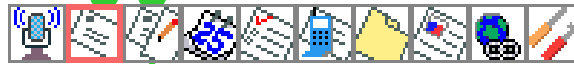


E-MAIL PERSONAL TOOL

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!



Enlarge text for easier viewing with this list box.

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 Load Draft Spell Check Change Font Fixed 24pt

* 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: Add / Edit Attachment

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

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

Click **My Address Book** to look for personal contacts.

Click **User Directory** to look through your entire campus.

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]**.

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.campuscruiser.com [work]	Co-worker
<input type="checkbox"/> Lunette DeValpierre	studentd@tcc.campuscruiser.com [work]	
<input type="checkbox"/> Joseph Ericksson	studente@tcc.campuscruiser.com [work]	
<input type="checkbox"/> Scott Farkus	studentf@tcc.campuscruiser.com [work]	
<input type="checkbox"/> John Hankin Owner	jhankin@buyritenow.com [work]	Secret!!

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