

AN INTRODUCTION TO



USING



FIREFOX & INTERNET EXPLORER

AT
THE SENIOR COLLEGE,
CENTRAL TECHNICAL INSTITUTE,
CLONMEL



Starting WebMail

In order to access your WebMail you need a web browser. Web browsers include: Firefox, Netscape Navigator, Microsoft Internet Explorer and Opera. The browser used in sourcing the images used in these notes was Firefox. If you would like Firefox for your home computer ask the network administrator in the Central Technical Institute. However, the previous named browsers will do just as well.



Firefox



Netscape
Network



Internet
Explorer



Opera
Software

When you start your browser by clicking on the Firefox symbol in Linux or the Internet Explorer symbol in Windows located at the bottom of your screen:









It will automatically open the Intranet home page. If, for some reason the browser does not open on the intranet homepage click on the edit tab located at the top of your screen. Select the preferences button and type the following address into the space provided beside location:

webmail.cti-clonmel.ie

Likewise, if you wish to access the intranet homepage from home just click on the address bar of your browser and type in the same address.

You should then see the Central Technical Institute homepage as shown below:







POWERED BY

Subjects List:

[Click here for a schedule of deadlines](#)

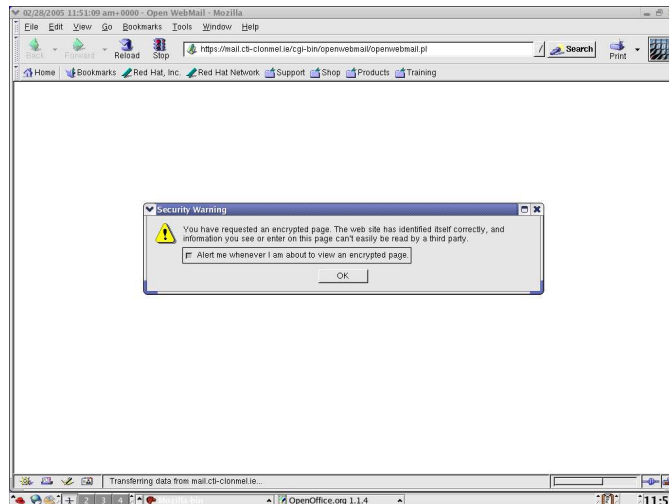
- Communications
- Computer Architecture & Systems
- Computer Programming
- Database Methods
- Design
- Desktop Publishing
- Language (French/German)
- Mathematics for Computing
- Spreadsheet Methods
- The Internet
- Web Authoring
- Work Experience
- Word Processing
- Word Processing - Advanced

All module descriptors may be found [here](#).

Once you have successfully accessed the Central Technical Institute intranet homepage click on the Open WebMail icon:



Having clicked on this icon you may receive a warning, click ok to proceed:



Once you have located your login screen, you will be greeted with an interface similar to the following:

A login form with a blue header bar containing the word 'Login' in white. Below the header, there are two input fields: 'UserID:' and 'Password:'. Below the 'Password:' field is a 'Login' button and a checkbox labeled 'remember my userid'.




Note: Your user name is the same as your e-mail address. If you do not know your user name, please contact your system administrator.

Once you have entered both of these fields, you can click "Login", or hit the "Enter" key on your keyboard. You will then be asked if you would like the password manager to remember your password for future login sessions. Say No to this.

If you entered your correct UserID and Password, you will be directed to your Inbox.

Using Your Inbox

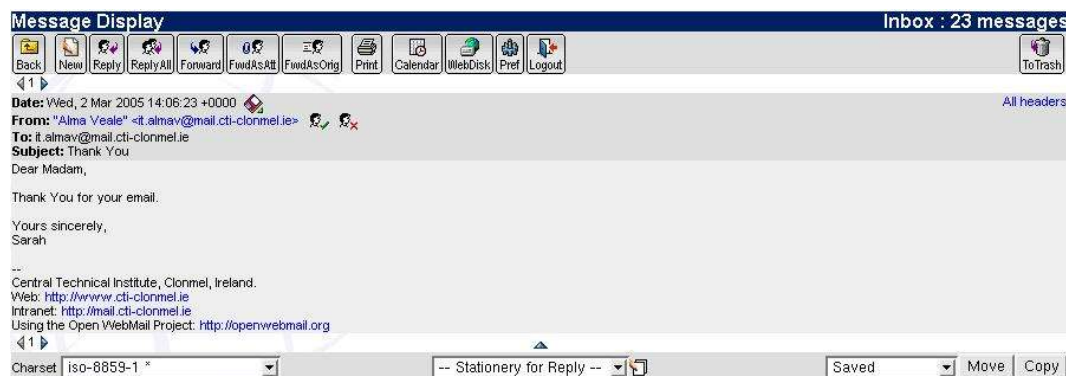
Your Inbox is where all your messages are downloaded to. When someone sends you an e-mail, it is displayed in a list fashion:

	Date ▲	Sender	Subject	Size	<input type="checkbox"/>
1 	08/21/2002 15:09:59	Brent Epp	How's it going?	964	<input type="checkbox"/>
2 	08/19/2002 17:07:36	William J.A. Brillinger	Re: PHP	1289	<input type="checkbox"/>

- The first column represents the status of the message.
- The golden, closed envelope specifies that the message has not been read. Notice that all of the text in that row (of the first message) is also in bold.
- The envelope in the second message row is white and opened. This means that you have read that message. Also take note that the text in the second message row is in plain format (not in bold).
- The second column is the Date and Time on which the e-mail was sent to you.
- The Sender is who the e-mail is from. You can click the name to compose a message to that person.
- The Subject is the topic of which the sender had specified. This gives you a brief, explanatory meaning of the message. By clicking the Subject of the message, the message will be opened for you to read.
- The Size of the message is the space that the message takes up on the server. This is reported in bytes.
NOTE: Whilst there is no limit to the amount of space, do not take advantage of this or your account will be deactivated.
- The Check box in the last column is for message selection and actions. By clicking one of the check boxes, a small tick will appear in the box. Clicking it again removes the tick. By clicking the check box utmost to the top (directly right of "Size"), all of the check boxes below it will be selected. This tool is for performing actions on selected messages such as copying, moving, deleting etc.

Reading a Message

To read a message, find the message in your Inbox, and click the Subject of the message. This will bring to to a screen similar to this:




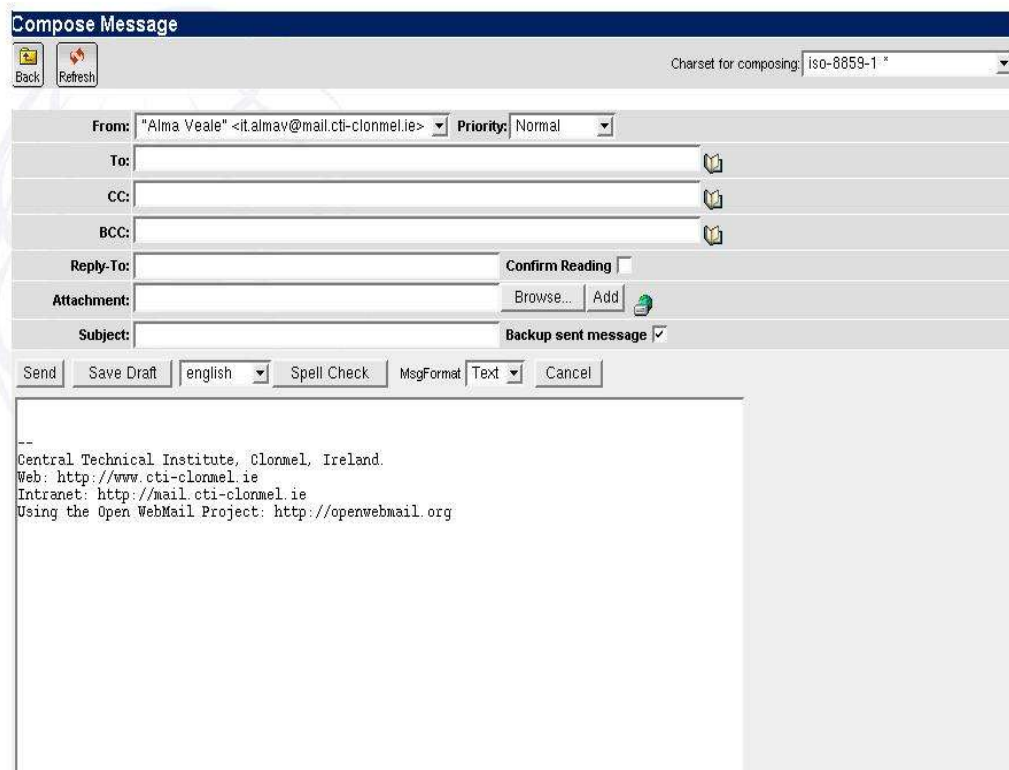
The message toolbar is for actions to perform on the current message. The message headers contains the same information that is displayed in the Inbox. Click All Headers to display more detailed information about the headers. The message is the text that the sender has sent you to read.

Moving/Copying a Message

When you Move a message, you are deleting it from one location, and placing it in another. When you Copy a message, you are duplicating it to make an exact copy in another location. To Copy or Move messages, select the message(s) you wish to perform one of these actions on, select the location you wish to Move or Copy to, and click either "Move" or "Copy" (depending on what you desire to do).

Composing a message


1. To start composing a message, click the "New Message" icon on the toolbar 
2. You should be directed to a window that looks something like this:





Compose Message

Back Refresh Charset for composing: iso-8859-1 *


From: "Alma Veale" <it.almav@mail.cti-clonmel.ie> Priority: Normal

To: 

CC: 

BCC: 

Reply-To: Confirm Reading

Attachment: Browse... Add 

Subject: Backup sent message ☒

Send Save Draft english Spell Check MsgFormat Text Cancel

Central Technical Institute, Clonmel, Ireland.
Web: <http://www.cti-clonmel.ie>
Intranet: <http://mail.cti-clonmel.ie>
Using the Open WebMail Project: <http://openwebmail.org>

3. Provide a destination e-mail address.
4. Provide a subject line.
5. Attach any required files.
6. Type your answer.
7. **Send** your message.

N.B It is extremely important to remember that you are sending an *electronic letter* to someone else. Follow all the rules of email etiquette:

Do

- Be concise and to the point.
- Use proper spelling, grammar & punctuation.
- Read the email before you send it.
- Take care with abbreviations and emoticons e.g :-) should not be used in excess.

Do Not

- Do NOT write in all capital letters nor all lowercase letters. By convention typing all in uppercase is considered shouting and typing in all lowercase is considered disrespectful and poor literacy.
- Don't reply to an email message when angry, as you may regret it later. Once the message has been sent, you will not be able to recover it.
- Do not use email to discuss confidential information.

Replying to a message

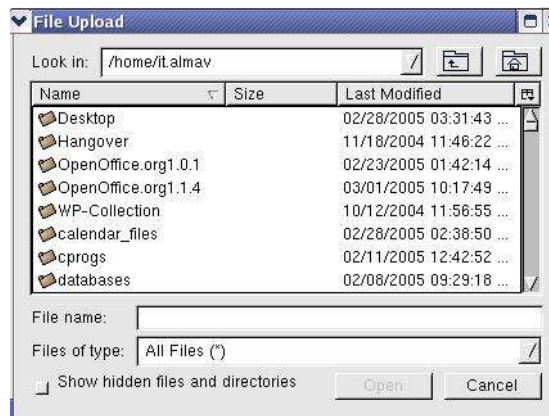
The easiest way to reply to an e-mail is to click on the Reply button when reading the message. Input your message above the message that was sent to you. The benefit of this, is that the person who receives the message will know what they wrote in the original message.

Forwarding a message

To forward a message as you have received it to another person you can use the Forward button when you are in your Inbox or when you are reading the message. If you use the Forward button from the Inbox remember to select your message first by clicking on the check-box. **N.B** Make sure to put your reply at the top of the message

Attaching Files

You may also want to add an Attachment to your e-mail. An attachment is a file that you send with your e-mail if it cannot be viewed within the e-mail text. To add an attachment, click "Browse", by the attachment box. This will open up a dialogue box that allows you to choose a file to attach to your e-mail. Use the drop-menu to choose the drive or location of the file. You can also attach multiple files. You do not have to click browse several times.



- If you want to choose all of the files show in the window, press Ctrl+A on the keyboard.
- If you want to choose several files in sequence, but not all of them, click the first file and the last file you want to select, while holding in Shift on the keyboard.
- If you want to choose several files that are not in succession, but not all of them, click the files you wish to attach while holding in Ctrl on the keyboard.
- Once you have selected the files you wish to attach, click "Open", and then click "Add". Your files are now attached to the e-mail.

Opening an attachment

In order to open an attachment you should click on the file name and it should open. You should not open an attachment unless you know the name of the person who has sent it. Opening attachments from unknown sources is dangerous as they may contain viruses. Be wary of files with .BAT .COM or .EXE file extensions. This is predominantly a worry under Windows.

In any case, .BAT .COM and .EXE are Microsoft Windows based program files; special steps need to be taken to operate them under Linux.

If you don't have an application required to open a document file you may find the necessary application, or a reader file, available free on the Internet. Ask the network administrator if unsure.

Note also that under Linux in the College not all attachments can be opened. This may be because the PC you are using has not yet been configured to open that type of file, or because of security issues.

Managing your folders

Folders are a very useful tool for keeping your e-mail organized and tidy. There are five main folders:

- **Inbox**

The Inbox is also a Mailbox. It is where all of received messages are downloaded to.

- **Saved**

Allows you to save messages.

- **Sent**

Contains all sent messages

- **Draft**

Allows you to write a message and store it as a draft for work later.

- **Trash**

Once you have read the e-mail, and no longer need it. You can either move it to the trash, or to a newly created folder. You can move it to trash in one of two ways:

You can select the check box by the message you wish to move, and click the Trash button. The second way is to, again, select the check box, then select "Trash", in the drop menu on the top left-hand corner, and click "Move". Or, if you wish to completely delete the e-mail, select **DELETE** in the drop menu. This e-mail will no longer exist.




Toolbar

A toolbar is a bar of buttons and options that allow you to quickly perform actions on different objects. This is the Main Toolbar:



You may use this chart as a reference for these buttons.









Term/Icon	Name/Alternate Text	Action It Performs
	Folder Menu	Displays the current folder and the number of unread/read messages.
	New Message	Allows you to write a new e-mail.
	Folders	Allows you to view, edit, delete, and create folders.
	Address Book	Opens the address book for editing.
	Mail Filters	Allows you to filter incoming e-mail.
	POP 3	Allows you to collect mail on other mail servers. To access this go to settings and preferences.
	Advanced Search	Performs a detailed search for a message.
	Refresh	Reloads the current page.
	Move to Trash	Moves the selected message(s) to the trash.
	Calendar	Opens your personal Calendar, allowing you to make detailed daily notes.

	User Preferences	Allows you to alter and personalize your settings. There are a lot of options available here. It may pay to explore your preferences.
	Logout	Exits Open WebMail
	Destination Menu	Moves or Copies the selected messages to the selected destination folder.




When you open a message, a new toolbar appears, giving you more options for the specific page you are on.

The Message Toolbar:



Term/Icon	Name/Alternate Text	Action It Performs
	Back to Previous	Takes you back to the previous mailbox
	New Message	Creates a new e-mail message
	Reply	Replies to the sender of the message.
	Reply All	Replies to all senders of the e-mail, including forwarders
	Forward as Attachment	Forwards the message as an attachment
	Print	Gives you a printable version of the message
	Calendar	Opens the calendar
	Logout	Exits your Open WebMail session







Additional Message Icons:

Term/Icon	Name/Alternate Text	Action It Performs
	Import Address Book [sender]	Adds the sender of the e-mail to your address book.
	Block Sender	Blocks the sender by adding a filter.
	Block SMTP Relay	Blocks the SMTP Relay of that message (the server that forwarded the message)

Calendar

The calendar toolbar works similarly to the main toolbar, but it customizes the calendar for you.
The Calendar Toolbar:



Term/Icon	Name/Alternate Text	Action It Performs
	View By Year	Displays the current yearly calendar
	View By Month	Displays the current monthly calendar
	View By Week	Displays the current weekly calendar
	View By Day	Displays the current daily calendar
	Back to Inbox	Takes you back to the Inbox
	Logout	Exits Open WebMail