

# USING SQUIRRELMAIL

## About SquirrelMail

SquirrelMail is a web-based email program that provides you with access to your school email from any computer that is connected to the Internet. Most Monroe County school districts have this feature installed and enabled on their web servers. You should, however, first check with your technical support person to find out whether or not your district has SquirrelMail enabled before continuing. The Monroe County ISD has enabled this software and it is available to all of our employees.

**This program DOES NOT allow you access to messages that you have already downloaded on to your computer.** You will only be able to view those messages that still reside on the email server. For example, if you use an email program like Eudora to download your email messages to your computer, you will not be able to use SquirrelMail to access those same messages.



When using SquirrelMail, it may be necessary to use the vertical scroll bar to view all of the information displayed on a screen. This scroll bar is located along the right side of the browser window. Click the down/up arrow buttons to scroll toward the bottom/top of the screen.

## About This Document

This document is broken down into the following sections:

- ♦ [Computer System Requirements](#) (page 2)
- ♦ [Logging On](#) (page **Error! Bookmark not defined.**)
- ♦ [Viewing & Printing Email](#) (page 5)
- ♦ [Sending Email](#) (page 8)
- ♦ [Logging Off](#) (page 10)

### Notes



We provide tips specific to the feature/task being described. Some provide additional information or helpful hints on using a feature or completing a task.

### Reminders



We provide reminders for important information related to features/tasks.

### Warnings



We provide warnings for information vital to your computer's hardware/software. Ignoring the instructions or information provided in a warning could result in damage or unauthorized access to your computer's hardware/software.

## Trademarks

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## Disclaimer

MCISD reserves the right to revise this publication and make changes from time to time in its content without prior notice.

# Computer System Requirements

To use this web-based email application, you must use a computer with the following:

- ♦ A live Internet connection
- ♦ A web browser with 128-bit encryption such as the latest version of Microsoft® Internet Explorer, Firefox, Netscape, or Safari

If you are unsure whether your computer meets these requirements, follow the proper procedures at your location for contacting a technical support person.

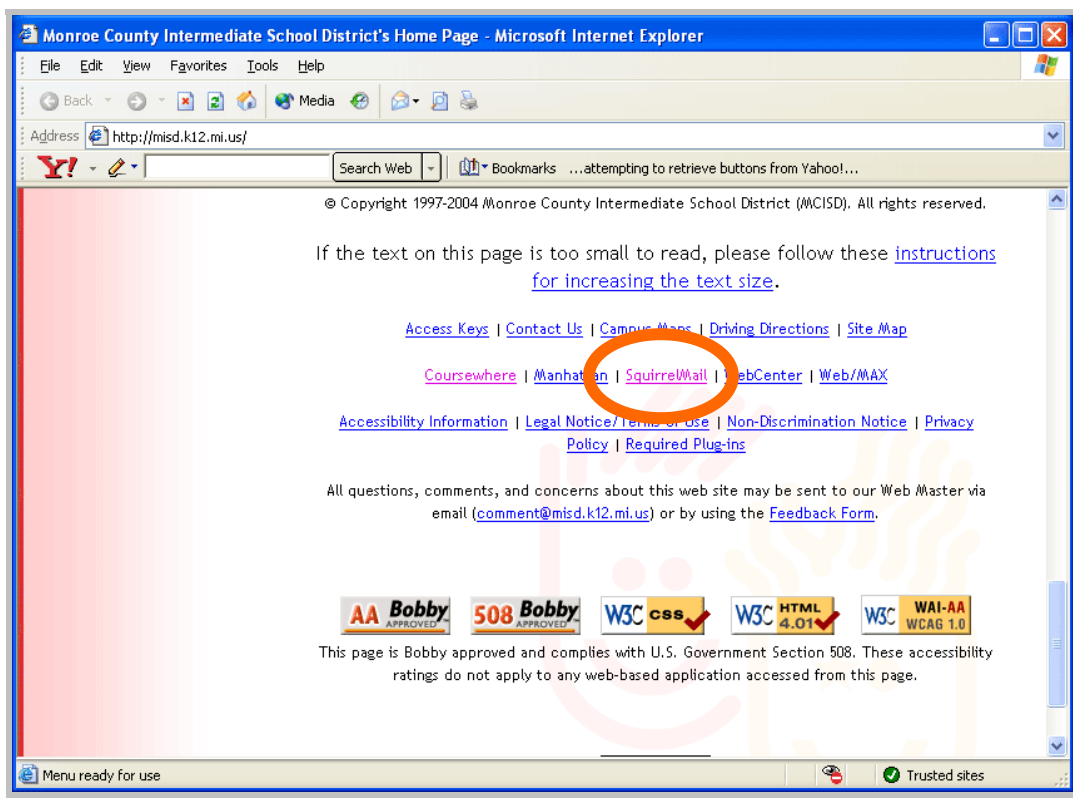
## Logging On



You must be connected to the Internet to access SquirrelMail.

To log on to SquirrelMail, please do the following.

1. Start up the web browser. If the MCISD home page displays, continue to the next step. Otherwise, do the following:
  - 1a. Click in the *Address* field to highlight all of its contents.
  - 1b. Type **http://misd.k12.mi.us/** and press the **Enter** key; the MCISD home page should display.
2. Using the mouse, scroll down the page and click the **SquirrelMail** link.




3. A *Security Alert* window may display; click once on the *Yes* button to continue.


4. The *SquirrelMail Login* screen displays; do the following:

4a. Click in the *Name* text box

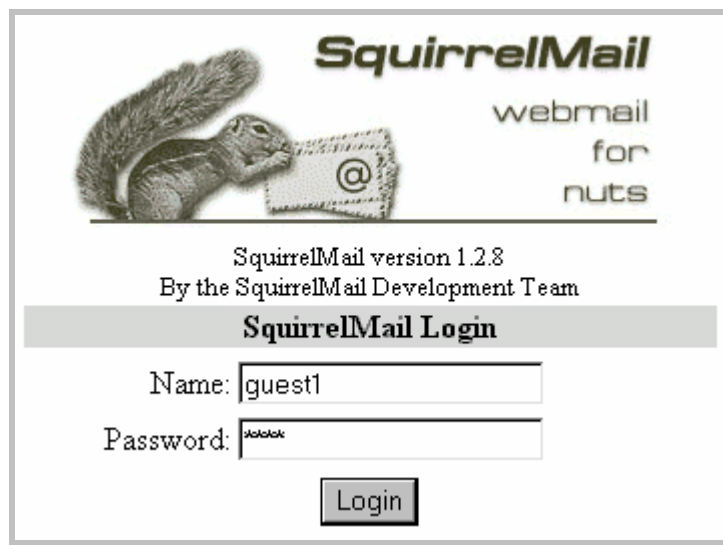
4b. Type your email name.

 This is the part of your email address that comes before the @ sign.  
For most MCISD employees, it is the first 8 letters of your last name.

4c. Type your email password.

 For security reasons, the value you type in the *Password* text box displays as a series of asterisks (\*).

4d. Click once on the *Login* button.



**SquirrelMail**  
webmail  
for  
nuts

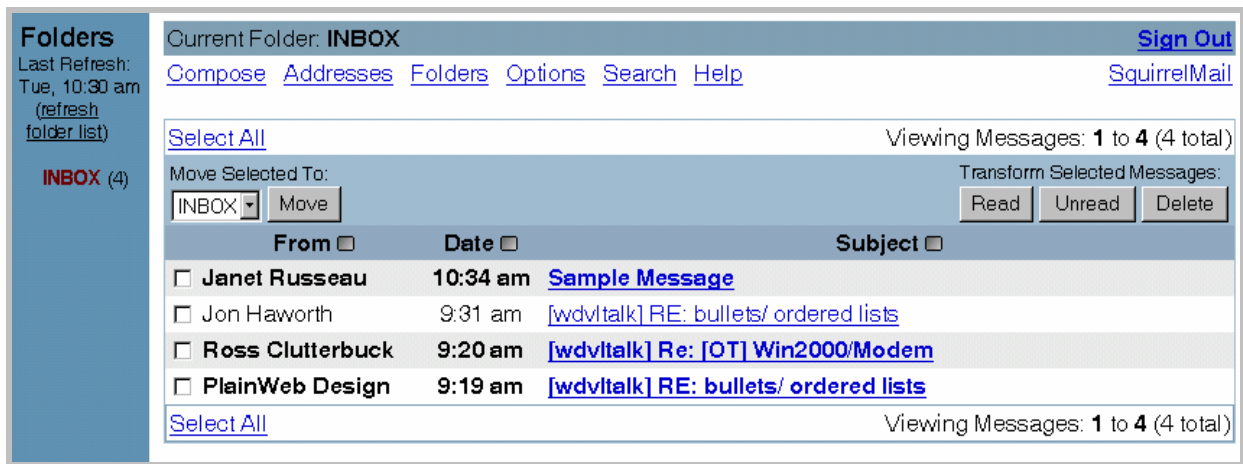
SquirrelMail version 1.2.8  
By the SquirrelMail Development Team

**SquirrelMail Login**

Name:

Password:

5. SquirrelMail now displays; typically the *Inbox* folder displays by default.



**Folders**  
Last Refresh:  
Tue, 10:30 am  
(refresh  
folder list)

**INBOX (4)**

Current Folder: **INBOX** [Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [SquirrelMail](#)

[Select All](#) Viewing Messages: **1 to 4** (4 total)

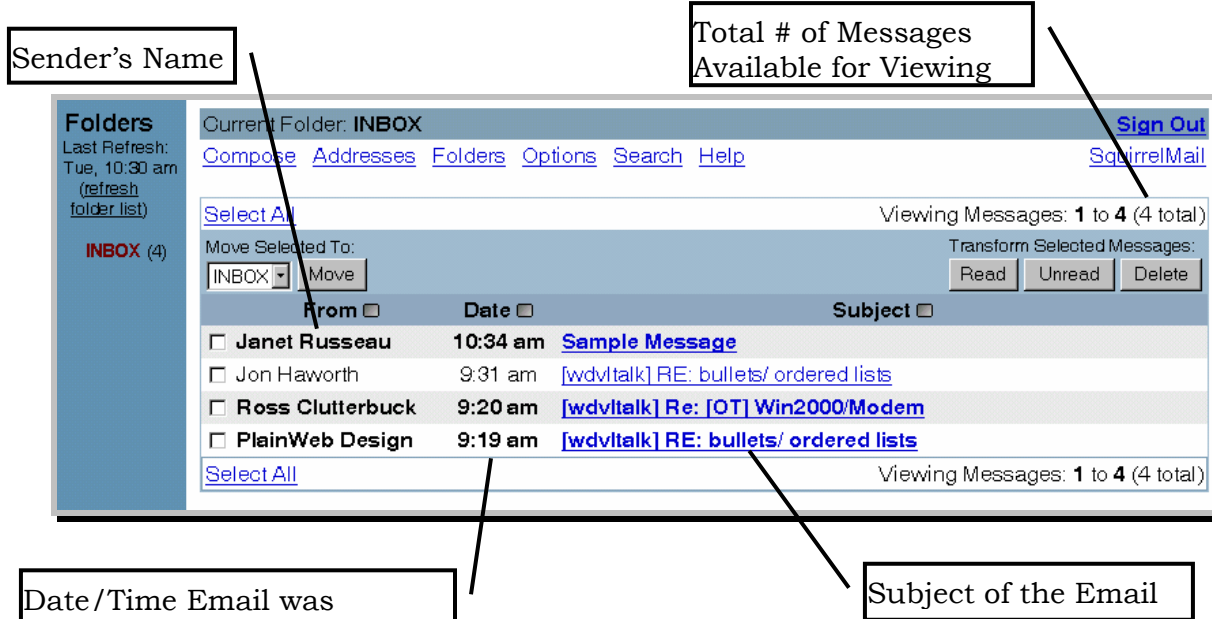
Move Selected To:   Transform Selected Messages:

<input type="checkbox"/>	From	Date	Subject
<input type="checkbox"/>	Janet Rousseau	10:34 am	<a href="#">Sample Message</a>
<input type="checkbox"/>	Jon Haworth	9:31 am	<a href="#">[wdv talk] RE: bullets/ ordered lists</a>
<input type="checkbox"/>	Ross Clutterbuck	9:20 am	<a href="#">[wdv talk] Re: [OT] Win2000/Modem</a>
<input type="checkbox"/>	PlainWeb Design	9:19 am	<a href="#">[wdv talk] RE: bullets/ ordered lists</a>

[Select All](#) Viewing Messages: **1 to 4** (4 total)

# Viewing & Printing Email

1. The *Inbox* screen displays all of your current email messages.



2. Click on the *Subject* hyperlink of the email message you would like to view; the screen refreshes and now displays the *Message* screen.



3. After you have finished viewing the message, do one of the following:
  - ◆ To close the message and return to the *Inbox* screen, click once on the *Message List* hyperlink (located near the top, left side of the message).
  - ◆ To delete the message and return to the *Inbox* screen, click once on the *Delete* hyperlink.
  - ◆ To view the next email message, click once on the *Next* hyperlink.
  - ◆ To print the message, use the browser's print method.
  - ◆ To display this message in a "printer friendly" format, click once on the *View Printable Version* hyperlink. To actually print the message, use the browser's print method.
  - ◆ To download this message and save it as a file, do the following:
    - 3a. Click once on the *Download this as a file* hyperlink.
    - 3b. The *File Download* window displays, click once on the *Save* button.
    - 3c. The *Save As* window displays, choose the location where the file should be saved (typically this is the *My Documents* folder).
    - 3d. Click once in the *File name* text box and type the file name for this message. Leave the value in the *Save as type* drop-down box as *Text*.
    - 3e. Click once on the *Save* button.
  - ◆ To forward this message—and any attachments—to someone else, click once on the *Forward* hyperlink; the *Compose* screen displays.
  - ◆ To email a reply to the sender of the message, click once on the *Reply* hyperlink; the *Compose* screen displays.
  - ◆ To email a reply to the sender of the message and to everyone else the message was originally sent, click once on the *Reply All* hyperlink; the *Compose* screen displays.

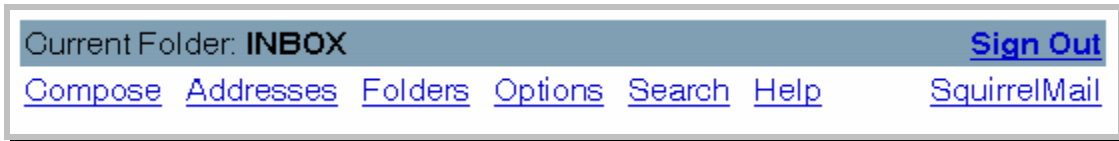


If necessary, please refer to the [Sending Email](#) section on page 7 of this procedure for assistance with using the *Compose* screen.

The screenshot displays the SquirrelMail web interface. On the left is a 'Folders' sidebar with 'INBOX (4)' selected. The main content area shows the current folder as 'INBOX' and includes navigation links like 'Compose', 'Addresses', 'Folders', 'Options', 'Search', and 'Help'. The email header for 'Sample Message' is visible, including the sender 'Janet Russeau', date 'Tue, June 25, 2002 10:34 am', and recipient '<russeau@misd.k12.mi.us>'. The body of the email contains a repetitive disclaimer text. At the bottom of the message area, there is a link to 'Download this as a file'.

## Sending Email

1. To send a new message to someone, click the *Compose* hyperlink on the navigation bar located near the top of the screen; the *Compose* screen displays.



If you are forwarding or replying to an existing email message, please proceed directly to the next step.

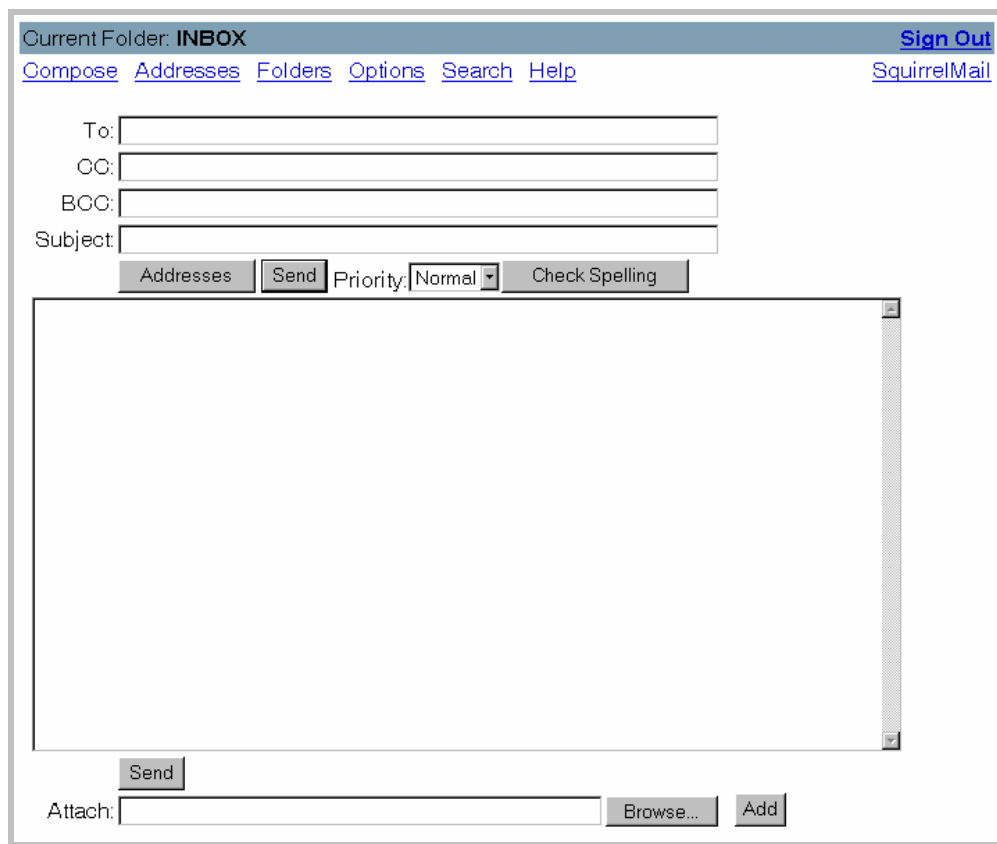
2. If you are creating a new email message, click once in the *To* text box. Type the email address of the intended recipient.

— Or —

If you are forwarding or replying to an existing email, proceed to the next step.



To send a message to multiple people, do the following. Type the first email address, press the comma key once, press the spacebar once, and then type the next address. Continue in this fashion until the last address has been entered. You do not need to enter a comma or blank space after the last email address.



3. To send a Courtesy Copy (CC) of this email message to someone, do the following. Otherwise, leave this field blank and continue to the next step.
  - 3a. Click once in the *CC* field.
  - 3b. Type the email address(es) of the individual(s) that you would like to Courtesy Copy.
4. To send a Blind Copy (BC) of this email message to someone, do the following. Otherwise, leave this field blank and continue to the next step.
  - 4a. Click once in the *BC* field.
  - 4b. Type the email address(es) of the individual(s) that you would like to Blind Copy.
5. Click once in the *Subject* text box and then type the subject of the email message.

— Or —

If you are forwarding or replying to an existing email message, please proceed directly to the next step.
6. Click once in the *Body* text box and begin typing the body of the email message.
7. Click once on the *Check Spelling* button to check the spelling of your email message before sending it.

— Or —

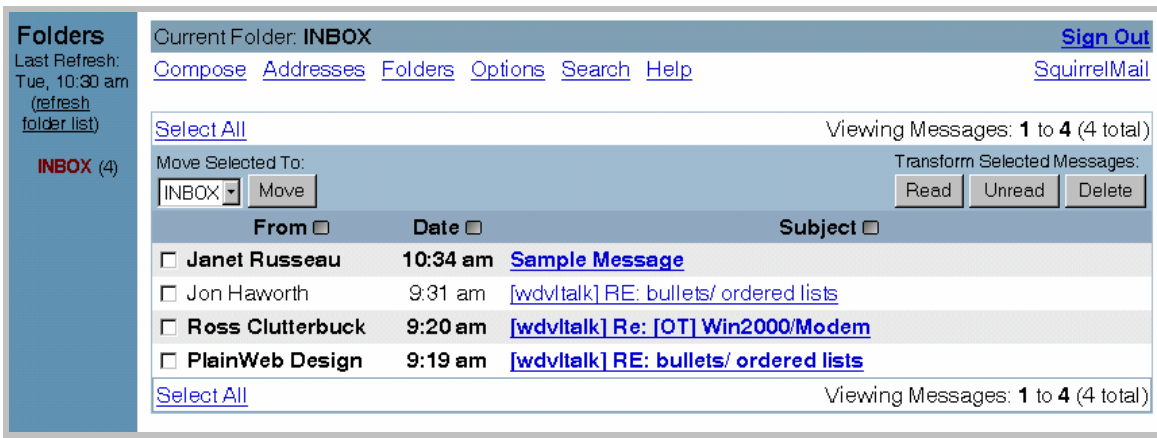
If you do not want to check spelling, you may proceed to the next step.
8. To include an attachment in your email, do the following. Otherwise, proceed to the next step.
  - 8a. Click once on the *Browse...* button.
  - 8b. Locate the file you would like to attach and then click once on the *Add* button.
9. Click once on the *Send* button to actually send the email message. The screen refreshes and the *Inbox* screen displays.
10. Congratulations, you have sent an email message using SquirrelMail! You may now refer to one of the following sections:
  - ◆ To send another email, repeat this section beginning with step 1.
  - ◆ To view other message, refer to the [Viewing Email](#) section.
  - ◆ If you are finished using SquirrelMail, refer to the [Logging Off](#) section.

## Logging Off



To prevent others from gaining access to your email account, it is extremely important that you log out of SquirrelMail when you are finished using it.

1. Click once on the *Sign Out* hyperlink located in the upper, left-hand corner of the screen.



2. The screen refreshes and the following message displays after you have successfully logged out of SquirrelMail:



3. If you are done using the browser, please do one of the following:

**PC Users** - Close the browser window, and then shut down the computer if applicable.

**MAC Users** - Quit the browser program, and then shut down the computer if applicable.