Mooseunits E-mail

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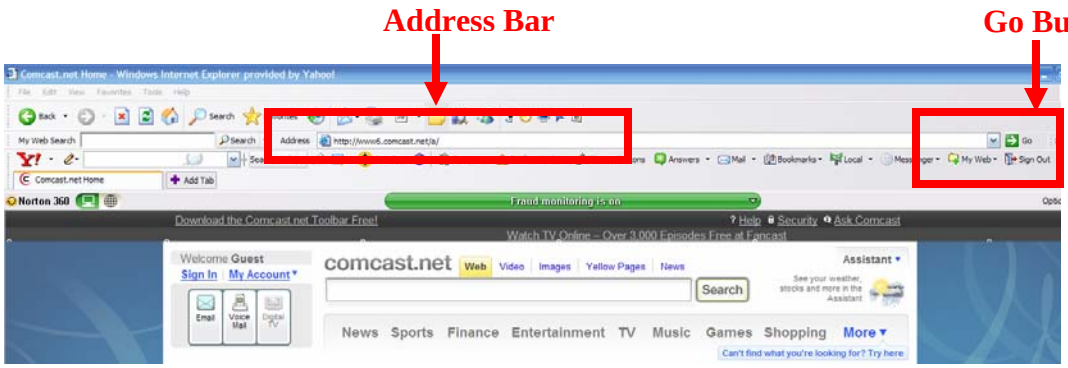
Opening SmarterMail

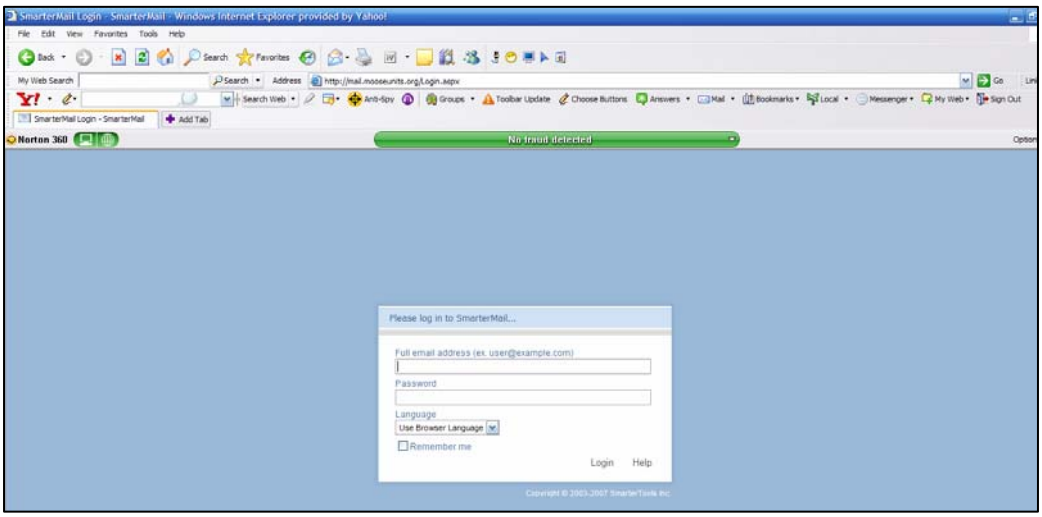
1. ***Open*** your Internet Browser, i.e. Internet Explorer, MSN, Netscape, etc.

2. In the Address box ***type*** the following address: www.mooseintl.org/webmail



3. Press ***Enter*** key on keyboard or press ***Go*** button beside address box.

4. The following login screen will appear:



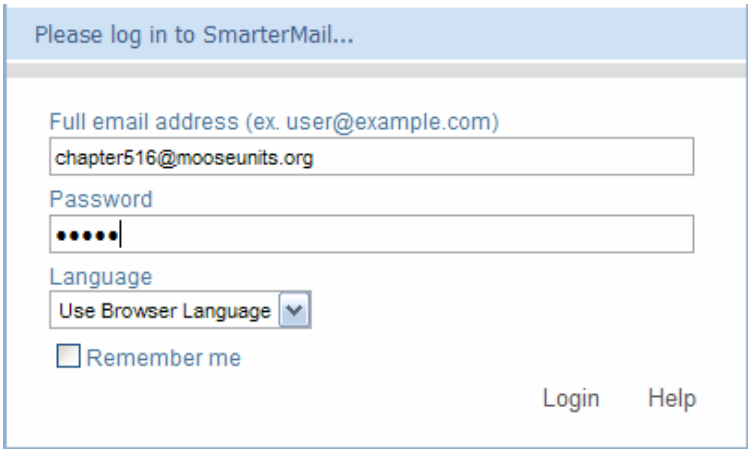
5. In the login box ***enter*** your chapter name and number followed by @mooseunits.org.

   Ex. Chapter516@mooseunits.org

6. In the Password box, ***enter*** the password assigned by Moose International.

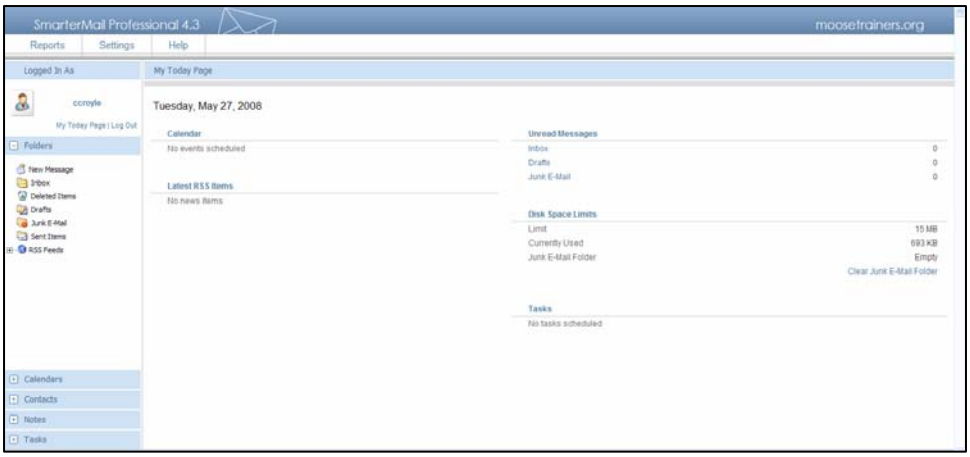
   Ex: Pxxxx – where P stands for Pennsylvania and xxxx stands for four digits.

NOTE: Newly instituted Chapters may not start with the letter P.

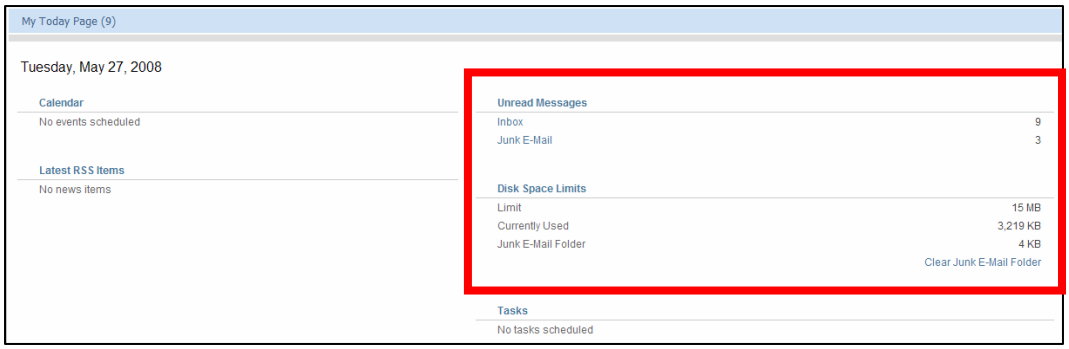


7. Click ***Login***

8. The following screen will appear:



My Today Page is located on the Right Side of the screen and contains the following information:



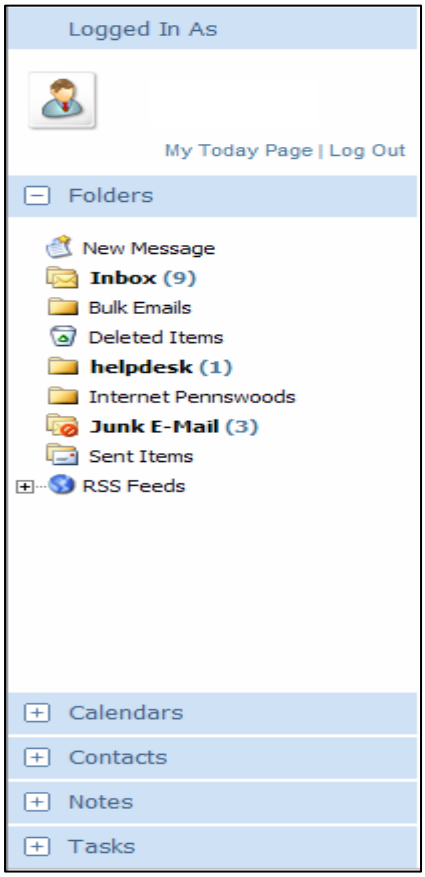
In the ***Unread Messages*** section, you have three links.

1. ***Inbox*** – Shows how many unread messages are in your Inbox.
2. ***Drafts*** – Shows how many unread messages are in your Draft Box.
3. ***Junk E-Mail*** – Shows how many unread messages are in your Junk E-Mail Box.

The ***Disk Space Limits*** section the amount of space available and used in your email account.

1. ***Limit*** – Shows the total amount of disk space available to each FRU.
2. ***Currently Used*** – shows the amount of disk space that is used in your account
3. ***Junk*** E-***Mail Folder*** – Shows the amount of used disk space in your Junk Email folder.
4. ***Clear Junk E-Mail Folder link*** – Click this to empty your junk e-mail folder.

The Left side of the screen displays your Folders:



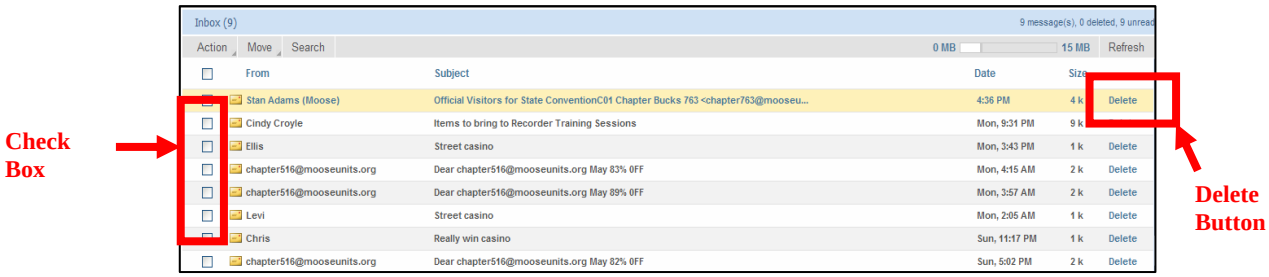
New Message – click this to compose a new e-mail message
Inbox – displays your e-mail messages
The number behind the word Inbox indicates the number of unread messages.
Deleted Items – contains e-mail messages that have been deleted out of the Inbox or any other folder
Junk E-Mail – contains messages that SmarterMail has determined to be spam, or messages that you have designated as spam.
Sent Items – contains a copy of all e-mail messages that you have sent to others.

NOTE: You may create new folders to organize your e-mails. Ex. Bulk Emails, Helpdesk, etc.

Opening E-Mail Messages

1. Click ***Inbox*** to open your e-mail messages. (Either on the left side or in the Unread Messages section on the right side of the screen)

2. Your messages will appear on the right side of the screen.

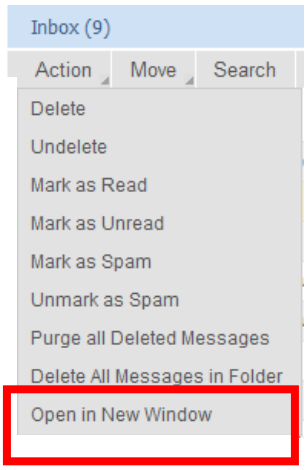


Reading an E-Mail Message

1. ***Double-click*** on the subject part of the message. The message will open in a new window.

   OR

   Click in the ***checkbox*** on the left side of the message, click on ***Action***, Click on ***Open in a New Window***

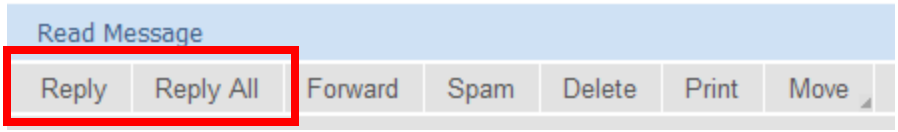


Replying to an E-Mail Message

Most E-Mail messages are going to require you to respond to the message.

1. Open your E-Mail message.

2. There are several options to choose when replying:

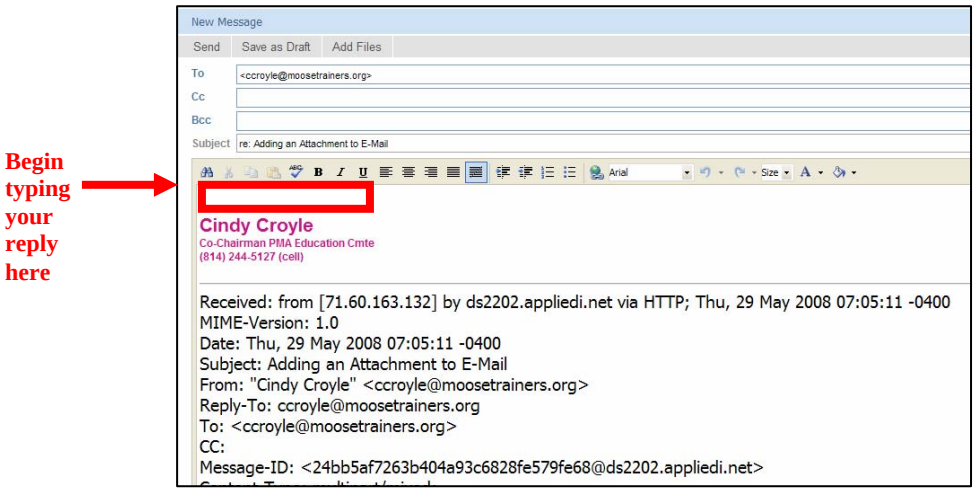


Reply – send a reply to just the sender of the message
Reply All – this will send your reply to everyone that the message was sent to. The names will be listed in the TO box and the CC box.

Reply

1. Click ***Reply*** to respond to the message to just the person who originally sent it to you.

2. A new message will appear on your screen. The TO box will have the name of the person who sent you the message in it. The Subject Line will contain the subject of the original E-Mail with the word RE: preceding it. The original message will appear at the bottom of your screen. Begin typing your response in the space above your signature.

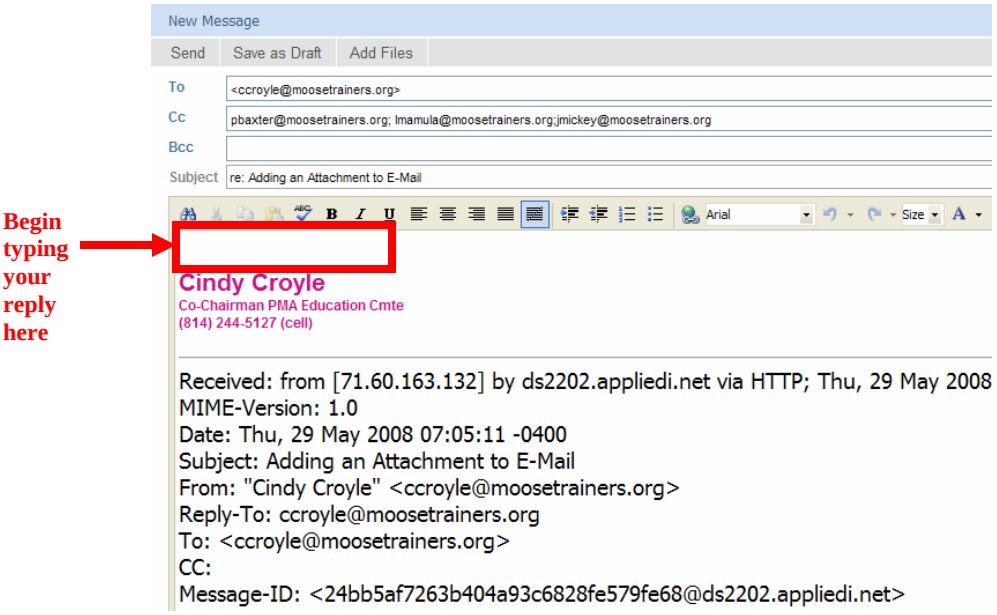


3. When finished with your reply, click Send.

Reply All

1. Click ***Reply All*** to respond to the message to just the person who originally sent it to you and to all others the message was sent to.

2. A new message will appear on your screen. The TO box will have the name of the person who sent you the message in it. The CC box will have the names of all others the message was originally sent to. The Subject Line will contain the subject of the original E-Mail with the word RE: preceding it. The original message will appear at the bottom of your screen. Begin typing your response in the space above your signature.



3. When finished with your reply, click Send.

Deleting an E-Mail Message

1. ***Click*** in the Checkbox on the left side of the message, Click ***Action***, Click ***Delete***.

   OR

   Click on ***Delete*** on the right side of the Message.

Marking an E-Mail Message as Spam

To help filter spam from entering your mailbox, you can mark messages as Spam and SmarterMail will automatically put future messages from the same IP address of the message you marked into the Junk E-Mail folder.

1. ***Click*** in the Checkbox on the left side of the message, Click ***Action***, Click ***Mark as Spam***.

NOTE: Spam messages changes IP addresses all the time in order to infiltrate your mailbox. There is no guarantee that once you mark a message, that it will automatically go into your Junk E-Mail folder.

Identifying Junk E-Mail Messages

To identify E-Mail messages that may be spam:

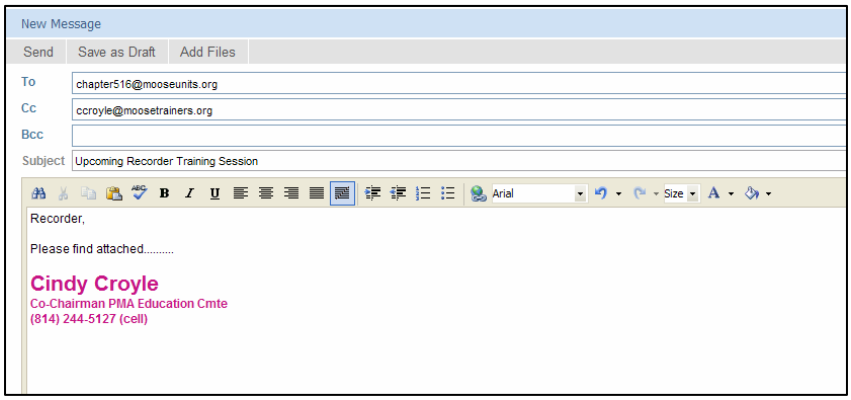
1. Look at who the message came from. A lot of the spam now has your chapter's mooseunits email address. This is the first clue. You normally do not send yourself an email, you would know if you did. If you do not know the sender, that should be the first red flag.
2. Look at the subject line. All moose mail will have a subject relating to what the message is regarding.
3. Use your Preview Pane. You will be able to see the contents of the message without opening the actual message.

NOTE: Never open an attachment to a message that you do not know where it has come from. Viruses are contained in the attachments.

Composing an E-Mail Message

1. ***Click*** on ***New Message*** in the Folders section on the left side of the screen

2. In the ***TO*** box enter the email address of the chapter or person you are sending a message to.



3. In the ***CC*** box, enter the email address of the person(s) that you would also like to send a copy of the message to.

4. In the ***Subject*** box, enter a brief subject relating to the content of your email message. ***NOTE***: It is important to put information in the subject line. With the amount of spam that is received through SmarterMail, a message without a subject will most likely be deleted.

5. ***Compose*** your message in the message box. Please remember to sign your emails so that the person receiving the message will know who you are. Messages that are not signed will not be answered.

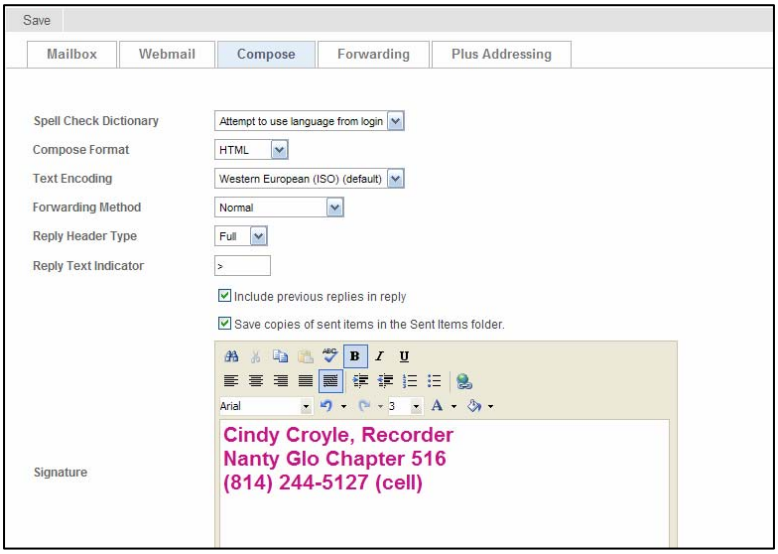
6. Click ***Send*** to send your message to the intended recipients.

Creating an automatic signature for your E-Mail message

It is recommended to add an automatic signature to your email messages. This signature should contain your name, your position, the name and number of your chapter and a telephone number where you can be reached.

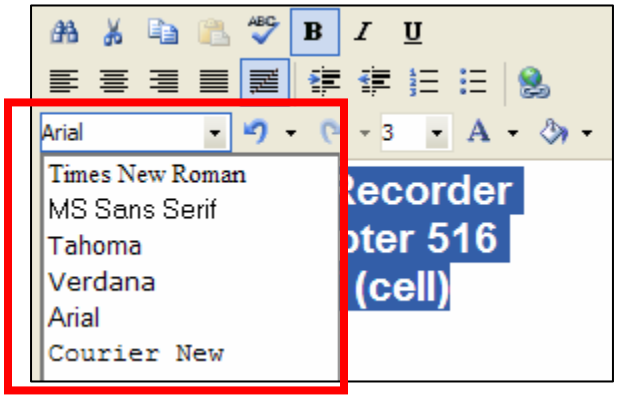
1. Click on ***Settings***, ***My Settings***

2. Click on the ***Compose*** tab

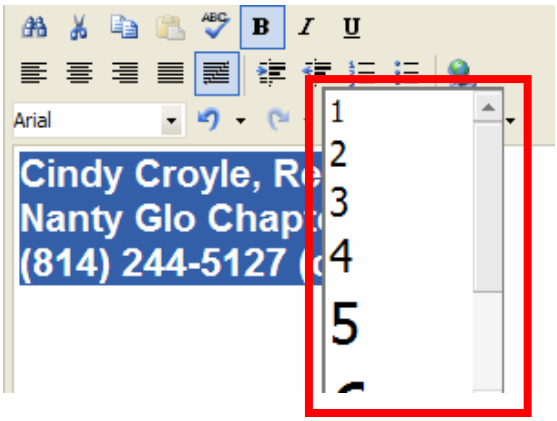


3. In the ***Signature*** box, enter your information

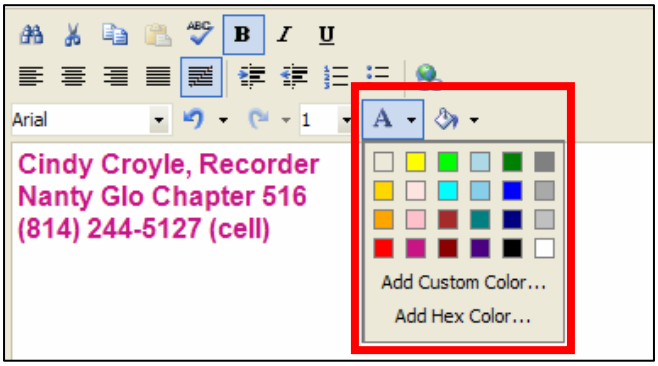
4. To change the font, ***highlight*** text to change, ***click*** on the dropdown arrow on the font box, ***click*** on desired font.



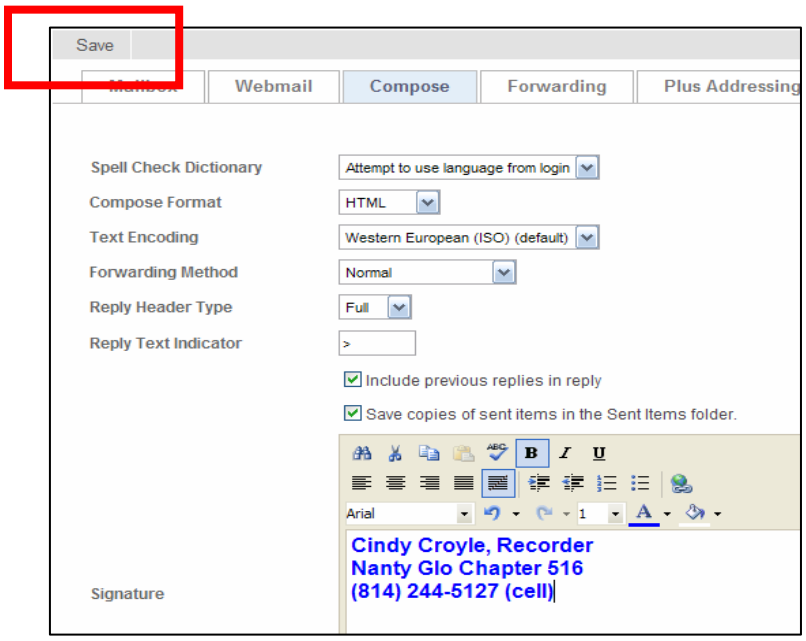
5. To change the font size, ***highlight*** text to change, ***click*** on the dropdown arrow on the font size box, ***click*** desired size.



6. To change the color of your text, ***click*** the dropdown arrow on the font color box, ***click*** on desired color.

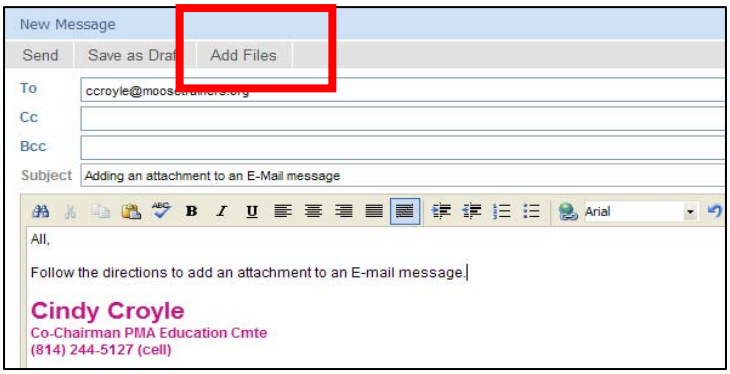


7. Click ***Save*** to save your changes

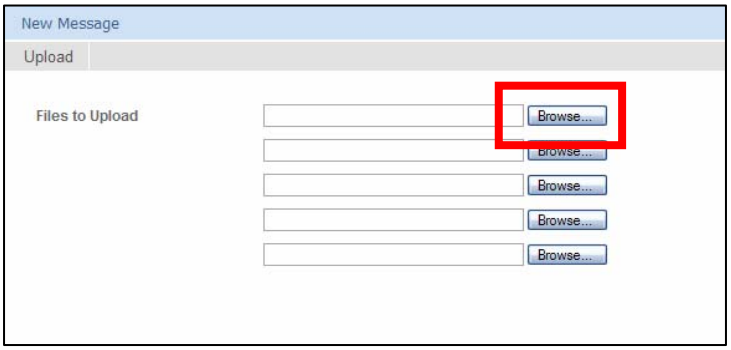


Adding an Attachment to your Message:

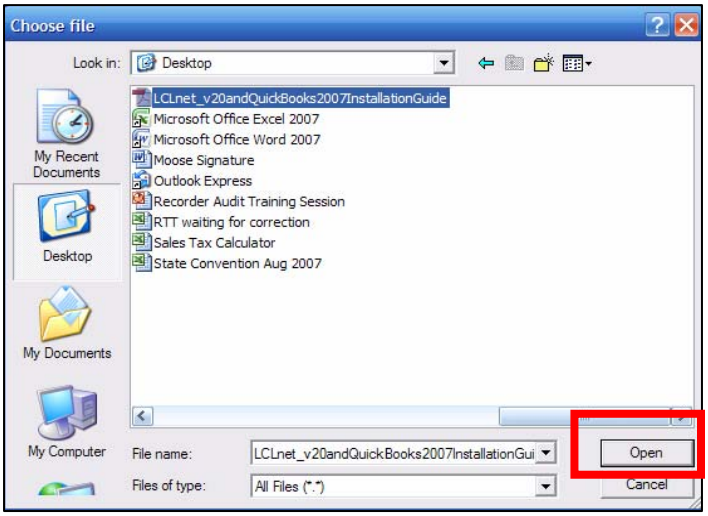
1. Compose your E-Mail message.
2. Click on Add Files



3. The following Window will open. Click on the top Browse button to add the document.



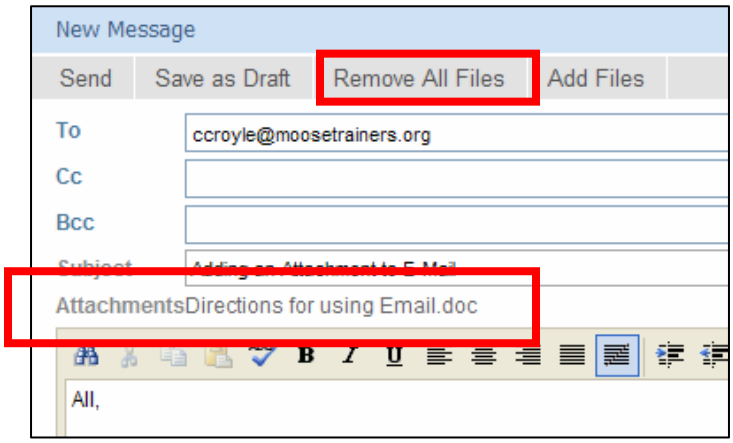
4. The Choose File window will open. Navigate to where the document is located. Single-click on the document, then click Open.



5. The selected file will appear in the Upload File box. If more documents are to be added, click the second Browse button and navigate to the file you want to sent.

6. Once all files are selected, click the Upload button to add the document(s) to your E-Mail message.

7. The attachment(s) will then be added to your message below the subject line.



8. If you want to remove an attachment before sending your E-Mail message, click the Remove All Files Button. This will remove the attachments from your message.

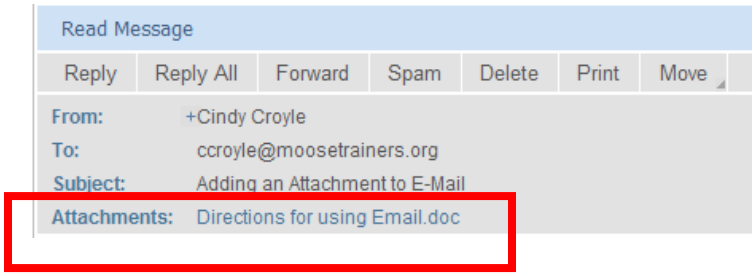
9. Complete your E-Mail Message, then click Send to send it.

Opening an Attachment

1. If an E-Mail message has an attachment, it will show a paperclip to the left side of the message.

2. Open your E-Mail message that contains the attachment.

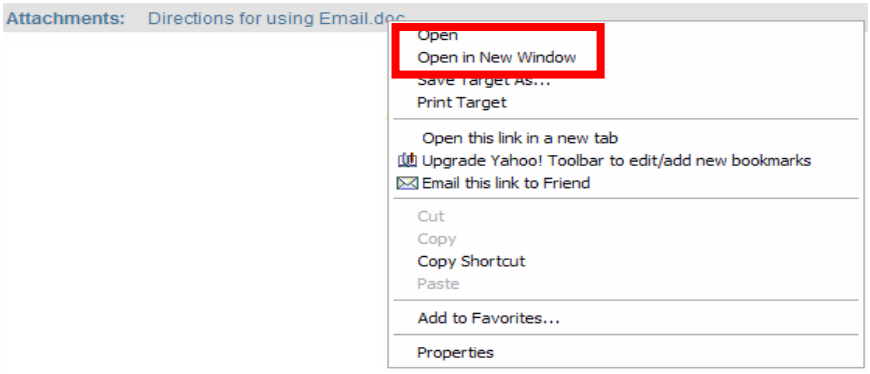
3. The Attachment will appear below the subject line.



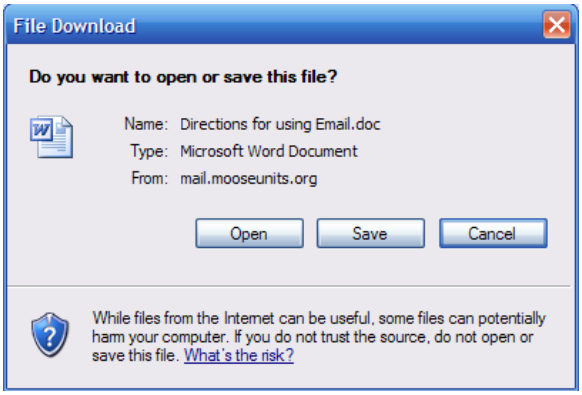
4. To Open the attachment, you can right-click on it, then click Open or Open in New Window on the pop-up menu

   OR

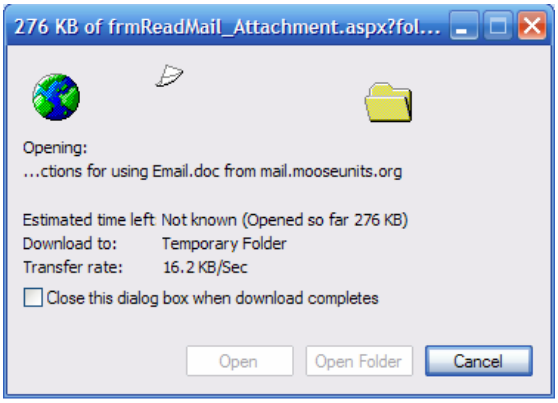
   Double-click on the attachment



5. You will receive the following message asking if you want to open the file or Save the file. Click on Open to read the message or Click on Save to save it to your computer.



6. A status box will appear showing you the status of the document being downloaded for you to read. This may take a minute or two to open depending on the type of connection to Internet.



7. The document will then open on your screen.

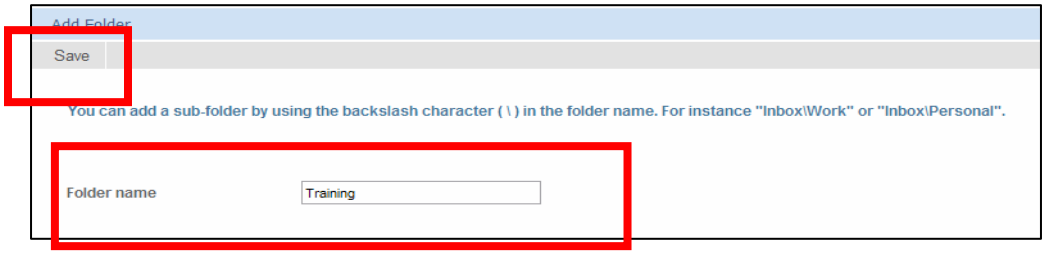
Creating a New Folder

1. Click on ***Settings***

2. Click on ***My Folders***

3. Click on ***New Folder***

4. In the Folder box, ***key*** in the name of the Folder you want to create.



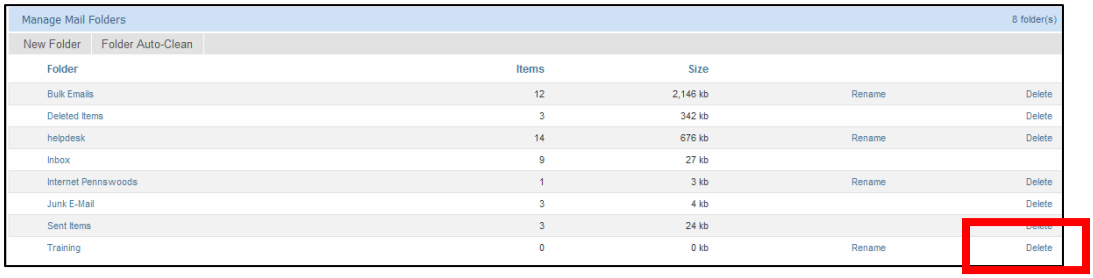
5. Click on ***Save***.

NOTE: The folder will be placed alphabetically on the left side of your screen.

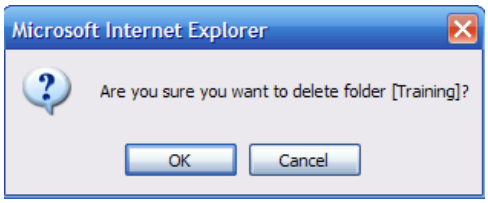
Deleting a Folder

1. Click on ***Settings***, ***My Folders***.

2. In the Folders window, click ***Delete*** on the right side of the screen.



3. In the delete confirmation window, click ***OK***.



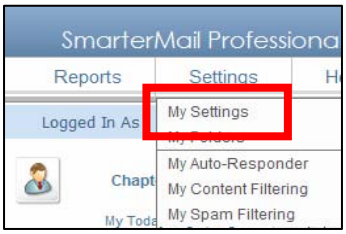
NOTE: Any messages in the folder deleted will also be deleted

Preview Window

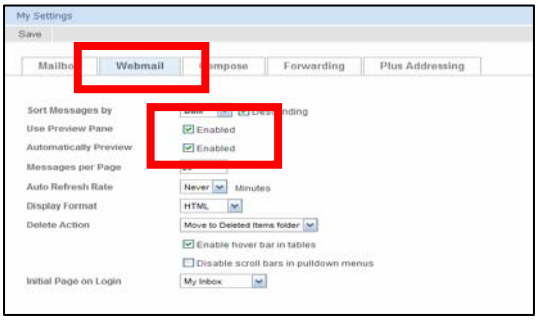
The Preview window allows you to read an email message without actually opening the email. The window displays below your email messages.

Displaying the Preview Window

1. Click on ***Settings***, ***My Settings***



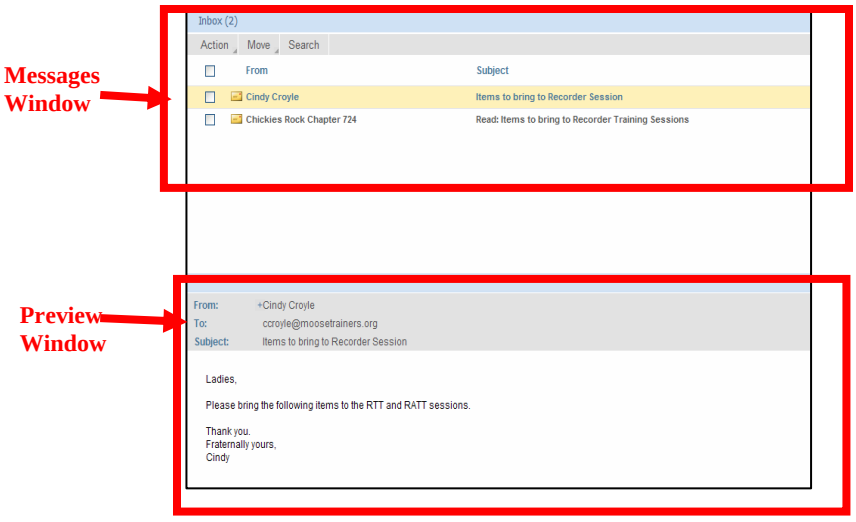
2. Click on the ***Webmail*** tab



3. Click in the ***Checkbox*** for ***Use Preview Pane*** and ***Automatically Preview***.

4. Click ***Save***.

5. The Preview window is located below the messages window.

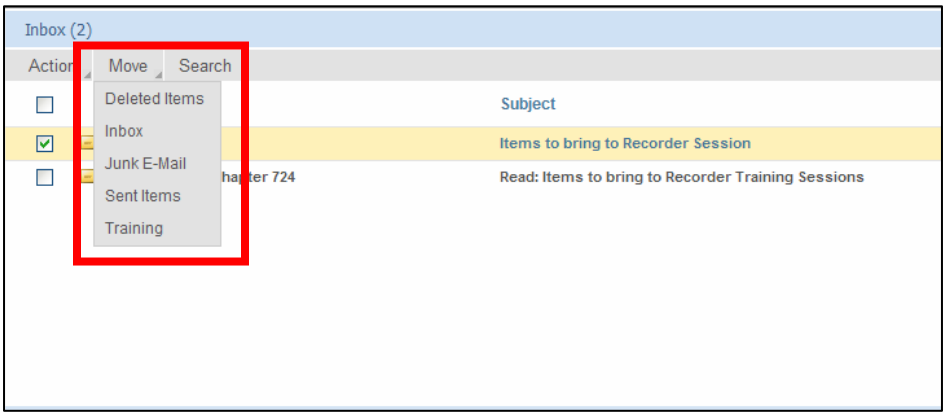


6. ***Click*** on the message in the message box to display the message in the preview window.

Moving an Email Message to a New Folder

1. In the ***Inbox*** window, ***click*** in the checkbox in front of the message you want to move.

2. Click on ***Move***



3. Click on the ***Folder*** you want to move the message to. Your message will be removed from the Inbox window to the folder specified.

Exiting E-Mail

1. Click on ***Logout***

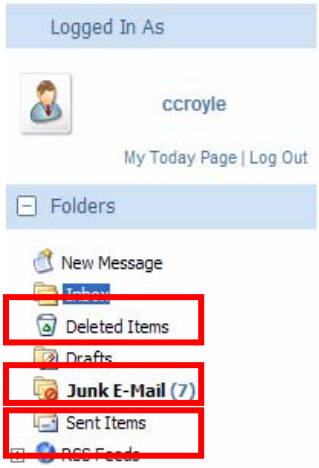
Cleaning out your Mailbox

Mailboxes can only hold up to 15 MB of space. Once the mailbox has reached its capacity, you will no longer be able to receive E-mails. In order to maintain your mailbox, you will need to do a little housekeeping of your files.

To see how much space you have left look at your Inbox window. In the upper right corner is a status bar showing the amount of disk space you have remaining. The bar ranges from 0 MB to 15 MB. As your mailbox becomes fuller, the status bar moves closer to the 15 MB side. Once it reaches 15 MB, you will no longer receive e-mails until your box is cleaned out.

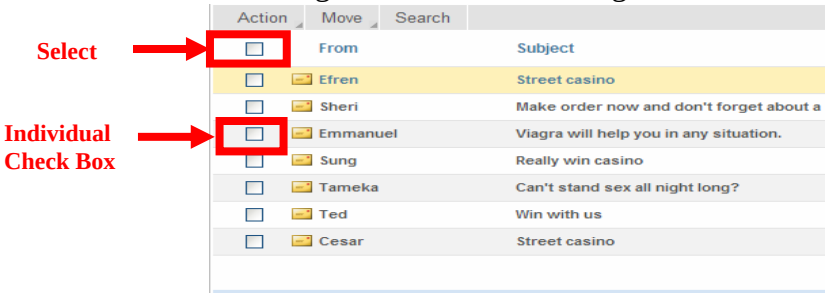
To Keep your Mailbox Clean:

1. Empty your Junk E-mail Folder
2. Empty your Deleted Items Folder
3. Empty your Sent Items Folder

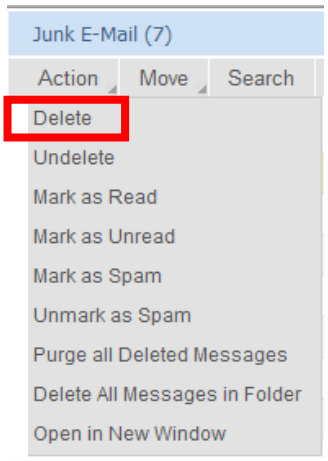


To Empty a Folder:

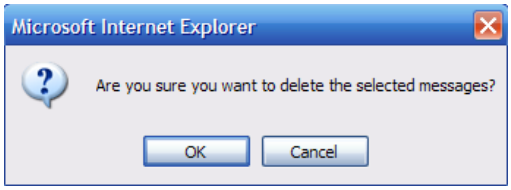
1. Click on the Folder to be emptied.
2. All messages will appear on the right side of the window.
3. Click the select all button, to select all messages on the page or click on the checkbox in front of individual messages to select one message at a time.



4. Click on Action, click on Delete.



5. A confirmation message will appear asking if you are sure you want to delete the selected messages, click OK.



NOTE: Once these messages are deleted, they are permanently deleted and will no longer be able to be retrieved.