NetMail E-Mail Program

NetMail is provided to PEI school students as a communication and organizing tool. This service may be accessed at mail.edu.pe.ca. At school, an Icon is provided in your Student Group to access NetMail.

The schools’ Computer and Information Technology Acceptable Use Agreement for Students apply to the use of a NetMail account. Your username and password are the same as those used to access the schools’ local area network. To send a message to someone within our system only that persons’ username is required. For someone to send a message from outside the NetMail system to you they must use your full e-mail address, e.g. username@netmail.edu.pe.ca

Advantages of Using NetMail Account:

• SPAM & Virus filtering
• Available at home or school using an Internet browser
• Address book and calendar
• 10 megabytes of storage
• no limit on attachment size from one NetMail user to another

Folder List:
• Inbox
• Any other folders created
• Calendar

Mailbox:
• Displays mail items
Top Toolbar:

Interactive Help

General Settings/Mail Box Management/Rules

Exit (Always use the exit button when finished with NetMail to avoid losing session information.)

Side Toolbar:

View Mailbox (Use this button to return to the full main window from within other folders or Calendar.

Compose mail message, appointment, task, or note.

Show and create appointments, notes and tasks.

Folder List:

• Mailbox allows the user to see the list of e-mail messages that are received and are deleted that are not purged.

• Folders is an area where the user can set up folders and subfolders in order to organize received messages.

• Sent items (does not display by default but can be set up in Mail Management). Displays the e-mail messages that you sent.

Mail Box:

INBOX - 0-0 of 0 messages displayed

• The mailbox area displays received items.
• Items may be opened by double clicking on their subject lines

• Multiple items may be “processed” (deleted or moved) by selecting the check box in front of the item and selecting the “function” button (delete, move, etc.)

• Timing Out – after 10 minutes of inactivity with the server, NetMail will “time out” and the user will need to login and authenticate again. Any unsent messages will be lost. To avoid having NetMail “time out” periodically press the “update” button which will cause the timer to be reset and allow the user another 10 minutes. For anyone composing long e-mail messages it is suggested that this be done in a word processor and the contents copied and pasted into NetMail.

• *Accept, Decline and Completed options apply to tasks, notes and appointments.*

Sending a Message:

Never send anything electronically that you wouldn’t say aloud and in a crowded room. You might select the wrong person from your address book, reply to everyone who had received a message by mistake, or the person receiving the message may forward it to others.

• Select the “compose message” button from the side toolbar.
• Note that a “Mail Message” loads by default. Click in the **TO:** field and click “Address Book” to the right.

Directions:
1. Enter the last name of the person sitting next to you on the left (or at the far end of your row) and select “Search Address Book.” Once results are returned in the address book click on the full name of the person you searched for and select **TO:** button.
2. The same procedure may be used to send the same e-mail to several people. Enter the last name of the person sitting next to you on the right (or at the far end of the row) search for this person. Click **CC** (carbon copy) for this person. S/He will receive the same message the first person and that person will see that a copy was sent to the second person (on your right).
3. Further Info: BC: is Blind Copy whereby a second person receives a copy of the e-mail but the first person to whom the e-mail was addressed does not see that it was sent to another.

4. Select “Compose” from menu at the right. You will be returned to the “Compose Message” screen.

5. Enter a subject line.

6. Key the message and Your Name at the bottom of the message.
• **Priority** will change the message icon in the recipients mailbox to red if assigned a high priority, white if standard (default) and gray if assigned a low priority.

• **Request Notification** will automatically inform the sender of certain actions–if delivery fails, if delivery succeeds or on Failure or Success.

**Managing Items Received**

If you followed the “Sending a Message” section of this handout you should have two messages in your mailbox. A carbon copy of a message from the person on your left in your classroom and an original e-mail from the person on your right.

**INBOX - 1-2 of 2 messages displayed**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date</th>
<th>Size</th>
<th>From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test E-Mail Message (Carbon Copy)</td>
<td>04/11/06 10:26 am</td>
<td>1KB</td>
<td>Leone Gallant</td>
</tr>
<tr>
<td>Test E-Mail Message</td>
<td>04/11/06 10:21 am</td>
<td>1KB</td>
<td>Leone Gallant</td>
</tr>
</tbody>
</table>

• Open an item by double clicking its subject line.

**WebAccess**

**Mail Message 2 of 2**

From: Leone Gallant
To: gallantlyO1@netmail.edu.pe.ca
Cc:
Date: 04/11/06 10:21 am
Subject: Test E-Mail Message
Attachments:

• There are several options available to the user in the “open mail” wind.

  **Close**—will close the e-mail.

  **Previous and Next**: Previous display the previous e-mail; Next will display the next e-mail.

  **Forward**: will package the original message and prompt the user to enter a new recipient e-mail address.

  **Reply to Sender**: will provide a screen that has the address of the original sender and original e-mail message.

  **Reply All**: Same as previous except people who received carbon copies and blind carbon copies will be sent replies.
Move: will display the cabinet with the subfolders and allow the user to choose the folder in which the e-mail will be stored. It will disappear from the "mailbox" area.

Delete: will delete the e-mail. It will still show up in your mail box until it is purged.

Options: Will provide you with a list of further options as displayed below.

Read Later: will close the message and return it to the "mailbox" area.

View Source

Set Message Private

Set Message to Low, Normal or High Priority

Print: Will print the e-mail message if you are connected to the printer.

Directions:
1. Key a reply to the e-mail that was sent directly to you (not the one where you are listed as CC).
2. After you have replied to the email delete it.
3. If the mailbox appears to still contain the message as “not deleted,” press Update to refresh the screen.
4. Place a check before the e-mail subject line and select “undelete” to restore this message.
5. Re-open this e-mail and “Forward” it to the person on your right.

Working With Folders

The Cabinet is a work area where the user can create individual folders to store different categories of e-mail. Government and many businesses require that all e-mail correspondence be appropriately filed into folder and archived. Electronic records are the “memory” of the organization and must be properly maintained.

NetMail users do not have the option of archiving the contents of their e-mail accounts. Once the user reaches 90% usage of the 10MB mailbox storage capacity s/he will receive an auto-generated message indicating that space is becoming low. Unneeded e-mail and attachments should be deleted. Should the mailbox become completely full, messages will be received but the user will be unable to send items until some material has been deleted from their mailbox.

Click on Add Folder Dialog Box appears:

Direction:
1. Add a new folder for each of the courses that you are taking this semester.
2. Add a new folder for Friends.
Moving Items to Folders:

Multiple items may be transferred from the main mailbox to a folder when the messages are closed by checking them and selecting “Move.” Individual items may be filed by selecting “Move” while that particular message is open.

Directions:
1. You should have an e-mail message from me in your mailbox.
2. Place a check mark in front of that message.
3. Select “Move” option from the top of the mailbox area.
4. A diagram of the “Folders” should appear where the mailbox was located. Select the folder labelled ITC. The selected mail messages will be transferred to this folder.

ATTACHMENTS

• Files may be included (attached) and sent with e-mail.

• There is no file size limit for attachments sent from one school NetMail user to another. However, the attachment does take up mailbox space until it is deleted. Be careful not to fill your mailbox with attachment files; save them to other work space drives on your computer and delete them from NetMail.

• There is a file size limit of 10MB for attachments being sent/received from outside of NetMail. This should not be a problem as many Internet Service Providers (ISP), such as Sympatico, limit attachment sizes to 1MB.

• NetMail filters all content entering our system for viral content. Many types of files are considered "dangerous" and are automatically deleted. (See http://www.edu.pe.ca/sats/standards/update/blocked_attachments.pdf for a list of blocked file extensions) Users are notified when attached files have been deleted from their incoming e-mail. Files sent from one NetMail user to another within our system are not filtered.

Attaching Files

Directions:
1. Key a short paragraph and save the text you keyed to your G:\ drive as ex_attached.wpd
2. Select “Compose Message” from NetMail and address the message to the person on your left. Key a short greeting in the message area and add a subject of “Attachment Test.”
3. Select “Attach” from the menu at the right of the “compose message” window.
4. Select “Browse” to find the file `ex_attach.wpd` on G:\ drive.
5. Select “Add” once you have highlighted the file; it should appear in the “Attached Files” section along with its file size.
6. Select OK.
7. Notice the paper clip above and the file name of the attachment. If this doesn’t appear on the e-mail then something went wrong when you were attaching the file.
8. Press the “Send” button; the attachment is automatically sent along with the e-mail.

**OPENING ATTACHMENTS**

You should have received an e-mail containing an attachment from someone in your class with the subject line “Attachment Test.”

**Directions:**
1. Open the e-mail.
2. Open the attachment by clicking on the “blue” file name.
3. The “File Download” box appears (see next page).
4. “Save” is used to save a copy of the file to one of the users’ storage devices (e.g. drive G: or C: or floppy disk A:).
5. Locate the g:\ drive or folder you wish to save the file in and click on Save.
6. After the file has been saved the user would launch the program (WordPerfect) and Select **File/Open** to find the file in a similar fashion to any other file.

**ADDRESS BOOK**

The main NetMail Address book contains the e-mail addresses of students from across Prince Edward Island. This address book may be searched by the person’s name. Users can add frequently used addresses to their Personal Address book. These addresses may be from within the NetMail address book or e-mail addresses from other service providers such as--East Link, Island Tel, Hot Mail, etc.

Be careful when selecting the contact’s name in the NetMail address book due to the fact that there are many students who have similar names. Check the contact’s school and their username if you know them.
To Add Addresses to Personal Address Book:

Click on Create to the Right.

The following window will open:

- Add the first and last name of the contact and their e-mail address (this information is required).
- Phone numbers and birthdays are optional.
- To address an e-mail to a contact in your Personal address book, you would put a check mark in front of the contact’s name and click on “Compose.”

**Directions:**

1. Add the e-mail address of your four teachers from this semester.
2. You should be able to find these e-mail addresses on the Charlottetown Rural web page at [www.edu.pe.ca/rural](http://www.edu.pe.ca/rural) and click on the **Faculty** link in the right panel.
NETMAIL OTHER FEATURES:

Calendar
The calendar feature allows the user to view appointments, task and notes by date, week or month. Browse the various calendar views available in NetMail by changing day/week/month/year. Today's date should be shown by default.

Day:

Week:
Month

Appointments

An appointment may be scheduled with another NetMail user or with yourself as a reminder of details for an important event. When an appointment is received it appears in the recipient’s mailbox. Making an appointment is very similar to composing a mail message.

• Appointments might be useful in the school setting for determining a time when the yearbook committee or student council can meet. Those receiving the appointment must "accept" or "decline" the appointment. Should too many people "decline" a particular date for a meeting then the executive will know that it will need to be rescheduled for another day.

• Another potential use for "appointments" would be for teachers to schedule dates for tests and major assignments for their classes. Appointments will appear on students' calendars on the appropriate date, along with the time, location and "comments" that the teacher may supply. (The appointment will appear, automatically, in the calendar whether it has been "accepted" or not. Should the appointment be declined it will disappear)

Directions:

1. Select compose a message from the left toolbar.
2. Change to Appointment at the top of the window.
3. Send yourself an appointment.
   a. Put your username in the TO field.
   b. Fill in the location (Lah 341).
   c. Make the appointment for tomorrow at 10:15 a.m. for 30 minute duration.
   d. Fill in the Subject line with Test Appointment.
4. Click on Send.
5. When you receive an appointment, you have three options:
   a. Accept the appointment
   b. Decline the appointment
   c. Delegate the appointment (if you cannot attend the appointment, perhaps there is someone else that can go in your place.)
6. Make three separate appointments for yourself:
   a. History test for next Tuesday.
   b. Math test a week from this Wednesday.
   c. English paper due two weeks from Thursday.

   Enter appropriate locations, time of day and optional messages for each.

7. Accept each of the three appointments when they are received. Check the calendar to ensure they are displayed for the correct date and time.

Tasks:

Tasks are assigned similar to composing e-mail and appointments. Tasks are received in the users’ mailbox and will appear in the calendar (on the current date) from the “start date” until the “due date.”

Tasks may be sent to yourself only or to other NetMail users. A task that is received may be “Accepted,” “Declined,” or “Delegated.”

Directions:

1. Send a task to yourself with a subject “Organize first yearbook meeting” with a start date of next Monday and an end date of next Thursday.
2. Send the Task.
3. Open and Accept the task when received in your mailbox.
4. Send a task to the person on your left with a subject “Please photocopy the poster to advertise the school musical. Start date today and due date tomorrow. Send the task.
5. Open the task that you received from the person on your right and “Delegate” it to the person on your left. Close the task leaving it “Unaccepted.”
6. Open and Accept the delegated task that you receive. Close the task.
7. View the tasks in the calendar for the dates selected above. (Use “Week” or “Month view.”)
Notes:

Notes may be sent to yourself as reminders. Notes appear only on the date assigned and may be “Declined” or “Delegated” by the recipient.

Directions:

1. Select “Compose Message” and “Note.”
2. Address the not to yourself. Enter the date for an appointment this month with “School Social” as the subject. Send the Note.
3. Send a second note to yourself. Enter the date for a special holiday or occasion for this month.
4. Send a third note to yourself with the birthday date of someone whose birthday is this month.
5. “Open” and “Accept” the notes as they appear in your mailbox.
6. View these notes in the calendar (use “Month” view).