

Mustang Cruiser

E-mail Usage

About e-mail

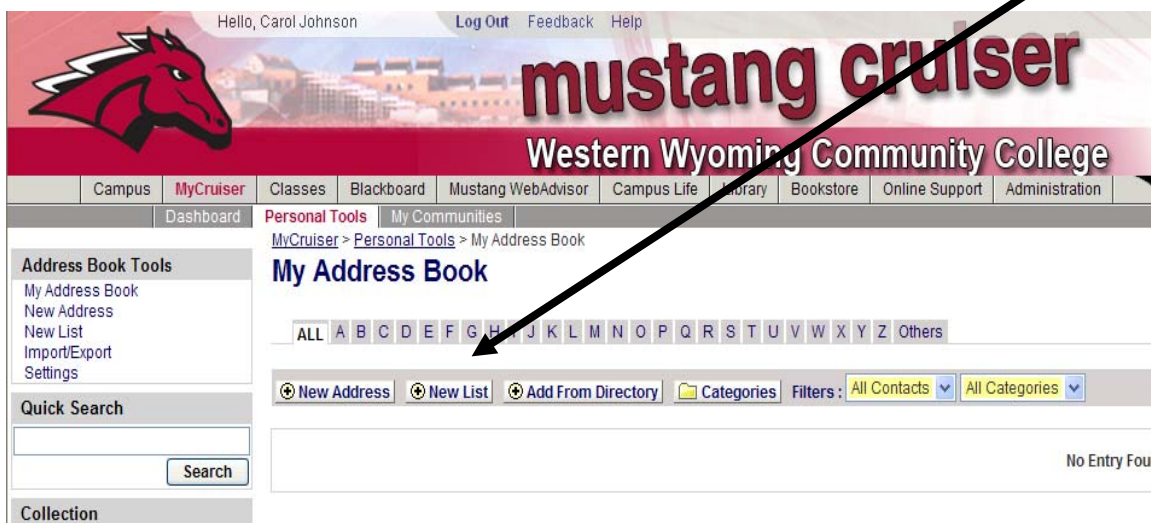
The e-mail page is accessible by logging on to **Mustang Cruiser** which will bring up your **Dashboard** page. On the left side of the screen is a **Personal Tools** box. Click the **E-mail** option in this box. When you send messages you can include up to 3 different attachments.

How to attach documents to your e-mail:

1. On the left side of the e-mail page click **Compose** then click the **Attachment** link.
2. The **File Upload** box will appear. Click **Browse** to access a file searching utility.
3. From the file searching utility, locate the file you wish to attach from your hard drive and double click on the file.
 - The file and its path should be displayed in the box to the left of the Browse button.
4. Click the **Upload** button.
 - After a moment, a table will be displayed at the bottom of the File Upload box indicating that your file has been successfully selected as an attachment. If you wish to remove the file, click the **Remove** link in the same row of the file name.
 - Continue to add more attachments if you wish.
5. Click **Done** when finished. The name of the attached file(s) will be displayed in the "Attachment" field.

How to create a Mailing List

On your Dashboard in your Personal Tools select **Address Book**, click **New List**.



The screenshot shows the Mustang Cruiser website interface. At the top, there is a navigation bar with links for 'Hello, Carol Johnson', 'Log Out', 'Feedback', and 'Help'. Below this is a banner for 'mustang cruiser Western Wyoming Community College'. The main navigation menu includes 'Campus', 'MyCruiser', 'Classes', 'Blackboard', 'Mustang WebAdvisor', 'Campus Life', 'Library', 'Bookstore', 'Online Support', and 'Administration'. The 'MyCruiser' section is active, showing 'Dashboard', 'Personal Tools', and 'My Communities'. The 'Personal Tools' section is expanded to show 'My Address Book'. On the left side, there is a sidebar with 'Address Book Tools' (My Address Book, New Address, New List, Import/Export, Settings) and a 'Quick Search' box. The main content area is titled 'My Address Book' and features a navigation bar with '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', and 'Others'. Below this is a row of buttons: 'New Address', 'New List', 'Add From Directory', 'Categories', and 'Filters: All Contacts', 'All Categories'. A black arrow points to the 'New List' button. At the bottom right, there is a 'No Entry Fou' message.

In the **List Name** box enter the name of your list.

mustang cruiser
Western Wyoming Community College

Campus MyCruiser Classes Blackboard Mustang WebAdvisor Campus Life Library Bookstore Online Support Administration

Dashboard Personal Tools My Communities
MyCruiser Personal Tools > My Address Book

Contact List Detail

*Indicates required field

* List Name:

Category:

Description:

* E-mail Addresses: Import from Directory Enter addresses in bulk

Add Change Remove Remove All

Save Cancel

Select **Import from Directory**. You can select **Divisions**, **Departments**, or select the first letter of the persons last name you want included on your list.

User Directory - Add Users - Microsoft Internet Explorer provided by Your Frien...

https://prod.campuscruiser.com/PageServlet?pg=directory_add&tg=UserSearch&addTo=Add%20selected%

User Directory

Find Members : by last name

Division : All Divisions

Department : All Departments Search

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

Please Enter Your Search Criteria.

Close Window Help

Done Internet 100%

Put a checkmark in the box by the names you want to add to your list.

User Directory

Find Members : J by last name

Division : All Divisions

Department : All Departments Search

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

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<input type="checkbox"/>	Name	E-mail	User Type
<input checked="" type="checkbox"/>	Jack, Cassandra	cassandrajack@wwcc.mailcruiser.com	Student
<input checked="" type="checkbox"/>	Jack, Palma	palmajack@wwcc.mailcruiser.com	Faculty
<input type="checkbox"/>	Jackman, George	georgejackman@wwcc.mailcruiser.com	Alumni
<input checked="" type="checkbox"/>	Jackman, Karl	karljackman@wwcc.mailcruiser.com	Alumni
<input type="checkbox"/>	Jackman, Matthew	matthewjackman@wwcc.mailcruiser.com	Alumni
<input checked="" type="checkbox"/>	Jackman, Paul	pauljackman@wwcc.mailcruiser.com	Alumni
<input type="checkbox"/>	Jackman, Robert	robertjackman@wwcc.mailcruiser.com	Student
<input type="checkbox"/>	Jackman, Tammy	tammyjackman@wwcc.mailcruiser.com	Alumni

Click **Add Selected Names**. Then **Close Window**.

If you need to customize your list, under the yellow box you have the options to **Add**, **Change**, **Remove** or **Remove All**.
Select **Save**.

Western Wyoming Community

Campus MyCruiser Classes Blackboard Mustang WebAdvisor Campus Life Library Bookstore Online Support

Dashboard Personal Tools My Communities

MyCruiser > Personal Tools > My Address Book

Contact List Detail

*Indicates required field

* List Name: Last names beginning with J

Category: --

Description:

* E-mail Addresses:

Import from Directory Enter addresses in bulk

cassandrajack@wwcc.mailcruiser.com
palmajack@wwcc.mailcruiser.com
karljackman@wwcc.mailcruiser.com
pauljackman@wwcc.mailcruiser.com

choose an action... Go

Add Change Remove Remove All

Save Cancel

Your list will now show up in your address book.

Western Wyoming Community College

Campus MyCruiser Classes Blackboard Mustang WebAdvisor Campus Life Library Bookstore Online Support Administration

Dashboard Personal Tools My Communities

MyCruiser > Personal Tools > My Address Book

My Address Book

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 Others

New Address New List Add From Directory Categories Filters: All Contacts All Categories

1 - 1 of 1

Contacts

Last names beginning with J E: [1449992: Last names beginning with J]

1 - 1 of 1

choose an action... Go