

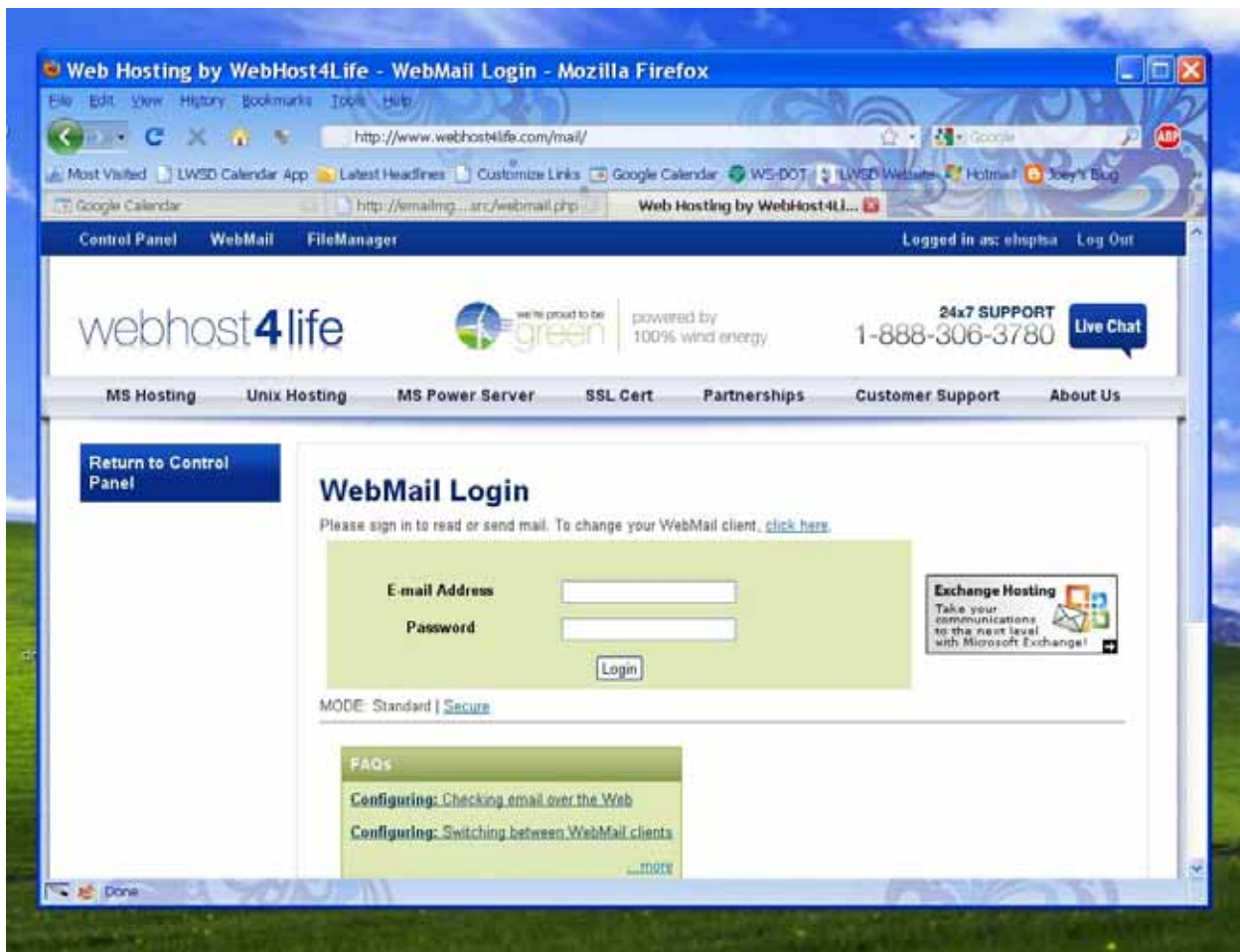
Using EHS PTSA Webmail

Why use Webmail?

Every year, PTSA members and Eastlake HS staff members have trouble knowing who to contact on the PTSA board and various PTSA committees. They might not always have a directory available, and might not recall the list of PTSA board members and committee chairs, or they might send email to someone from a previous year. Another important reason to use webmail is to ensure that no personal email addresses will be exposed via the Website or Constant Contact Newsletters, and anyone receiving an email from the ehsptsa.org domain will know it is a “real” email from Eastlake High School’s PTSA. Examples of these new webmail addresses are: president@ehsptsa.org, secretary@ehsptsa.org, etc.

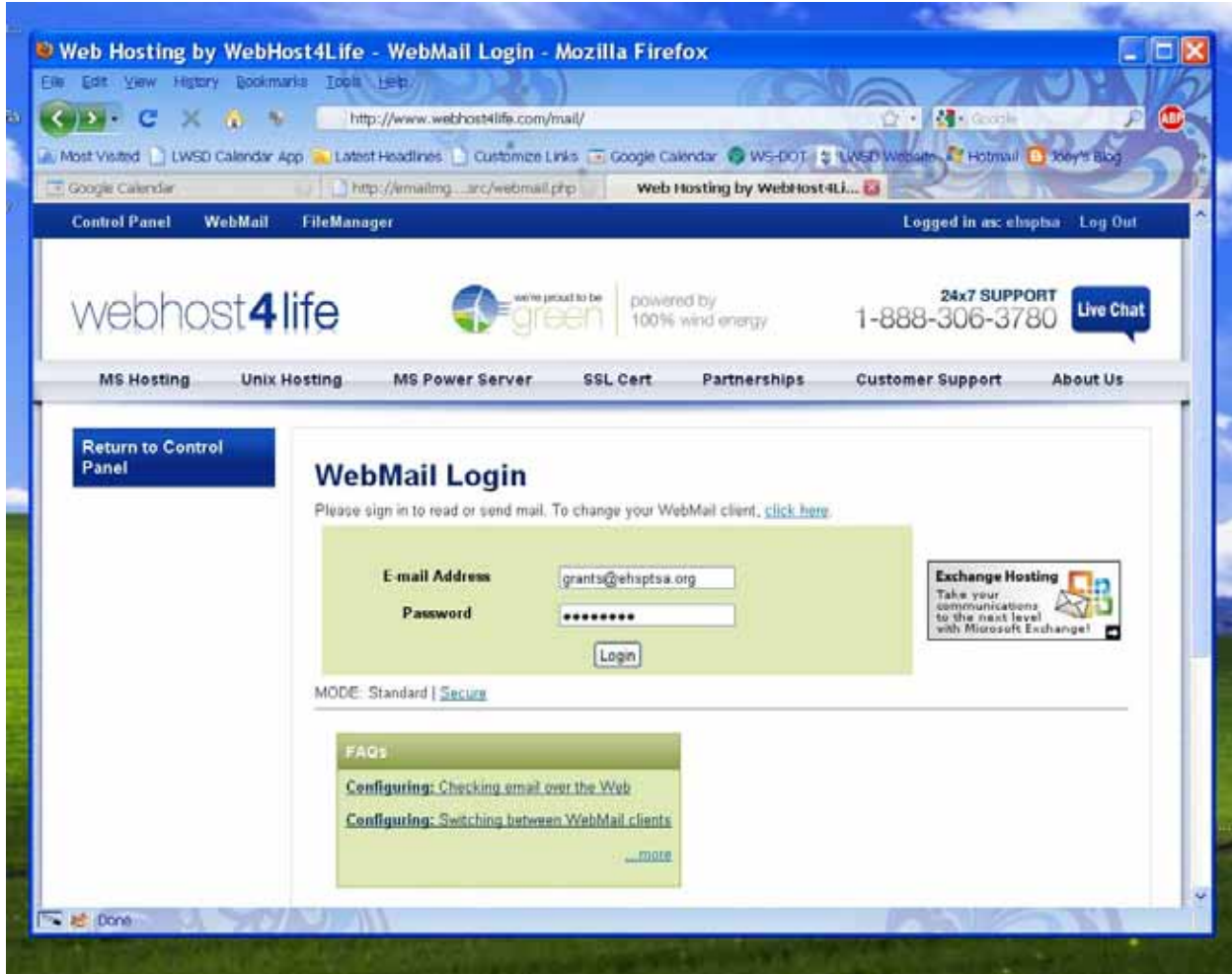
These web-based e-mail accounts are hosted through the company that hosts the PTSA Website and are included at no additional charge in the website costs. The software that is used is SquirrelMail, and was designed to allow email access through your server from anywhere in the world via the Web.

Access to the webmail site is through: <http://www.webhost4life.com/mail> - or if you prefer, there is a convenient link at the bottom of the PTSA Board page on the ehsptsa.org website.



Logging In To See Your PTSA E-Mail

When you type your E-mail Address (aka, your username), be sure to include the name of our domain, “@ehsptsa.org”. Be sure to enter your password using the necessary mix of upper- and lower-case letters specified and click the Login button. If you have trouble logging in, please contact the Webmaster.

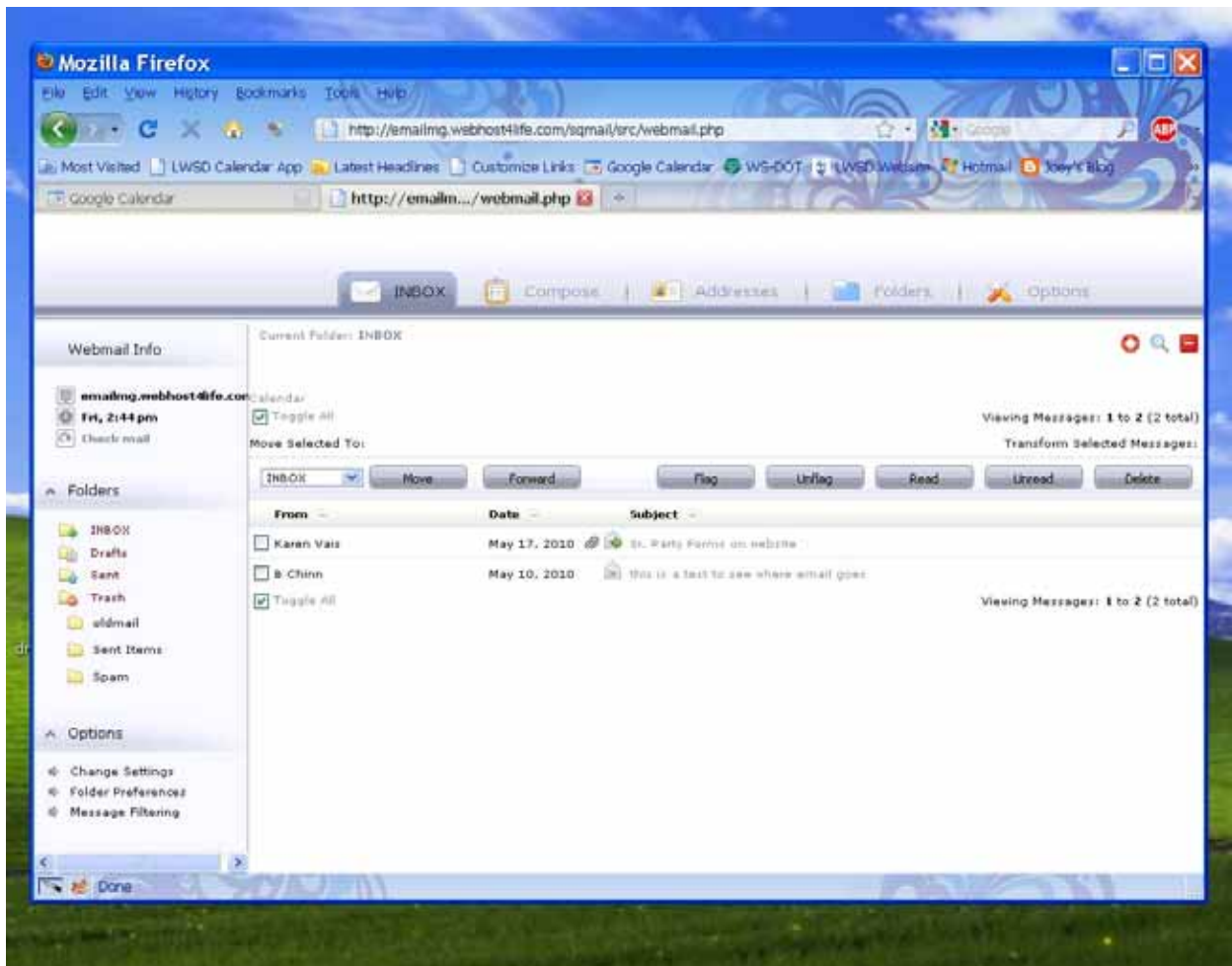


Webmail Basics

If you just have a quick question, you might want to look at the FAQs. Just click on the items in the FAQ box at the bottom of the Login screen.

SquirrelMail is laid out in two main sections called frames. The left frame lists the currently subscribed folders. More information about the left frame may be found under the "Folders" section later in this documentation.

The right frame is where most of the action will take place. At the top of the page is a gray menu bar. The Current Folder displays which of the folders listed in the left frame you are currently in. Right after you log in, by default your INBOX folder will be shown.



The top bar is a row of menu choices:

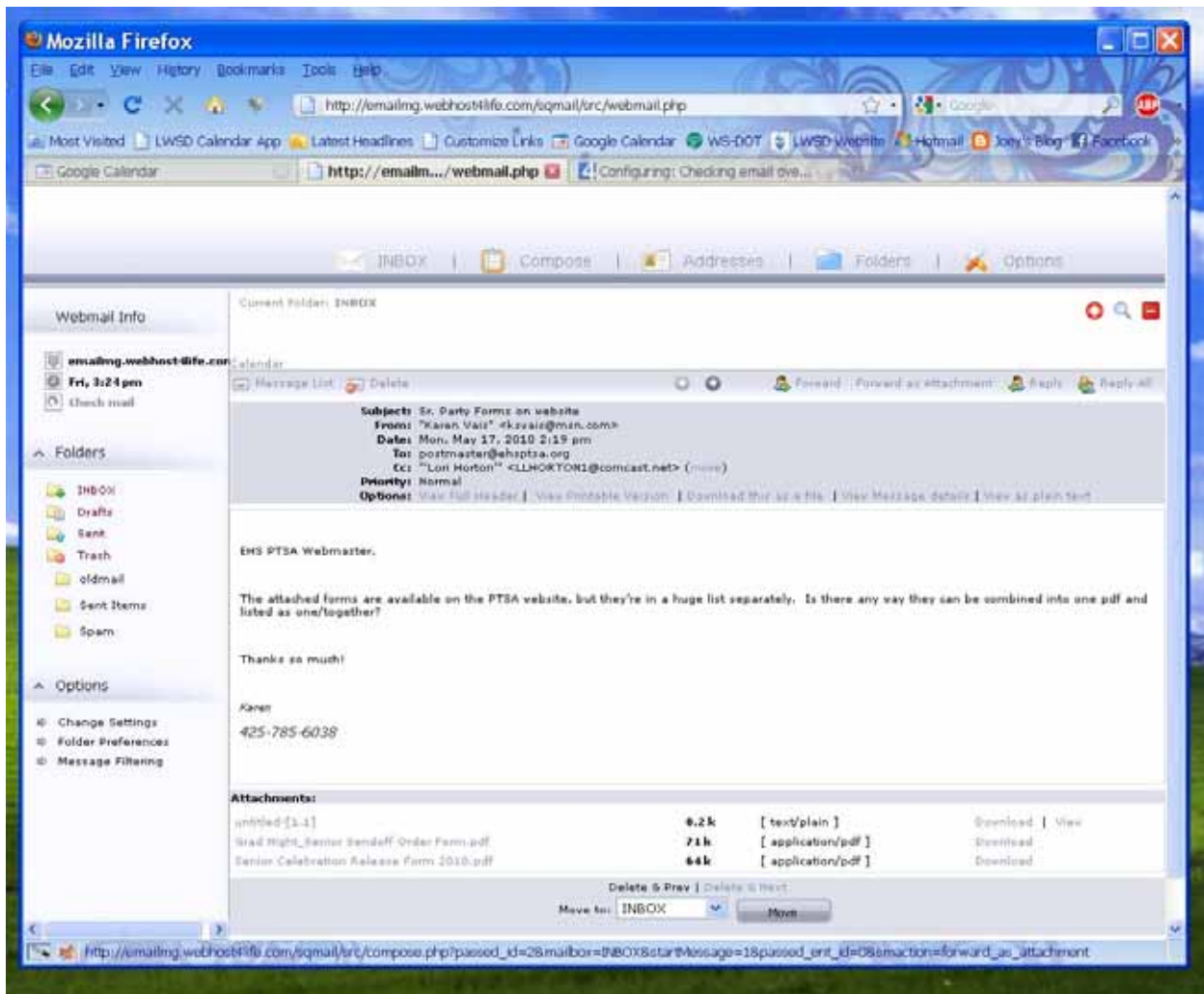
- **Inbox** – Shows a listing of your read and unread emails that you have not deleted.
- **Compose** - Make and send an email which may include attachments.
- **Addresses** - Holds a list of addresses that are contained in your personal address book.
- **Folders** - All folder manipulation takes place under this. You can delete, create, rename, subscribe, and unsubscribe folders.
- **Options** - Change settings of how SquirrelMail responds and looks.

Underneath the menu bar on the right side of the screen are 3 icons, a red circle (Help), a magnifying glass (Search), and a red minus sign (Logout).

- **Help** – Online help information.
- **Search** - With this tool, you can search through a mailbox for given criteria.
- **Logout** – Click here to end your webmail session. If you are using a public computer, be sure to close your browser after you finish reading and responding to your email to prevent others from using the “Back” button to access your account.

To refresh the list of emails in your Inbox, you can manually click on the “Check Mail” icon at the top-left of the screen under the “Webmail Info” heading.

If you have unread email, the subject will appear in bold typeface. Simply click on the subject line to open and read a specific email.

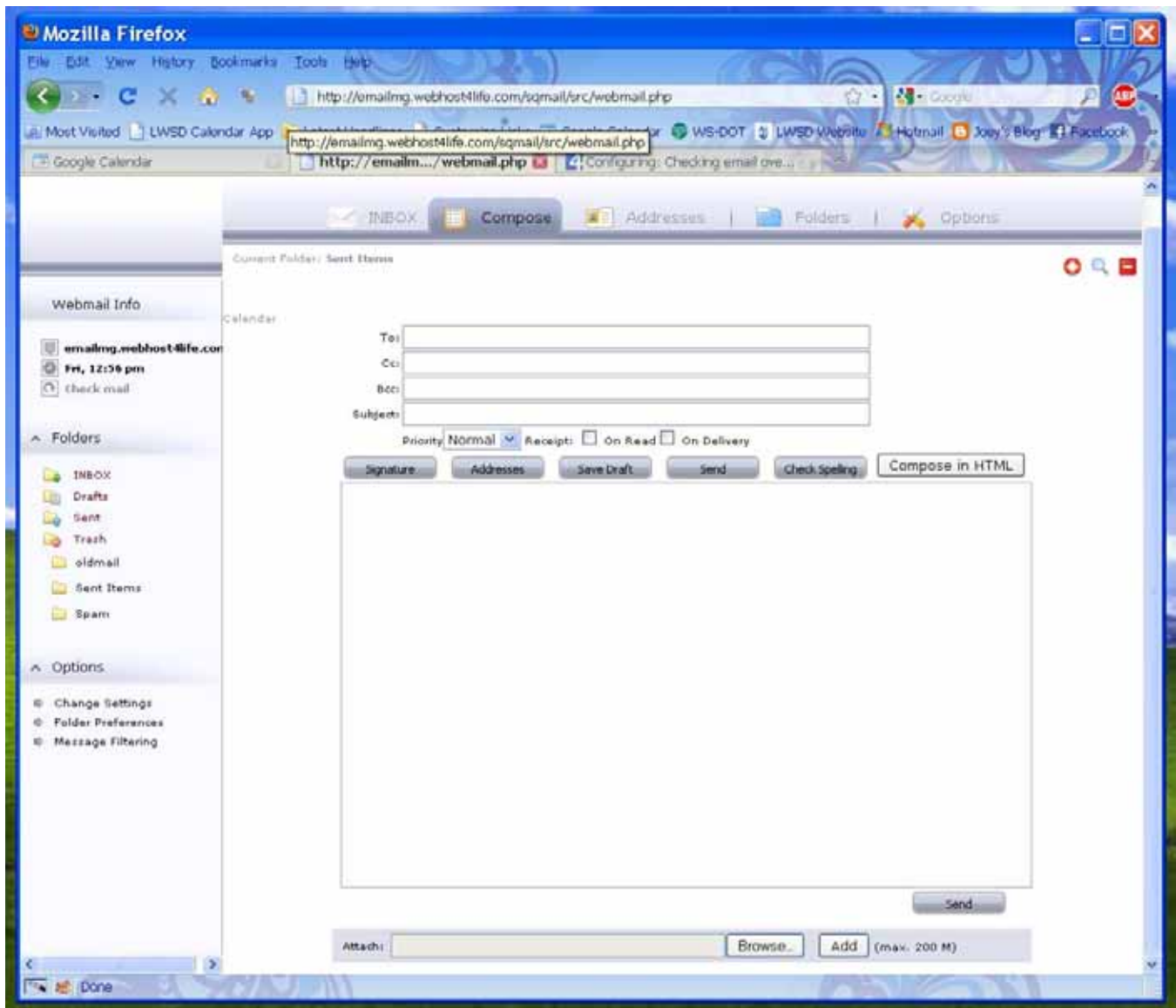


Most webmail functions are self-explanatory for anyone that has used email systems before. There are arrow buttons to go to the Previous or Next message, and buttons to click to Forward a message, Forward as Attachment (not common), Reply to a message, and to Reply All (to include a response to every email address that was on the original “To” and “CC” line).

There is a system limit of 3000 messages that can be stored in each mailbox. If that limit is reached, you will be unable to receive further emails until you delete (or download) mail from the server. Check your “Spam” folder to see if you have unwanted mail that can be deleted. Contact your webmaster for further information (webmaster@ehsptsa.org) if you think you are hitting these limits.

Sending a New Message

To send a new message, click the “Compose” menu item at the top of the screen.



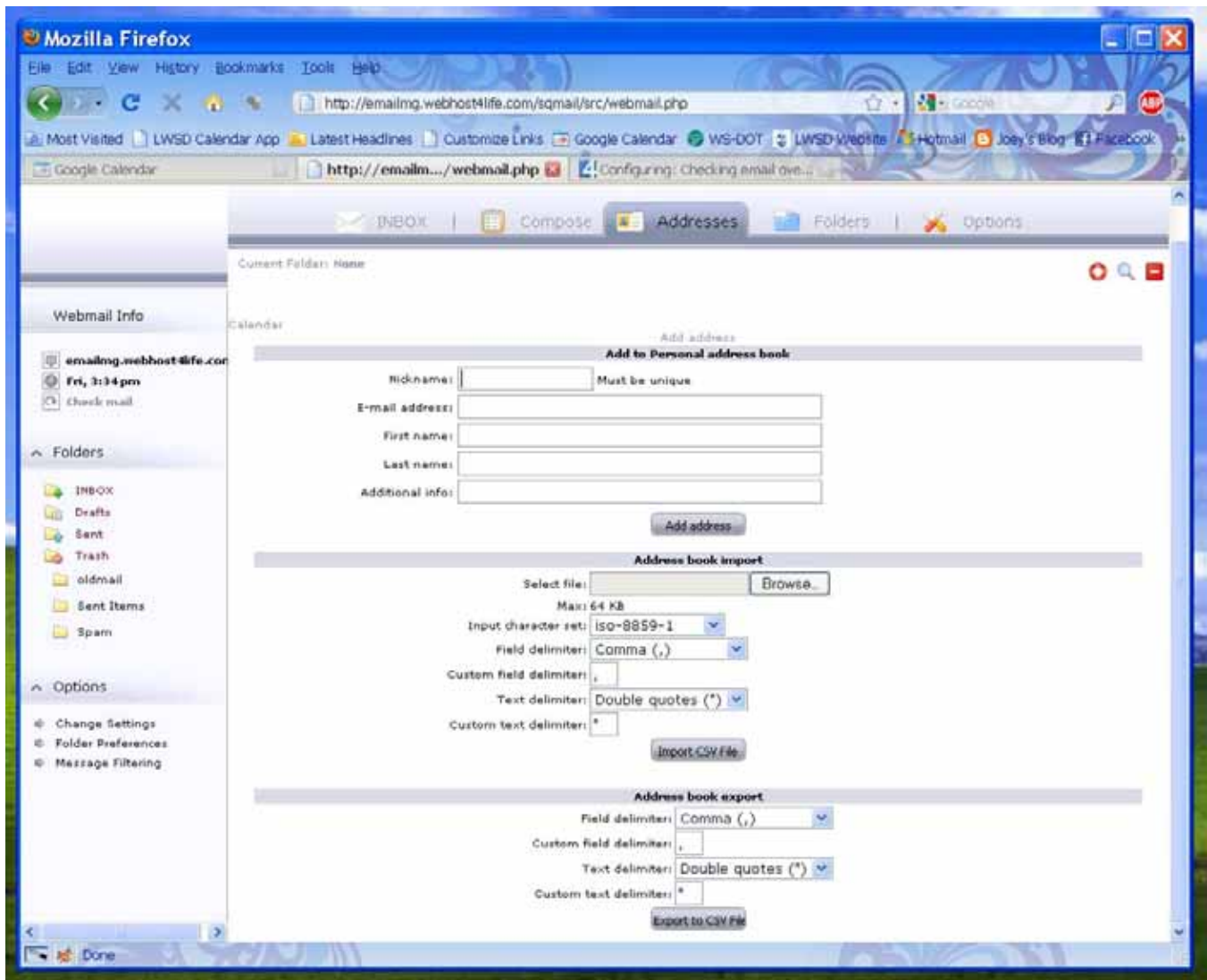
You can send to multiple email addresses by separating them with a comma character. For PTSA emails, it is not recommended to use the “BCC” field which would send a copy of the email without other email recipients being aware of who else is receiving the email.

Be sure to include a subject line so your recipients know the topic of the email, and type your message in the large text box. You may use a program such as Microsoft Word to create your message and then copy and paste it into the message text box – only simple formatting is kept (NOT font size changes, underline, italic, or bold fonts). **Always include your name at the bottom of each email as Co-VPs or multiple committee members may share a single email address.** If you want to include an attachment (a document, spreadsheet, image or .PDF file, etc), at the bottom of the compose screen, there is an “Attach” field where you can enter the name of a file on your computer’s hard drive and click the “Add” button. Note that there is a size limit for attachments; extremely large documents and photos cannot be sent or received via this webmail system (contact webmaster@ehsptsa.org if you think you are hitting these limits).

Click the “**Send**” button at the bottom of the screen to send your email. To cancel sending a message, simply click the “**Inbox**” menu (or select any menu item other than “**Compose**”). **Don’t forget to click on the red square minus-sign icon to Logout when you are done with your email session.**

Using the Address Book Functions

To use the address book functionality, click on the “**Addresses**” menu.



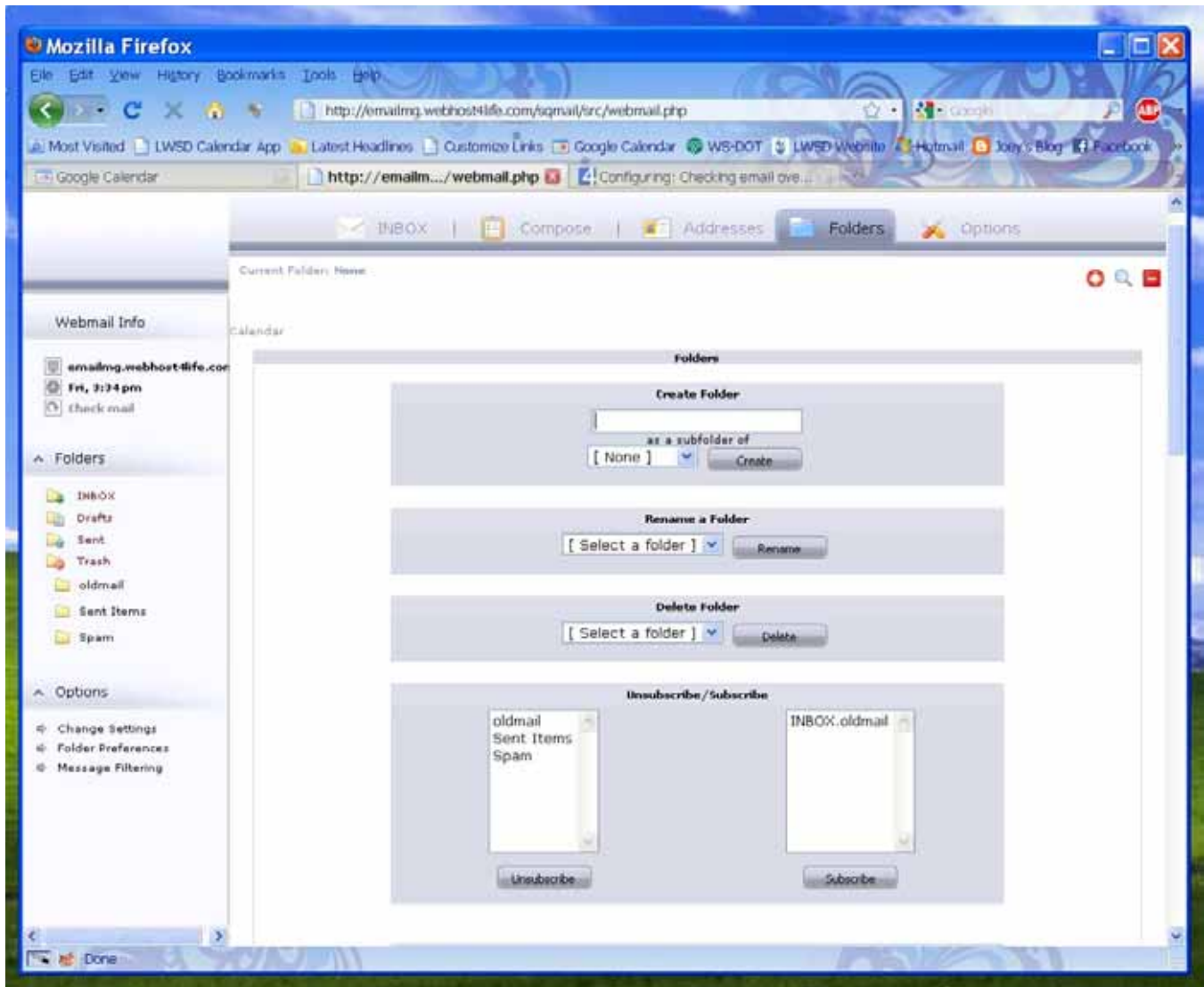
Do not attempt to use the “**Import**” or “**Export**” functionality if you are not computer-savvy. These features are mostly useful for anyone porting an address book from the previous webmail platform.

There is no apparent way for users to setup email Aliases using SquirrelMail. (contact webmaster@ehsptsa.org if you find this is not true). However, an alias can be setup by the system administrator (webmaster) by using Forwarding functionality. For example, if you want to set up an email address that is automatically forwarded to a group (e.g., if you want an email address such as board@ehsptsa.org to automatically let you send email to every board member) or if there is an

additional email address you want added for a specific committee, please contact the webmaster with details.

Folder Functions

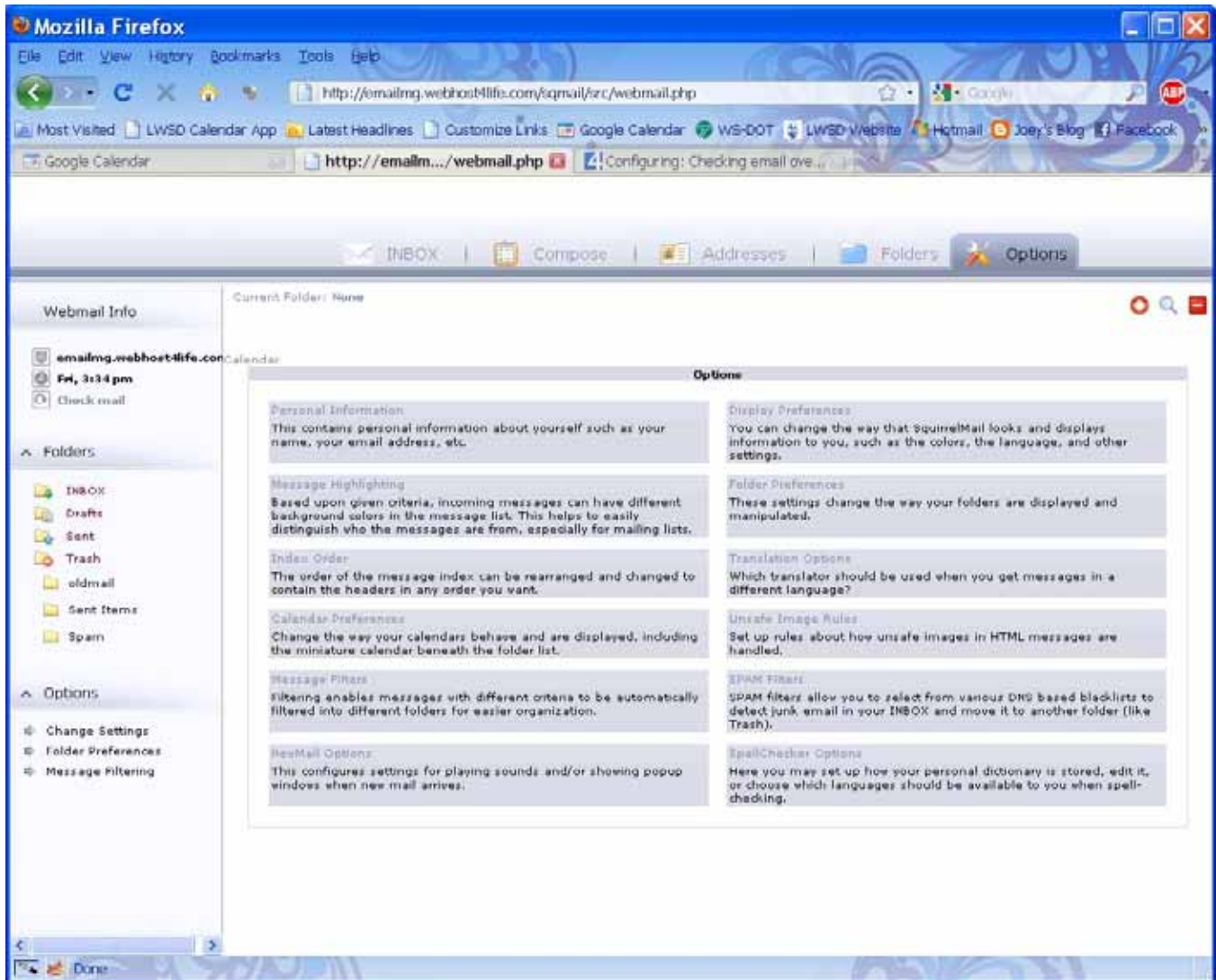
A copy of all email you send is automatically put into a “Sent Items” Folder. In addition, you can organize your emails into separate folders named whatever you wish. For example, if Co-VPs share a single login, you may wish to create a sub-folder for each of the VPs. Or if a single committee is responsible for more than one event, you may want to keep a folder to separate details of each event.



The “Spam” folder can include any mail that the system Spam filters have triggered as possibly including unwanted advertisements or items of questionable and/or objectionable content. The “Sent Items” folder contains a copy of all your sent emails. If you had a webmail account before May of 2010, you may have items in your “oldmail” folder. **Please do not attempt to Unsubscribe from or Delete any of the pre-existing mail folders.**

Changing Default Webmail Options

Before you send email from your Webmail account for the first time: Login to your Webmail account and make sure your Personal Information Options are set properly. This only needs to be done once for each email address. Simply click on the “Options” menu.

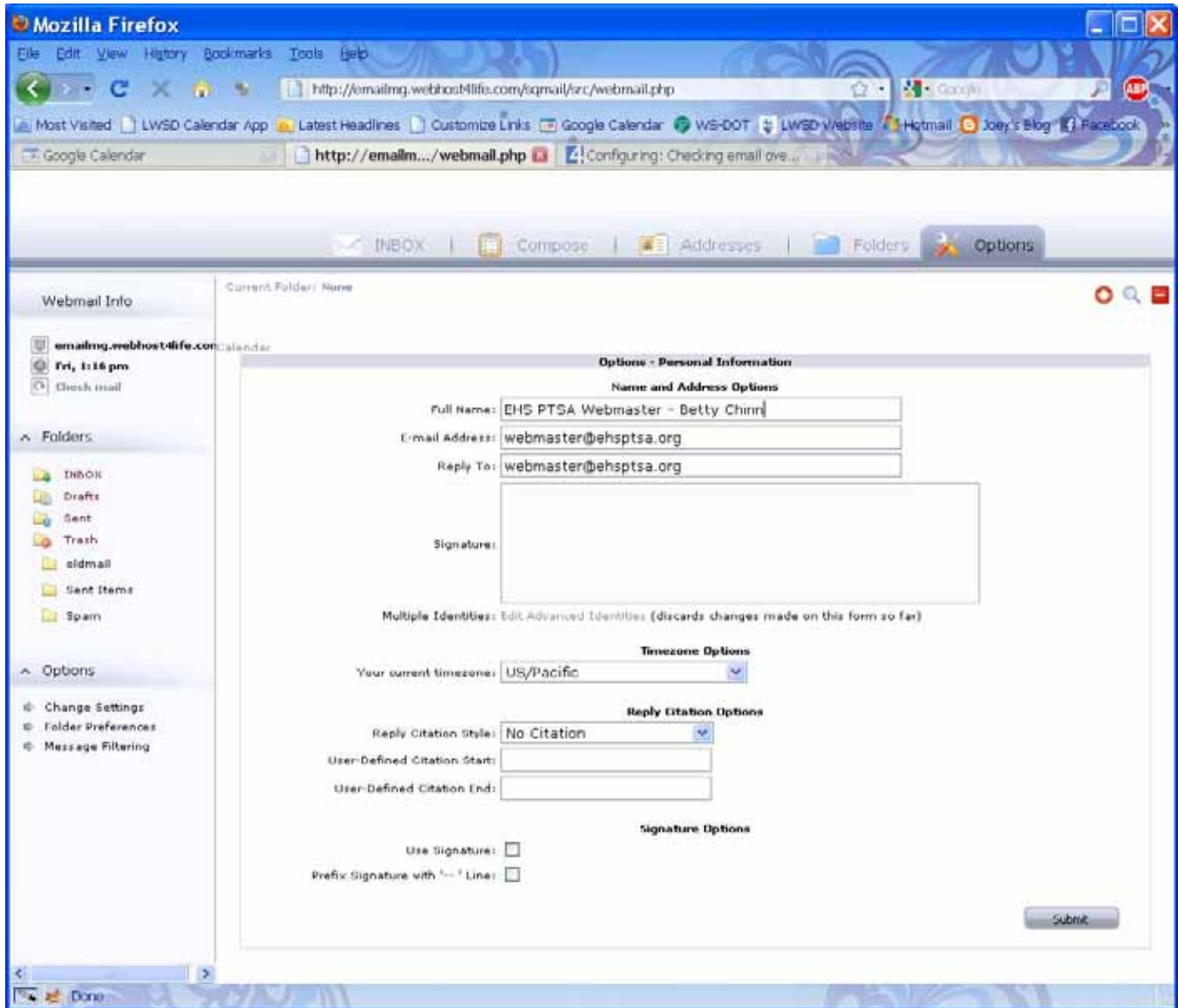


Then click on the heading “**Personal Information**” and under “**Full Name**”, enter the board position or committee name that this email address represents. If this is a CO position, you likely don’t want to include your own name – just use whatever name represents your committee. That name will show in the “**From**” section of every email you send. You should include your own name in the body of the email each time you send it.

Insert your PTSA committee email address in both the “E-mail Address” and “Reply To” fields.

You may use the “Signature” box to include a generic closing signature on each email, but if you are sharing this email address with other committee members, you will always need to identify yourself in the body of each email you send.

Make sure the current TimeZone is set to **US/Pacific**. Open the drop-down list and scroll until you can see the US/Pacific option, click on it, and then click the Submit button at the bottom of the page to update your new option settings.



Don't forget you can use the online Help to get answers to your SquirrelMail questions by clicking on the red circle icon at the top-right corner of the Webmail screen.



When you are done with your Webmail session, **don't forget to logout** by clicking the red minus sign (Logout icon) at the top-right corner of the Webmail screen. Additionally, if you share your computer with others, be sure to close your browser to prevent another computer user from pressing the Back button and getting access to your Webmail account.



Other Functionality Available

We want you to get into the habit of sending PTSA-related emails from your PTSA webmail account so it identifies you and your PTSA capacity and allows members and teachers to know how to contact the right PTSA person without searching for a directory. However, if you only get PTSA webmail infrequently, you might also want to receive email notifications at another email address (say your personal Hotmail address). Another possibility is that you want to have a number of email addresses forwarded to a single email address (say a board member wants a single email address to check for copies of all emails under their jurisdiction). Please contact or email me at webmaster@ehsptsa.org to discuss other possible webmail functions.

If you prefer using a different email interface to access the PTSA Webmail system, here is info for you to setup that interface manually.

SMTP Server:	ehsptsa.webhost4life.com
SMTP Port:	587
POP Server:	ehsptsa.webhost4life.com
POP Port:	110
Outgoing Server Requires SMTP Authentication	

Sometimes a Phone Call Works Best

Keep in mind that while email is a convenient communication tool, it does not convey your expression or tone of voice. Be careful about sending email if you are upset about a situation. You don't have control over who will see any email you send -and it might be forwarded along to unintended recipients - so think carefully before you click the "Send" button. **If in doubt, pick up the phone and make a phone call.**

Questions?

If you still have questions regarding how to use the EHS PTSA Webmail system, call the Webmaster or send email to webmaster@ehsptsa.org and ask for a personal demo/tutorial.