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Basic Email Usage

Learn the Basics of Sending and Receiving
in Smartermail



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Webmail Interface

The screenshot displays the SmarterMail Enterprise 11.3 webmail interface. The interface is divided into several sections:

- Main Toolbar:** Located at the top, it includes the user's email address (Email@cmewebsites.com), a Help menu, Reminders, and a Logout link.
- Folder List:** On the left side, it shows a navigation pane with folders such as My Today Page, Inbox (2), Deleted Items, Junk E-mail, Sent Items, and By Type.
- Email List:** The central pane displays a list of emails with columns for From / Subject, Date, and Size. The selected email is a Google Verification message from Google, dated Fri 8/2/2013 1:49 PM.
- Email Preview Pane:** On the right side, it shows the content of the selected email, including the subject "Google Verification", the sender "From: Google", and the recipient "To: email@cmewebsites.com". The message body contains a verification link and instructions for activating the account.

Callouts in the image point to the Main Toolbar, Email List, Folder List, and Email Preview Pane.

Reading Mail

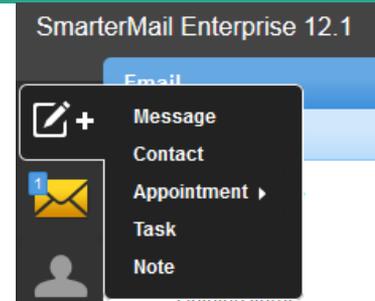
- ▶ There is automatically a preview pane showing on the right. (You can hide or resize this pane if you choose.) Click on the name in the From column or on the Subject of the email to see it in the preview page.
- ▶ To open a message, simply double click on the message.

Mail Actions

- ▶ **Reply** Creates a new email in reply to the open email.
- ▶ **Reply All** Replies to everyone the email has been sent to.
- ▶ **Forward** Creates a new email containing the contents of the current email, allowing you to forward the information to someone else.
- ▶ **Move to Folder** Allows you to move the open email to a folder other than the Inbox.
- ▶ **Mark as Spam** Marks a message as SPAM and deals with it according to your SPAM filtering rules.
- ▶ **Delete** Deletes the open email.
- ▶ **Print** Prints the Open email

New Message

- ▶ Click on the New Message button in the toolbar at the top.
- ▶ The New Message Window appears.
- ▶ Enter your correspondent's email address in the TO: field
- ▶ Enter a subject for your email.
- ▶ Type the body of your email below the formatting toolbar.
- ▶ To Send an email, click the Send button in the upper left corner of the message screen.



Additional Email Tools

- ▶ **Save as a Draft** saves the message in the Drafts folder to complete later.
- ▶ **Formatting** Note the Formatting toolbar for adjusting the size, color, and type of text. You can even create bullet lists, hyperlinks, and a rule line between parts of your email.
- ▶ There is a **Spell check** button next to the Bold, Italic, and Underline format options
- ▶ Under the **Options Tab**, you can choose to mark the message as high priority or you can request a read receipt.

Deleting Mail

- ▶ Deleting an email is easy. Simply click to select the email you wish to delete and choose Delete from the menu.
- ▶ **NOTE: DELETED MAIL STILL COUNTS AGAINST YOUR EMAIL SPACE.**
- ▶ Empty Deleted Items folder to clear the space.

Undelete

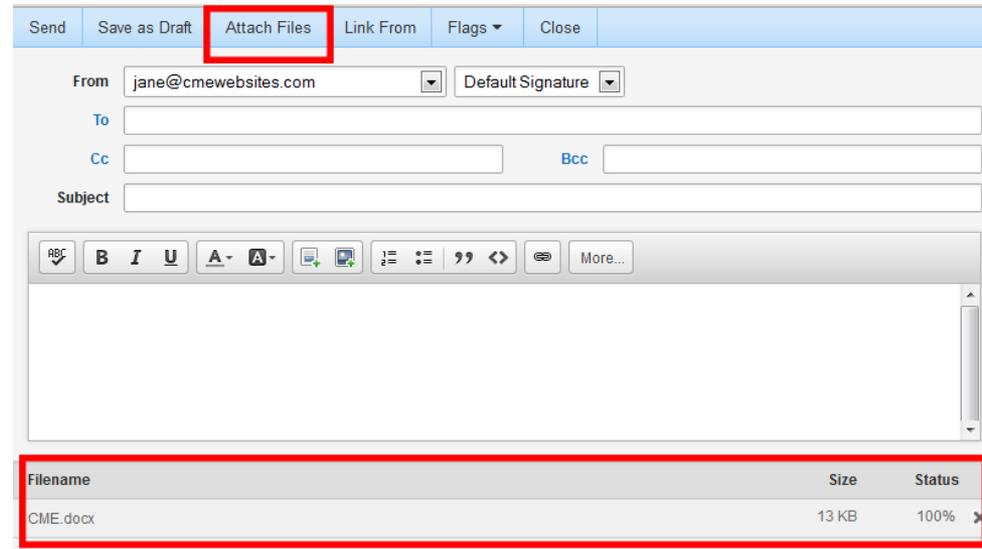
- ▶ undelete. Undelete functions when you see a strikethrough line through an individual email. That email has been marked for deletion when using Outlook. Undelete removes the strikethrough.
- ▶ To Undelete an email that has been sent to the Deleted Items Folder, open the Deleted Items Folder in the Folder List. Click to place a checkmark next to the email you wish to undelete, and use the Move To Folder list, selecting Inbox. The email will be moved from the Deleted Items Folder back to the Inbox.

Attachments

- ▶ To add an attachment to your email, click the Attach Files button at the top of the email you are writing.
- ▶ Note: Be cautious of sending very large attachments to people whose email systems may have difficulty handling them. Sending half a dozen or so digital pictures could fall into this category.

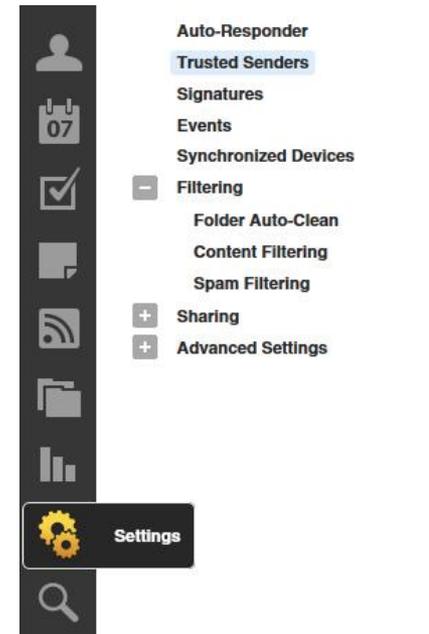
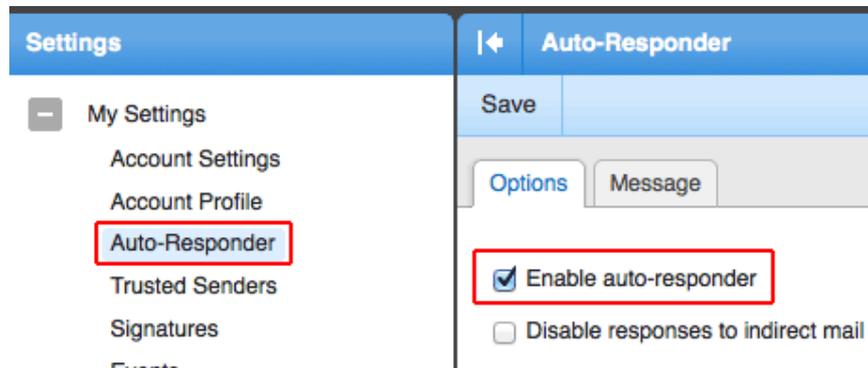
Attachments

- ▶ The “Open” window appears.
- ▶ Select the desired file. Open
- ▶ Wait while the file uploads.
- ▶ Note the name(s) of the attached files appear below the message.



Enable Auto Responder

- ▶ Click Settings (gear icon)
- ▶ In the middle pane, click Auto-Responder
- ▶ In the right pane, Check the Enable auto-responder box.



Creating Your Message

- ▶ Click the Message tab.
- ▶ Enter a Subject.
- ▶ Enter a Message.
- ▶ Click Save

The screenshot shows an email composition interface. At the top, there is a 'Save' button (1) and a 'Message' tab (1). Below the tab, the 'Subject' field (2) contains the text 'Out of the office'. The 'Compose Format' is set to 'HTML'. The 'Start' date is 08/05/2013 at 10:58 AM, and the 'End' date is 08/11/2013 at 10:58 AM. A checkbox labeled 'Enable active date range' (3) is checked. Below the date fields is a rich text editor with a toolbar. The message body (4) contains the text 'I will be out of the office 8/5/13 to 8/11/13'.

- ▶ Optional. You can enable active date range to automatically turn the autoresponder on or off. If not, it will autorespond indefinitely until you manually disable the autoresponder.