Introduction to University Student Email System

SquirrelMail version 1.4.1
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Texas A&M University - Corpus Christi Login

Computer Services
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The Island University
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Accessing Islander Mail using Internet Explorer

To access Islander Mail:

1. **Open** your internet browser (**Internet Explorer**)
2. In the address bar, **type** in the following address: [https://islander.tamucc.edu/](https://islander.tamucc.edu/), and **Press Enter**
3. A Security Alert dialog box (depending on the security settings of Internet Explorer) may appear, and look similar to the picture below.
4. **Left-click** on **OK**

Once you have clicked **OK**, you may see another Security Alert dialog box (depending on security settings of Internet Explorer) in regards to Information Exchange, and look similar to the picture on the next page.

Proceed to step 4 on the next page.
5. **Left-click on Yes**

Note:
If you just press enter, you will be clicking on the NO button. If this happens, you will not move to the next page. You will stay on the current page of your web browser.

If successful, the next screen you will see is the **Login** screen.
Logging Into Islander Mail
Once the Islander Mail login page displays, you will need to login.

To login into Islander Mail:

1. In the Name: field, type in your Islander Mail userid (lowercase), press the Tab key
2. In the Password: field, type in your Islander Mail password (case-sensative), press the Tab key
3. Left-click on Login

Proceed to step 4 on the next page.
After you clicked on **Login**, a dialog box for **AutoComplete** may appear. However, if you do not see this dialog box, it may be that you have accessed Islander Mail previously.

4. **Left-click** on **NO** (You do not want Windows to remember your password.)

![AutoComplete dialog box](image)

4. Left-click here

If your **login** was successful, your **INBOX** will be displayed and look similar to the picture below.

![INBOX display](image)

Note: An **Unread** message in your **INBOX** is in boldface font. A **Read** message in your **INBOX** is in normal font.
Understanding the User Interface and the Toolbars

1. **Current Folder** – Displays the current folder you are viewing
2. **Sign Out** – Use this to exit Islander Mail
3. **Compose** – Use this option to compose and send messages
4. **Addresses** – Use this to view your address book, add entries to the address book, etc
5. **Folders** – Use this to create, edit, and delete folders
6. **Options** – Use this to set preferences such as display, themes, or sound, etc
7. **Search** – Use this to search for items in your folders, such as the INBOX
8. **Help** – Use this to view Islander Mail help topics
9. **Calendar** – Use this to view your calendar
10. **Fetch** – Use this to pop mail from other servers
11. **Islander Mail** – This is a link to the Islander Mail website
12. **INBOX** – This is for all incoming mail items. INBOX is the default view after you have logged into Islander Mail
13. **Drafts** – Use this folder to store drafts, you can use this folder to store messages that you are not ready to send
14. **Sent** – Use this to view the items that you have sent
15. **Trash** – Use this to view the items that you have sent to the Trash (Deleted from another folder)
16. **Your Disk Usage** – A link to an information sheet about your disk usage

Continue on the next page.
17. **Drop-down menu** (located directly below **Move Selected To:**) – Use this to select a folder when moving items from one folder to another
18. **Move** – Use this to move an item from one folder to another, used in conjunction with item #17
19. **Forward** – Use this to forward message to other individual(s)
20. **Read** – Use this to display an unread message as a read item. When you read a message it will be displayed as normal font
21. **Unread** – Use this to display the message as an unread item, you may want to use this option so that you will refer back to a message as if it was new
22. **Delete** – Use this to delete items from a folder
23. **Toggle All** – Use this to select or deselect all of the items in a folder, you may want to use this option when you want to delete or move all items at one time
24. **Viewing Messages** – This will display the total number of mail items in the current folder. The window will be displayed as # to # (# total messages)
Compose and Send an E-mail Message

To compose and send an e-mail message:

1. **Left-click** on Compose

Once you have clicked on Compose, your screen will appear similar to the picture below.

Proceed to steps 2-5 on the next page.
2. **Left-click** on the **Addresses** button (to select an address from your address book) or **Type** an e-mail address(es) in the **To:** field, press the **Tab** key

3. **Type** an e-mail address(es) in the **CC:** field, this option is to send the e-mail message to other people and allows all the recipients to see who else received the message (optional), press the **Tab** key

4. **Type** an e-mail address(es) in the **BCC:** field, this option is to send the message discreetly, the blind carbon copy recipient can see who else received the message, but the other recipients cannot see the blind copy recipient (optional), press the **Tab** key

5. **Type** in the **Subject** field, a subject for the e-mail message

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Proceed to steps 6-8 on the next page.
6. **Left-click** and **Type** your message in the **message text box**

![Image of an email interface showing the message text box]

7. **Left-click** on **Check Spelling** to correct any spelling errors before you send the e-mail message

8. **Left-click** on **Send**, to send the e-mail message

![Image of an email interface showing the Send button and a check spelling button]
Sending a Message with an Attachment
You can include attachments when you compose a message.

To send a message with an Attachment, first follow steps 1-6 from (Compose and Send an E-mail Message) and then proceed with the following steps:

1. **Left-click** on the **Browse** button to find the file you want to attach (located at the bottom of your compose mail screen)

2. **Left-click** on the **file** you want to attach to the message

3. **Left-click** on the **Open** button

Continue on the next page.
Note: Once you click on **Open**, your file location and name will appear in the area to the left of the browse button, your screen will appear similar to the picture below.

4. **Left-click on Add**

Note: Once you click on the **Add** button, the file you selected will be moved directly below the **Attach**: box. Your screen will appear similar to the picture below.

5. **Left-click on Send**
Checking/Reading a Message

To check/read an e-mail message:

1. Left-click on the INBOX folder

Once you are in the INBOX, your screen may look similar to the picture below. The items in bold indicate that a message has not been read.

2. Left-click the Subject line of the message that you would like to read

Continue on the next page.
When you have chosen to read a message, your screen will look similar to the picture on the next page.

Printing an E-mail Message
You can print an e-mail message.

To Print:
1. Open a message
2. Left-click on View Printable Version

Continue on the next page.

Created on 10-20-03
By Tamara Schweinsberg 13
Once you have selected **View Printable Version**, your screen will look similar to the picture below.

3. **Left-click on Print**

Once you click on **Print**, another screen will appear for you to select a printer. Your screen may vary from the picture below.

4. **Left-click** to select the **printer**

5. **Left-click on Print**

Continue on the next page.
Once you have sent the message to the printer, that window will close and return you to the previous window.

6. **Left-click** on the **Close** button to close the **Printer Friendly** window

![Printer Friendly window]

**Reply/Reply All to a Message**
You can **Reply** to the sender of the e-mail message or you can **Reply All**, which allows you to reply to all recipients of the e-mail message.

To **Reply/Reply All**:

1. **Open** a message
2. **Left-click** on **Reply** or the **Reply All** button

![Webmail interface]

Continue on the next page.

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By Tamara Schweinsberg
Once you click on **Reply** or **Reply All**, your screen will look similar to the picture below. The message will automatically be addressed to the recipient(s) of the e-mail message.

3. **Type** your message in the **message body**
4. **Left-click** on **Send**

![Email interface screenshot](image-url)

**Forwarding a Message**

**Forwarding** a message will allow you to send a message to someone other than the sender.

To **Forward** a message:

1. **Open** a Message
2. **Left-click** on **Forward**

![Forwarding interface screenshot](image-url)

Continue on the next page.
Once you have chosen to **forward** a message, your screen will appear similar to the picture below.

3. **Left-click** in the **To:** field, to **Type** the address(es), (**CC:** and **BCC:** fields are optional)
4. **Left-click** inside the **message body**, to **Type** any comments
5. **Left-click** on **Send**
Deleting a Message
You can delete a message from folders that you no longer need. Note: The deleted message is moved to the Trash folder.

To Delete a message:
1. Left-click on the check box next to the message you want to delete
2. Left-click on Delete

Empty the Trash Folder
You can permanently delete the messages that you sent to the Trash Folder

To Empty the Trash Folder:
1. Left-click on Trash

Once you click on Trash, your Trash folder will appear and look similar to the picture below

2. Left-click on (Purge)
Accessing the Islander Mail Address Book

To access the Address Book:

1. **Left-click on Addresses**
Add Frequently Used Addresses
You can store frequently used addresses in the Address Book. You can keep track of e-mail addresses, first name, last name, etc.

To add to the Address Book:

2. **Left-click** on Addresses

Once you have selected Addresses, your screen will look similar to the picture below.

2. **Left-click** and **Type** a nickname for the individual in the **Nickname:** field, you can use the Nickname field to help you identify the individual, it **Must be unique** and is optional, press the **Tab** key
3. **Type** the e-mail address in the **E-mail address:** field, press the **Tab** key
4. **Type** the First name in the **First name:** field, press the **Tab** key
5. **Type** the Last name in the **Last name:** field
6. **Left-click** on the **Add address** button

Continue on the next page.
Once you have added an item to the Address Book, your screen will look similar to the picture on the next page.

Deleting information from your Address Book
You can delete any item in the Address Book.

To delete any item from the Address Book:
1. Left-click the check box by the item you want to delete
2. Left-click on the Delete selected button

To return to your INBOX:
3. Left-click on INBOX
Editing information from your Address Book
You can edit any item in the Address Book.

To edit an item in the Address Book:
1. Left-click on Addresses

2. Left-click the check box by the item you want to edit
3. Left-click on the Edit selected button

Continue on the next page.
Once you click on **Edit selected button**, your screen will appear and look similar to the picture below.

4. **Make the changes** needed  
5. **Left-click** on the **Update address** button

![](image.png)

**Creating Folders**

You can store a message in a different folder. This is especially useful if you have a lot of e-mail and want to keep it organized. Created folders are automatically Subscribed. Refer to **Subscribe or Unsubscribe Folders and the Folders Pane** section of this handout.

To **create** new **folders**:

1. **Left-click** on **Folders**

![](image.png)

Continue on the next page.
Once you click on **Folders**, your screen will appear similar to the picture on the next page.

2. **Type** the **name** for the new folder
3. **Left-click** on **Create**

Once the new folder is created, you will see a notification that confirms the folder was created. This notification will be displayed directly above **Create Folder**, and your screen will look similar to the picture below.
Refreshing the Folders Pane

Refreshing the Folders Pane located on the left side of the window will allow you to see your newly created folder(s).

To refresh the folder pane:

1. **Left-click on refresh folder list**

Once you have clicked on **refresh folder list**, your screen will look similar to the picture below. Note: Folders you create may appear in a different color than the default folders for **Islander Mail**.
Subscribe or Unsubscribe Folders and the Folders Pane

**Subscribe** allows you to register a folder(s) with the mail server. This allows you view it in the Folders Pane. By default, folders created using Islander Mail are automatically subscribed and viewable. Note: If you had been using Pine, any folders created using Pine will need to be subscribed before they are viewable in the Folders Pane.

**Unsubscribe** is the opposite of subscribing. This unregisters a folder with the mail server and removes it from the folders pane. You can Subscribe and Unsubscribe to folders at anytime.
Subscribe a Folder
To Subscribe a folder to the Folders Pane:

1. **Left-click** to select the folder you want to **Subscribe**
2. **Left-click** on **Subscribe**

Continue on the next page.
Once you **Subscribe**, your screen will look similar to the picture below.

![Unsubscribe/Subscribe](image)

To return to your **INBOX**:

3. **Left-click** on **INBOX**
Unsubscribe a Folder
To **Unsubscribe** a folder from the **Folders Pane**:

1. **Left-click** to select the folder you want to **Unsubscribe**
2. **Left-click** on **Unsubscribe**

Continue on the next page.
Once you **Unsubscribe**, your screen will appear similar to the picture below.

![Unsubscribe/Subscribe](image)

To return to your **INBOX**:

3. **Left-click** on **INBOX**

**Moving a Message to a Folder**
You can organize your messages by **moving** them to other **folders** that you have created.

To **move** a message to a **folder**:

1. **Left-click** on the **check box** by the e-mail message you would like to move

![Folder Management](image)

Proceed to steps 2-4 on the next page.
2. **Left-click on drop down menu** under the caption “Move Selected To,” choose the **folder** you want to move the message to.

3. **Left-click on** Move

4. **Left-click on** the **folder** that you moved the message to, the message will now appear in that folder.

Continue to the next page.
Once you click on the **folder** you moved the e-mail message to, your screen may look similar to the picture below.

Using Search
With this useful tool, you can **search** through your different folders using criteria that match different fields.

To **Search** a Folder:

1. **Left-click** on the **Search** option at the top of the screen

Continue on the next page.
Once you select the **Search** option, your screen will look similar to the picture below.

2. **Left-click** to select the folder you wish to **search**
3. **Type** in the **search criteria**
4. **Left-click** to select field to search on
5. **Left-click** on **Search**

![Search options](image)

Once the **search** has completed your screen may look similar to the picture below.

![Search results](image)
Accessing the Calendar
The calendar is available to schedule appointments. When you select the Calendar, you are looking at a Month View. It displays the current month. You can choose to change the view to a single Day View. You also can look at future or past months.

To access the Calendar:

1. Left-click on Calendar

Once the window is displayed it will look similar to the picture below.
Changing Views of the Calendar
You can change the way you view your calendar.

To change from Month View to Day View:

1. Left-click on Day View

![Image of Day View]

Once the window is displayed it will look similar to the picture below. By default, the current date will be displayed.

![Image of Day View with highlighted left-click area]
Viewing Different Days
If you would like to view another day, other than the current day, you can use the links that indicate the previous or the next day.

To select the previous or next day:

1. Left-click on the previous day link
2. Left-click on the next day link
Scheduling an Appointment on the Calendar
You can use the calendar for scheduling an appointment.

To schedule an appointment:

1. Left-click on Calendar
2. Left-click on Day View

Proceed to steps 3-8 on the next page.
3. Select starting time of the appointment by **left-clicking** on **Add**, located directly across from the starting time

![Image of appointment scheduling screen]

Once you click on **Add**, your screen will look similar to the picture below.

4. Adjust the **Start time**:
   a. **Hour drop-down menu**
   b. **Minutes drop-down menu**
5. **Left-click** on **Length**: to indicate how long appointment will take
6. **Left-click** and **Type** the **Title**: for the appointment
7. **Left-click** and **Type** any comments in the **blank area** regarding the appointment
8. **Left-click** on **Set Event**

![Image of appointment scheduling screen with highlights]

Continue on the next page.
Once you have scheduled an appointment on your calendar, your screen will look similar to the picture below.

To return to the Month View:

9. **Left-click** on **Month View**

Once you click on Month View, your screen will look similar to the picture below.
Deleting an Appointment
You can delete an appointment on the calendar.

To delete an appointment:
1. **Left-click** on the day that has the appointment you want to delete

Once you click on the day of the appointment, your screen will look similar to the picture below.

2. **Left-click** on the **DEL** option on the right side of a scheduled appointment

Continue on the next page.
Once you select DEL your screen will look similar to the picture below. Note: You will see a confirmation notice.

3. **Left-click** on **Yes**, to delete the appointment

![Confirmation Notice](image)

Once you have clicked on yes, your screen will look similar to the picture below.

4. **Left-click** on **Day view** link or **Month view** link to return to the calendar

![Calendar View](image)

To return to your **INBOX**:

5. **Left-click** on **INBOX**