

E-MAIL PERSONAL TOOL

Send E-mail from anywhere in CampusCruiser by clicking the **Compose icon** in the QuickBar.

Click the **E-mail icon** in the QuickBar to access your Inbox. When the icon has a **red border**, you have new mail!



Click **Load Draft** to reload a saved draft and continue your message.

Tools Tab

The **Tools tab** provides the main set of E-mail tools. Clicking on **Folders** in this tab lets you see and manage all folders.

Folder Name	Messages	Unread	Space Used (kb)	Actions
INBOX	6	6	2	---
Jenny	0	0	0	---
TRASH	0	0	0	Mark Read Mark Unread Empty Folder
DRAFT	2	0	<1	Move Folder Delete Folder
OUTBOX	4	0	<1	Rename New Sub Folder
BULK	0	0	0	
* Total	12	6	2kb	

Use the **Actions** drop-down list box of a desired folder to perform an action (Mark Read / Unread, Empty, Move Folder, Delete Folder, Rename, New Sub Folder).

Selecting **New Sub Folder** from this list box will access the same pop-up dialog as seen in the "Folders Tab" section below, where you enter a name for new folder to be created.

Tools

- Checkmail
- Compose
- Folders
- Filters
- External Accounts
- Archive
- Customize

Click the **Use HTML Editor** link to begin creating HTML content (see other side).

Clicking **To**, **Cc** or **Bcc** will access the **Lookup Email Address** search feature. (Remember that recipients in the **Bcc** field can get a copy of your message without other recipients knowing!)

Compose Mail

Indicates required fields

To: JSwenson@mycampuscruiser.com; ASalim@mycampuscruiser.com

Cc: SBoehm@mycampuscruiser.com

Bcc: Jvalens@mycampuscruiser.com

Save Copy Request Receipt

Subject: Technology Seminar **Send**

Message: This would be great to attend, especially with the materials we've been covering in CS332!

Compose the E-mail message here.

Attachment: *The Add/Edit Attachment link will help add files to your E-mail.*

Send **Save Draft** **Clear Form** **Cancel**

Folders Tab

- The **Folders** tab lists each folder. Clicking on a folder name in this tab displays all items within the selected folder.
- You can create new folders by first clicking on a folder in which the new folder should be created, and then clicking **[New Folder]**.

Folder Name	Messages	Unread	Space Used (kb)	Actions
INBOX	6	6	2	---
Allison	0	3		
Family	0	4		
Friends	0	7		
TRASH	0	0		
DRAFT	0	2		
OUTBOX	0	4		
BULK	0	0		
[New Folder]				

Folders

INBOX [6/6]

Allison [0/3]

Family [0/4]

Friends [0/7]

TRASH [0/0]

DRAFT [0/2]

OUTBOX [0/4]

BULK [0/0]

[\[New Folder\]](#)

? Please enter a folder name

OK **Cancel**

- In the pop-up dialog that appears, enter the folder name and click **OK**. The page will refresh, and the new folder will be created within the folder you selected.

Lookup Email Address

My Address Book **User Directory**

ALL [A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z]

Search **Filters:** All Contacts | All Categories


1 - 7 of 7 **TO** **CC** **BCC** **Close Window**

Contacts	Email	Category
<input type="checkbox"/> Sarah Ballentine Waitress Eaton Ooode		Friend
<input checked="" type="checkbox"/> Margaret Cheung	studentc@tcc.corp.cruiser.com [work]	Co-worker
<input type="checkbox"/> Lunette DeValpierre	studentd@tcc.corp.cruiser.com [work]	
<input type="checkbox"/> Joseph Ericksson	studente@tcc.corp.cruiser.com [work]	
<input type="checkbox"/> Scott Farkus	studentf@tcc.corp.cruiser.com [work]	
<input type="checkbox"/> John Hankin Owner	jhankin@buyritenov.com [work]	Secret!!

Place checks next to desired contacts and then click the appropriate address field button.

HTML EDITOR

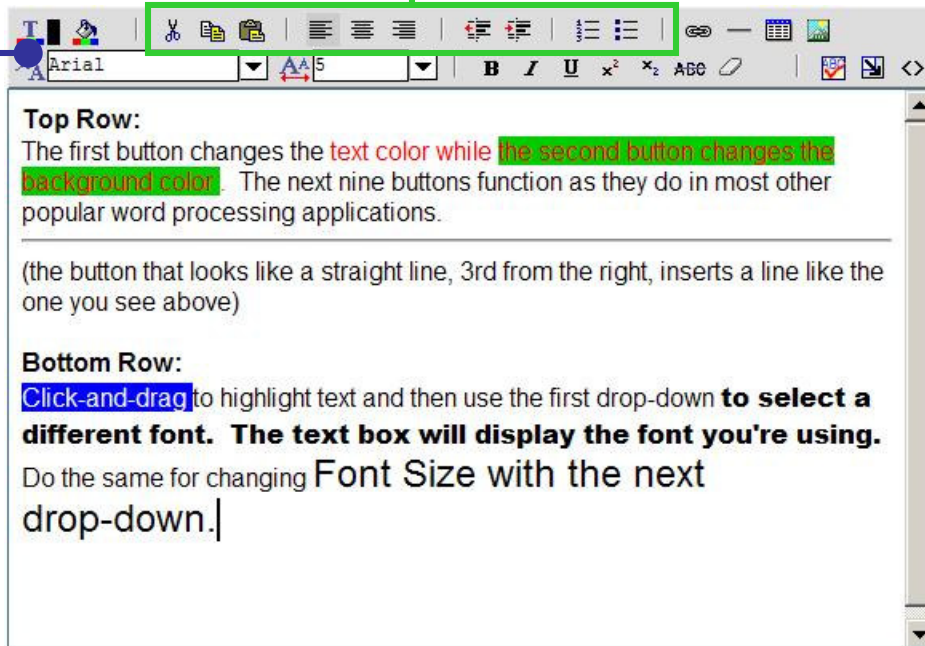
The **HTML Editor** allows you to create sophisticated HTML content without needing to type any code in the HTML language. The editor is available when composing E-mail, when publishing News articles and when creating campus Announcements. *(The HTML Editor is not compatible with the Safari browser.)*

Cut, Copy, Paste, Right Align, Center Align, Left Align, Outdent, Indent, Ordered List and Unordered List buttons  function as they do in other popular word processing applications.

Enter content and then **click-and-drag** to highlight desired text. Then click the appropriate format button as desired.

Variation


Depending on your browser, you may be able to select formatting with the buttons prior to entering content.



INSERTING AN IMAGE URL


1. Place your cursor where you wish the image to appear.
2. Click the **Image** button .
3. Select **Image URL** from the drop-down menu
4. In the pop-up box that appears, enter the full path to the URL of the image you want displayed.
5. Click **OK**.

INSERTING A HYPERLINK

1. Click the **Link** button .
2. When the pop-up dialog appears, enter text that should act as a link in the **Link Text** field.
3. Enter the actual URL in the **Hyper Link** field.

4. If you would like the user to see the target site in a new browser window, then type "**_blank**" in the **Target** field.
5. Click **Apply**.

INSERTING A TABLE

1. Place your cursor where the table should be inserted.
2. Click the **Insert a Table** button .
3. In the pop-up dialog, enter a numeric value in the **Rows** and **Columns** text fields as desired.

4. Click **More Attributes...** if you wish to access a panel that lets you to specify extra details (width, border width, cell padding, cell spacing, in-line alignment and color).

5. Click **Apply & Close** when all details have been entered.