E-MAIL PERSONAL TOOL

When new messages arrive, you'll be alerted with a note below the QuickBar! Click on the note to get to your E-mail.

Your tools for composing a new message (or loading a saved draft) are accessed by these buttons.

The address fields find matching contacts from your Personal Address Book in the drop-down lists as you type.

Click the Compose icon in the QuickBar to start writing a message - even if you are not accessing your E-mail Personal Tool!

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You have new e-mails.

The TO field appears automatically. Click CC or BCC to access other address fields as needed.

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You can add HTML content to your messages using the HTML Editor (see other side).

Click to pop-up your entire Personal Address Book and search for recipients from your list of contacts.

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E-mail Settings can be customized, including your preference for an automatic signature to be included in all outgoing messages.

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From here, you can then click the User Directory tab to look through your campus directory and look for recipients.

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Click User Directory to look through your campus directory.

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].

The Folders tab lists each folder.

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.

In the pop-up dialog that appears, enter the folder name and click OK.

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The HTML Editor allows you to create sophisticated HTML content without needing to know any HTML code. The editor is available when composing E-mail, creating Personal Web Pages, publishing News articles, and creating campus Announcements. (The HTML Editor is not compatible with the Safari browser.)

**Cut, Copy, Paste, Right Align, Center Align, Left Align, Outdent, Indent, Ordered List and Unordered List** buttons function as they do in other popular word processing applications.

Enter content and then click-and-drag to highlight desired text. Then click the appropriate format button as desired.

**Variation**
Depending on your browser, you may be able to select formatting with the buttons prior to entering content.

Options seen in the HTML Editor's toolbars vary depending on where the HTML Editor is accessed.

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**INSERTING AN IMAGE**
1. Place your cursor where you wish the image to appear.
2. Click the Image button 📷.
3. Select **Upload Image** from the drop-down menu.
4. Use the File Upload Utility pop-up that appears (see other side) to select a .gif / .jpg image to include.

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**INSERTING A HYPERLINK**
1. Click the Link button 🌐.
2. When the pop-up dialog appears, enter text that should act as a link in the **Link Text** field.
3. Enter the actual URL in the **Hyper Link** field.
4. If you would like the user to see the target site in a new browser window, then type "_blank" in the **Target** field.
5. Click **Apply**.

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**INSERTING A TABLE**
1. Place your cursor where the table should be inserted.
2. Click the **Insert a Table** button 📊.
3. In the pop-up dialog, enter a numeric value in the **Rows** and **Columns** text fields as desired.
4. Click **More Attributes...** if you wish to access a panel that lets you to specify extra details (width, border width, cell padding, cell spacing, in-line alignment and color).
5. Click **Apply & Close** when all details have been entered.