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ACCESSING EMAIL

You will access your email at <http://webmailhome.excelsior.edu>

1. The first time you log in, you will see the following screen, click “Access Webmail”

EXCELSIOR COLLEGE

Webmail

Access Webmail

If you are having problems logging in or running applications please [download our manual here \(PDF\)](#).

If you still need assistance please [contact our Staff Help Desk](#).

Announcements

Scheduled system downtime for all systems: Every Wednesday 5:00 – 7:00 a.m. EST

Quarterly System Downtime

Quarter 1 (July-Sept) 2nd Saturday in September
 Quarter 2 (Oct-Dec) 4th Saturday in December
 Quarter 3 (Jan-Mar) 3rd Saturday in March
 Quarter 4 (Apr-Jun) 3rd Saturday in May

This system is the property of Excelsior College. To protect this system from unauthorized use and to ensure that the system is functioning properly, activities on this system are monitored and recorded and subject to audit. Use of this system constitutes expressed consent to such monitoring and recording. Any unauthorized access or use of this Automated Information System is prohibited and could be subject to criminal and civil penalties.

2. The Server Login screen will appear to enter you email username and password.

Server Login

Please type your user name and password

User name:

Password:

Log In

- In the box next to **User Name**, you will type in your username (which has been provided to you by EC_HelpDesk). For example, you could type in the user name of **jsmith**.
- In the box next to **Password**, you will type in your password.

1. Click **Log In**
2. You are required to change your password **the first time you log in**. You will need to do the following:
 - Once you log in successfully, the password change screen will appear. Enter your old password and then your new password. Confirm the new password and then click **Submit**.
 - A message stating the password change request has been submitted will appear and your email inbox will open.

Change Password

Your Administrator has required a password change before logging in. Please choose a new password.

Please enter your password information

Old Password

New Password

Confirm Password

Submit **Cancel**

IMPORTANT INFORMATION ABOUT EMAIL ATTACHMENTS

There are several limitations with attachments being received to your email account. File attachments that contain the following extensions are being blocked: SCR

If someone tries to email a file of this type, you will be notified that the attachment was removed.

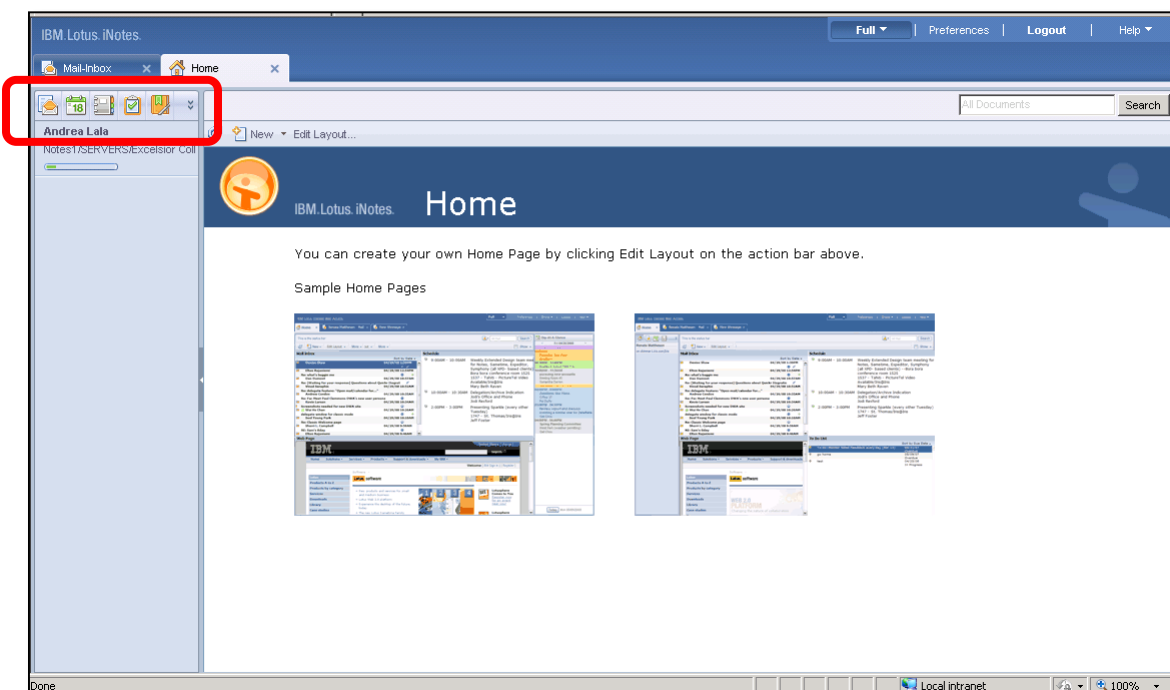
We also have a limit of 5 MB for inbound attachments. This would be the total size of the email including all attachments. So if you are receiving a file(s) that is (are) less than 5 MB individually but the attachment(s) plus the body of the email total more than 5 MB the email will be blocked by our system. If this occurs, you, and the sender, will be notified that the size of the email is too large.

The reason we have these restrictions in place due to the increase in attempts and sophistication of getting viruses through that are occurring worldwide.

If any of the above occurs for business related items, please contact the HelpDesk with the information along with the sender's email address and we will see what we can do to assist you.

THE HOME SCREEN

After you have logged into your email account, you can access the Home Screen at the top of the screen, where there are a series of tabs you can choose from.

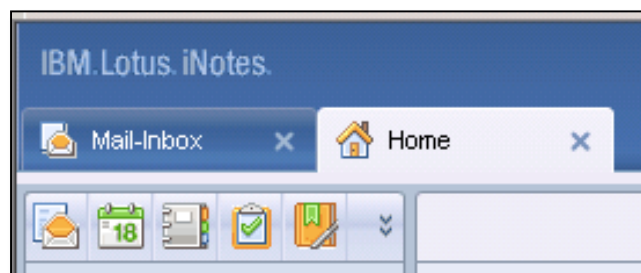


The **Mail** application is the screen that is open at the time you log in and you can check for new messages here. The **Home** tab is where you can edit layout, though not suggested. The **Contacts** tab is where you can add new contacts.

You will notice that in the top right hand corner of the window there are the options to look through **Preferences**, to **Logout**, and gain any **Help** you may need.



On the left side of the screen you will see icons for each of the applications:



Mail	
Calendar	
Contacts	
To do list	
Notebook	

USING MAIL

Your Inbox will display when you open the Mail tab. From there you can read mail messages, view your Drafts folder, review your Sent messages, view All Documents, look at the Trash folder, or create a New Message.

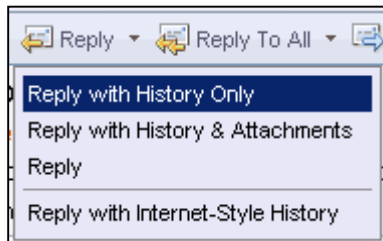
1. In your Inbox, the most recent emails will always appear on bottom, when you first login to email.
2. You can sort your emails in the Inbox by either Name (Who), Date, Size, or Subject. To sort by a specific type, click on either **Who, Date, Size, or Subject**.
3. From your inbox you will see a the mail pane that displays to the right, any new emails you have received will be indicated in red text.
4. In the navigation pane, which displays on the left of the screen, you can go to your **Drafts** folder, your **Sent** box, view the **Trash** folder, or open any other folders you have created. To navigate to any of these folders, just click on them.
5. The menu bar that appears on top of your mail application has many options you can choose from.



Action Button	Image	Description
Refresh		This button will refresh your Inbox and show any new messages that may have arrived.
New		From here, you can create a new email message, a phone message, a calendar entry, a new to do list, or a new contact. To select one of these options, click on it, and you will be brought to that screen.
Reply		Here you can choose to reply to the sender, reply with history, or reply without attachments that may have been attached to the original email. You can also choose to reply to all with or without the history, or without attachments.
Reply to All		This button allows you to reply to all those included in the message. It also has history and attachment options.
Forward		You can choose to forward an email message with or without attachments.
Move to Folder		Under Move, you can move a message to a folder, copy a message to a folder, or remove a message from a folder.
Quick Flag		This button allows you to "flag" important emails for later action.
Mark As		Mark As, allows you to mark a message as read or unread, or you can mark all messages as read or unread. When you mark a message as read, it will turn black. When you mark a message as unread, it will turn red again.
Move to Trash		The Trash can button deletes the messages you have selected.
More		The More button allows you to perform functions such as setting preferences or adding a sender to address book. The More button also contains the Copy to New Memo feature.
Print		Print allows you to print a message
Show		This button allows you to turn on the preview option and quickly view all unread messages in a folder or view.

Opening and responding to Mail messages

1. To open a message, double-click on the email and the message will open in a new tab.
2. You can then use the menu bar at the top to take action upon the message.
3. When you click on **Reply**, the following will display:



4. You will also see buttons to **Reply to All**, **Forward**, **Move** and **Flag** the message next to Reply.

5. You will also see two more buttons to **Show Mail Threads**



and **Edit**.



- Show Mail Threads allows you to see related messages to the current message.
- Edit message allows you to edit the current message you are in.

6. If you want to print the message, you can click on the **Print** button.



7. To delete the message you have open, click on the **Move to Trash** button.



8. You can move through your emails with the up and down arrow buttons.

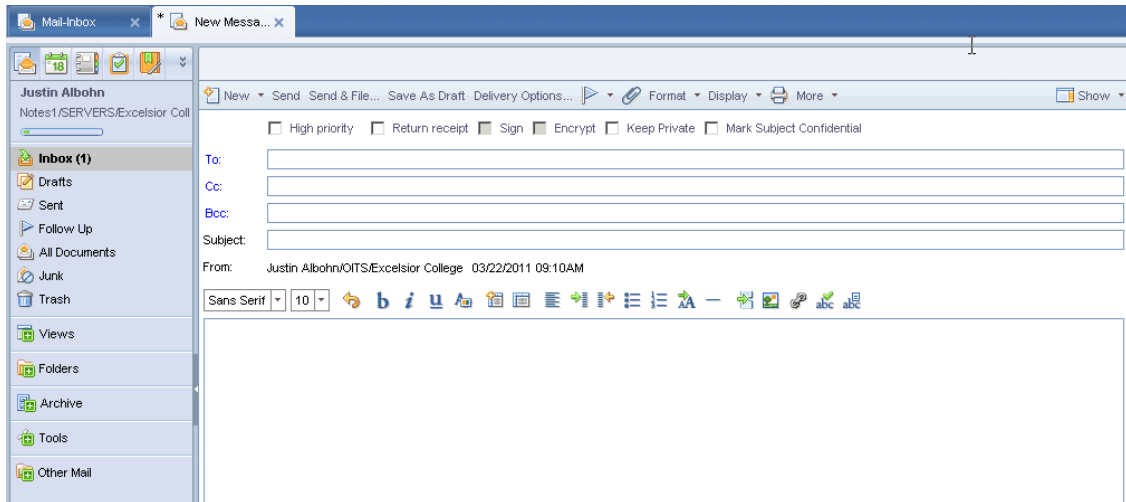
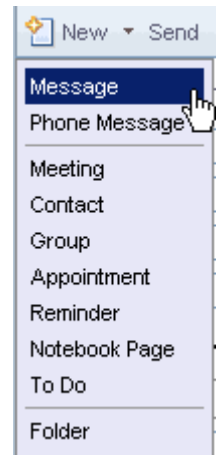


- The up arrow will bring you to the **Previous** message in your inbox.
- The down arrow will bring you to the **Next** message.

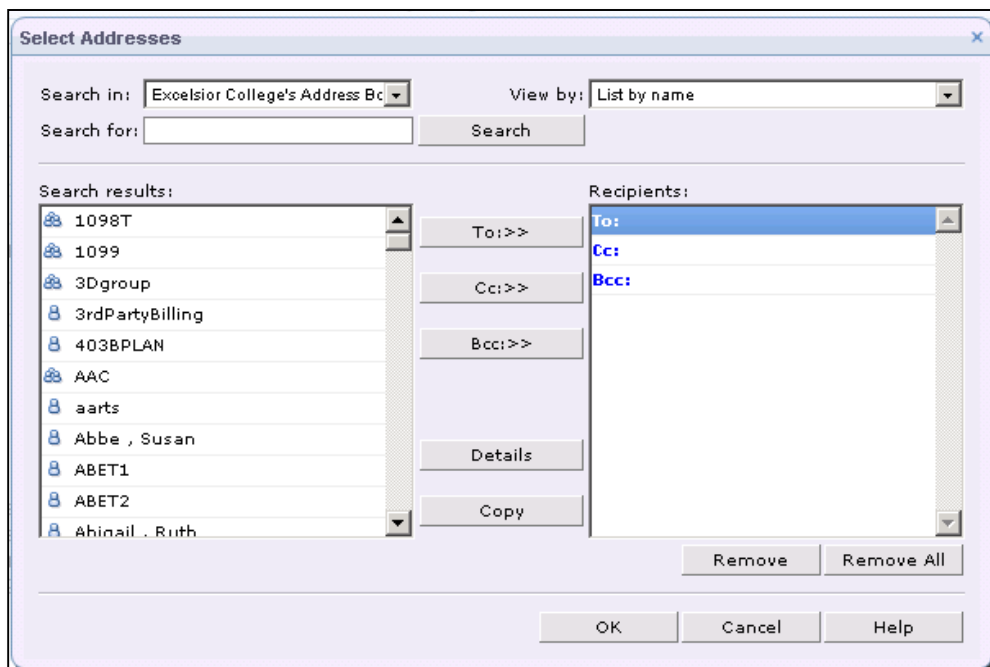
9. You can close the message by clicking on the **X** in the message tab.

Creating a New Message

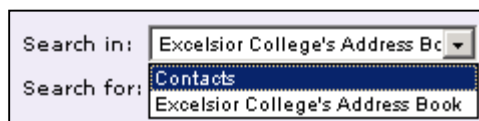
1. While in your Inbox, place your mouse over **New**, and then select **Message**, or if you click on **New**, you will automatically be brought to the new Message page.



2. Creating a new message works just like replying to a message. Click on the **To:**, **Cc:**, or **Bcc:** buttons to look at **Excelsior College's Address Book** to find a name.
3. The **Select Addresses** window will open.



- Under **Search:** click on the drop down arrow to select **Excelsior College's Address Book**.



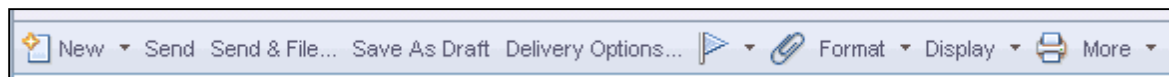
- In the **Search For** box, you can type in part of a last name you are looking for and then click on **Search** to be brought to all the names that match what you typed in.
- Once you find the name you are looking for, select it, and then click on either To:, cc:, or bcc:, depending on where you want the name to go. As soon as you click on a button, that name will automatically be placed where you specified in your message.
- If you are done adding names, click on **OK** to exit the Select Addresses window.
- In your message you will see the names you have added.
- In the **Subject** line, type in the subject of the message.
- Now you can begin to write the message. Above the message area, there is a toolbar that allows you to make formatting changes to the text, perform a spell check, and much more.



- Click on the drop down arrow next to Sans Serif to select a different font. Next to that, you can change the font size by clicking on the drop down arrow and selecting the font size you wish to display.
- When you have created your message, click on **Send**, and your message will be sent automatically.

Sending a Message

- When you are ready to send your message you can select a few different options on the menu bar.



- When you click on **Send** your message will be sent. If you want to save the message as a draft, click on **Save As Draft**.



- Click on the **Print** button to print your message.

To Save Attachments from E-Mail to a Workstation

1. Open the e-mail message containing the attachment.
2. At the bottom of the message, under **Attachments**, click once on the attachment name to highlight and then click on the icon of the floppy disk.

Attachments: (Click the filename to launch)

[Atomic Learning Excel modules.xlsx](#)

You will be asked to open or save this attachment.

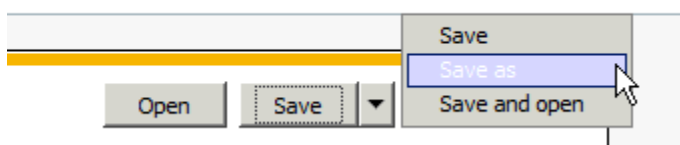
Do you want to open or save **Atomic Learning Excel modules.xlsx** from notes1?

Open

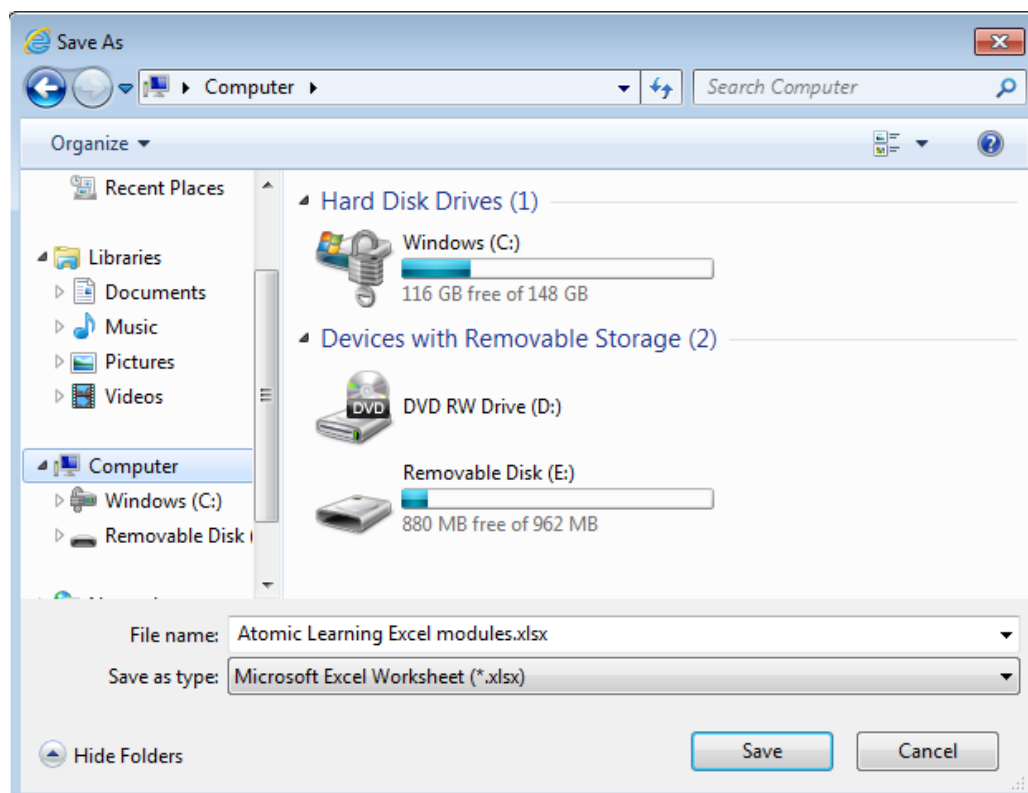
Save

Cancel

3. Click once on the arrow to the right of "Save" and choose "Save as..."



4. Your workstation's C drive will open. Click on the **Save** button. This will then save the attachment to your workstation's 'C' drive.

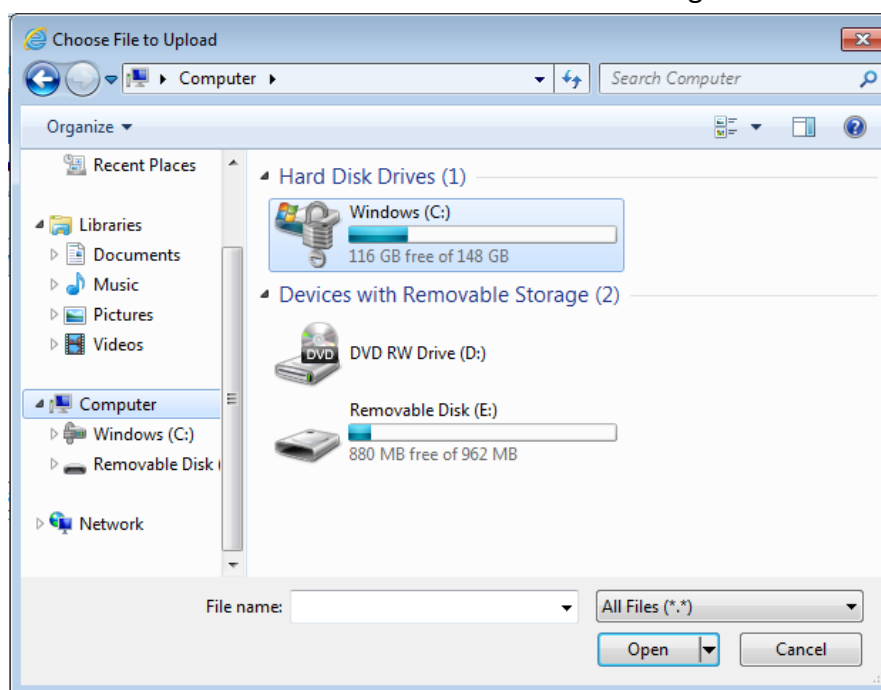


To Add Attachments from a Workstation to a Message

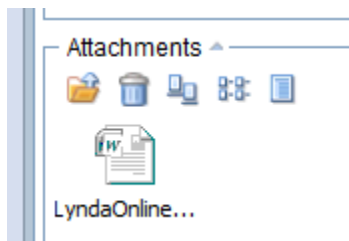
1. While creating a **new message**, click on Attachments, on the bottom left of the message to open the attachments options. You will then see the following:



2. To add an Attachment click on the Folder icon.
3. When the OPEN dialog box appears, browse to the file you wish to attach, and click once on the filename to highlight the file.
4. Click the **Open** button. This will then add the attachment to the message.



5. After the attachment has been added, you should see the attachment under **Add Attachments** and should be similar to below. The attachment is now ready to be sent.



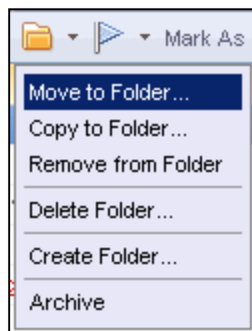
Moving a Message

1. If you receive a message and want to move it to another folder, there is the **Move** option you can use by

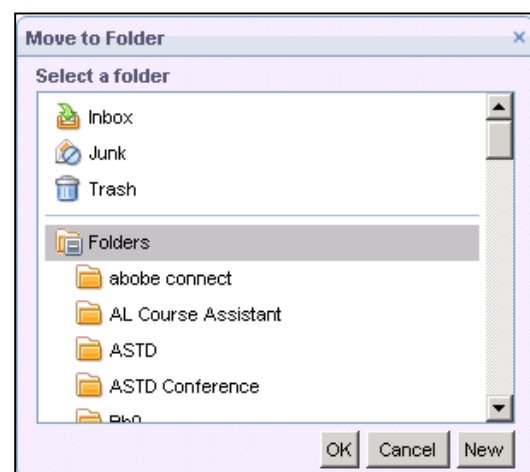
clicking on the Move to Folder icon.



You will then see the following:

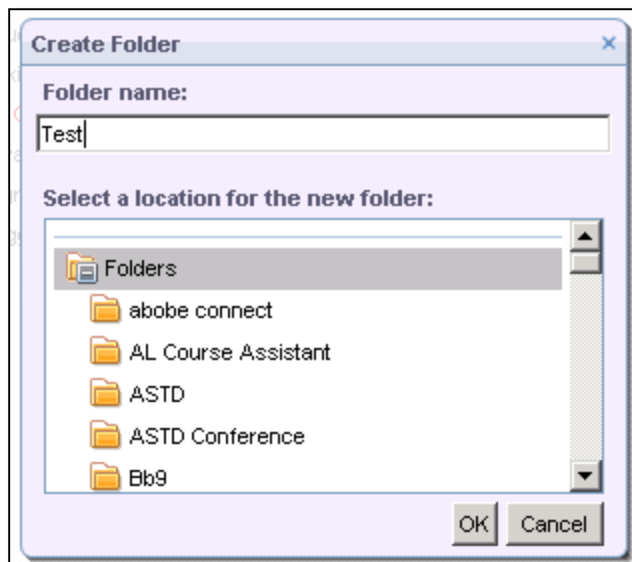


2. You can choose to move or copy a message to a folder, or you can choose to remove a message from a folder.
3. Select the message(s) you want to move or copy.
4. Place your mouse over **Move**, and select **Move to Folder**.
5. The **Move to Folder** window will open.
6. Click on the folder you want to move the message to and then click **OK**.
7. The message(s) will be moved to the folder you selected.



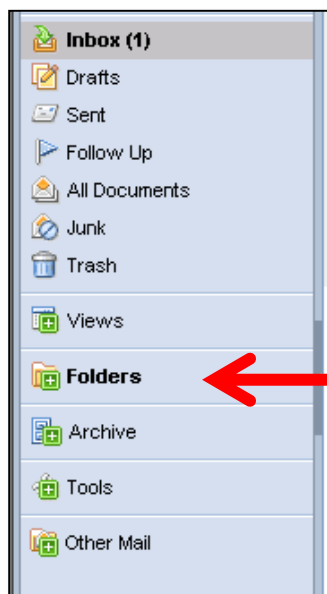
Creating a New Folder

1. Select the message you want to place in a new folder, and click on **Move**.
2. If you want to move the message to a new folder, click on the **New** button.
3. When you click on **New**, you will see the **Folder name**: where you can type in the name of a new folder you want to create.



4. After you type in the name of your new folder, you can choose location for the folder. This will create sub-folders.
5. Click on **OK**.
6. The **Move to Folder** window will still be opened, and here you will see your new folder name.
7. If you want to place the message(s) you selected into your new folder, select the new folder and click **OK**.

Accessing email within Folders

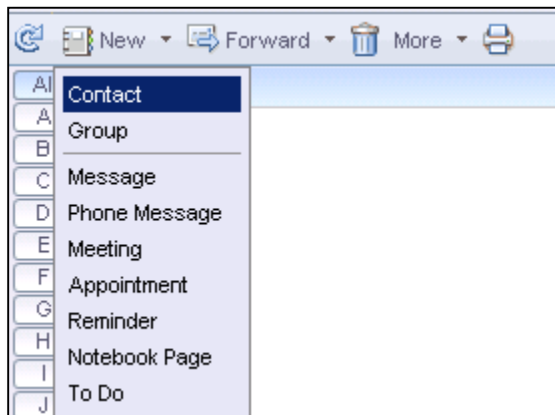


On left side of the screen you will see a link to open Folders. Click on this link and each of your folders names will display.

CREATING A CONTACT LIST



1. To create a new contact, click on the **Contacts** button on the upper left side of the screen.
2. Once the Contacts opens, click on **New / Contact** to create a new contact.



3. The **Contact Information** tab will open, and here you can enter all of the information for your new contact.

4. You can enter the contact's first and last name. Then enter all of the information you want about this contact in the **Work**, **Home**, and **General** tabs.
5. When you are finished adding in all of the information you want, click on **Save and Close**.
6. In the **Contacts** list you will see the contact you just created.

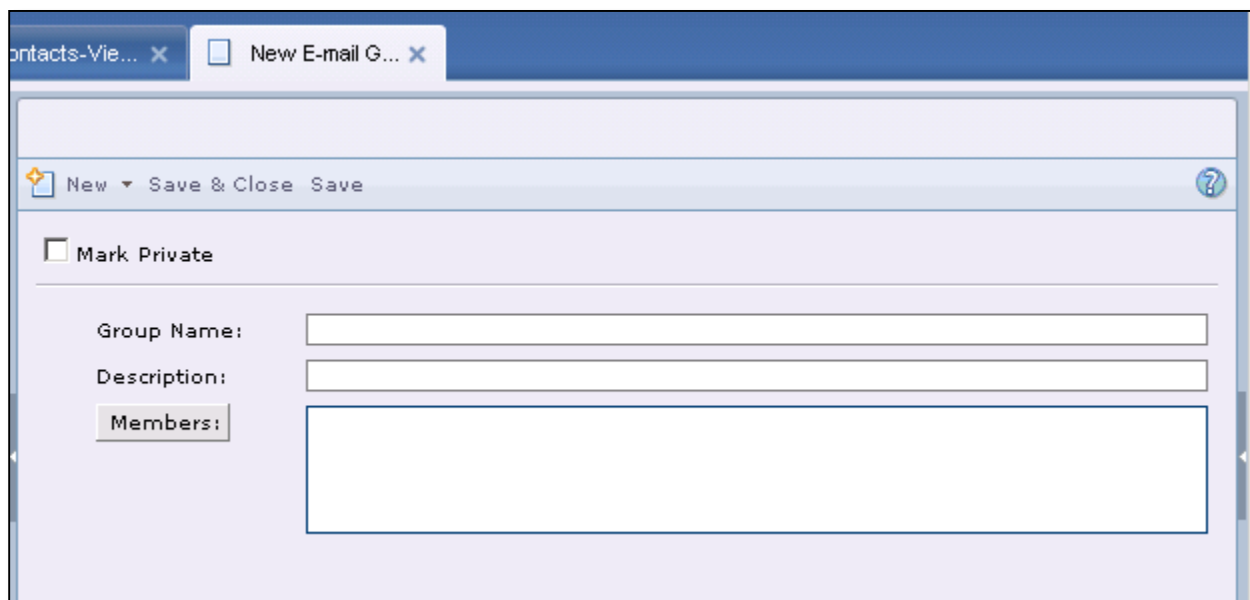
Using Email Groups

You can create a new email Group by performing the following steps:

1. While in you Contacts list, click on the drop-down arrow next to New and choose **Group**.



2. Type the **Group Name**.
3. Click once in the box under **Members** and begin adding the group members one of two ways:
 - a. By typing your group list (if you have a list of addresses with commas in between each address, you can cut and paste this list). i.e. test1@aol.com, test2@aol.com and so on.

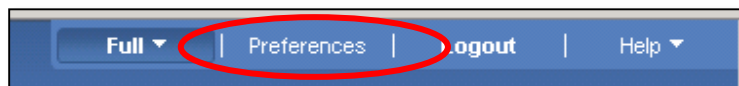


- b. Click on **Members** to choose the members from your address book.
4. Click **Save and Close**.

When using groups with student email addresses, you may want to place the group name in the bcc (blind carbon copy) line so other students do not see each other's email addresses.

USER PREFERENCES

1. To view or change your mail preferences, click on the **Preferences** button located in the top right hand corner of the screen.

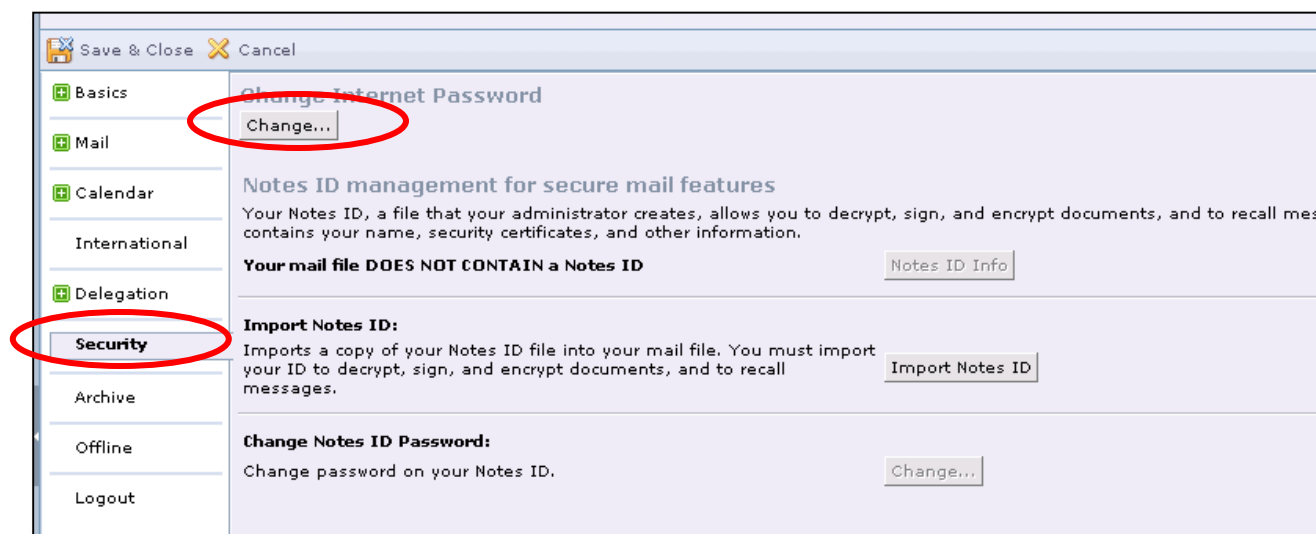


2. The **Preferences** tab will open.

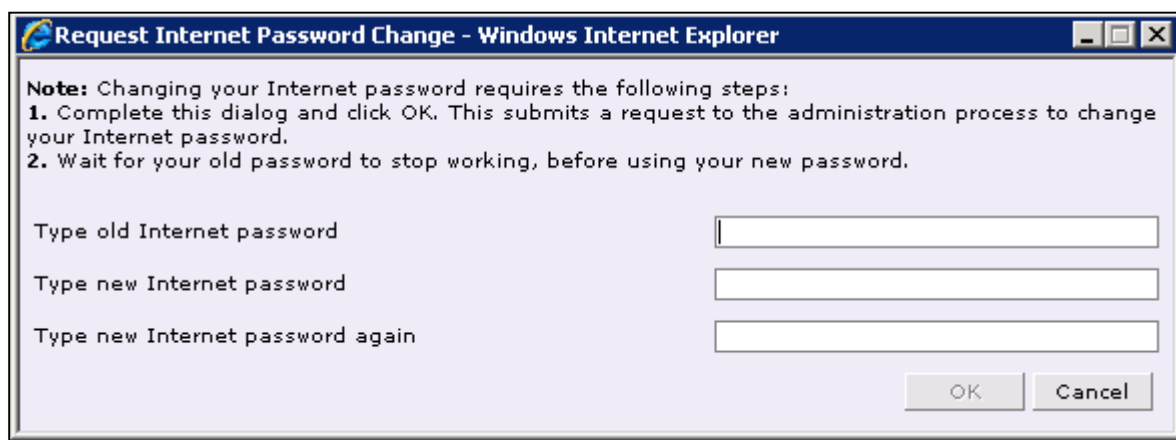


Changing a Password

1. In the **Security** tab on the left, in **Preferences**, you can select the **Change** button under **Change Internet Password** to change your password.



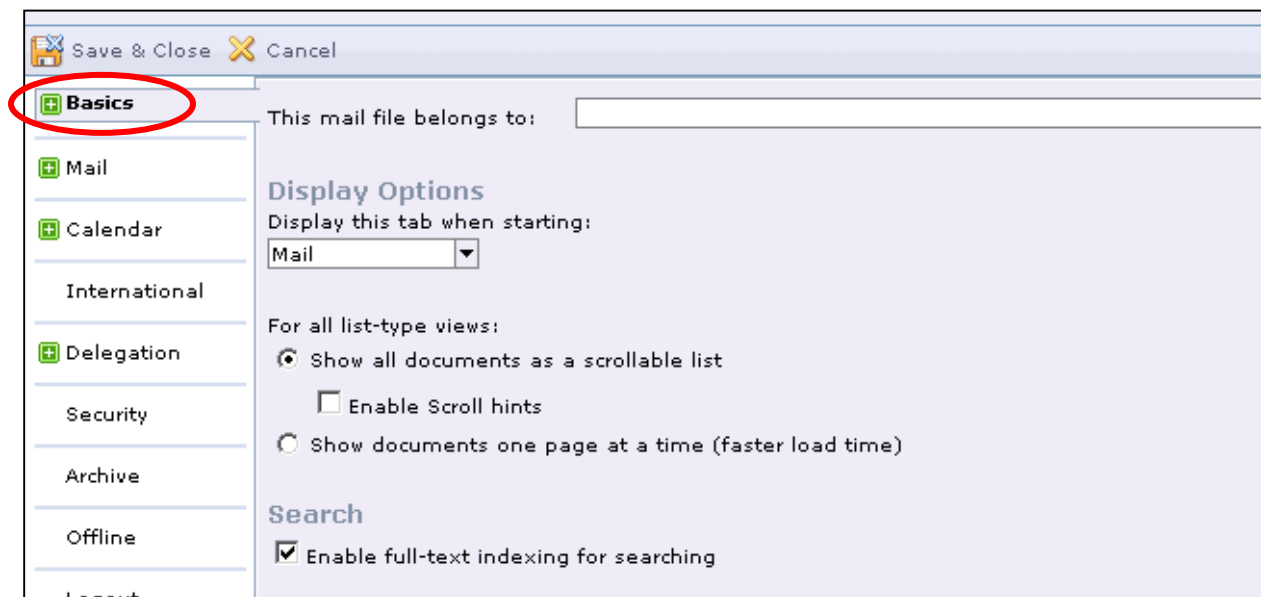
2. Once you click on Change, the Request Internet Password Change window will open.



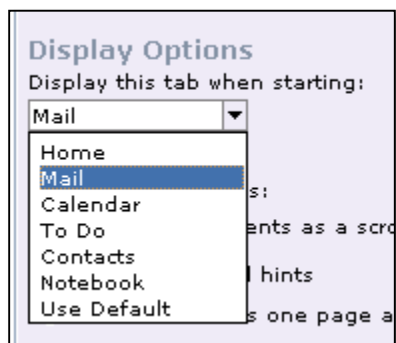
3. Here you enter your old password and then type in the new password twice.
4. When you have entered the passwords, click **OK** and you will see a message display that your password change has been submitted.

Selecting Default Startup View

1. While still in Preferences, click on the **Basics** tab on the left.



2. At the top of the window, under **Default startup view**, you can click on the drop down menu to select where you would like your email account to open once you log in. You can select to have your Mail or Calendar open once you log in.



Adding a Signature

1. While in Preferences, click the **Mail Tab** and select **Signature**

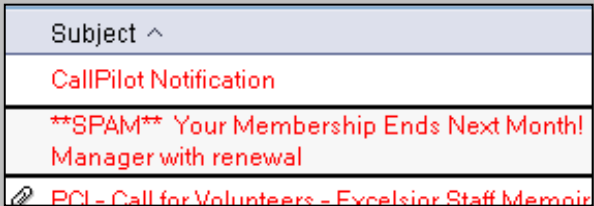
2. Fill out either a **Rich Text** or **Plain Text** signature
3. Scroll to the bottom of the page
4. Place a check mark in the box “Automatically append a signature to the bottom of your outgoing mail messages.”
5. Select the proper Type **Plain** or **Rich** text.

6. Click Save and Close.

SPAM EMAIL FILTERING

Barracuda is used at Excelsior as a "SPAM Firewall". It is one of the most accurate SPAM mitigation products available. This product provides you with control over e-mail filtering. With Barracuda, you will be able to identify message legitimacy and to control user-specific whitelist / blacklist(s).

With Barracuda at Excelsior, messages will be identified as one of four types:

Legitimate (whitelisted)	Messages that are deemed by Barracuda (or by the user) to be safe in content will be passed automatically to your inbox.
SPAM	<p>Messages identified as SPAM will be passed to your inbox with an identifier to let you know that Barracuda believes the message to be SPAM. You will see these messages with a subject tagged with **SPAM**. This will indicate to you that message may or may not be SPAM.</p>  <p>The screenshot shows an email subject line with a red warning. The subject is "CallPilot Notification". Below it, in red text, is "**SPAM** Your Membership Ends Next Month! Manager with renewal". At the bottom, in red text, is "PCL - Call for Volunteers - Excelsior Staff Memoir".</p>
Quarantined	<p>Messages deemed of questionable content by Barracuda will be placed in SPAM quarantine. You will have the ability to view the messages that have been quarantined and take action upon them. Actions include:</p> <ul style="list-style-type: none"> • deleting • releasing to your inbox • whitelisting • blacklisting
Blacklisted (blocked)	Messages that have been deemed by Barracuda (or by the user) to be objectionable will be blacklisted. Blacklisted messages will not be seen by the user in either their inbox or SPAM quarantine. Messages that have been blocked can be retrieved by our mail administrators within two days of receipt.

SPAM Quarantine Summary

Barracuda will email a **SPAM Quarantine Summary** to you each day. Currently you will receive this message mid-afternoon.

When you open the Quarantine Summary message, you will see a digest of the messages that have been quarantined for you in the previous 24-hour period. *Note you may have to scroll to the right or down to see the entire digest.*



Spam Quarantine Summary

Spam Quarantine
Summary

Total inbound quarantined emails for alala@excelsior.edu: 1 message

The emails listed below are ones that have been placed in your quarantine digest since the last quarantine summary was sent.

Messages older than 15 days will be removed

Emails Quarantined Since Last Notification (2010-Jul-12 14:35:41): 1 message

From	Subject	Actions
thomash250@gmail.com	Andrea - How much Weight will you lose this summer?	Deliver Whitelist Delete View

[DELETE ALL DISPLAYED EMAILS](#)

Click on the **Deliver** link to have that message delivered to your mailbox.
Click on the **Whitelist** link to have that message delivered to your Inbox and that sender whitelisted.
Click on the **Delete** link to remove that message from your quarantine.
Click on the **View** link to display that message in a new Message Details browser window.

[Manage your allowed / blocked list](#)

[View your entire Quarantine Inbox or manage your preferences.](#)

Spam/Virus Protection By



SPAM QUARANTINE DIGEST

To the right of each message you will see three actions:

Deliver: Informs Barracuda that you believe the message to legitimate and Barracuda will deliver the message to your inbox in Lotus Notes.

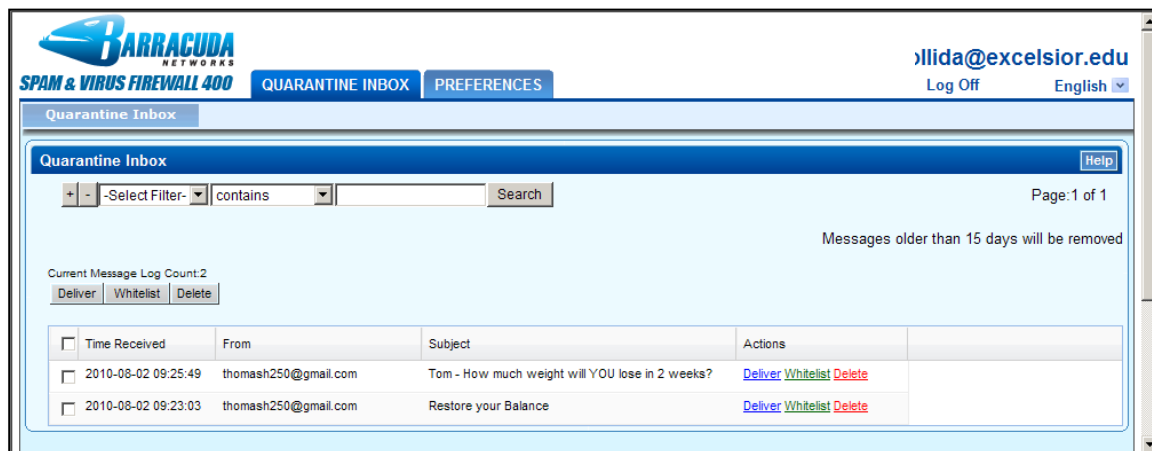
Whitelist: Informs Barracuda that the message is not only legitimate but that you would like all future messages from the sender to bypass the SPAM filters and deliver messages directly to your inbox. Barracuda will also deliver the message to your inbox.

Delete: Informs Barracuda that you do not believe the message to be legitimate and Barracuda will delete the message from the system. You can also delete all displayed emails by clicking on *Delete all displayed emails*

Below the digest, you will see a link to your Barracuda SPAM Quarantine. Click on *View your entire Quarantine Inbox or manage your preferences* to log in automatically to the Barracuda SPAM Quarantine.

Barracuda SPAM Quarantine on the Web

After you click on the link from your inbox, you will be automatically, logged in to the SPAM Quarantine Inbox.



Here you will see your entire SPAM quarantine from the previous 15 days. Messages will remain in the quarantine for 15 days if you take no action (deliver, whitelist or delete). After 15 days, the messages will be deleted automatically by Barracuda.

From the quarantine you can take the same three actions you had in your SPAM Quarantine Summary email (deliver, whitelist or delete).

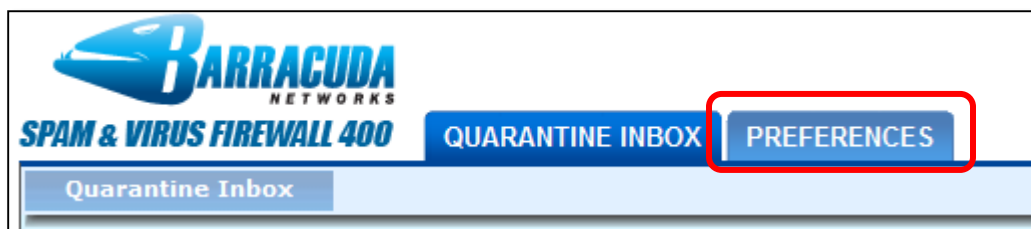
To take action on **individual** messages click on the action link to the right of the message

To take action on **multiple** messages, click on the check box to the left of the messages, and then click on an action button above the message list

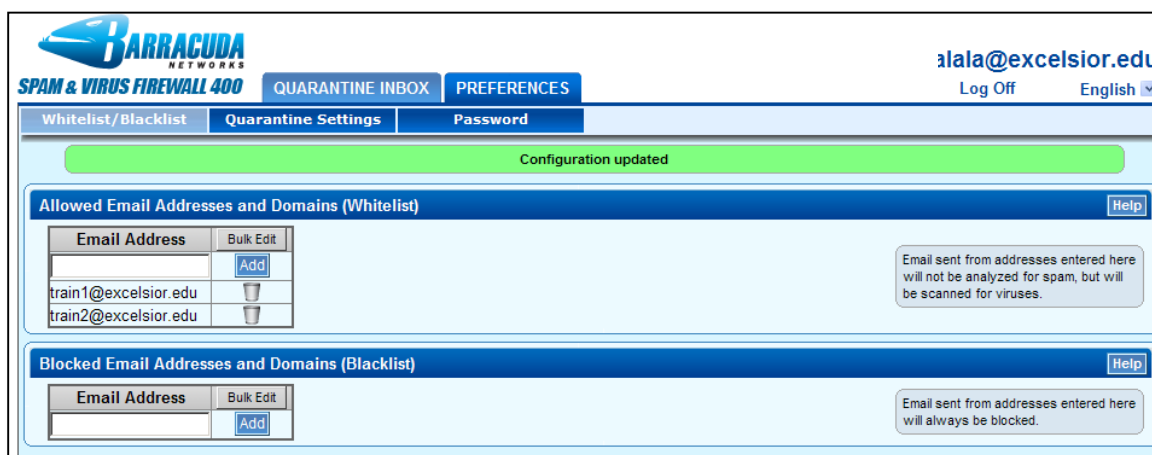
Whitelist/Blacklist Preferences

You have the option of setting the whitelist and blacklist preferences in your Barracuda Quarantine inbox. These preferences will determine which messages come automatically to your inbox (without being scanned) and which messages never come to your inbox.

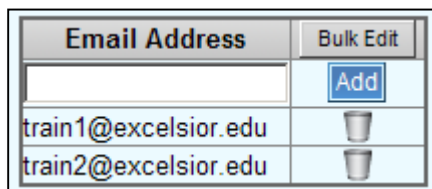
1. From your Barracuda Quarantine inbox, click on the **Preferences** tab.



2. You will then see all of the current email addresses that you have placed in the Whitelist and Blacklist.
3. To add additional messages to either list, type in the email address then click on **Add**.

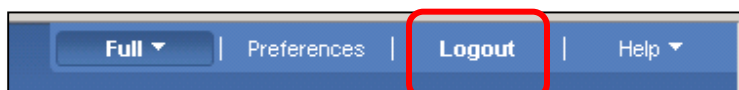


4. Once the email address is added to the Whitelist or Blacklist, you can remove them by clicking on the **trash icon** next to the email address.



LOGGING OUT OF EC WEB MAIL

To log out of EC Web Mail, click the Log Off button.



If you see this message when logging out click OK:

