

Tutorial - RCI WebMail

Introduction:

The preferred way to checking e-mail on University computers is via “webmail,” web-based e-mail “clients” that have been set up by Eden and RCI. Staff and faculty are given RCI accounts, which include e-mail accounts and web space. To check your RCI e-mail, you can use the RCI Webmail found at:

<http://webmail.rci.rutgers.edu>

Logging In:

Enter in your RCI username in the “Name” text-box, and your RCI password in the “Password” box. Click “Login.”

SquirrelMail version 1.4.2
By the SquirrelMail Development Team

Webmail: RCI Login

Name:

Password:

The Main Screen:

On the left side of the main screen you will see a brief overview of your e-mail account. There is an explanation of how much space is currently being taken up in your mailbox and a list of all the folders you have set up (by default, this will include Inbox, Drafts, Sent, and Trash).

On the right side you will see your Inbox; any e-mails you have received will show up here.

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

You are using 1 of your 100 MB limit (1%).

Click bar graph for update!

Folders
Last Refresh: Mon, 1:33 pm
(refresh folder list)

- INBOX
- Drafts
- Sent
- Trash

Current Folder: INBOX [Sign Out](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Webtools](#) [Rutgers](#)

[Convert old webmail address book](#)

[Toggle All](#)

Move Selected To: INBOX Transform Selected Messages:

From Date Subject

THIS FOLDER IS EMPTY

Compose a Message:

Click the “Compose” link near the top of the main screen.

Current Folder: **IN**

[Compose](#) [Address](#)

The right side will change to a new window in which you can compose a message. Enter the recipient's e-mail address in the "To:" box, and enter a "Subject" into the appropriate place. Type out your message in the large text box below the buttons. When you are done, click "Send," which is at the bottom-right of the screen.

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

To: person@rci.rutgers.edu

CC:

BCC:

Subject: Tomorrow's meeting...

Priority: Normal Receipt: On Read On Delivery

[Signature](#) [Addresses](#) [Save Draft](#) [Send](#) [Groups](#) [Cancel](#) [Check Spelling](#)

text text text text...

- My Name|

[Send](#)

Reading and Replying to a Message:

When you sign in, you will automatically be taken to your inbox. If you are not, and you would like to view your inbox, simply click the link labeled "Inbox" on the left side of the screen. If you have any messages, they will appear as such:

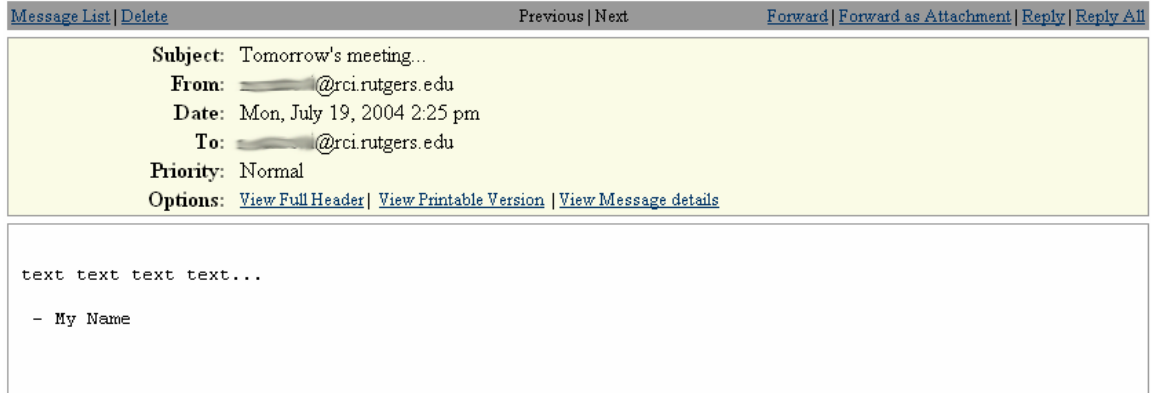
Move Selected To: INBOX

Transform Selected Messages:

From <input type="checkbox"/>	Date <input type="checkbox"/>	Subject <input type="checkbox"/>
<input type="checkbox"/> [redacted]@rci.rutgers.edu	2:25 pm	Tomorrow's meeting...

[Toggle All](#) Viewing Message: 1 (1 total)

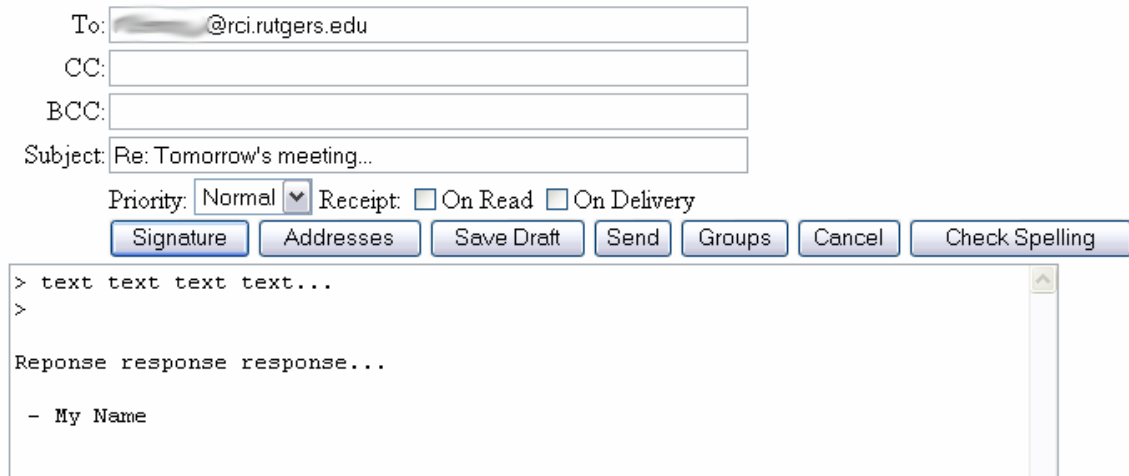
To read an e-mail, click the subject message; it appears as a blue hyperlink. The message will open in the right side frame.



To reply to a message, click the "Reply" link, located near the upper-right of the message.

[ment](#) | [Reply](#) | [Repl](#)

When replying, it is considered courteous to include the text you are specifically replying to in your message. WebMail will automatically quote the content of the e-mail you are replying to; you can edit out parts you are not responding to.



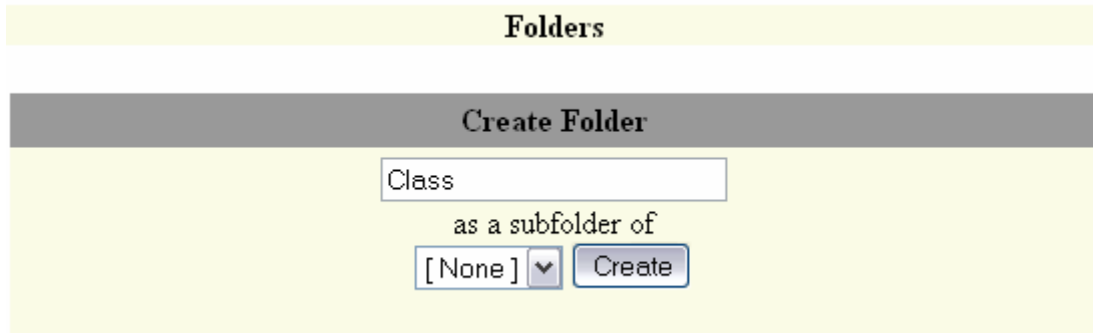
Just as you would when sending an e-mail on your own, type your message and click "Send" when done to send the message.

Creating Folders:

You may find it useful to create "folders" on your e-mail account to file specific types of e-mail into (such as for specific classes, for example). To create a new folder, click the "Folders" link at the top of the main screen.

[es](#) [Folders](#) [C](#)

A new screen will appear asking you to enter the name of a folder you would like to create. Let's create a "Class" folder for this example. Type the name of the new folder, and click "Create."



Folders

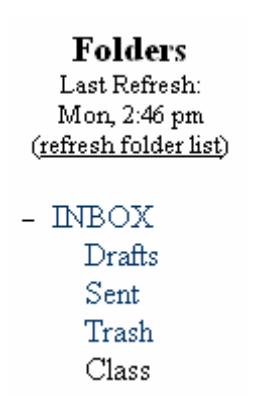
Create Folder

Class

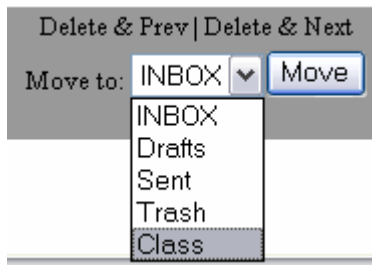
as a subfolder of

[None] ▼ Create

The left side of the screen should update listing the new folder you have created.



If you want to move a message to a folder, it is quite simple. In your Inbox, open the message you wish to file. At the bottom of the message's screen, you'll see a small "Move to" option. From the drop-down menu, select the folder you wish to move it to, and click "Move."



Deleting Messages:

You have a set limit of storage space on your RCI account. You may wish to clear out unnecessary messages from your e-mail account from time to time. To delete a message in your Inbox (or any other folder), click the box next to the sender's name.

From <input type="checkbox"/>	Date <input type="checkbox"/>	Subject <input type="checkbox"/>
<input checked="" type="checkbox"/> [redacted]@rci.rutgers.edu	2:25 pm	Tomorrow's meeting...

Next, click the "Delete" button to remove the message.

Transform Selected Messages: