

Introduction

WebMail is a user-friendly e-mail program that can be accessed from any computer with an Internet-capable Web browser. This handout provides only a brief introduction to *WebMail*; for more information, use *WebMail*'s on-line Help menu or contact the Help Desk at 874-HELP.

Getting Started with *WebMail*

From any Internet-capable Web browser, go to the *WebMail* logon page located at:

<https://webmail.uri.edu/>

You will be prompted to:

1. Enter your user ID (for example, jdoe123).
2. Select your server; for example, mail.uri.edu or postoffice.uri.edu or etal.uri.edu.
3. Enter your password

Click on the **Log In** button.

Receiving Mail

When you start *WebMail*, you automatically enter your **Mail Inbox**. If you have mail, it will appear here. You will see a *closed envelope* icon under the status window indicating that you have new, unread mail. Mail items will include the name of the person who sent the message, the subject, the date, and the time of the message. Click on either the sender's name or on the subject of the message to open and read it.

Once a message has been opened, you may scroll through all messages in your inbox by clicking on the **Previous** and **Next** arrow buttons.

Note: Read messages show an *open envelope* icon.

Sending Mail

Follow these steps to send mail:

1. Click on the **Create** button on the *WebMail* toolbar. A message composition window will appear.
2. Type in the e-mail address of the recipient in the **To:** field.
3. Tab through the fields labeled **Cc:** and **Bcc:** until you get to the **Subject:** field. Type in the subject of your e-mail.
4. Tab once more to get to the **Message:** field. Type your e-mail message. You may use the backspace and delete keys to edit your message.
5. Click on the **Send** button to send your message.

Sending Attachments

You may attach files to be sent with an e-mail message as long as the total size of the attached files does not exceed 5 megabytes. To do this, follow the steps above to create a normal e-mail message.

Then, before you send the message, click on the **Attach** button. A screen will be displayed, allowing you to enter the name of the file to be sent. You may also browse files available on your computer or on a local disk drive by clicking on the **Browse** button. When browsing files, highlight the file to be attached and click the **Open** button.

Next, click on the **Add File** button to add the file to the *Attached Files* list. You may edit the *Attached Files* list using the **Add File** and **Delete** buttons. When you have finished creating the *Attached Files* list for the message, click the **OK** button.

You will now see the e-mail message you created previously with a field labeled **File:** that identifies the files attached to that message. Click **Send** to send the message with its associated attachments or click **Attach** to do further editing to the *Attached Files* list.

Replying to a Message

For any e-mail message that someone has sent to you, you can easily initiate a reply message to its sender without having to create a new message. Open the message to which you wish to reply by clicking on either the sender's name or on the subject of the message. Click the **Reply** button. A new composition window appears with the sender's address automatically placed in the **To:** field of the message header. The original sender's text is included in the body of the message prefixed by >. This text may be edited. Enter any reply text in the body of the message. Click the **Send** button to send your reply.

Note: If you are trying to **Reply**, **Reply to All**, or **Forward** a message and are missing the buttons, it is because *WebMail* will not display these buttons if the return address is to yourself.

Personal Address Book

WebMail lets you add addresses to your *personal address book*. The *personal address book* lets you store frequently-used e-mail addresses. Use the procedure that follows to add a personal address book entry.

1. While reading your e-mail, click the **Add to Address Book** button on the right side of the screen. The sender's e-mail address will be stored into the address book.
- or-
2. Click the **Address** button after you logon. In the **Add or update personal address book** entry field at the bottom of the screen, enter the name and e-mail address that you want to save. If an entry with the same name already exists, *WebMail* will update that entry. Click **Save** and **OK**.

Personal Distribution List

If you often send mail to a particular group of users, you can define that group of users as a *distribution*. A distribution list creates an alias for a group of addresses. Instead of addressing a message to several separate users, you can address a message to a single address using the distribution list saved in your personal address book.

To create a personal distribution list:

1. Click the **Address** button after you logon.
2. In the *Address Book* dialog box, select the e-mail address of a user, and click **To:**, **Cc:**, or **Bcc:**. The e-mail address will be listed in the *Selected Recipient* box.
3. Repeat until the e-mail addresses of the group of users are all selected.
4. In the **Save 'Selected Recipients' as a personal distribution list named:** field, enter a name for your distribution list. Click **Save List**.

Sending Messages to the Entries in the Address Book

1. From the *Create Message* dialog box, click the **Address** button. *WebMail* displays the *Address Book Lookup* dialog box, which allows you to select the recipients or distribution lists from the address book for the **To:**, **Cc:**, or **Bcc:** fields.
2. Select your **To:**, **Cc:**, or **Bcc:** recipients. Use the appropriate button to add the recipients to the list of selected recipients.
3. Use the **OK** button to return to the *Create Message* dialog box to continue composing the message.

Deleting a Message

If you wish to delete a message, click on the checkbox in front of the subject line of the message to be deleted and click the **Delete** button. If you have multiple messages to delete, then, under *Options*, change the maximum number of messages to retain in the *Deleted Messages Folder* to zero.

Quitting WebMail

When you are finished using *WebMail*, always click the **Logout** button to exit the program.