

Willard Tiger WebMail



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<http://willard.k12.mo.us/scripts/webmail.exe>



What is WebMail?

Tiger WebMail is a web based mail application which allows you to read and process your Email from a browser running on any station with access to the Internet.

Eudora vs. Tiger WebMail

The District also supports Eudora software for Pop mail. There are some differences between Eudora Pop mail and Webmail. Eudora handout available at:

<http://www.willard.k12.mo.us/co/tech/Document/Eudora5.pdf>


- Eudora is free email software that is installed. It does not run through a browser. When you get your new mail, it is downloaded to that station. It will not be accessible from another station.
- With Webmail you have a disk quota. Since your email resides on the server, you will need to monitor your disk space. As you begin to use all of your disk space, you will need to clean out your folders to create room. Whenever you reach 80% of your disk quota, you will get a reminder from the server.

Logging In


1. In your browser, navigate to: <http://willard.k12.mo.us/scripts/webmail.exe>
2. Enter your User Name: first initial and 7 letters of last name, all lower case no spaced. *For example, Janetta Garton is jgarton.*
3. Enter your password: last name first initial, all lower case, no spaces.

Willard Tiger Mail Login

Members:

User Name: @willard.k12.mo.us 

Password:

Template Set: (default) 

Remember me for 30 days

New Users:

To sign up for a Willard Tiger Mail account click [here](#)

Help:

- [Forgot Password](#)
- [Willard Tiger Mail Users Guide](#)

WebMail v3.1s Copyright © NetWin Ltd

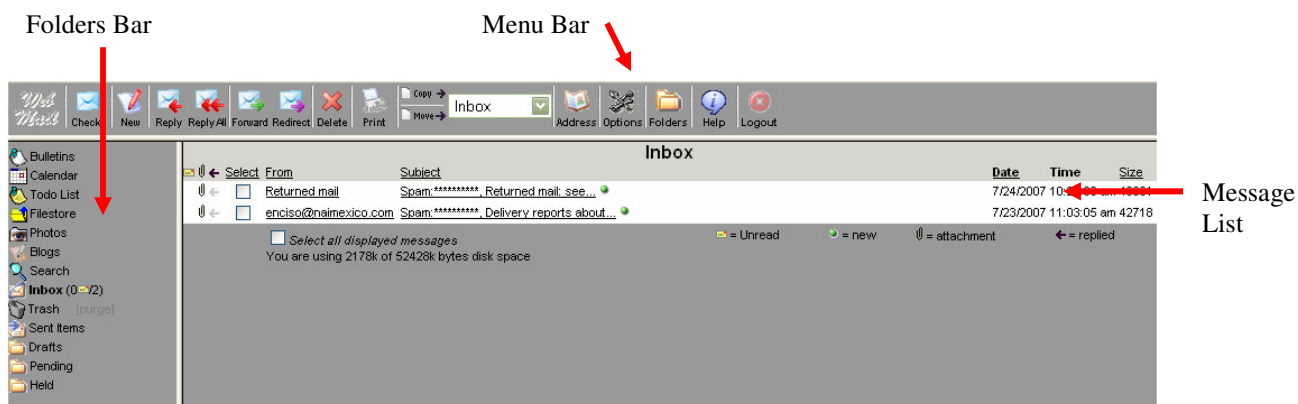
If you are a first time user of WebMail, you will be presented with the Configuration Options screen. You don't have to deal with this now. You can easily access these options again by clicking the Options button.

Your Details	Setup Options
Signatures Edit or create email signatures.	Exceptions Use exceptions and filtering rules to organise your incoming mail.
Change Password It is recommended you regularly change your password.	Message List Settings Change the options used when displaying a list of emails
Spam Control Verify that Email sent to you is coming from a person, not unwanted advertising (recommended).	Holiday Settings Setup an "out of the office" autoresponder or have your email forwarded to another account.
Personal Profile Change your name, reply address, current timezone ...	SurgePlus Windows Client For faster access to your filestore, photos, calendar...
	Advanced Options Use the more advanced options available in WebMail test.

Interface Buttons

Once you are logged in, WebMail will check the Mail server. Your Inbox will be displayed, with a list of messages.

Default view of Inbox Folder



Menu Bar buttons



Empty

Deletes all the messages from your Trash folder



Check

Display any new message you have received since you last viewed your Inbox



New

Compose a new email message



Reply

Reply to the selected message



Reply All

Reply to all of the recipients of a message, which includes the people in the To: and Cc: fields in the message currently being viewed.



Forward

Send the message on to a new address, using your address as the from and reply-to address.











Redirect

Send the message on to a new address, keeping the original from and reply-to address.
















Delete

Delete selected message(s)





 Print	Print the message
 Copy →	Select the destination folder, then click Move to move the selected message(s), or Copy to create a copy in the selected folder
 Move →	
 Address	Open your address book for editing
 Options	Open your options page
 Folders	Open the folders page to create, delete and edit folders, and also check the number and size of messages held in each folder
 Help	Access the User Manual in a new window.
 Logout	End your WebMail session

Folders Bar Buttons

-  Bulletins folder with messages broadcast by the admin
-  Todo list: Reminder messages can be stored here.
-  Search page: search through your messages.
-  Inbox folder: cannot be deleted. Clicking this button does not check for new messages.
-  Pending
-  Drafts: draft messages, folder cannot be deleted
-  Sent Items: sent messages or outbox folder
-  Trash: Delete messages from other folders and they will be in here until you Purge.
-  Calendar: you can add your events and choose different views
-  Filestore: Provides you with a URL address that you can use to share files and photos with people of your choosing.

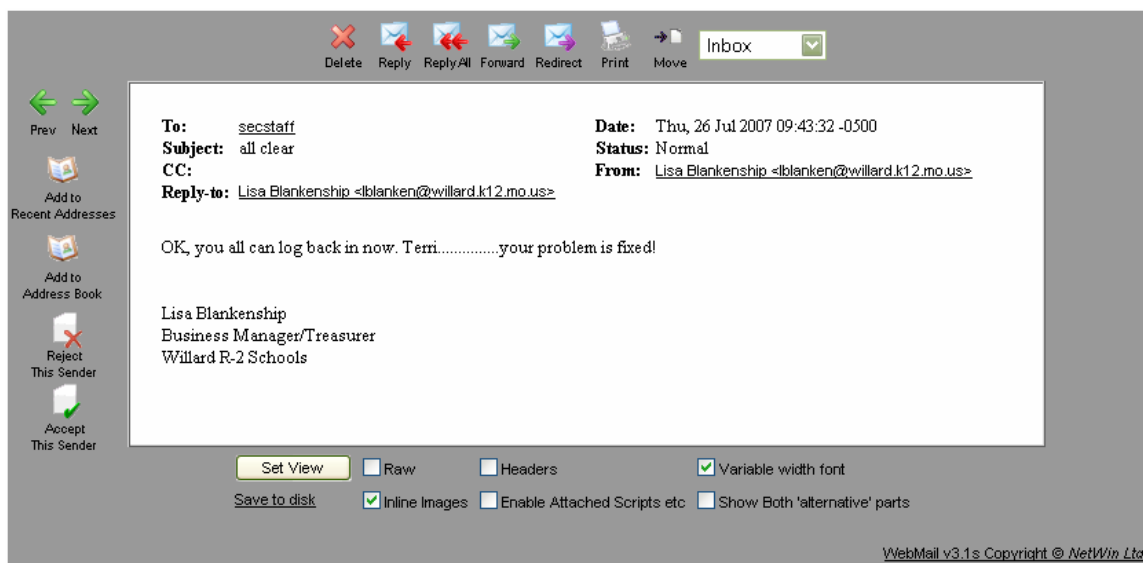
-  Photos: folder to store your photos in for easy sharing
-  Blogs: create up to 5 blogs
-  Held: messages that are spam suspects

Message List

- **Sorting:** by sender name (From), Subject, Date, Attachment (Attach) or by size by clicking on From, Subject, Date, Attach and Size respectively. Clicking on one of these links once will sort the messages in an ascending order and clicking on the links another time will sort them in a descending order.
-  message has not been read. If you click here you can manually mark a message as read or unread.
-  message has one or more attachments.
- : new message
-  message has been replied to.
- **Select:** select or deselect messages in the list; Clicking on Select will select or deselect all the messages.
- **From:** who sent you this message; Clicking messages in the column will open the message for viewing.
- **Subject:** subject of each message; Clicking messages in the column will open the message for viewing.
- **Date:** the date and time the message was sent.
- **Attach:** shows how many attachments each message has
- **Size:** the size of each message in bytes.
- **Navigating between pages:** If there are more messages in the folder than the number of messages per page setting (in the options), then the messages will be split up into more than one page. The pages are displayed beneath the folder when it is selected. Click on the page icon to display it.

Reading a Message

To read or view a message, single click on the message 'subject' or 'from'. It will then be displayed in the preview panel. Double click, to display it in a new 'read message' window.



Prev

View the previous message in the list



Next

View the next message in the list



Add to
Recent Addresses

Add the address of the person who sent this message to your recent addresses list



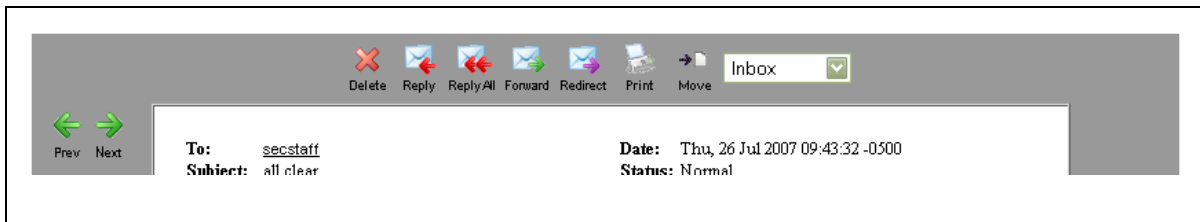
Add to
Address Book

Display to the Add Addresses screen. The 'Full Name' and 'EMail' fields will be filled out. Add a Nickname and any other details you wish to keep, then click "Add Address' to save.



Reject
This Sender

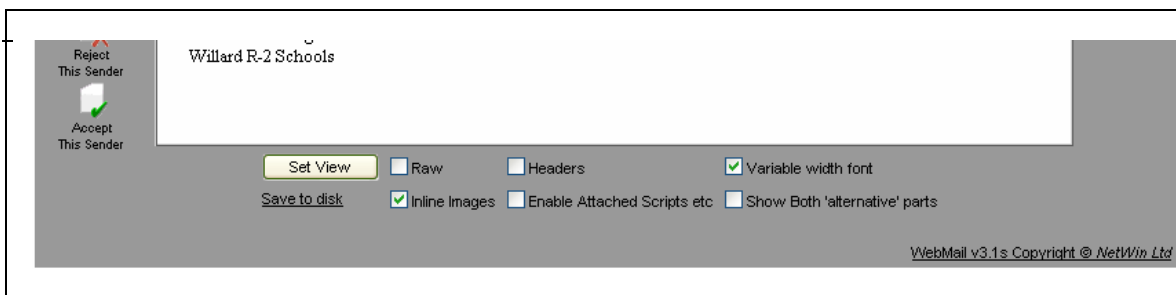
Delete this message and automatically delete all messages you receive from this person in the future. Use this feature carefully!



Print a message



Select the destination folder, then click "Move" to move the current message.



Under the message window you will see choices for changing the view settings. Click the Set View button to save any changes.



- **Raw:** forces the body of the message to be displayed as it is stored on the server.
- **Headers:** forces the complete headers of the E-Mail to be displayed.
- **Variable width font:** display the body of the message in a variable width font instead of a fixed width font.
- **Inline images:** display common types of image file attachments in the body of the message.
- **Enable attached scripts etc.:** When viewing HTML inline WebMail, automatically removes scripts, forms and applets for security reasons. Checking this box will stop these from being removed. This setting, unlike the others, will not be saved and you need to check this each time you want to see the script, forms and applets.
- **Show both 'alternative' parts:** display both the plain text and the HTML parts of a multi-part message.

Send a Message



To send a new message, just click on the "New" icon on the top tool bar. A new browser window will then appear to allow you to compose and send the message. Once you are finished composing your message, click the Send button.



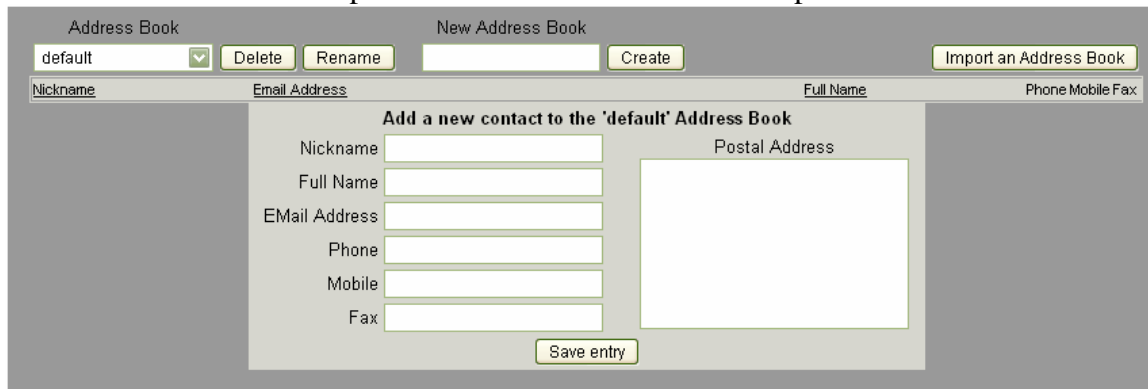
- **To:** Recipient's email address, or choose an email address from your Address Book or Recent Addresses (using the Address icon  on the top tool bar).
- **Reply to:** Address that the recipient will use when replying to your message. This field shows your email addresses.
- **CC (Carbon Copy):** Send a copy of the message to one or more email addresses. Please note that each recipient of a carbon copy will be able to see the other email addresses in the To and CC fields.
- **BCC (Blind Carbon Copy):** Similar to CC, but the e-mail addresses of those in the BCC field will not be seen by other recipients. BCC is used to confidentially copy recipients on a message.
- **Attached:** Shows if there are attachments with this message.
- **Subject:** Brief description of the message.
- **Priority:** If your message is an urgent one, you can set the priority to urgent by using the drop down box. Please note that this is merely an indicator for the recipients, and does not send the message any faster.
- **Signature:** You can choose to include one of your signatures at the bottom of your message, using the drop down box.
- **Content/Type:** Select the type of message you are sending. For plain text messages use "Plain Text". For HTML messages use "text/html."
- **Keep Copies:** keeps a copy of this message in your Sent Items folder.
- **Request Confirm:** This allows you to request a confirmation that the person you have sent the message to has opened your message
-  **Clear:** to clear the contents of the selected field

Address Book

Adding Contacts



1. Click the addresses button.
 2. Complete the fields. If you don't enter a Nickname, it will create one for you.
 3. Click the Save entry button.
- You can use the Import an Address Book button to import address from Outlook or Eudora.

A screenshot of a webmail interface showing the "Add a new contact to the 'default' Address Book" form. The form is titled "Add a new contact to the 'default' Address Book". It has several input fields: Nickname, Full Name, EMail Address, Phone, Mobile, and Fax. There is also a larger text area for "Postal Address". At the bottom of the form is a "Save entry" button. Above the form, there are navigation buttons: "Delete", "Rename", "Create", and "Import an Address Book". The "Address Book" dropdown is set to "default".

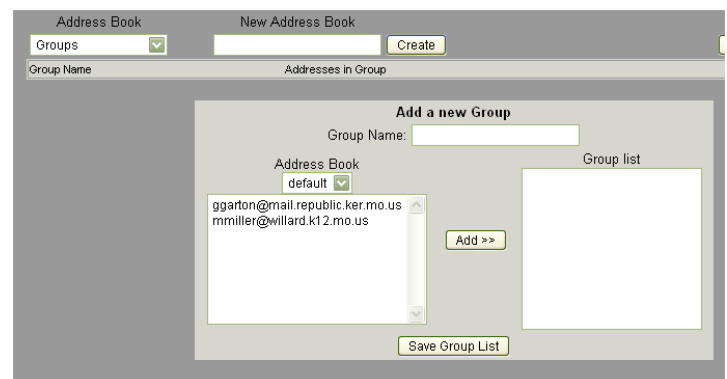
Editing Contacts

1. Click on the Nickname of the address that you would like to change.
2. Change the details that you wish to, and then click on the Update Address button to save your changes.
3. If you have made changes to the Nickname a message will appear asking you if you would like to replace the existing address entry. Click on the OK button to update the address. Please note that if you click on the Cancel button, a new address will be created.


Groups

Groups lets you save time in retyping multiple E-Mail address. If you have a group of people that you are continually sending E-Mail to, ie Science Dept, it is more efficient to create a group.

1. From the drop down list under Address Book choose Groups.
2. Enter a Group Name.
3. Click on the contacts in the box on the left and click the Add button.
4. Click the Save Group List.

A screenshot of a webmail interface showing the "Add a new Group" form. The form is titled "Add a new Group". It has a "Group Name" input field. Below it, there is a section for "Address Book" with a dropdown set to "default". A list of email addresses is shown: "ggarton@mail.republic.ker.mo.us" and "mmiller@willard.k12.mo.us". There is an "Add >>" button next to the list. To the right of the list is a "Group list" text area. At the bottom of the form is a "Save Group List" button. Above the form, there are navigation buttons: "Create" and "Import an Address Book". The "Address Book" dropdown is set to "Groups".

Using the Address Book When Sending Messages

 Instead of manually typing the email addresses in the To, CC and BCC fields, you can choose to select them from your Address Book or Recent Addresses.

Just click on the "Addresses" icon of your new message and choose which addresses you would like to send the e-mail to, and which fields you would like them to appear in.

Address Book

Edit Address Book: default

To:	CC:	BCC:	Nickname	Email Address	Full Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12	12	12
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fred1	fred1@fred1.com	Fred One
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fred2	fred2@fred2.com	Fred Two
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fred 3	fred3@fred3.com	Fred Three
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test10	test10@123.45.67	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test2	test2@123.45.67	test 2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test	test@123.45.67	testing account

Recent Addresses

test@123.45.67
test@123.45.67
test@123.45.67
test@123.45.67

Distribution List

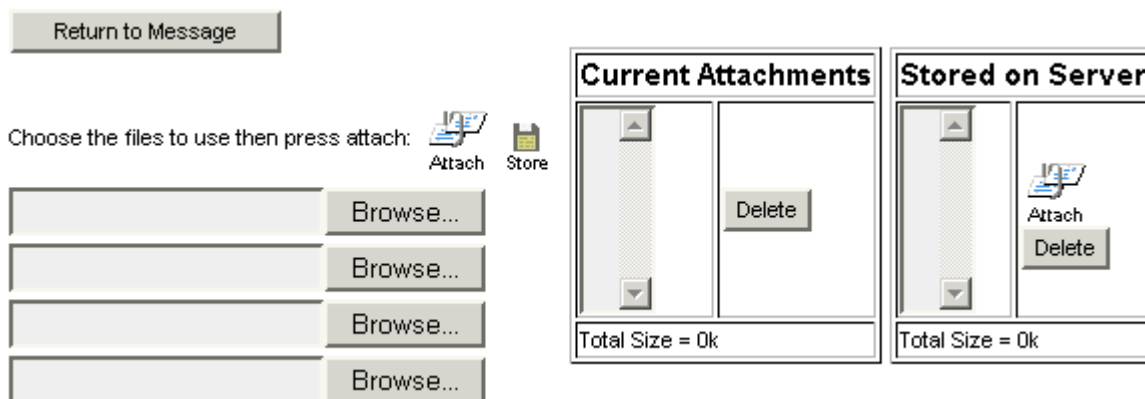
test
test
test
test
test

1. Select an email address from either Address Book or Recent Addresses, and then click on either To, CC or BCC.
 - Click on the "Clear" button if you need to clear the To, CC and BCC fields. This is also the only way of removing addresses from these fields within this screen/form. If you would like to remove one or more addresses but NOT all, you will have to click on the Done button and do it in the new message window.
2. Click on the Done button.

Attaching Files



1. To attach files to your message such as documents or pictures, click on the Attach icon. This will take you to the Manage Attachments screen.



2. Click on the Browse button to browse to the location of the file that you would like to attach.
 3. Select the file, then click on the Add button. When the file is successfully attached, it will appear in the Current Attachments list. The size of the file will also be indicated in brackets beside the filename.
 4. Once you have finished attaching all of your files, click on RETURN TO MESSAGE to finish composing your message, or to send it.
- You can attach more than one file to the message.
 - To remove an attached file, select the file and click on the Delete button.
 - To store a file on the server (to save you uploading each time you send it), click on Store button. Stored files will remain on Server until you delete them.
 1. If you want to attach a file Stored on Server, in your current message, select file from the Stored on Server list. C
 2. Click on the attach icon to the right and it will appear in Current Attachments.
 3. Once you have finished attaching all of your files, click on RETURN TO MESSAGE to finish composing your message, or to send it.

Help

For more assistance on using other options see the Help button.

Joining a mailing list

This only applies to new teachers or those that are switching buildings.

One of the nice features of webmail is the ability of users to subscribe to their own mailing lists. The mailing lists are meant to be an avenue for announcements and information for a particular building or group. They are not intended to be public information. Therefore you will be approved as a member of a list if you work in that building or are responsible for some activities involving that building (such as coaching).

1. In order to join a list, you must address an email from your Willard email account to one of the following:
 - staffmail-join@willard.k12.mo.us
 - hsstaff-join@willard.k12.mo.us
 - msstaff-join@willard.k12.mo.us
 - wistaff-join@willard.k12.mo.us
 - wnstaff-join@willard.k12.mo.us
 - westaff-join@willard.k12.mo.us
 - wcstaff-join@willard.k12.mo.us
 - wsstaff-join@willard.k12.mo.us
 - ssstaff-join@willard.k12.mo.us
 - secstaff-join@willard.k12.mo.us
 - coaches-join@willard.k12.mo.us
2. Leave the subject line blank.
3. In the body of the text type subscribe with your school email address:
subscribe jdoe(substitute your username)@willard.k12.mo.us
4. Bob Andrus will get an email saying you have requested to join a particular mailing list.
5. Once your request is approved, you will receive a confirmation email.

Staff Classified Blog

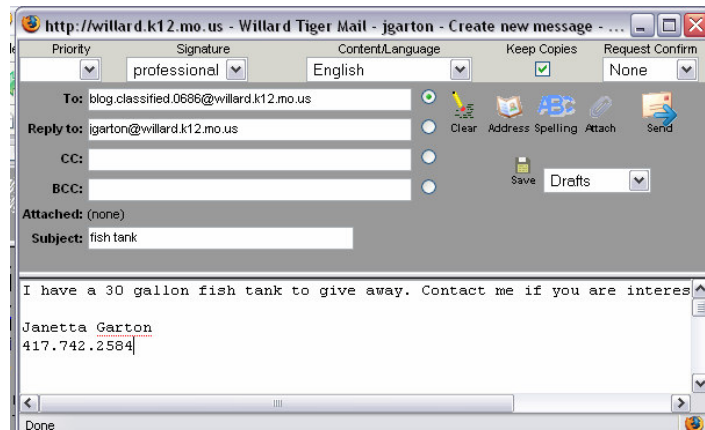
View the Classified Blog

- <http://willard.k12.mo.us/blogs/classified/>
- Please bookmark this address so you can check it often.



Post a Classified Ad

1. Address an email to:
blog.classified.0686@willard.k12.mo.us
2. In the subject line, put what you are buying, selling, or announcing.
3. In the email, put a short description of what you have or want. Be sure to include contact information.
4. The email will post directly to the blog. Older items will get pushed off the page as more people use it. All items will be archived by month.
5. Save this address in your contacts / address book



*This service will only work if we use it. It is simply a service to use in place of personal emails to the groups. Please use this method for personal announcements. **Do NOT send any personal announcements to the mailing lists.** If you have any questions or problems, please email Bob Andrus.*