow you quickly access common functions without having to go to the specific application first. For example, there may be such shortcut icons to compose a new mail message, create a new calendar event, task or memo, etc.

The contents of the summary page are customizable via the Options settings. For example, you can choose which items to include on the summary page as well as in which order they are shown. You can also set a refresh interval for the summary page.


You can change which page is your initial page at login, for example setting your initial page to be your email or calendar. However, most people find the summary page useful once they have customized it to their interests.

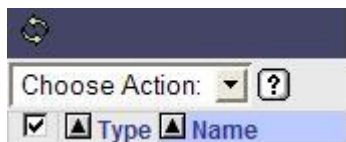
Getting Help

NCI-Frederick uses a simple help system to provide general as well as context sensitive help. Most pages will have a help icon in the menu bar at the top of the page. For example, the email application menu bar might look like the following.



Clicking on the help icon will create a window showing all the available help topics for the current application. The window is laid out very simply, with *List Help Topics* located in the upper left corner of the window, and *Close Help* in the upper right corner. *List Help Topics* allows you to view all the available topics. Clicking on a topic heading in the list will show the help information for that topic.



In addition to the help icon in the application menu bar, there may also be small help icons within the pages for context sensitive help. These icons look like small  question marks inside a box and are located adjacent to the object they provide help on, as shown below.



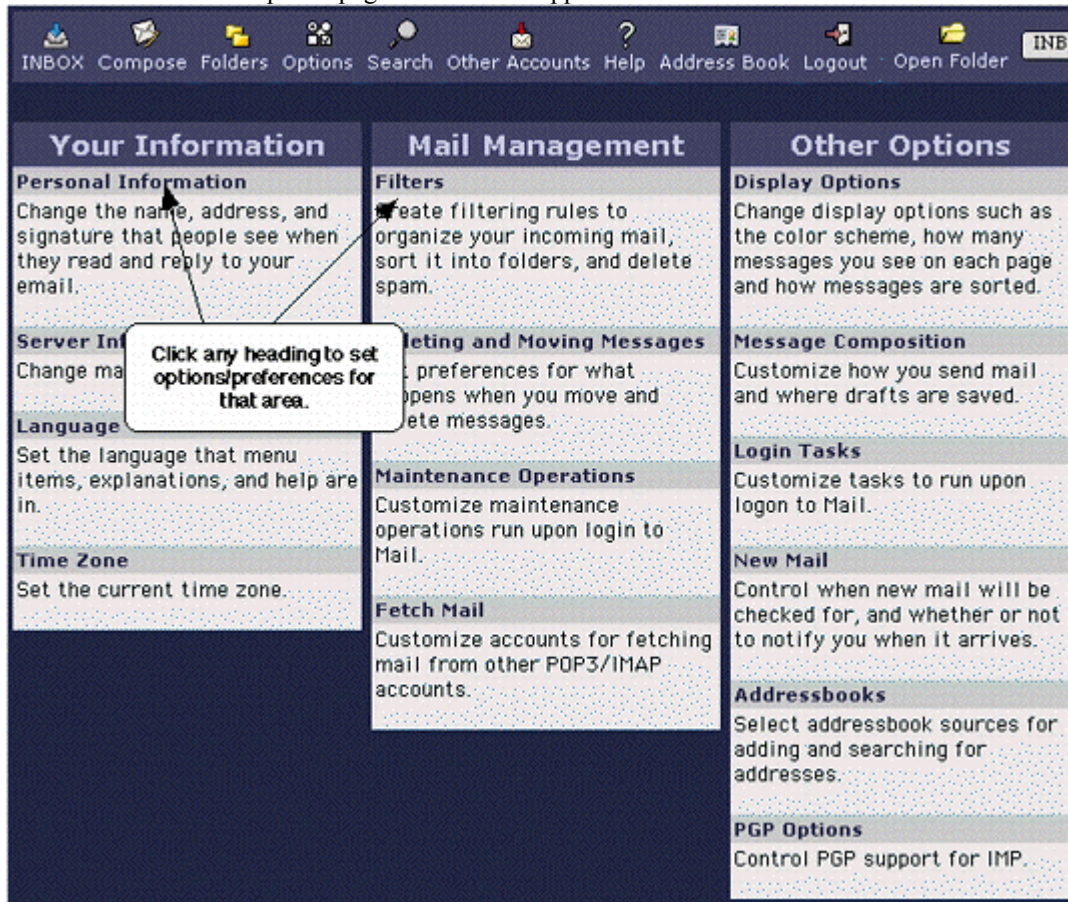
Clicking on one of these icons will take you to the same help file as the help icon in the menu bar, but it will take you directly to a specific help topic rather than an index of the available topics.

Setting Options (Preferences)

You can set a number of options -- or preferences -- in NCI-Frederick to customize how NCI-Frederick applications look or act. There are both global options, set in the NCI-Frederick options menu, which apply to all NCI-Frederick applications, as well as application specific options which apply only to an individual application.

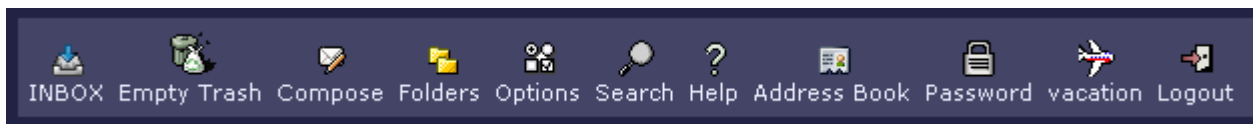
To modify your preferences, click on the  **Options** icon in the top menu bar. An Options menu for that application will be displayed. For global options, use the  **Options** icon on the NCI-Frederick summary page.

Once in an options page, click on an option heading to change the options for that section. For example, the following shows what the options page for the email application looks like.




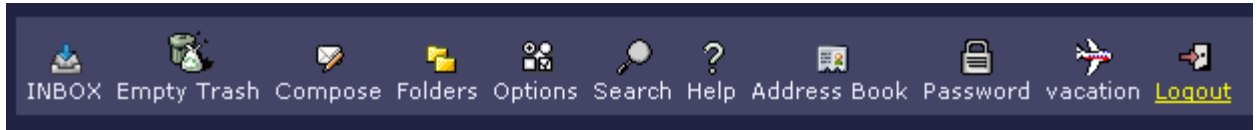
The Application Navigation Bar

At the bottom of the web page is the application navigation bar. Click on the icons on the navigation bar to switch between the NCI-Frederick applications.



Logging Out

To protect your email messages, you should always log out when you are finished using the NCI-Frederick applications. This is especially true if your web browser will be left running. To log out, click on the  **Logout** icon located near the bottom right corner of the browser window.



If your login session is idle for a long period of time, you may encounter a session timeout which logs you out. This is a security feature which may help protect you if you forget to log out. However, you should not depend on this mechanism to log you out. You should always log out when you are finished.

For extra security, especially when using public or shared machines, it is a good idea to exit your browser completely after you log out.

Chapter 2. Mail Basics

Introduction

Email is used to send and receive electronic messages to and from people all over the world. It is a fast and effective means of communicating in the written form. Email is convenient as the sender and recipient(s) need not be using their computers at the same time -- recipients may choose to access the messages at any time which is convenient to them.

Webmail is the NCI-Frederick email application. It provides a full-featured, robust email system which can be accessed from almost anywhere you have access to the web. It supports most standard email client operations such as multiple accounts, multiple folders, attachments, spell checking, and address book support.

Due to the size and complexity of the Mail email application, we've broken the material up into two separate chapters.

Mail Basics

The basic functionality you need to get started. Covers how to use Mail, how to read and send email, how to print messages, how to delete messages, and how to work with draft messages.

Mail Intermediate Features

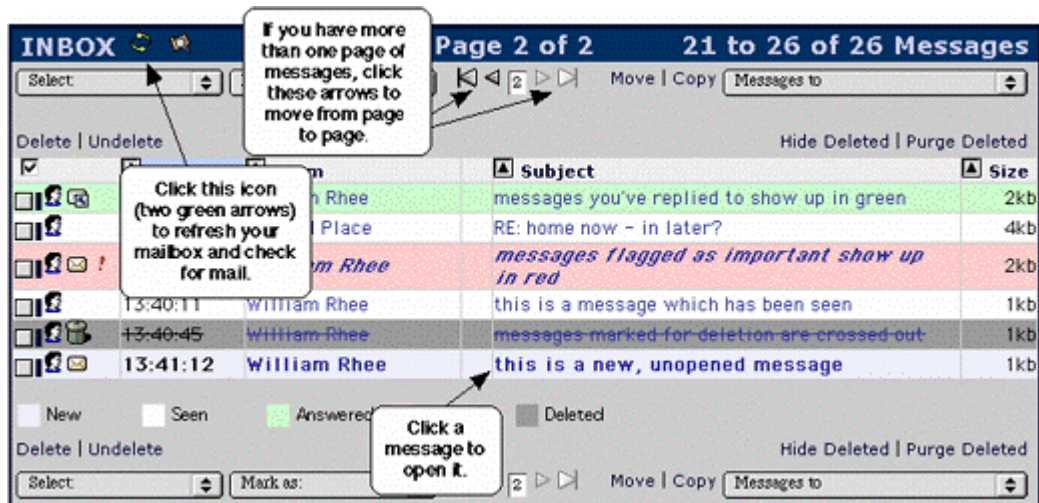
This section covers more advanced functionality you may wish to use after you get used to using Mail, or if you are already an experienced email user.

Topics covered here include more advanced deleting of messages, searching, attachments, folders, mail filters, viewing message headers and message source, and signature files.

The Folder View

The Folder View

When you first enter Mail, the contents of your INBOX will be displayed. (You will see this same "folder view" of Mail for every email folder you open.) If a folder has more than one page of email messages, it will open to the first page that contains a message you haven't read yet. You can use the navigation arrows at the top-center of the list to move from page to page.



Sorting Messages in the Folder



You can sort your messages by date, whom they are from, size, subject, and thread. Click the heading (for example, "Date" or "Subject") by which you wish to sort; the heading will change color to indicate the current sort order. You can reverse the sorting direction using the triangle icons (▲ and ▼) next to the heading (for example, to show newest messages first instead of oldest, when sorting by date).





Sometimes you may get several messages which are replies to a previous message. A string of successive replies to the same original message forms what is called a thread. It is often useful to view messages via such a threaded view, so that you can read (or skip) all the messages of each subject in sequence. This is especially useful if you want to reply to a message, as threading lets you easily check if someone else has already replied with the same information.

You can also change some default sorting options using the Mail *Options* menu.

Messages Flags

Message flags at the left side of the screen provide information about each message. In addition, messages are color coded to indicate their status. The colors may be changed via different themes which are available, but don't worry as there is a color legend at the bottom of the message list to help you identify the meaning of colors. The table below explains the most common message flags, and shows the default color scheme for messages.

Message Flag	Message Color Bar	What It Means
	blue	Unseen (new) message: one that you have not yet opened and read.
(no flag)	white	Seen message: one that you have opened at least once.
	green	Answered message: one that you have replied to.


Message Flag	Message Color Bar	What It Means
	pink	Important message: one that you have flagged as important.
	dark gray	Deleted message: one that you have marked for deletion.
		Personal: the message was addressed to you as an individual rather than to you as a member of a mail group.
		Draft message: one that you have saved to work on and send later.

How to set message flags

1. Select a message by clicking the checkbox to its left.
2. Select the message flag you want to use from the **Mark as** pop-up menu.

Checking for New Mail

There are multiple ways to check for new (incoming) mail. Some of these are listed below.

- Click the  **Refresh** icon (two green arrows going in a circle) located at the upper left of the message display.



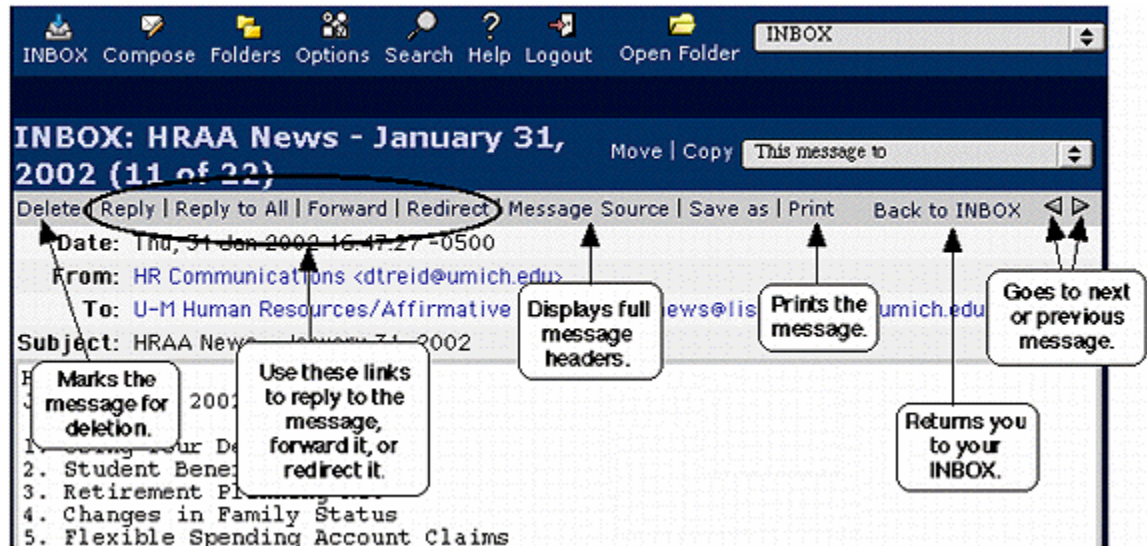
- Click your browser's **Reload** or **Refresh** button.
- Configure the applications options to automatically check for new mail on a regular basis.

Opening a Message

To open (display) a message, click the subject or sender name for the message you want to view. A new window will open containing the details of the message and a text menu of common actions.

Email Messages

The Message View



You can use the navigation arrows at the top right (also duplicated at the bottom right) to move to the previous or next message in the folder. Just to the left of the arrows is a link to return to the Folder View of your INBOX.

Replying to the Message

To reply to the message you're reading, click the *Reply*, *Reply to All* or *Reply to List* link at the top of the message. *Reply* replies only to the person who sent the original message. *Reply to All* replies to the original sender *plus* anyone else who was included in the original message. *Reply to List* appears only if the message is from a compliant mailing list, and using it will reply to the mailing list posting address only.

A new message window will open with the recipients and subject already filled in for you. Optionally, the original message text will be quoted in the body of the message. Enter your message text, and click the **Send Message** button to send the reply. See the following section on "Composing a Message" for more information on how to compose replies.

Forwarding the Message

To forward the message you're reading to another person, click the *Forward* or *Redirect* link at the top of the message. *Forward* sends the message with your email address as the From address (so it will look like it came from you). A new message window will open with the subject already filled in for you. The original message text will be in the body of the message, and you can add additional message text. When ready, click the **Send Message** button to forward the message. See the following section on "Composing a Message" for more information on how to compose forwards.

Redirect simply "bounces" the message to the new person with the original From address intact (so it will look like it came from the original sender). *Redirect* does not allow you to make changes or additions to the message. A new message window will not open; you will simply be prompted for the email address you wish to redirect the message to. Press the **Redirect Message** button when ready to send the message.

Deleting the Message

To delete the message you're reading, click the *Delete* link at the top of the message to mark it for deletion.

Deleting can be configured to work in two different modes -- delete mode and trash mode.

In delete mode, the messages are marked for deletion. Note that they are only marked for deletion, and not physically deleted, until you "purge" your deleted messages. Until purged, they will still appear in message listings, and you can still revisit them and in some cases even "undelete" them. If you don't want to see the deleted messages in your message lists, you can use the *Hide Deleted* link to conceal them from view.

In trash mode, the messages are moved to a trash folder when deleted. Again, they are not actually deleted, only moved to the trash folder, until you empty your trash folder. You can "undelete" them by moving them out of the trash folder and into another folder, if desired. You can manually empty the trash folder, or you can schedule it to be emptied automatically at scheduled times.

Printing a Message



When viewing a message, you can easily print the contents of the message using the *Print* link. You should print the message this way rather than using the browser print function, as the browser's print function will print the entire web page rather than just the message contents.

1. Open the message you want to print.
2. Click the *Print* link in the text menu at the top of the message.
3. The message will open in a new window so you can print it.

Depending on the web browser and operating system you use, your browser's print dialog box may automatically open for you. If it does not, pull down the browser's **File** menu and choose **Print**.

Basic Navigation in Message View

In the text menu at the top and bottom of the message are three navigational links. One link is used to return you to the folder which contains the current message. For example, if you are reading a message from your INBOX, then the link would read *Back to INBOX* and using it would return you to the folder view of your INBOX.

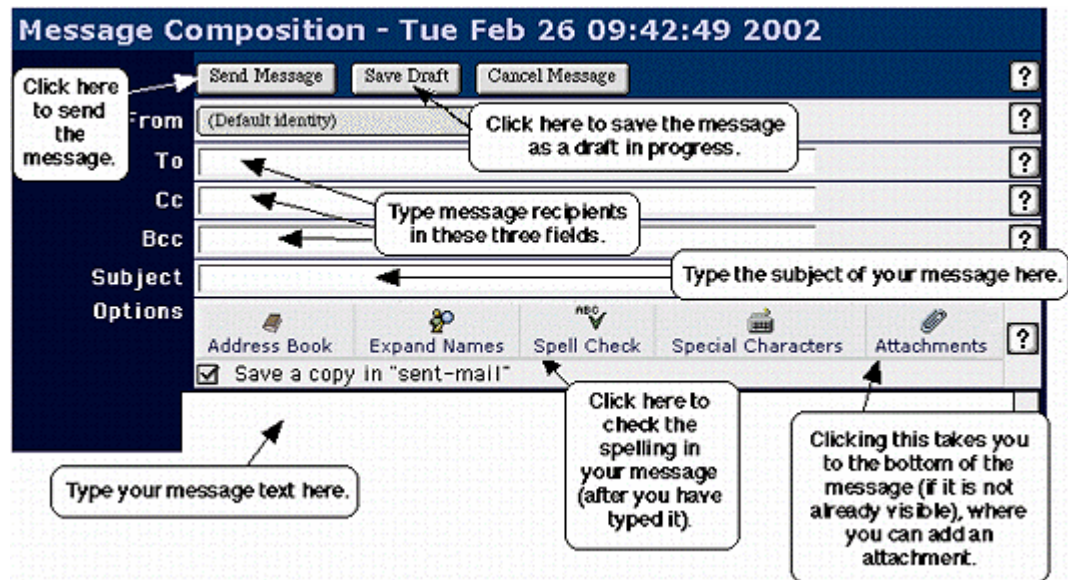
The other two links are small arrow icons. Clicking the  left facing arrow will take you back to the previous message in the current folder. Clicking the  right facing arrow will take forward to the next message in the current folder. What the previous and next messages are will of course depend on the current sorting scheme for the folder.

Composing a Message

Click the Compose menu icon in the top menu bar to open a new message composition window.



A new message composition window will open. Use this window to compose new messages.



At the top of the message composition window are the "header" fields. This is where you set who are sending the message to and what the subject of the message is. If sending to multiple people, separate the addresses with commas (not semi-colons or spaces -- these will not work properly).

Enter the text of your message in the space provided. When finished click on the **Send Message** button.

About the Header Fields

There are several addressing fields which contain email addresses for the message recipients. These fields differ in logical importance and in concealment purposes, but otherwise function the same. The fields are:

To:

The *To:* field specifies direct recipients of the message. These are people to whom the message is directed. All the recipients will see these addresses in the *To:* field of the message.

Cc:

The *Cc:* field specifies recipients who should receive a "carbon copy" of the message. All recipients will see these addresses listed in the *Cc:* field of the message.

Bcc:

The *Bcc:* field specifies recipients who should receive a "blind carbon copy" of the message. This is similar to the *Cc:* field, except that these addresses will not show up in the other recipients' messages. In this way, you can send a copy to someone without the other recipient's knowledge.

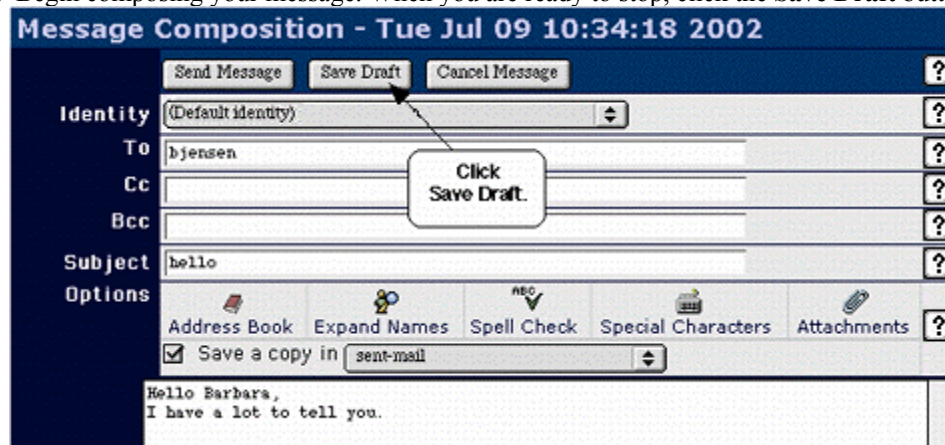
The last header field is the *Subject:* field. While a subject line is not required, a subject line allows the recipient to know what the message is about without having to open and read the message. It also allows for easy recognition, threading, searching or filtering of messages. Good subjects are as short and concise as possible, conveying the contents of the message in as few words as possible.

Saving a Message as a Draft

You can save a message you are composing as a draft, so you can finish and send the message at another time. The message is saved in your *Drafts* folder, ready for you to resume at your convenience.

Tip: If you specify a meaningful subject on messages before you save them as a draft, it will be much easier to find the correct message later when you want to resume it.

1. Begin composing your message. When you are ready to stop, click the **Save Draft** button.

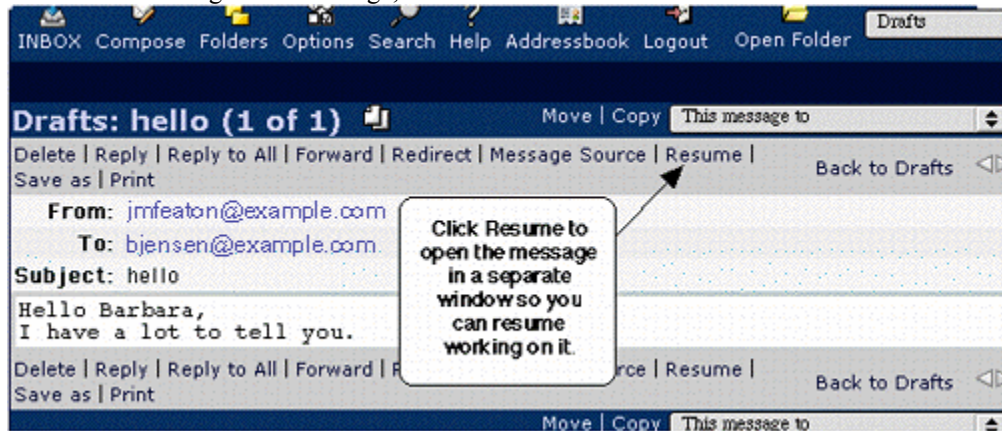


2. From the folders pop-up menu in the upper left corner of the folder view, select the *Drafts* folder.



3. The *Drafts* folder will open. To open the draft message, click its subject or sender.

4. To resume working on the message, click on the **Resume** link.



Chapter 3. Mail Intermediate Features

Deleting Messages

Deleting a message from within the message view

1. Open the message you wish to delete.
2. Click the *Delete* link in the text menu at the top of the message to mark it for deletion. Depending on how your email is configured, the message will either be marked for delete, or moved to your trash folder.
3. To completely remove the message from your mailbox, return to the folder view, and click on the *Purge Deleted* or *Empty Trash* link in the text menu (which one appears depends on your email configuration. It is located on the right-hand side of the window both above and below your list of messages).

Deleting Messages from the Folder View

1. Click the checkbox to the left of each message you wish to delete. You can select as many messages as you want, as long as they are all on the same display page.
2. Click the *Delete* link. (There are *Delete* links at both the top and bottom of the folder view.) The messages will be marked for deletion; they will be either crossed out in the display or moved to your trash folder, depending on your configuration. In either case, they will remain in your mailbox.



3. To completely remove the message from your mailbox, return to the folder view, and click on the *Purge Deleted* or *Empty Trash* link in the text menu (which one appears depends on your email configuration. It is located on the right-hand side of the window both above and below your list of messages).

Tip: You can use the **Select** pop-up menu to select (that is, check the checkbox next to) all the messages flagged a particular way. For example, you can select all the seen messages, all the important messages, or all the "not personal" (directed to you as a group member rather than as an individual) messages.

Searching

You may search for messages from your folders using different search criteria. This provides a quick and easy way to locate messages.

1. Use the **Search** menu icon at the top of the page to bring up the search form.
2. Enter text in any appropriate fields to specify the search criteria. You may search on a single field, or multiple fields. You may leave fields blank if you don't want to search based on that field. For example, if you wish to search for all messages from a particular individual, you would need to fill in the *From* field with that individual's address, but not the *To*, *Cc*, *Subject*, or *Body* fields.
3. Optionally choose the message flag(s) to further refine your search criteria.
4. Optionally choose the folder(s) to search within for your messages.
5. Click on the **Search** button to execute the search.


If any messages matched your search criteria they will be returned in a *Search Results* folder view.

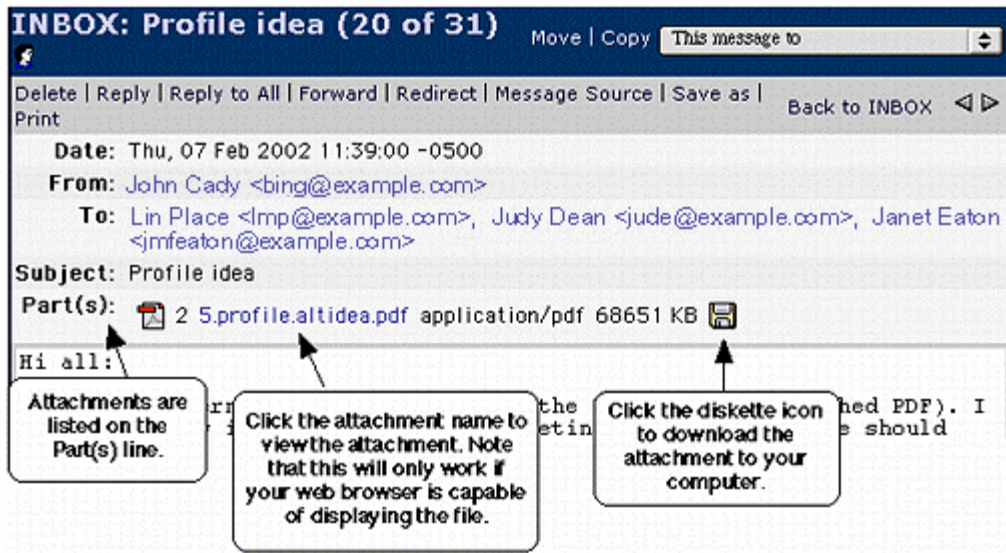
Working with Attachments

Reading Attachments

Messages with attachments may be identified as containing attachments in your INBOX via a paper clip icon when viewing your INBOX.

When viewing a message, attachments are listed on the Part(s) line of a message.

- Click the attachment name to view the attachment from within your web browser. Note that this will only work if your web browser is capable of displaying the file. (For example, most web browsers can display html and jpeg files.) Some versions of some web browsers will download the file instead of displaying it whether they are capable of displaying it or not.
- Click the download icon  to download the attachment file to your computer, where you can use the appropriate application to open and read the file. (For example, if the file is a Microsoft Word file, you can use Word to open the downloaded file.) Some versions of some browsers might display rather than download the file.

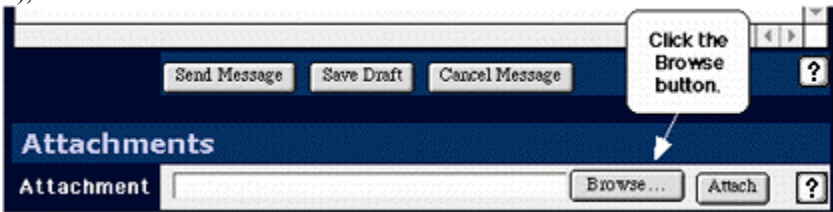


Warning

Attachments may contain viruses. We recommend that you not download or open unsolicited attachments. Also, we recommend that you keep up-to-date antivirus software installed on your computer.

Sending Attachments

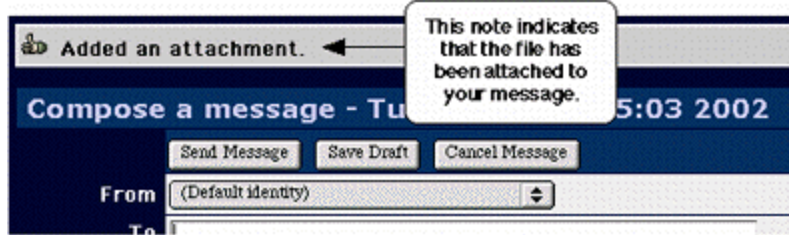
1. Compose your message as you normally do.
2. In the *Attachments* section at the very bottom of the message (you may need to scroll down to see it), click the **Browse** button.



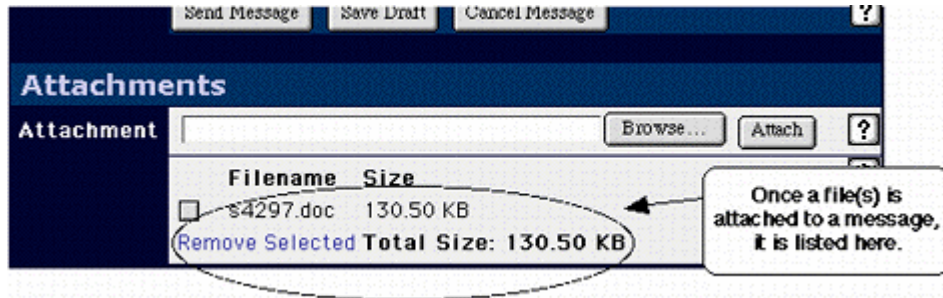
3. Navigate among your files, select the file you want to attach, and click **Open**. The file pathname (if you use a Windows or unix computer) or the file name (if you use a Macintosh computer) will be listed in the *Attachments* field.
4. Click **Attach**.



5. At the very top of the web page, look for confirmation that the file has been attached successfully:

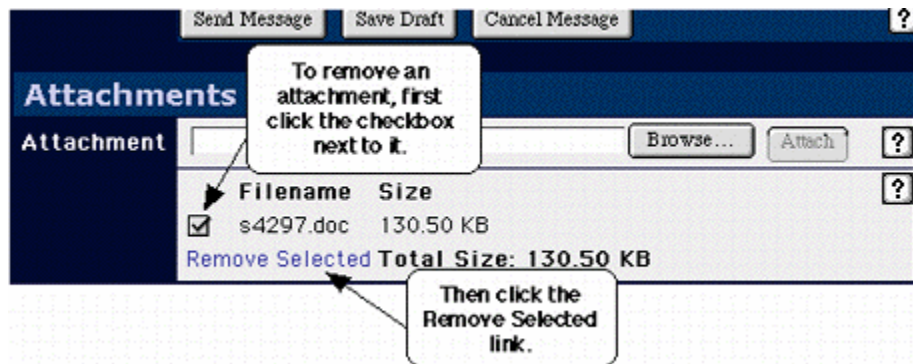


Also, the attachment will be listed below the **Attachment** field at the bottom of the message.



6. Repeat Steps 2-5 to add more attachments.

To remove an attachment, first select it by clicking the checkbox next to it, and then click the **Remove Selected** link.



Using Mail Folders

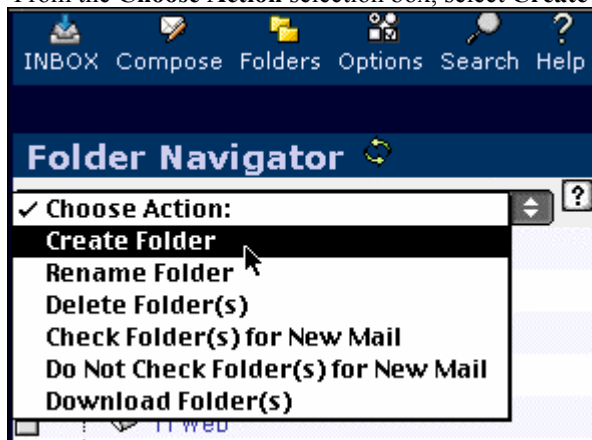
Your incoming mail goes to your INBOX. You can keep all your mail there, or you can create additional folders to organize your mail. Because the folders you create with the NCI-Frederick are stored on your mail server, they are also available to you if you use another folder-capable mail client like Pine, Eudora or Outlook.

Create a New Folder

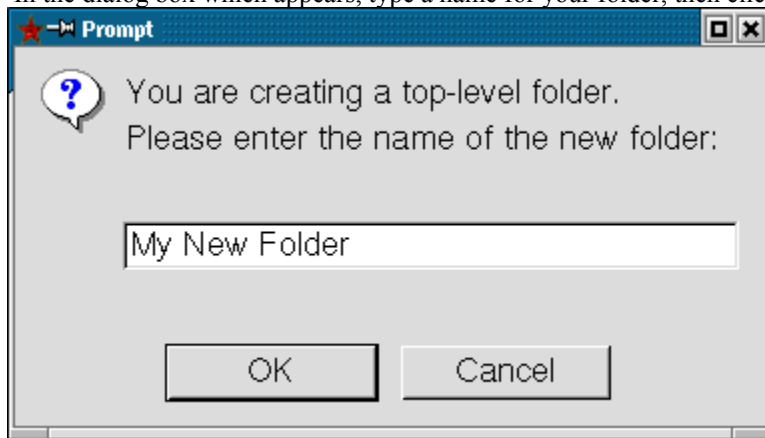
1. Click the **Folders** icon in the icon bar at the top of the window.



- From the **Choose Action** selection box, select **Create Folder**.



- In the dialog box which appears, type a name for your folder, then click **OK**.



The new folder will be created and added to your list of folders.

Delete a Folder

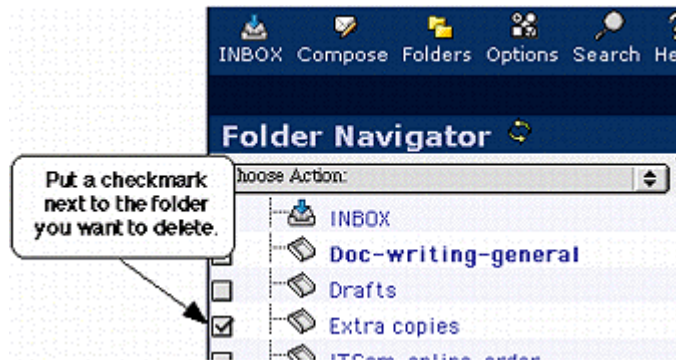
Warning

When you delete a folder, you delete the folder and all the messages inside it. Once the contents of a folder are deleted, they cannot be retrieved.

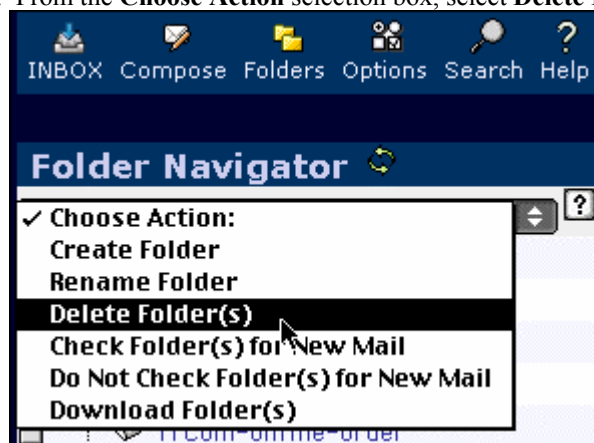
- Click the **Folders** icon in the icon bar at the top of the window.



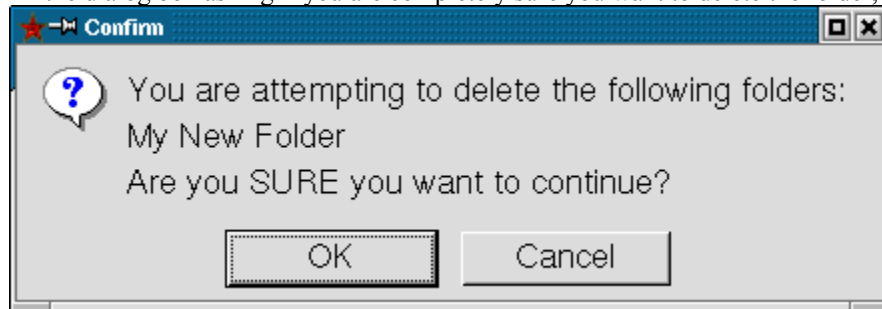
2. Click the checkbox next to the name of the folder(s) you want to delete. You can select more than one folder.



3. From the **Choose Action** selection box, select **Delete Folder(s)**.



4. In the dialog box asking if you are completely sure you want to delete the folder, click **OK**.



The folder, and everything inside it, will be deleted.

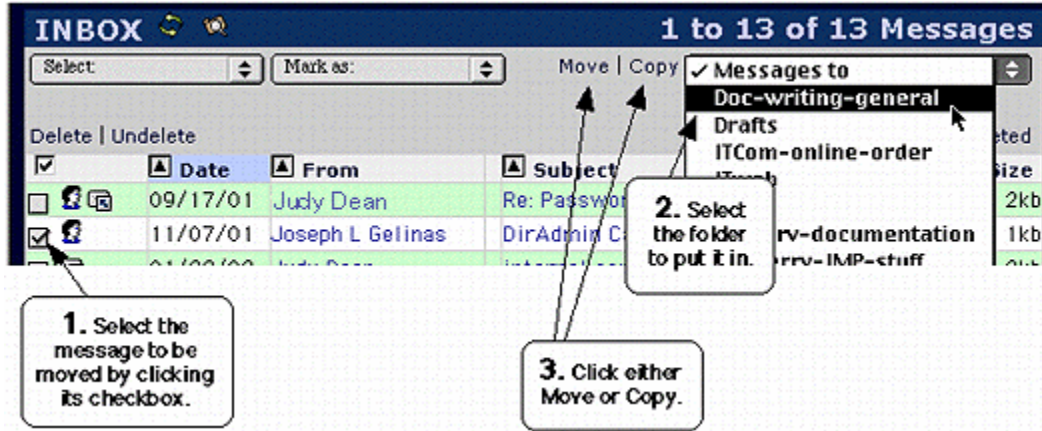
To Move a Message to a Folder

From Your INBOX (or Another Folder)

1. Check the checkbox next to the message that you want to move.
2. From the **Move|Copy** pop-up menu, select the folder to which you want to move the message.

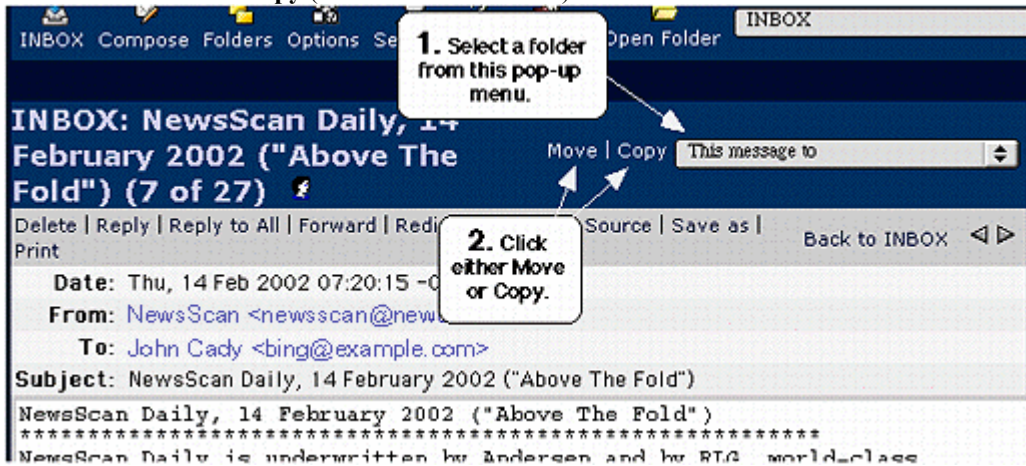
3. Click either **Move** or **Copy** (to the left of that menu).

- **Move.** Moves a copy of the message to the folder you selected and marks the copy in the current folder for deletion.
- **Copy.** Copies the message to the folder you selected, leaving a copy in the current folder.



From Within the Message

1. From the **Move|Copy** pop-up menu, select the folder to which you want to move the message.
2. Click either **Move** or **Copy** (to the left of that menu).



Caution

All your mailboxes are stored on the mail servers. Moving a message from one mailbox to another will not reduce the amount of space you are using or keep you from going over quota if your mailbox is full. (See the Section called *Your E-Mail Quota*)

To open a folder

From the **Folders** pop-up menu (in the upper right corner of the page), select the folder you want to open. In most browsers, that folder will open as soon as it is selected. If it doesn't open automatically, click on the **Open Folder** icon next to the selection list.



Mail Filters

You can filter your mail by automatically deleting or filing messages with certain characteristics which you specify. You do this by defining filter rules (for example, deleting all messages from a particular address) and then specifying when to apply those rules (for example, every time your INBOX is refreshed).

Why Use Filters?

- **To organize your incoming mail:**
 - You might, for, example, have all the mail from a listserv that you subscribe to filed in a folder. You can then review those messages at your leisure without them cluttering up your INBOX.
 - You might, for example, have all the mail from one of your professors filed in a folder for easy reference.
- **To reduce your exposure to SPAM**
 - You might, for example, have all the mail with the word "advertisement" deleted.
 - You might, for example, have all the mail from a particular SPAM sender deleted.

NOTE: If you set a filter to delete certain mail, that mail will be marked for deletion, but will remain in your mailbox until you purge deleted messages.

Warning

Define your filter rules carefully to avoid inadvertently deleting or misfiling important mail.

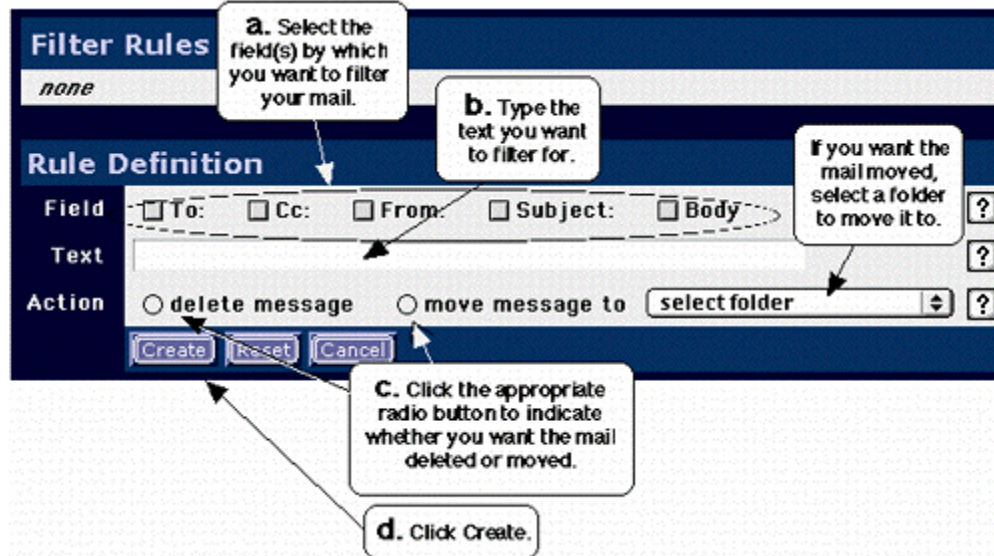
Defining Filter Rules

1. In the icon bar at the top of any page, click **Options**.
2. In the **Mail Management** column, click **Filters**.

3. Click **Edit my filter rules**.

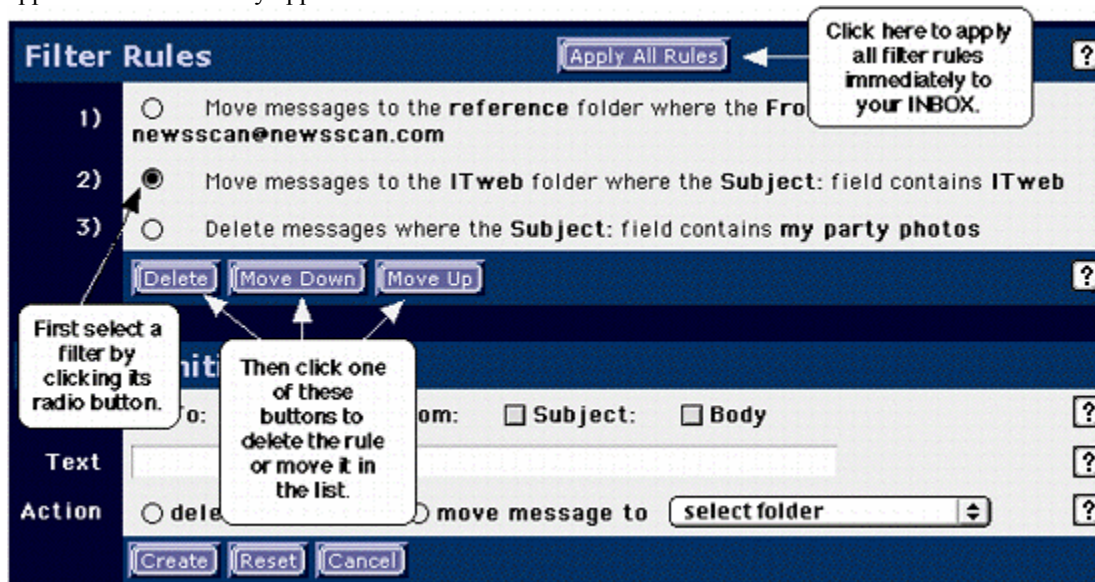


4. Specify how you want your filter rule to work.



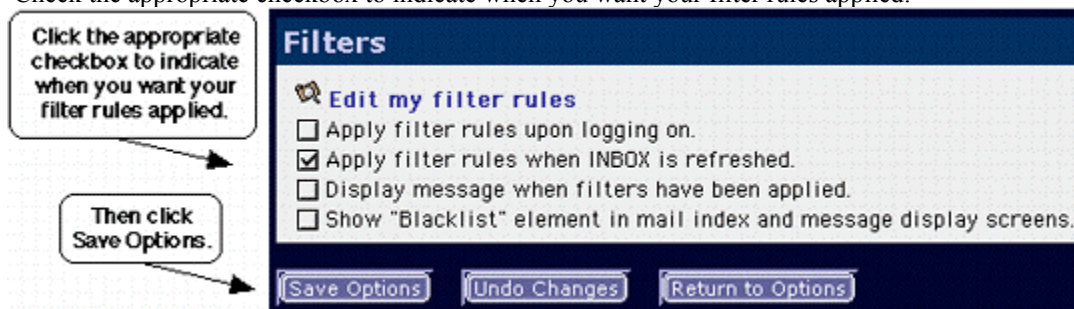
- a. Check the checkbox(es) next to the field names you want to filter by. If for example, you want to filter mail from a particular sender, check the **From** checkbox.
 - b. In the **Text** field, type the text by which you want to filter. This might be an mail address, a word, a name, or a phrase.
 - c. Click either the **delete message** or **move message to** radio button, depending on what you want to happen to the filtered mail. If you want the messages moved to a folder, select that folder from the **select folder** pop-up list.
 - d. Click the **Create** button.
5. Repeat Step 4 to create more filter rules if you wish.

- Specify the order in which you want the filters applied by ordering the list of filter rules. Filters are applied in the order they appear in the list.



Specifying When to Apply Filters

- In the icon bar at the top of any page, click **Options**.
- In the **Mail Management** column, click **Filters**.
- Check the appropriate checkbox to indicate when you want your filter rules applied.



- Click **Save Options**.

Applying Filters Shortcut

To apply your filters at any time while reading your mail, click on the **Apply Filters** icon at the top of your folder view.



View Message Headers and Message Source

Viewing Message Headers or Mailing List Information

1. Open the message whose full headers you want to see.
2. Click the *Show All Headers* or *Show Mailing List Information* link at the top of the message.

The message view will refresh, with the additional headers shown. The links will change to allow you to hide, rather than show, the additional headers.

Viewing Full Message Source and Headers

1. Open the message whose full headers you want to see.
2. Click the *Message Source* link in the text menu at the top of the message.

A new window, with the full message and headers in it, will open.

Creating and Using a Signature File

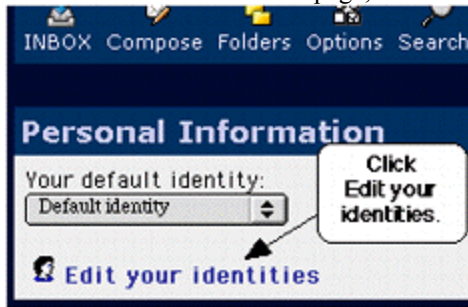
A signature file contains text which is automatically added to your messages you compose, usually at the bottom (but the position is configurable). They are often used to provide additional information about you such as full name, job title, contact information, or just about any other desirable information.

Warning

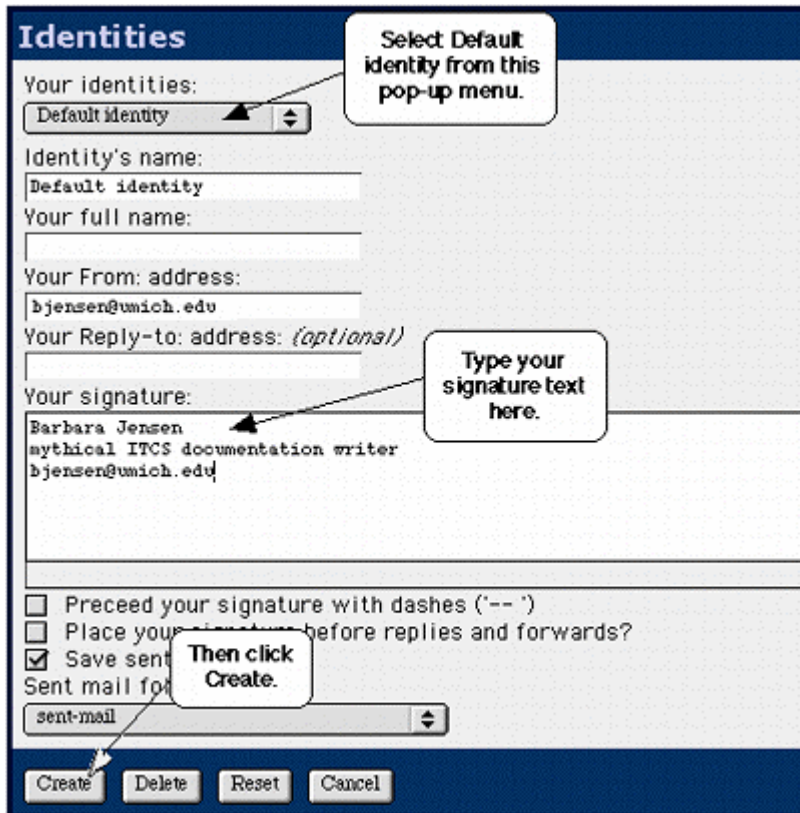
Do not include personal information in your signature which may endanger your safety or privacy. Including information such as your sex, name, home address and phone number can lead to harassment, stalking, or even in rare cases even endanger your safety.

1. In the icon bar at the top of any mail page, click on the **Options** icon.
2. In the **Your Information** column, click **Personal Information**.

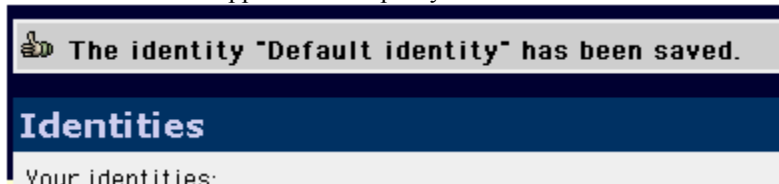
3. On the **Personal Information** page, click **Edit your identities**.



4. Select **Default identity** from the **Your identities** pop-up menu, type your signature text, and click the **Create** button.



5. Confirmation that the change you have made to your default identity -- adding a signature file -- has been made will appear at the top of your window.



You may test your signature by sending a message to yourself. If you aren't happy with the result, use the above instructions again to edit it as necessary. Note that you can not guarantee that everyone will see your signature as you intend if you make it complex or highly formatted. The reader's mail client formatting and fonts may be different than yours, or they may use special equipment (such as screen readers or Braille printers for the blind) to access their mail. It is best to keep your signatures as simple as possible to ensure others will be able to read them properly.

Your E-Mail Quota

Many accounts have a disk quota -- how much disk space you can use to store your files (including email folders) in your account. If you use more than this space, you are said to have "gone over" or "exceeded" your quota. If that happens, various things may not work correctly, or you may not see new mail messages until you return to within your quota allocation.

It is important to monitor your quota and make sure you do not exceed it for proper functioning of your account and protection of your files.

Chapter 4. The Address Book

Introduction

The address book functions like an address book, phone book and Rolodex, allowing you to store or retrieve contact information in a convenient manor, and integrated into the other NCI-Frederick applications.

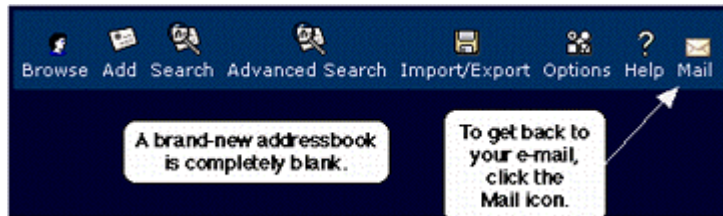
The address book lets you maintain your own private address book, as well as letting you access some public internet directories. You may find the address book useful to send email to people who have long or complex email addresses (by setting nicknames which you can then use as short cuts for their addresses) or to make distribution lists for groups of addresses. It can also be used to store other information about your contacts.

Opening your address book

1. In the icon bar near the bottom of the browser window, click the **Address book** icon.



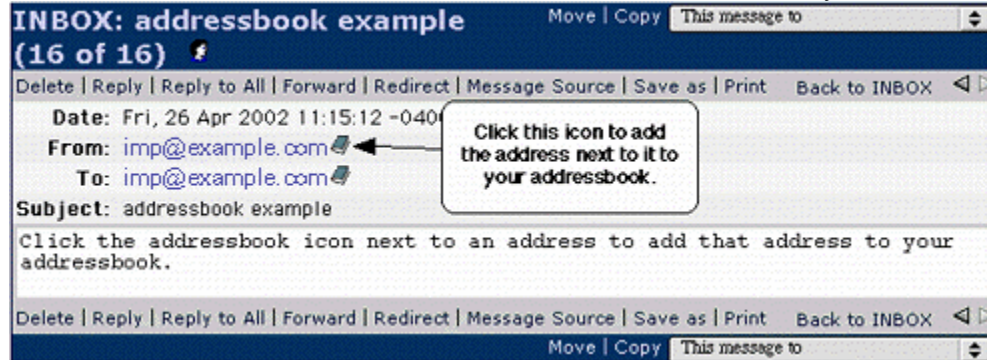
2. Your address book will open. If you have not yet added any entries to your address book, the page will be blank.



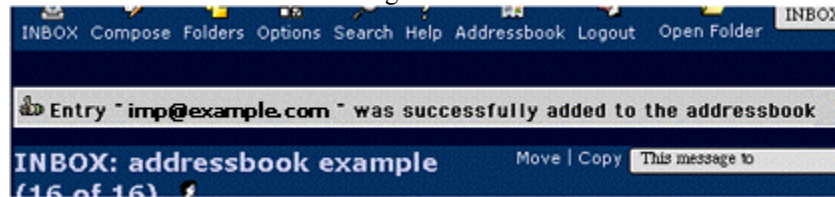
Adding people to your address book

From within an mail message:

1. Click the **Address Book** icon next to an mail address to add that address to your address book.



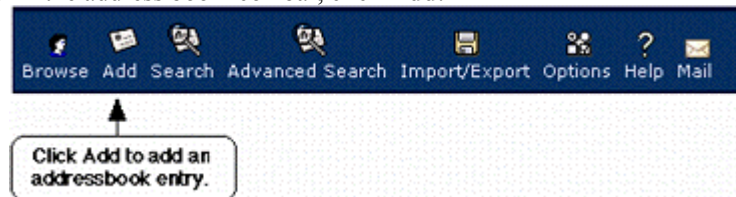
2. You will see a confirmation message that the address has been added.



If you want to add information, such as a nickname or postal address, to the new address book entry, you can edit the entry. Only the available information, such as mail address and possibly name, will be added for now.

From the address book:

1. Open your address book by clicking the **Address Book** icon in the icon bar near the bottom of your browser window.
2. In the address book icon bar, click **Add**.



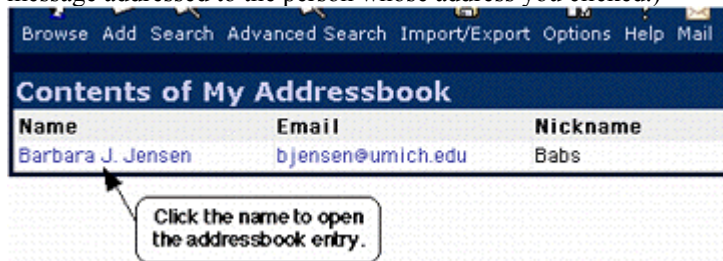
3. Enter the contact information for your entry.



The new entry will be added to your address book.

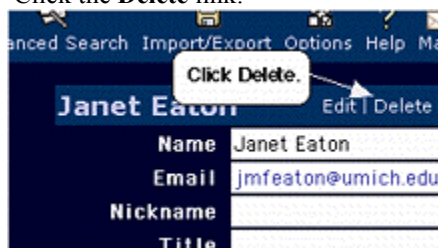
Opening an address book entry

1. Open your address book.
2. Open an entry by clicking the person's name. (Do not click the mail address; that will open a new message addressed to the person whose address you clicked.)



Deleting people from your address book

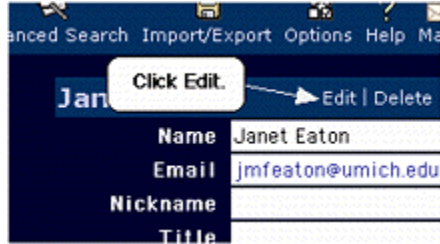
1. Open the address book entry that you want to delete.
2. Click the **Delete** link.



The entry will be deleted, and you will be returned to your address book.

Editing address book entries

1. Open the address book entry that you want to edit.
2. Click the **Edit** link.



3. Make whatever changes you want to the entry.
4. Click the **Save** button to save your changes.

Importing other address books

If you already have information stored in another address book which you want to use with the NCI-Frederick applications, you (probably) don't have to re-enter all your information. Instead you can import address books from other software into NCI-Frederick in various formats.

Not all address books formats can be imported. But it supports most common formats, including Pine, CSV (comma-delimited), vCard, and others.

To import addresses, you must first get a copy of the address book you want to import onto your local computer. Many mail and address book programs have an export function to create such a file.



Warning

Any duplicates in the imported data will be imported again as a new card. Please check your imported data for duplicates!

Importing from Microsoft Outlook

In order to import from Microsoft® Outlook™, you should have exported your address book using Outlook™'s *Import and Export* function, and exported to a comma delimited (CSV) formatted file. Use the default settings for each step of the export. Call the resulting file *addressbook.csv*, and place it in a known location (e.g. on your Desktop.)

After the file *addressbook.csv* has been created, return to Horde and do the following:

1. Press  *Addressbook*
2. Press  *Import/Export*
3. Select *Outlook* from the *Select the format to import from:* menu

4. Select the address book you wish to import into. You can always import into *My Addressbook*. You can only import into a shared address book that you have permission to access. This is dependent on the installation. Please contact your administrator if you need assistance.
5. Press **Browse** and locate your addressbook.csv file you created in Outlook. Once you've found it, press ok, and it will be selected to be imported.

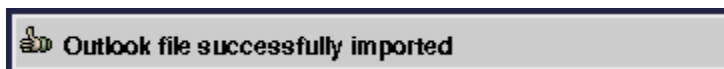
Important: You can only select one address book at a time to be imported.

6. After selecting the comma-delimited file, press the **Import** button to read the file into memory.
7. The **Map Import Fields** panel will appear so you can fine-tune the import settings. Outlook has a default field order that is taken care of by the *Outlook* import option, so changes to this panel usually aren't necessary.

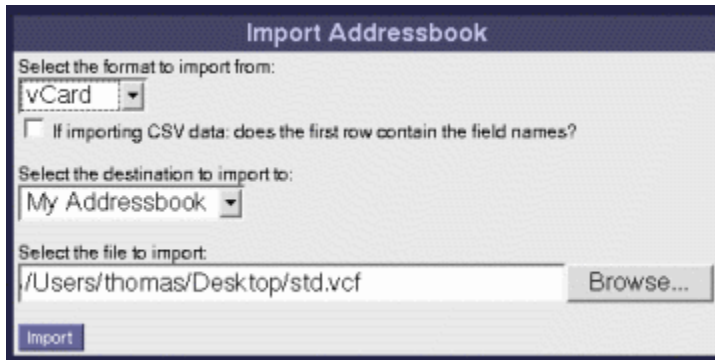


Scroll down and press the **Import** to import the address book.

8. Press the  **Browse** button to see your address book, including your newly imported entries.







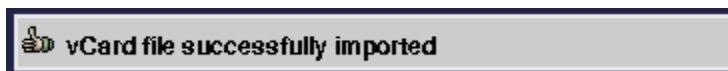
Importing vCards




When *vCard* is selected from the *Select the format to import from:* menu, you can import vCard format files most commonly found in e-mail attachments. These files typically have the filename extension *.vcf* and are not comma delimited files.

Importing a vCard from an email attachment.



1. While reading a message that has a vCard attachment, click on the  icon which downloads the file to your machine. Save it to a known location, for example to your desktop.
2. Select the  *Addressbook*.
3. Select  **Import/Export**, and go to the *Import Panel*.
4. Select *vCard* from the *Select the format to import from:* menu.
5. Select *My Addressbook* from the *Select the destination to import to:* menu.
6. Click the **Browse** button in the *Select the file to import:*
7. Select the vCard file you saved, and press *OK*.
8. No other options need to be set. Press *Import*.
9. Press  *Browse* to see the new address book entry listed in your address book.



Importing from another Horde Addressbook.

With the *CSV* option in the *Select the format to import from:* menu, you can directly import files exported with the *Export* panel in the  *Import/Export* menu.

The below procedure shows how to import a CSV file exported from *My Addressbook*

1. Select the  *Addressbook*.
2. Select  *Import/Export*, and go to the *Import Panel*.
3. Select *CSV* from the *Select the format to import from:* menu.

4. Select the address book you wish to import into. You can always import into *My Addressbook*. You can only import into a shared address book that you have permission to access. This is dependent on the installation. Please contact your administrator if you need assistance.
5. Press **Browse** and locate your addressbook.csv file you created in Outlook. Once you've found it, press ok, and it will be selected to be imported.

Important: You can only select one address book at a time to be imported.

6. After selecting the comma-delimited file, press the **Import** button to read the file into memory.
7. The *Map Import Fields* panel will appear so you can fine-tune the import settings. Outlook has a default field order that is taken care of by the *Outlook* import option, so changes to this panel usually aren't necessary.



Scroll down and press *Import* to import the address book.

8. Press the  *Browse* button to see your address book, including your newly imported entries.

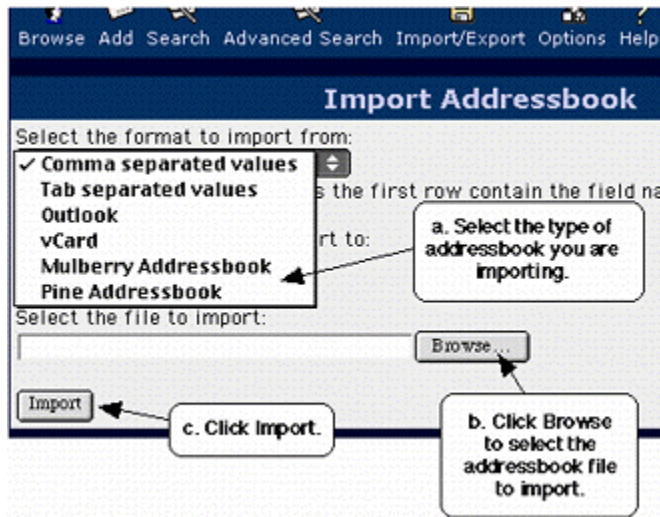
Importing Pine Address books

1. Open your address book.

- In the address book icon bar at the top of the page, click the **Import/Export** icon.



- Import your address book:
 - From the **Select the format to import from** menu, select **Pine Address Book**.
 - Click the **Browse** button to navigate among the files on your computer to find your pine address book file. Select it.
 - Click **Import**.



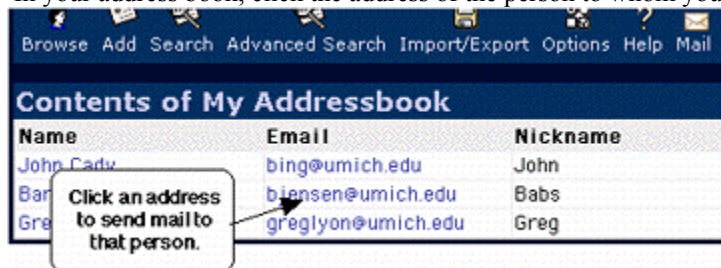
The entries will be added to your address book.

Note: Some complex addresses (distribution lists, etc) may not import correctly.

Sending a message to someone in your address book

From the address book

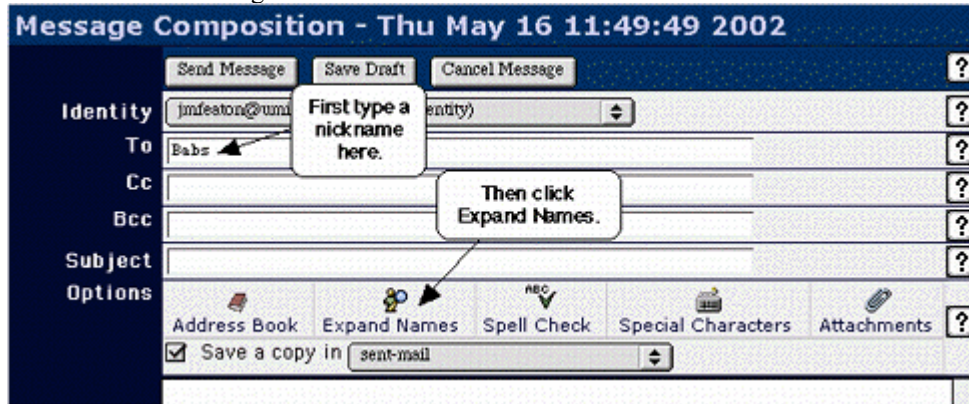
- In your address book, click the address of the person to whom you want to send mail.



2. The **Message Composition** window will open, with the **To** field already filled in for you. Write your message and send it as usual.

Using Nicknames While composing a message

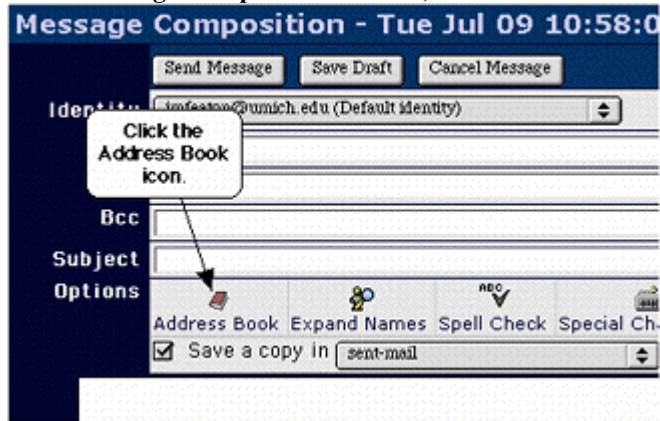
1. Type the nickname(s) into the appropriate fields, then click the **Expand Names** tab to expand the nickname into matching address or addresses.



2. If multiple matching names are found, a list of them is returned. Select the correct name from the list.

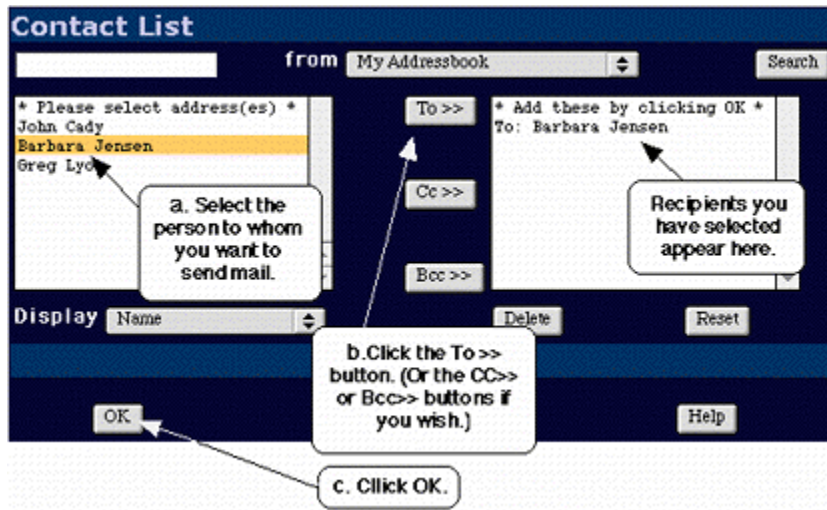
Address Book Interface While composing a message

1. In the **Message Composition** window, click the **Address Book** icon.



2. In the **Contact List** window,
 - a. Select the person(s) to whom you want to send mail from the list on the left side of the window.
 - b. Click the **To>>** button to enter the selected address(es) in the **To** field of your message. (Click **Cc>>** to enter the address(es) in the **Cc** field, and the **Bcc>>** button to enter them in the **Bcc** field. "Cc" stands for "carbon copy" and "Bcc" stands for "blind carbon copy.")

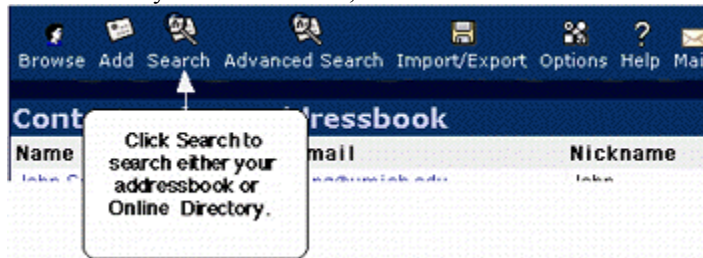
c. Click **Ok**.



You will be returned to the Message Composition window, with the addresses filled in.

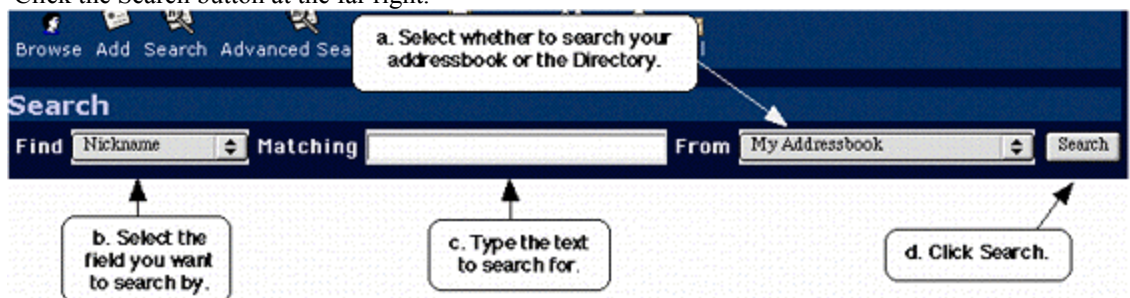
Searching in address books

1. From within your address book, click **Search**.



2. Select and enter your search criteria:

- a. From the **From** menu on the right, select whether you want to search your address book or some other address book such as a public directory.
- b. From the **Find** menu, select whether you want to search by name, nickname, or mail address.
- c. In the **Matching** field, type the text you want to search for.
- d. Click the Search button at the far right.

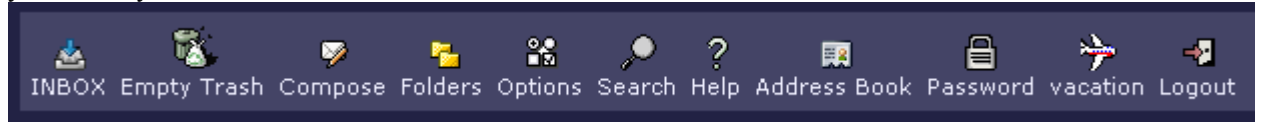


Your search results will be displayed.

Chapter 5. Vacation

Introduction

The Vacation feature allows you to create, enable, and disable a message to allow people to know when you are away from the office.



Vacation

The Vacation application allows you to manage mail "vacation notices" or "auto-responders."

Once you set a vacation notice, the system will automatically reply to any incoming mail you receive. This can be useful while you are away or unable to attend to your mail -- for example while on vacation or out of town on business. It could be used as a courtesy to let others know why you are not answering their mail to you.

Enabling a vacation notice

Check the **Set/Install** checkbox to indicate that you desire to create a vacation notice.

Note: If there is an existing vacation or forwards setup, it will be replaced by the new vacation setup you create here!

There is a large message composition window in the middle for you to compose your vacation message. This is the message that will be sent to others. A sample message is there, as seen below, which you can edit to your needs.

Mail Logout Help

Change Vacation Notices

A vacation notice will automatically reply to any incoming mail you receive while you are away or unable to attend to your e-mail -- for example while on vacation or out of town on business. It could be used as a courtesy to let others know why you are not answering their e-mail to you. This form lets you install or remove a vacation notice for your e-mail account. You should edit the default message to meet your needs.

Set/install vacation notice
 Unset/remove vacation notice

Message:

```
Subject: On vacation message
I'm on vacation and will not be reading my mail for a while.
Your mail will be dealt with when I return.
```

Alias address to also forward (optional): ?

For your protection and safety, you must identify yourself with your login password to verify this change. Then submit the form so that your vacation notice can be updated.

Your password:

The vacation message may include mail headers, and should include at least a Subject: header. It should NOT, however, contain a To: header as that will be generated automatically). If the string \$SUBJECT appears in the message, it will be replaced with the original subject line of the original message when the reply is sent.

When ready to submit the vacation notice, enter your password into the password box, and press the **Submit** button. At the top of the new page, there will be a message letting you know if the new vacation notice was set or not.

Disabling a vacation notice

When the vacation notice is no longer needed, you can disable it by checking the **Unset/Remove** checkbox; enter your password in the password box, and submitting the form. At the top of the new page, there will be a message letting you know if the new vacation notice was set or not. Removing the setup stops any further vacation notices from being sent.

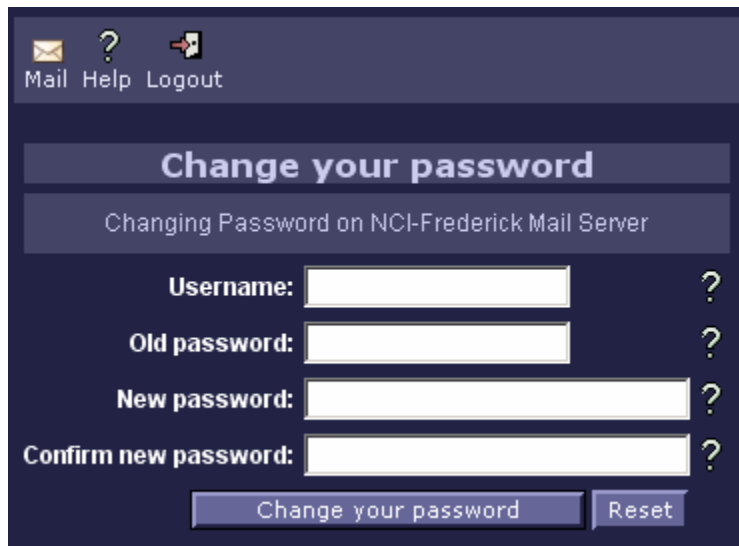
Chapter 6. Passwords

Introduction

The password feature allows you to change your existing password.

Password

When you select the option to change your password, you will be presented with a screen with three fields similar to this.



The screenshot shows a web interface for changing a password. At the top, there are navigation links: 'Mail', 'Help', and 'Logout'. Below this is a header section with the title 'Change your password' and a subtitle 'Changing Password on NCI-Frederick Mail Server'. The main form contains four input fields: 'Username:', 'Old password:', 'New password:', and 'Confirm new password:'. Each field has a question mark icon to its right. At the bottom of the form are two buttons: 'Change your password' and 'Reset'.

The first field is asking for your current (old) password -- the one with which you logged in with for the current session. The next field is for the new password -- what you want the password changed to. The third field is a repeat of the second field -- you must enter the new password here a second time. Since the password is not displayed as you type it, forcing you to type it twice helps to insure that you entered it correctly, and helps prevent you from being locked out of your account due to a typing mistake. Once you have filled in all three forms, press the button to submit the password change request. You will then be told if the password change was successful or not.

After you change your password, NCI-Frederick functions will no longer work. You will need to log out, and then log in again, to resume using the NCI-Frederick webmail application.