

Basic SquirrelMail for HEC

(Revised 6/11/06)

Getting Started

Welcome to SquirrelMail!

'What is SquirrelMail?' you may ask. Well, simply put, it is an easy to use program for accessing your email from any web browser anywhere in the world. For the Collaborative, SquirrelMail is a feature rich replacement for the old "Stalker" webmail system that we have used for many years.

We think that after you have logged in and used it for a bit, you will be astounded at its simplicity and ease of use.

Revision Notes – This document reflects revisions made to the SquirrelMail email program at the request of early adopters and testers at HEC. Please discard any previous versions you may have.

Logging In

The first thing you need to do is to log into the SMail system. To login, follow these simple steps:

- 1) Start your favorite web browser and point it at this URL:

mail.collaborative.org

NOTE: SquirrelMail supports Firefox, Internet Explorer, and Mozilla web browsers. Other browsers such as Safari may not work properly!

- 2) You will be taken to the login screen as shown below:



SquirrelMail version 1.4.4

By the SquirrelMail Development Team

Hampshire Educational Collaborative Login

Name:

Password:

Login

- 3) Enter your email account *name* and *password*.
- 4) Click once on the [Login] button. You will be taken right to your SquirrelMail desktop!

The SquirrelMail Desktop

Once you successfully login to the SquirrelMail program, you will arrive at the desktop. It is here that you will read mail, delete mail, compose mail, and generally manage your mail box.

As noted below, the desktop has four main areas.

The screenshot shows the SquirrelMail desktop interface. On the left is a 'Folders' sidebar with a list of folders: INBOX (6), Drafts, Sent, Trash (Purge), Archive Mail, and Junkmail. A red circle labeled '1' is around the INBOX folder. The main area has a gray banner at the top with 'Current Folder: INBOX' and a menu bar with 'Compose', 'Addresses', 'Folders', 'Options', 'Search', and 'Help'. A red circle labeled '2' is around the menu bar. Below the banner is a navigation bar with 'Previous', 'Next', and a list of page numbers (1, 2, 3, 4, 5, 6, 7, ..., 124, 125, 126, 127), 'Show All', and 'Toggle All'. A red circle labeled '3' is around the 'Move Selected To:' section, which includes a dropdown menu set to 'INBOX', 'Move', and 'Forward' buttons. To the right are 'Transform Selected Messages:' buttons: 'Flag', 'Unflag', 'Read', 'Unread', and 'Delete'. Below this is a table of messages with columns 'From', 'Date', and 'Subject'. A red circle labeled '4' is around the message list table. The message list includes entries from Google Calendar, Joan E. Schuman, Cecelia Buckley, Jonathan Ferrara, kgolden@comcast.net, and Annelyse Anderson.

Area 1 – Folders Here you can view your email folders. You could have folders for different projects or folks with whom you correspond. By default, SMail comes with the folders you see above. Some additional information is also listed in this area.

a) To the right of the label for the *INBOX* folder is a number (in this case '6') showing how many unread messages are waiting for you.

b) To the right of the label for the *Trash* folder is a label that says '*Purge*'. Clicking once here clears all the deleted mail from your box. Its kind of like dumping the trashcan in Windows.

c) You can click on each of the folder names to see whats stored in them. By default and to make it easier to read, SMail only shows twenty messages at a time. The current folder that you are viewing is listed in the gray banner at the top of **Area - 2**.

d) To check for new messages on the server, you can click on the (*Check mail*) label at the top of the Folders list.



TIP - You need to be in the *INBOX* in order to see any new mail arrivals so be sure that the 'Current Folder' banner at the top of the page says "INBOX".

Area 2 - Menu This section contains the simple menu bar for your desktop. Here you can perform actions and make changes to your mail setup. In addition this area contains *Sign Out* label that logs you out of SquirrelMail, the *Change Password* label that launches the password change program, and the *Current Folder* label showing you which mail folder you are currently viewing in Area 4 (below).

By default SquirrelMail provide the following menu choices:

- a) **Compose** - Create mail to send or save as a draft.
- b) **Address** – For keeping email addresses in SquirrelMail
- c) **Folders** – The menu for creating, deleting, and managing your folders.
- d) **Options** – In this menu you can change some of the basic settings for SquirrelMail such as color and email signature.
- e) **Search** – Search your mail for specific senders or words.
- f) **Help** – The name kinda says it all... if you don't know how to do something in a specific window of the program, just click on the Help menu item.



TIP – You can go back to your previous screen from the Help menu by clicking on your browsers “Back” button.

Area 3 – Email Bar The smallest area, this bar allows you to quickly handle multiple email messages you have selected using the check boxes in Area 4. You can select multiple messages and then delete, forward, move, and more.

This area also contains the *Thread View* label which groups your messages by 'conversation' so you can see who-said-what-when.



TIP – If you click on the *Thread View* label you will notice that the label changes to *Unthread View*. Just click on that label to go back to the standard layout.

Area 4 – Email Listing Here you have a summary of the email in the current folder. The title of the current folder is listed back up at the very top of the page above the menu in Area 2. Mail is listed in column format and from left to right the columns are:

- a) **From** – Who has sent you the email. There is also a small check box to the left of the name that allows you to go through and select multiple email messages on which to perform actions.
- b) **Date** – The date/time that the email was sent.
- c) **Subject** – The subject line of the email.



TIP - Note that between the **Date** and **Subject** columns is a small column that is unlabeled. This column contains a couple of different dynamic icons that help you to identify your email and its contents.



This icon means the mail is unopened (Not Read)



This icon means the message has been opened (Read)



This icon means that the email has an attachment.

Area 51 – Ok, there is no actual 'Area 51'... we were just checking to make sure you were paying attention!



Reading Your Mail

Reading your mail is really easy in SquirrelMail! From the desktop, just click your mouse cursor once on the Subject line of the email you want to read.

From	Date	Subject
<input type="checkbox"/> Google Calendar	Sat, 5:04 am	Daily Agenda for Pat Hartley as of 5am
<input type="checkbox"/> Joan E. Schuman	Fri, 10:44 pm	[Fwd: SmartBrief: North Dakota's American Indian stude...
<input type="checkbox"/> Joan E. Schuman	Fri, 10:21 pm	Re: a few things
<input type="checkbox"/> Cecelia Buckley	Fri, 6:07 pm	pricing for west springfield use of RR database
<input type="checkbox"/> Jonathan Ferrara	Fri, 2:58 pm	Re: [MEC-tech] Media / AV
<input type="checkbox"/> kgolden@comcast.net	Fri, 4:01 pm	meeting
<input type="checkbox"/> Annelise Anderson	Fri, 2:38 pm	[MECnet] Required Portal Maintenance - Saturday, 6...

Click Here to Open Mail

That will open the selected mail and you will get a new window that looks like the one below.

Current Folder: INBOX [Sign Out](#)
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Change Password](#)

[Message List](#) | [Delete](#) [Previous](#) | [Next](#) [Forward](#) | [Forward as Attachment](#) | [Reply](#) | [Reply All](#)

Subject: outlook express email settings
From: "HEC Help Desk" <helpdesk@collaborative.org>
Date: Wed, May 24, 2006 11:09 am
To: phartley@mail.collaborative.org
Options: [View Full Header](#) | [View Printable Version](#) | [View Message details](#)

Changing email settings in Outlook Express in 9 Easy Steps:

- 1) Open Outlook Express.
- 2) Select "Tools" men, then "Accounts".
- 3) click the "Mail" tab.
- 4) click "Properties".
- 5) click the "Servers" tab.
- 6) Make sure your incoming mail server is an "IMAP" server.
- 7) For incoming mail, set the server to "mail.collaborative.org".
- 7) For outgoing mail, set the server to "mail.collaborative.org".
- 8) Make sure "My mail server requires authentication" is checked.
- 9) Click "OK", then "Close".

[Download this as a file](#)

Attachments:
untitled-[2] 1.4 k [text/html] [Download](#) | [View](#)

Again, the screen is laid out very simply with four basic areas:

Area 1 – Menu This is just like the menu described above. These are things you can do with your email now that it is open including things like *Delete*, *Forward* and *Reply*

Area 2 - Mail Header Think of this as the 'post mark' for your email. It shows you where it came from, who sent it, and when it was mailed. There is also a small menu here that will allow you to explore more of the details for the Header.

Area 3 – Email Text This is the content of your message.

Area 4 – Attachment List Here you can see and perform actions on any attachments that you might have received with the email.



WARNING! Never open or download an attachment from anyone you don't know. Attachments can contain malicious code like viruses or worms that may damage your data or pirate personal information from your PC. If you receive an attachment and are not sure, contact the Help Desk (x411 or helpdesk@collaborative.org) right away and we will be glad to help!

Composing New Mail

Creating a new email is easy. Just click once on the “Compose” label in the menu right under the “Current Folder” banner. The composition window (below) will open and you will see a number of easy to use options. Once you have familiarized yourself with the options, composed your mail, entered your recipient(s) all you have to do is press the 'Send' button and off your message goes.

The screenshot shows the SquirrelMail 'Compose' interface. At the top, it says 'Current Folder: INBOX' and has a 'Sign Out' link. Below that are navigation links: 'Compose', 'Addresses', 'Folders', 'Options', 'Search', 'Help', and 'Change Password'. The main form has fields for 'To:' (filled with 'topher@collaborative.org'), 'Cc:', 'Bcc:', and 'Subject:' (filled with 'A Test Email'). Below these fields is a row of buttons: 'Signature', 'Addresses', 'Save Draft', 'Send', 'Check Spelling', and 'Compose in HTML'. The email body contains the text: 'Hi Topher!', 'I am sending you this test email as I am working on the documentation for the new email server.', 'Pat', and 'PS - This iz a misspelling for testing the spell cheker!'. At the bottom of the body is a 'Send' button. Below the body is an 'Attach:' field with a 'Browse...' button and an 'Add (max. 2M)' button. Four red circles with arrows point to: 1) the 'Cc:' field, 2) the 'Send' button in the top row, 3) the 'Send' button at the bottom of the email body, and 4) the 'Attach:' field. A red label 'Send Buttons' with arrows points to both the 'Send' buttons.

Area 1 – Address Block This section is where you can enter the addresses and a subject line for your email. You can type addresses in directly or use the 'Addresses' button in Area – 2 in order to enter names from your SquirrelMail address Book.

Area 2 – Button Bar The buttons listed horizontally across this area give you access to several composition features.

a) **Signature** – Here you can insert your signature block if you have defined one in the Options menu back at the SquirrelMail Desktop.

b) **Addresses** – Here you can insert addresses in from your address book.

c) **Save Draft** – Saves a copy of your email (without sending it) into your 'Draft' folder

d) **Send** – Shoots that mail off to your recipient list! There is a second 'Send' button located at the bottom right corner of the composition window.

e) **Check Spelling** – Opens the spell checker for SquirrelMail so that you can check your mail before you send it.

f) **Compose in HTML** – Allows you to compose email in Hyper Text Markup Language. This is a lengthy topic we will cover in a future document or class. For now, just ignore the HTML button!

Area 3 – Message What you type, is what you get here. This is the message you are sending out.

Area 4 – Attachments This section allows you to attach files to your message. Use the Browse button to find and select the file you want to attach.



Tip – By default, SquirrelMail will not allow you to attach any files larger than 2 Megabytes in size. If you need to send larger files, please contact the Help Desk for assistance.

Final Thoughts

Well, that was a very basic introduction to getting started with SquirrelMail. We hope it was helpful.

We have established an on-line “Tek Talk” forum to provide additional support for SquirrelMail. You can connect to the forum and receive additional information on classes, tips, tricks and documentation for this as well as other software as well as share your own tips and ideas with other Collaborative folks.

There is a link to the forum on the front page of HEC's website at <http://www.collaborative.org>

If you have any questions or concerns about the software, don't hesitate to contact the HEC Tek Help Desk at x411 or via email at helpdesk@collaborative.org.

Thank you and have fun going nuts with SquirrelMail!