The P&P SquirrelMail Cheat Sheet v.1.0

Login: Get Help!!! Write Mail: https://maui OR http://papmail.cib.net 1. Click Compose link (top right). 1. Click 'Help'. 1. Type username (bit before Current Folder: INBOX Calendar @peopleandplanet.org in your email) ompose Addresses Folders Options 2 Visit 2. Type password. 2 Write mail! http://www.squirrelmail.org/wiki/SquirrelMail 3. Click 'Login' 3 Click 'Send' 3 Read \\st\it\training\email\using squirrelmail.sxw Send to contact/s: **New Contact:** Search Folders: 1. Click 'Addresses' link 1. Compose new mail. 1. Click 'Search Link' 2 Click 'Add Address' link Priority Normal Receipt 2 Click 'Addresses' 2. Select folder to search from dropdown. 3. Fill in details. 4 Click 'Add Address' Button Signature Addresses button. 3. Type what to search for in box. Add to Personal address book 3 Search for contact/s Nickname: Must be unique 4. Use link to send mail. 4. Narrow search with second dropdown. ail address: First name: Name Last name: charlie harvey litional info: Add address **New Calendar Event:** Log Out: **Folders: Folders** 1. To open, click links on left of 1 Click 'Calendars' Sign Out Last Refresh: 2005-02-2 (Check mail) 2 Click date of event SquirrelMail page. 3. Click 'add' next to time event starts 2. Inside a folder, click the Viewing Message: 1 (1 total) column headings to sort email by < Sun Monday, February 28 2005 GEAR (Purps) Tue > that field. Transform Selected Messages: 07:00 3. Click on the subject field of an email to open Read Unread Delete 4. Fill in details 1. Click 'Sign Out' link at top right of page. 5. Click 'Set Event'