

Intro to Webmail

Webmail is an easy to use service available to all UT students, faculty and staff that allows you to check your email from any standard web browser. With Webmail you can check your mail from any computer without worrying about downloading messages to your local machine.

Objectives:

- Login to the School of Information Mail Server
- Forward your mail or change your password
- Read and Delete mail
- Compose mail with an attachment
- Attach a signature to outgoing mail
- Apply Filters and Create Folders
- Manage the Address Book

Definitions:

Before we get started you might want to know the following acronyms:

IMAP: Internet Messaging Access Protocol

POP: Post Office Protocol

IMAP vs. POP

IMAP is a method of accessing your electronic mail messages without downloading them to your local machine. This stands in contrast to a POP mail server, which does download your mail to your local machine. Eudora is an example of a POP application because it will actually transfer your messages from the server to your computer at home. IMAP allows you to manipulate your messages as if they were local but they're always stored on the server. Webmail and Pine as well as web based ones like Yahoo or Hotmail, which you can also check using the new custom login.

Login

Goto <http://webmail.utexas.edu> (login with your UTEID).

The New Webmail expands the login screen to include an Express Login and a Custom Login screen:

Use the **Express Login** to connect to one of the four most commonly used servers on campus: mail.utexas.edu, uts.cc.utexas.edu, ccwf.cc.utexas.edu, or austin.utexas.edu.

Use the **Custom Login** to connect to all other servers. Students here at the School of Information can use the Custom Login to log into our mail server by entering: **mail.ischool.utexas.edu** in the Server field. Now hit enter or click on Log In. Nothing else is required besides your Username, Password, and Server. You do not need to change anything in the box after the Server field (where it reads 143 in the above screenshot), nor do you need to select anything from the dropdowns below.

Forwarding & Changing Password

To forward mail from your mail.utexas.edu account go to <http://mail.utexas.edu> and click on the **Proceed to UMBS Login Page** link and login using your UT EID. Authentication should take you to a page with the following options:

Display: Displays your current mailbox name, forwarding address (if any), and current

disk space usage and quota.

Password: Permits you to change your password. You may change your password as often as you like. (Note: You do not have to know your old password.)

Forwarding: Allows you to provide an e-mail address to which all your e-mail will be forwarded, or to cancel a current forwarding address. You may change your forwarding e-mail address as often as you like.

Log Out: Logs you out of the UMBS Web interface and sends you to Web Central.

Reading and Deleting

Reading

To read a message simply click on the active link in the **From** or Subject columns. From within the message you can go back to the **Inbox** by clicking on the icon in the upper left:

You can also get to the **Inbox** by clicking on the **Back to INBOX** text all the way to the right. Next to it you will find arrows to scroll through to the next or previous message.

Deleting

You can delete a message while it's open by clicking on the "Delete" text on the upper left of the message. From the **Inbox**, put a check in the box on the left of the message line to select it and then click on the **Delete** text. You will notice on the right, above the messages, two links for **Hide Deleted** (or **Show Deleted** depending on your default setting) and **Purge Deleted**. If yours reads **Hide Deleted** your setting are to **Show Deleted**. This means that when you delete a message, you will still see it, but crossed out. By clicking on **Hide Deleted** you will no longer see messages to be deleted. Regardless of whether you can see messages you've deleted, you have to click **Purge Deleted** in order to actually get rid of those messages. Before purging deleted files you can recover them by clicking on the check box beside the message and then on **Undelete**.

Composing w/ Attachments

Compose

Click on **Compose** at the top.

To send an attachment, click **Attachment**. All this does is take you to the bottom of the page where you need to click **Browse...** This will open a finder window from which you can select the file on your computer you want to attach. Once you have selected and clicked **open**, you still have to click the **Attach** button beside the **Browse...** button. Now you're ready to send!

Signatures

Step 1: Goto the **Options** page, linked from the navigation bar at the top of the page. Then goto **Personal Information**, then **Edit your identities**.

Step 2: Fill in the information for **Identity's Name**, **Your full name**, **Your from: address:**, and **Your signature:**. Now click **Create** on the bottom of the page. To make a change, edit your information and click **Change** at the bottom.

Step 3: To make this your default identity, go again to **Options>Personal Information**. Scroll through the dropdown identities and select the one you want, then click on **Save**

Options.

Folders

Create a Folder

To create a folder, goto **Folders** at the top. Select from the **Choose Action** dropdown **Create Folder**. A box will appear asking you to name the folder. Type the name and then click **OK**.

Move Messages

You can always tell which folder you're in, and goto another, by the dropdown menu in the upper right of the screen. To send a message from your Inbox (or wherever the message is) to another folder, put a check beside it and select from dropdown in the lower right corner (it says **Messages to**) the destination folder and click **Move** (or **Copy**, if you want to do that).

Delete a Folder

Goto **Folders** and put a check beside the folder you want to delete. From the **Choose Action** dropdown select **Delete Folder(s)**.

Filters

Blacklist a Sender

Open the message from the unwelcome sender and click **Blacklist** at the top of the message. This will create a filter rule for you that says, "Delete message where the **From:** field contains:" the address of the unwelcome sender. In order to activate this rule, click the radio button beside it to select the rule and then **Apply All Rules** at the top.

The default blacklist rule is to delete unwanted messages. If you want instead to move messages from that sender to a folder instead, go down to the Rule Definition and select the radio button beside **move messages to** and then select the folder where you want them to go from the dropdown beside it.

Create a Filter

Goto **Options>Filters>Edit your filter rules**. Say we want to delete all messages that have Viagra in the subject line. Put a check in the box next to "Subject" and type "Viagra" in the "Text" field. Click **Create** and then **Apply All Rules**. Remember that you might want to filter messages you want to keep and instead of deleting them you can send them to their own folder (see above).

Address Book

Add an Address

If you have mail from the one you want to add to your address book, open a message and click on the book icon beside the name.

If you don't have mail from the one you want to add, goto **Addressbook>Add**, enter all the information and click **Save**.

Make a List

Goto the **Addressbook** and click in the upper right corner on the **Select List** dropdown.

Select **New List**. Put a check in the box beside the address you want to add to your list and go back to the upper right to click **Add**. You'll be prompted to enter a name for your list.