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SquirrelMail

Prerequisites

SquirrelMail is your e-mail system. It has a very easy to use interface and you can customise its functions and appearance to suit your needs.

Launch and login

Launch SquirrelMail

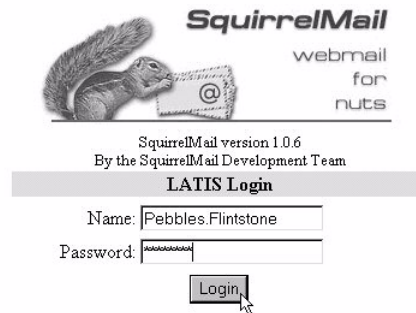
Launch SquirrelMail by double clicking the Check E-mail icon on your desktop. Your browser (Internet Explorer) will load and you will see the SquirrelMail login box.

Login to SquirrelMail

Each user logs on to SquirrelMail with a user id and password.

- NB: user ids and passwords are case sensitive so if your password starts with a capital letter, you must enter it with a capital letter

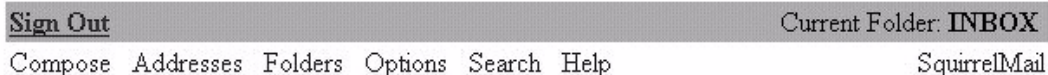
1. Enter your user id in the Name field.
2. Enter your password in the Password field.
3. Select Login (click on the Login button).



Each page in SquirrelMail has two main sections (called frames). The left frame always contains your folder list. The right frame is where most of the action will take place.

The right frame

At the top of the SquirrelMail page is a menu bar. This menu bar is always visible wherever you are in SquirrelMail.



Current Folder displays which of the folders listed in the left frame you are currently in.

Under the top bar is a row of links:

Compose - Make and send an email (which may include attachments).

Addresses - Holds a list of addresses that are contained in your personal address book.

Folders - All folder manipulation takes place under this. You can create, delete, rename, subscribe to and unsubscribe from folders.

Options - Change settings of how SquirrelMail responds and looks.

Search - With this tool, you can search through a mailbox for given criteria.

Help – SquirrelMail help files.

SquirrelMail – this is a link to the SquirrelMail website.

The folder list (the left frame)

The default folders in SquirrelMail are INBOX, INBOX Sent and INBOX Trash.

INBOX is where all incoming mail is stored.

Sent is where your sent mail is stored.

Trash holds your deleted mail.

You can create your own folders to store and sort your mail in (see section Folders).



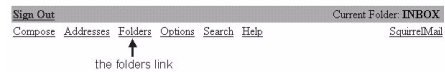
Before you begin to send and receive email

Set up Sent and Trash folders

Before you use SquirrelMail you must set up your Sent and Trash folders.

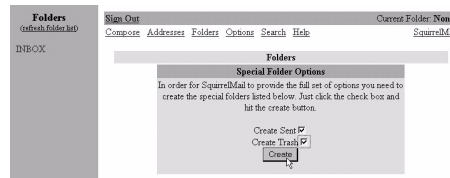
When you first select the folders link you will be asked to create your sent and trash folders. To do this;

4. Select the Folders link



5. Select the check boxes beside Create Sent and Create Trash

6. Select Create.



- Your newly created folders won't appear in your folder menu until you refresh your folder list.

7. Select refresh folder list in your folder menu.



- The Sent and Trash folders will appear in your folder menu.
- You can now start using SquirrelMail!

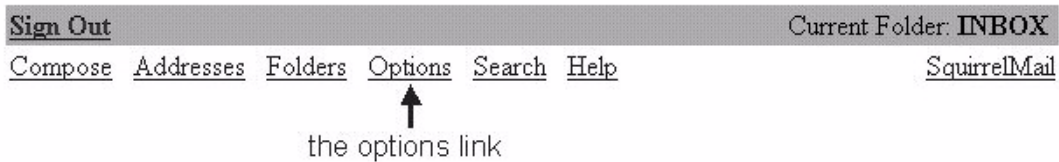


Options

One of the great things about SquirrelMail is the degree to which it may be customised. You have many choices of themes, languages, folders and other preferences.

All of these options may be changed without affecting any other users on the system.

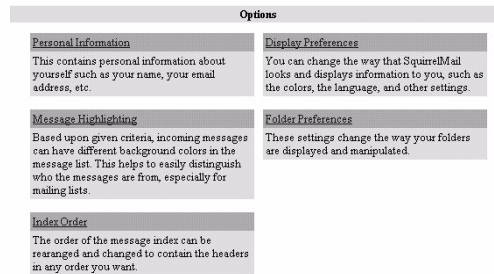
To change your options, select the Options link in the Main Menu.



The options page

There are five main links on the Options page. The options are used to personalise and customise your SquirrelMail account.

Each of these options is described in detail below.



Personal Information

Set your personal information such as your name and email address.

Full Name

You should put your entire name here.

For example, if your name is Pebbles Flintstone then that is what you should type in this field. Recipients of your email will then see that it is from Pebbles Flintstone.

If you don't fill this in, all the recipient will see is your email address, for example, pebbles.flinstsone@latis.net.au.

Email Address

This is optional and should only be filled in if your email address is different to what is automatically assigned.

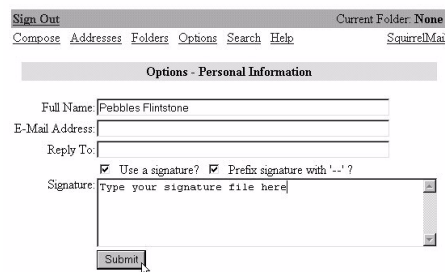
Reply To

This too is optional.

This is the email address that people will reply to if they reply to your message.

If your Reply To email address is different to the email address you are sending from, you can enter it here.

Use this if you don't want people replying to your SquirrelMail address.



Signature

Optional - Signatures are attached at the bottom of all messages you send out. A signature is a piece of text with, say, your name and business name.

If you want to use a signature, you must make sure that the checkbox beside use a signature is checked.

Signatures are usually prefixed with two dashes (--). If you want the two dashes to appear above your signature, check the box beside prefix signature with '- -'?

Note: Be careful what you put in your signature – avoid putting your home phone number or home address in your signature.

Display Preferences

Set the colours you want SquirrelMail to use, what language you want to use and how your messages display on your screen.

Theme

SquirrelMail offers different colour themes so you can jazz up your windows. You can choose between the listed themes.

Language

SquirrelMail supports languages other than English.

Number of Messages to Index

This is the number of messages you will see at once (ie, on one page) in a folder. If there are more messages in the folder than this number, you will see a Previous and Next link on the page which will take you to the previous or next page of messages.

The lower the number of messages, the faster each folder will load. The trade off is that you may have to move between pages to see all of your mail.

Wrap incoming text at

This lets you set how many characters should be in a line of text before wrapping (putting the text on the next line). This prevents messages from scrolling horizontally off the screen.

The usual number to use is 86, but you are free to change it to whatever you desire.

Size of editor window

How wide do you want your Compose box to be? This is where you set the number of characters per line that you will be able to type before line wrapping. The default size is 76.

The screenshot shows the 'Options - Display Preferences' dialog box in SquirrelMail. The window title is 'Sign Out' and the current folder is 'None'. The menu bar includes 'Compose', 'Addresses', 'Folders', 'Options', 'Search', and 'Help'. The dialog box contains the following settings:

- Theme: Default
- Language: English
- Use Javascript or HTML addressbook? JavaScript HTML
- Number of Messages to Index: 25
- Wrap incoming text at: 86
- Size of editor window: 76
- Location of folder list: Left
- Location of buttons when composing: Between headers and message body
- Width of folder list: 150 pixels
- Auto refresh folder list: None

A 'Submit' button is located at the bottom right of the dialog box.

Width of left folder list

On the left side of your browser window, you will see your list of folders. With this option, you can select how wide that will be.

If you have very long folder names or large fonts, it is ok to set this pretty high. Otherwise, you should set it low so you don't waste screen space.

Auto refresh folder list

SquirrelMail has the functionality to automatically refresh the folder listing on the left side of your browser window. This will also update the number of new, unread messages that are in each folder. This is a good way to check for new messages in the INBOX without having to manually refresh it by clicking on the refresh link.

Message Highlighting

Set incoming messages from specific senders to have different background colours when viewed in your inbox. You use this so you can quickly identify who the sender is.

With message highlighting, you can have the background colour of all messages from a mailing list or individual different to the colour of other messages.

Just click on New to create a new highlighting option, or Edit to edit an existing highlight option.

Identifying Name

This is simply the name that you see which describes what it is. For example, if you are highlighting messages from your mother, you might set this to 'From Mum'.

Colour

This is the actual colour that the background will be. You can choose between a number of pre-defined colours or you can enter the HEX code for the colour that you desire (ie a6b492). If you choose to enter your own colour, you must also select the radio button in front of it.

Match

From the drop-down box, you can choose which field to match against (to, from, subject etc) and in the text box, you can enter the phrase to match. For example, if you want to highlight messages from your mum, you will match the field From: with her email address (eg, wilma@bedrock.com.au) so that all messages with her address in the From: field will be highlighted.

Folder Preferences

Change the way your folders are displayed. You don't create, rename or delete folders here (you do that in the Folders section which you get to from the Main Menu).

Trash Folder

You can choose which folder your messages will be sent to when you delete them.

Sent Folder

You can choose which folder your sent messages will be stored in.

Unseen message notification

This option specifies how to display new, unread messages in the folder listing. If you set this to No Notification, you will not be notified of new messages.

If you set it to INBOX, when you have new messages, the INBOX will become bold and a number will appear to the right of it to say how many new messages are in it.

If you set it to All Folders, this behaviour will happen on all folders. There is a trade off if you use the All Folders option – the folder list might load very slowly. If this happens you can set it back to INBOX or None to speed things up again.

Unseen message notification type

When new messages are in a folder, this option lets you define how you want to be notified.

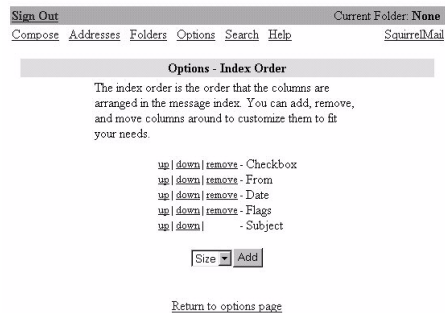
Index Order

Change how your message index looks.

The index order option allows you to change the order of your columns in your message index. You can also decide which columns you want to see in your message index.

Use the up and down links to change the order of the columns.

Use the remove link to remove a column and the Add button to add a column.



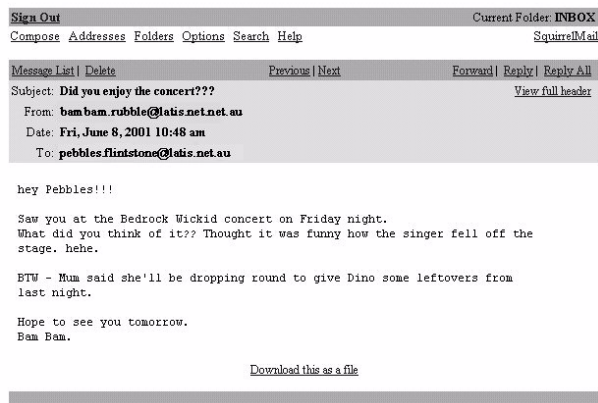
Read, forward, reply and compose email

Read, forward or reply to an email message

8. Open your INBOX folder by clicking on INBOX in the folder list.

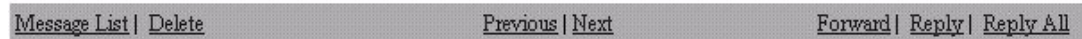
- You will see the INBOX message index.
- Unread messages will be bold.

9. Click on the subject of a message and it will be displayed in the right frame.



When you are viewing a message, another menu bar is presented below the main menu choices.

This bar is in three sections.



Message List and Delete links

The Message list link will take you back to the list of messages in the current folder, ie the folder you are in.

The Delete link will delete the message being viewed. If a message contains an attachment, it will be deleted as well. You can prevent the loss of attachments by downloading them first (see below).

Navigation - Previous and Next links

In the middle of the bar are the navigation links Next and Previous.

Previous will take you to the previous message in the folder (if there is one). Next will take you to the next message in the folder (if there is one).

Forward link

On the right is the forward link. Use this if you want to forward the message to someone else.

When pressed it opens the Compose page with the previously viewed email in the text box below a tag of '--Original Message--'.

'Fwd': is appended to the original subject line.

The various fields for sending to an address await your completion. You may position the curser in the text box in order to add comments to the already existing text. You can also use the attachment feature (see below).

Once you have selected Send, a copy of the message is saved in your Sent folder.

Reply link

Click this link to reply to the sender of the current message. 'Re:' is appended to the original subject line.

Message List Delete	Previous Next	Forward Reply Reply All
Subject: Re: Going bowling		View full header
From: pebbles.flintstone@latis.net.au		
Date: Fri, June 8, 2001 11:11 am		
To: bambam.rubble@latis.net.au		

Bam Bam. Dad said he was gonna meet you at 6.30, so I will drop round at about 7.30, after dinner.

Make sure you haven't finished all your games by the time i get there!!
Seeya tonight.

> Pebbles!
>
> Can't do the movies tonight, Dad is taking me bowling with your dad.
> You can come if you want, otherwise, i'm free to do the movies tomorrow
> night.
>
> Might see you there.
> Bye!!

The text of the original message is quoted in the text box. This time the '>' symbol is placed in front of the original text. Comments can be made anywhere in the text box in addition to the quoted message. You can also use the attachment feature.

Once you have selected Send, a copy of the message is saved in your Sent folder.

Reply All

Same story here as Reply with the exception that all addresses the original message was sent to will receive your reply.

Once you have selected Send, a copy of the message is saved in your Sent folder.

View all headers

This will display the entire header for the email message. This includes the route that the message took to get to you and some other, detailed information about the message itself.

Download this as a file

At the bottom of the message window you will find this link. Clicking this link allows you to save (download) the email to your computer as a plain text message. A simple header will be attached to the top of the message as well.

Attachments

Any attachments sent with an email will be displayed at the bottom of the message inside a coloured box.

Attachments:

[hwork.txt 3.8k](#) [text/plain] [download](#)

The attachment is displayed as a link with a description of the file type to its right. Clicking on the file name will either display the attachment or present a download dialogue box (depending on the file type).

If you wish to download the file (rather than just viewing it), click the 'download' link on the right side.

Incoming message text wrap problems

You may notice when you are forwarding or replying to a message some of the original text doesn't have the '>' symbol. This is due to line wrapping and may be unavoidable. Try setting the value of Wrap incoming text in the Options page to a larger number, this may help.

Compose (new message)

The Compose menu choice will take you to a new Compose page. Here you will find several fields and a couple of buttons.

To

The first field you will need to fill in is the To: field. In this field you should enter the email address of the person or persons you are sending a message to.

You may enter as many email addresses as you like. You must separate each address with comma.

You don't need to put a space between the comma and the start of the next address.

For example, bambam.rubble@latis.net.au, wilma@bedrock.com.au

If you do put more than one address in the To: field, you might not be able to see them all in the field. Don't worry! The text box is a fixed length and might not be big enough for you to see all the addresses but rest assured that all the addresses will receive the email.

You can also press the Addresses button to fill in the field. This will take you to your Address book where you can select the recipient.

CC and BCC

Next are the CC: and BCC fields. CC is an abbreviation for Carbon Copy and is used if you want to send someone else a copy of the message.

The recipients of your message will see the addresses of all the people you have sent your message to, ie, they will see who you have put in the To: and CC: fields.

If you don't want recipients to see the addresses of everyone you sent your message to, you can use the BCC: field. BCC is an abbreviation for Blind Carbon Copy. Use this field to send someone a copy of the email without the recipients in the To: or CC: seeing that recipient's name.

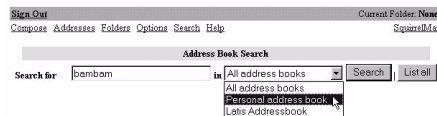
Think of CC and BCC in the same way as, say, a memo is laid out. You can have as many people as you like in the To: CC: and BCC: fields. Only the people who are directly affected by the message will be in the To: field while those who will find the information useful will be in the CC: and BCC: fields.

Subject

Type in a relevant subject for you email here.

Addresses Button

This button will open the address book after a search box is presented. Something must be entered in the search box to retrieve a result.



The address book is explained in more detail elsewhere in the manual.

Message Body

The large empty box is for whatever you want to put there, ie this is where you type your message! If a signature file has been saved it will appear here as well.

Attach

The attach feature allows you to include a file with your email. A browse button is present so you may search through your directories and select the file to include.

Once you have located the file, simply press the Add button to include the selected file as an attachment.

Once a file is added for attachment another button is revealed which allows you to delete the attachment. You can delete one or more attached files by selecting the offending file or files and pressing the Delete Selected Attachments button.

Folders

Using folders is a great way to organise your email.

Your folders and the Left Frame

Folders are listed in the coloured area to the left of your SquirrelMail window.

At the top of the left frame is a link titled refresh folder list. If you make changes to your folders (create, delete or rename) the list can be refreshed with the refresh folder list link.

The first folder listed in your folder list will always be your INBOX. Your INBOX is where your incoming email goes.

Deleting, creating and renaming folders

- If you want to create, delete or rename folders, select the Folders link in the SquirrelMail main menu.

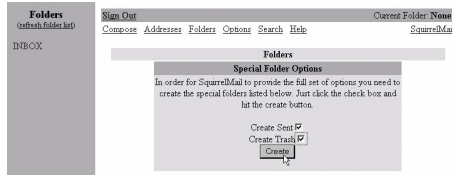


Setting up your folders

When you first select the folders link you will be asked to create your sent and trash folders. To do this;

10. Select the check boxes beside Create Sent and Create Trash

11. Select Create.

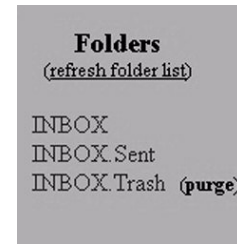


- Your newly created folders won't appear in your folder menu until you refresh your folder list.

12. Select refresh folder list in your folder menu.



- The Sent and Trash folders will appear in your folder menu.
- You can now create your own folders!



Create your own folders

- You can create a new folder by

13. Typing the desired name into the text box.



14. Pressing the Create button.

- It's that easy!
- Don't forget to use the refresh folder list to see your changes.

Delete folders

You may delete any folder that you have created. Your folders are displayed in the drop down list box to the left of the Delete button.

Don't forget to use the refresh folder list to see your changes.

Notice that this list doesn't include all the folders. This is because your Sent or your Trash folder can not be deleted and of course, you can not delete your INBOX.

Rename folders

You may rename any folder displayed in the drop down list box to the left of the Rename button.

Don't forget to use the refresh folder list to see your changes.

Notice that this list may not include all the folders displayed in the left frame. For obvious reasons, you cannot rename the Sent, Trash or INBOX folders.

Try not to use really long names for your folders. The shorter the names, the narrower you can make your folder list frame which will give you more space in the right frame.

Move, delete and sort messages

After you click on a folder, you will see (in the right frame) the message index. The message index is the list of messages in the selected folder.

Move and delete

At the top of your message index is a menu bar containing a drop down list containing all of your folders and a Move button and a Delete button.



To move a message

15. Select a folder from the drop down list
16. Select the message you want to move to that folder (using the check box to the left of each message)
17. Press the Move button

To delete a message

18. Select the message you want to delete (using the check box to the left of each message)
19. Press the delete button

Sort

Under the Move and Delete buttons is a menu bar containing three headings, From, Date and Subject.



These headings separate the message table into logical parts.

- From: tells you who sent the message. Or at least what address it came from.
- Date: shows the day on which the email was sent.
- Subject: displays what the sender entered as the subject.

Change the sort order of your messages

You can change the sort order of messages by clicking on the small rectangular buttons to the right of the message index headings. When you select the buttons, the button changes to a triangle, pointing up (ascending) or down (descending).

Move selected to: INBOX		Move	Delete	checked messages
<input type="checkbox"/>	From	Date		Subject
<input type="checkbox"/>	bam.bam.rubble@latis.net.au	11:07 am	A	Going bowling
<input type="checkbox"/>	bam.bam.rubble@latis.net.au	10:48 am	A	Did you enjoy the concert???
<input type="checkbox"/>	arn.boulder@latis.net.au	10:22 am	+	Here's some homework you missed when you were sick

In the example, the messages are sorted by date ascending which means that the message received most recently will be at the top of the message index.

The attachment/reply/urgent column

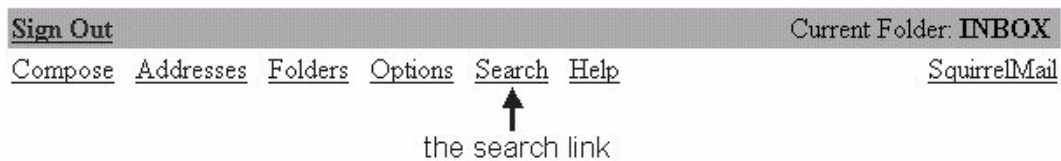
Between the Date and Subject columns is a small column that is unlabelled.

- If you see the '+', in that column it means that the message has attachments.
- If you see the 'A', that means that you have replied to the message.
- If you see the '!', then the message was marked as urgent by the sender.

Search

With this useful tool, you can find messages by entering certain criteria.

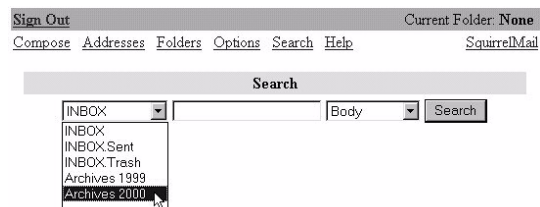
To perform a search, select the Search link in the main menu.



Search

Once you are in the Search section, you simply;

20. Choose the folder you wish to search in.
21. Type in the text you are looking for (this can be a name, a word, a number etc).
22. Choose the part of the message to search.
23. Select Search.



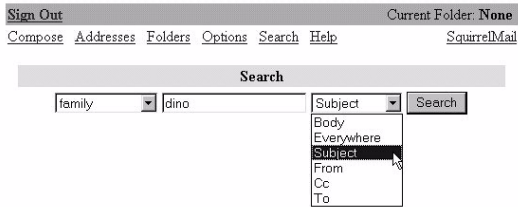
After you submit your search request, the list of messages that match your criteria will come up below the search form.

You can then choose the message you wish to view and read it just like a normal message.

Where to search

To the left of the text box, you see a drop-down list of fields that are possible to search through.

You can search: Body, Everywhere, Subject, From, Cc, To.



Body - Searches through the body of the message. This is the main part of the message where the important stuff is located.

Everywhere - This searches everything, including the entire header for the message. Unless you are sure this is what you want, it probably isn't. It can take a long time and it may return results that you wouldn't normally expect.

Subject - Searches through the subjects for all the messages.

From – Searches the addresses and names of those who sent you messages.

To - Who a message was sent to.

Cc - Same as To, except who a message was copied to.

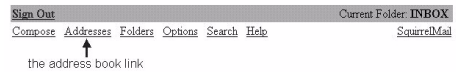
Searching active folders

Notice that when you are reading messages and then go into the search section, your currently active folder will be the default to search through. For example, if you were browsing through your Family folder and then click on Search, your Family folder will already be selected for searching.

Address book

The address book is a great function that lets you store your email addresses.

- The address book link is in the SquirrelMail main menu.



Add to personal address book

You add new addresses by filling in the fields in the Add to Personal address book section.

Fill in every field so that you have a good record of who the email address belongs to.

Once you have added the first entry, a list will appear above the Add to Personal address book section with your addresses.

Nickname - Put a familiar name here to help jog your memory. Put anything in this field that will help you recall who this address belongs to.

Email Address - This must be the person's fully qualified email address.

Guessing the email address here just won't work!

There are three parts to every email address.

- First is the recipient's identifier, such as 'pflintstone'. This is often based on the recipient's name, but it doesn't have to be.
- Next is the domain name section, which could take the form 'latis' or 'compsm' or 'optus'.
- Last comes the top-level domain, which could be one of many things like com, org, net, com.au, org.uk or net.au. The top level domain usually tells you what sort of account it is (com = commercial, gov = government department, org = non profit organisation and so on. Some top-level domains also have country identifiers. Eg, au = Australia, uk = United Kingdom, jp = Japan).
- So if we put all these different parts together it will be in the form of pebbles.flintstone@latis.net.au. If this is not correct you will either get your mail returned without being delivered or it will get sent to the wrong person!

First name and Last name - The first and last name of the person to whom the email address belongs to.

Info - This is another field where you can put something to remind you about who this person is. This is made to be longer than the nickname. For example, if you are entering the email address of someone you met on your holiday, you could enter something like 'Met at Uluru on May Day long weekend' to remind yourself who this address belongs to.

Edit or Delete - These two buttons allow you to select a single address and then change any of the above fields or delete the entry entirely. You are only allowed to select one entry at a time for the edit button.

Log out

To log out of SquirrelMail, all you need to do is click on the Sign Out link.

Time out

SquirrelMail times out if there is no activity for 20 minutes. If you have been timed out you will need to log in again.

The screenshot shows the SquirrelMail interface for managing an address book. At the top, there are navigation links: Sign Out, Compose, Addresses, Folders, Options, Search, and Help. The current folder is 'SquirrelMail'. Below this is the 'Personal address book' section, which contains a table with the following data:

Nickname	Name	Email	Info
<input type="checkbox"/>	bom	bombs	bombsm1884@stc.net.au
<input type="checkbox"/>	dad	Fred	fr-d@bedrock.com.au
<input type="checkbox"/>	mum	Wama	wama@bedrock.com.au

Below the table are two buttons: 'Edit selected' and 'Delete selected'. Underneath is the 'Add to Personal address book' form with the following fields:

- Nickname: jumbo (with a note 'Must be unique')
- Email address: pettandbarney@bedrock.co.au
- First name: Betty
- Last name: [empty]
- Additional info: Aunt Betty and Uncle Barney's email address

An 'Add address' button is located at the bottom right of the form.

Email etiquette, flames, chain letters, virus warnings etc

There are some things that you might like to keep in mind when using email. It is best to be clear, to the point and polite in your messages.

Never use ALL CAPITALS – it is considered shouting and can cause offence.

Delete unnecessary quoted text from the body of email when replying or forwarding – use only what you need from the original email to put your reply/comments in context.

Check the recipient list before you hit the send button. It is very easy to inadvertently send an email to a person who was not meant to get it and this has the potential to be highly embarrassing!

Always provide a meaningful subject line.

Avoid 'flames'. Flames are offensive, rude or nasty emails that are often sent in anger. Most 'flame wars' are started unintentionally – someone has been offended by an email (that wasn't meant to be rude) and replied in anger.

If an email angers you, rather than reply straight away, leave it for a while until you feel composed enough to reply. It is often best (but very challenging!) to choose not to reply to an email that has upset you.

Don't forward chain letters, petitions or spam (spam is unsolicited advertising or bulk email).

Check the validity of each and every virus warning before forwarding it to anyone. Go to <http://vil.nai.com/VIL/hoaxes.asp> to check if a virus warning is genuine.

A good rule of thumb to go by is if an incoming message asks you to forward a message to everyone in your address book then chances are it is a hoax, an urban legend or spam and you should not forward it.