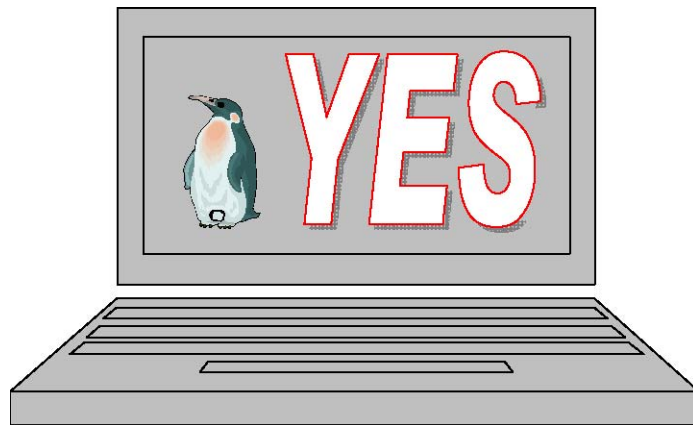




# Getting Started with MyYSU E-mail



Guide to Using E-mail via the  
*MyYSU* Portal

Donna Wainio

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## Introduction

MyYSU E-mail is the Web-based e-mail application available from the MyYSU portal. It allows you to process e-mail from any location using your Common University E-mail (CUE) account and a computer that has access to the World Wide Web. MyYSU E-mail is replacing the software currently used from the webmail.yzu.edu site. Currently the system is set to time out after 30 minutes of inactivity for students and three hours for faculty and staff. However, it is a good idea to logout of the system if you leave your area or are not using the system.

**Note:** Depending on your computer settings, you might need to adjust your Internet Explorer Add-ons.

1. Click Tools
2. Select Manage Add-ons
3. Select Novell delivered Applications
4. Select Disable
5. Click OK
6. Select Adobe PDF Reader Link Helper
7. Select Disable
8. Click OK
9. Click OK

## Overview

To use the MyYSU calendar, direct your Web browser to <http://my.yzu.edu> and log in with your CUE User Name and password. If this is the first time you have used your CUE username and password, you will be prompted to establish a new password. See the Getting Started with MyYSU document for password guidelines.

Secure Access Login

User Name:

Password:

Login Cancel

Having problems logging in? Click here.

How do I reset my password?

[Forgotten Password Reset](#)

Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

Welcome to the MyYSU portal!

MyYSU is an exciting new online pathway that offers Youngstown State University students, faculty and staff secure and personalized access to e-mail, calendars, announcements, groups and Web sites. In future months other services will be added to enhance the learning and working environments for everyone on campus. Enjoy!

What's Inside?

- E-mail:** Send and receive e-mail, and create your own personal address book. [MyYSU E-mail Policy](#)
- Calendar:** Access and manage your personal, course and school calendars. [MyYSU Calendar Policy](#)
- Groups:** Create, manage and join group homepages for clubs, affiliations and interests. [MyYSU Groups Policy](#)
- Announcements:** Stay up-to-date with information of interest to the YSU community as well as information specifically targeted to you. [MyYSU Announcements Policy](#)

and much more...

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The Home tab appears.

Change Password Content Advisor Channel Admin

Welcome Donna Wainio  
You are currently logged in.

e-mail calendar groups admin YSU Home Page logout help

January 19, 2006

Home Student Faculty/Staff My Tab

Campus News & Events

**PUBLIC EVENTS**

- Youngstown State University News  
Click here for the e-version of the YStateUpdate newsletter

Campus Announcements

2006 Distinguished Service Award Nominations  
Board of Trustees approve an early retirement plan  
CALL FOR NOMINATIONS: YSU 2006 HERITAGE AWARD

Campus Pics

My E-mail Inbox

INBOX folder has (78) messages: (8) unread

From:	Subject:	Size:	Date:
Robert Turf <...>	[YES, Luminis] MyYSU...	253K	01/19/06
Jaanna Herman <...>	Meeting, Friday Jan...	2K	01/19/06
Sharon Stringe <...>	Re: Meeting reminder	107K	01/18/06
Jaanna Herman <...>	Meeting Thursday, J...	90K	01/18/06
"Donna J. Wainio <...>	Internet Review Ba...	5K	01/18/06

Compose Address Book E-mail

My Calendar

No calendar event information is available at this time

My Personal Announcements

You currently have no personal announcements

E-Services

- Banner Self Service
- Internet Native Banner SSO
- MassNet
- Schedule of Classes
- SID
- SOLAR
- WebCT Campus Edition
- WebCT/Wista

Search

Enter Search Terms Here

Web YSU web site

Google Search

Site Index Help Index

Enter Search Terms Here

FacultySelf Search



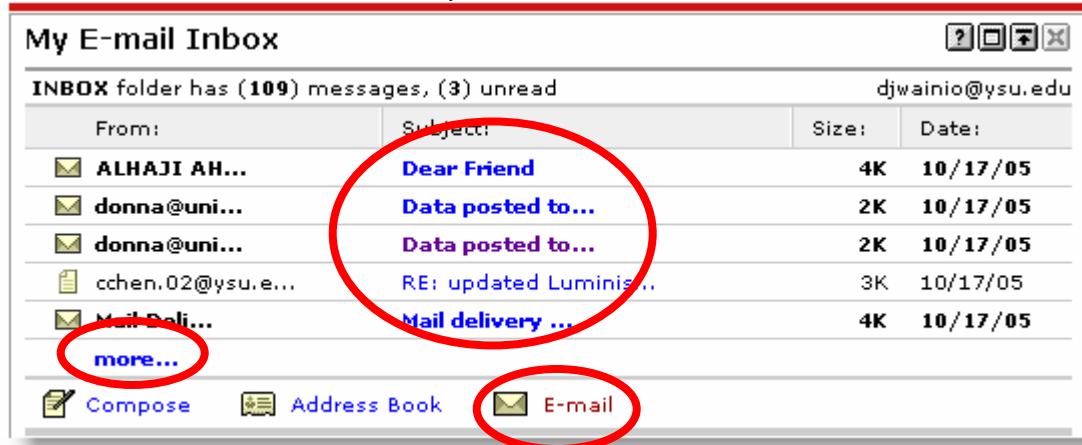
To open *MyYSU E-mail*:



1. Click the **e-mail icon** in the upper-left corner of the navigation bar

or

2. Click on the e-mail link in the My E-Mail Inbox channel.



or

3. Click **more...**

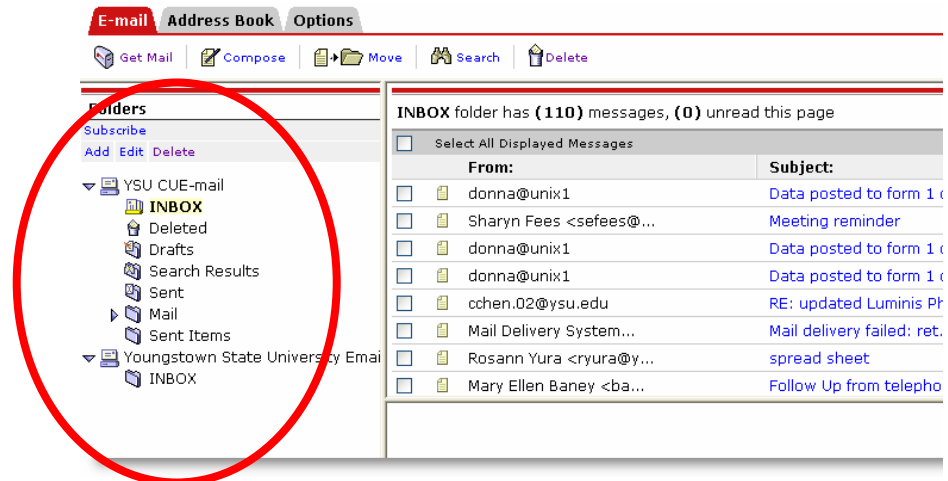
A separate window opens for *MyYSU E-mail*.

4. Click the **E-mail tab**

The left side of the screen displays mail accounts and the folders under those accounts available for current use.

### Folders

New messages are delivered to the **Inbox** folder with the exception of filtered messages and blocked addresses.



By default, additional folders (**Deleted**, **Drafts**, **Search Results**, and **Sent**) are provided. The **Deleted** folder contains copies of deleted mail if you chose to save them; the **Drafts** folder contains copies of messages composed but not sent; the **Search Results** contains the results of messages that have been identified through the Search feature; and, the **Sent** folder contains copies of sent mail if you chose to save them.



Also, all other existing mail folders that were created on the mail server (not local mail) should appear in the folder view. Folders can be created as needed.

If a folder does not appear in the folder view, subscribe to the missing folder by clicking on the **Subscribe link** in the folder frame. The Junk-Mail or SPAM folder is an example of a folder that may not display automatically in the folder view. Subscribing to a folder may be necessary when a new folder is created.

### To open a folder:

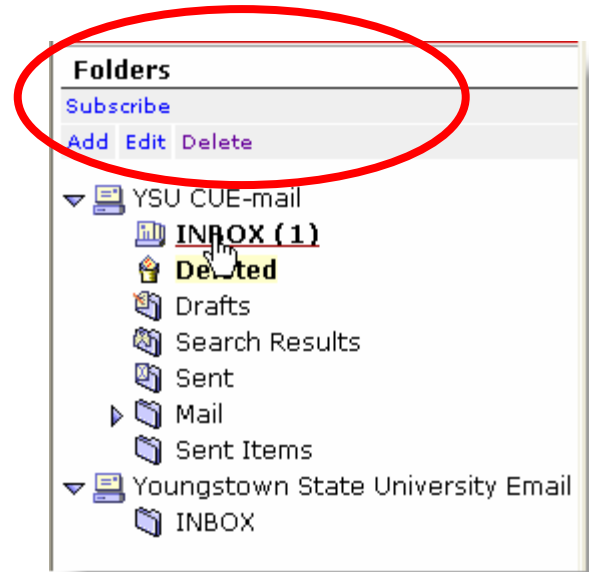
#### 1. Click the icon or label

The ➤ symbol indicates another folder is below this one

The ▼ symbol indicates all folders are displayed

The **Add link** provides options to create a New Folder below certain folders; the **Edit link** provides options to rename a folder; the **Delete link** removes the folder, any subfolders, and all items contained in the folder. The folders are saved alphabetically.

Initially, the quota for folders is 50MBs for students, and 200MBs for faculty and staff.



## Inbox Folder

MyYSU CUE-mail is connected to your e-mail account on the CUE mail server. This is the default folder.

**1** Delete

**2** Link Address

**3** Delete

**Folders**  
Subscribe  
Add Edit Delete

YSU CUE-mail  
INBOX  
Deleted  
Drafts  
Search Results  
Sent  
Junk E-mail  
Mail  
Sent Items  
Youngstown State University Email  
INBOX

INBOX folder has (103) messages, (0) unread this page

Select All Displayed Messages

	From:	Subject:	Size:	Date/Time:
<input type="checkbox"/>	Mary Ellen Baney <ba...>	Follow Up from telephone ...	2K	10/14/05 04:18 PM
<input type="checkbox"/>	"Coleen D. Santee" <...>	OBUG Updates	6K	10/14/05 09:20 AM
<input type="checkbox"/>	Robert Tupaj <rtupaj...>	portal test login	5K	10/14/05 08:30 AM
<input type="checkbox"/>	James Keches <jkeche...>	RE: Data Extract Error	12K	10/13/05 07:39 AM
<input type="checkbox"/>	"Donna J. Wainio" <d...>	Banner 7.0 Update, INB7 1...	8K	10/12/05 12:03 PM
<input type="checkbox"/>	"Donna J. Wainio" <d...>	Banner 7.0 Update, INB7 1...	8K	10/12/05 08:29 AM
<input type="checkbox"/>	"Donna J. Wainio" <d...>	Banner 7.0 Update, INB7 1...	8K	10/12/05 08:23 AM
<input type="checkbox"/>	"Donna J. Wainio" <d...>	Banner 7.0 Update, INB7 -...	8K	10/12/05 08:17 AM

Date: Fri, 14 Oct 2005 16:18:43 -0400  
To: djwainio@ysu.edu  
From: "Mary Ellen Baney" <baney@mail.cc.duq.edu>  
Subject: Follow Up from telephone call

Reply Reply All Forward Print Delete

### 1. Display List



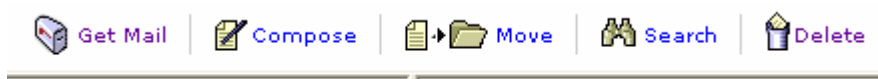
The display list of messages contains the total number of messages, unread messages, sender, subject, size, date/time sent, a selection box, and icons that indicate if the message has been read and if there is an attachment. The icon indicates that the message is unread (envelope) or the icon indicates that the message has been read (paper). If a message contains an attachment, it is flagged in the display list with a red paper clip icon. To open a message, click on the **subject** of the message in the display list.

## 2. Message Window

The Message window is where you view the message and Reply, Reply all, Forward, Print, or Delete the message.

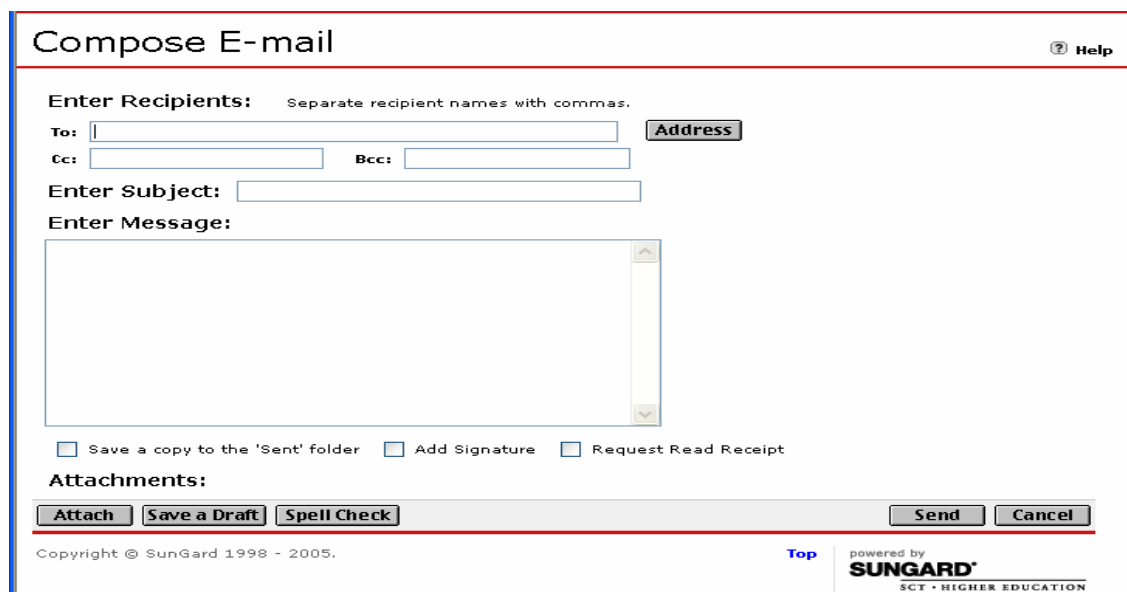
## 3. Toolbar

The five icons in the E-mail navigational bar are used to perform the following functions:



**Get Mail** - retrieves any new mail messages on the server. Use this icon to refresh the Inbox and display new messages. The system automatically checks for new messages every 5.5 minutes ☺

**Compose** - opens the compose message window. In the Compose window, you can address, write, spell check, add attachments, save, and send a message.

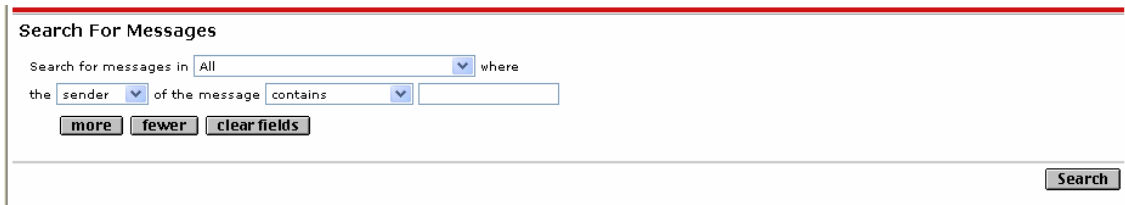
A screenshot of a web-based email composition window titled 'Compose E-mail'. The window has a 'Help' icon in the top right corner. Below the title bar, there is a section for 'Enter Recipients:' with a note 'Separate recipient names with commas.' It includes 'To:' and 'Cc:' text boxes, a 'Bcc:' text box, and an 'Address' button. Below this is an 'Enter Subject:' text box and a larger 'Enter Message:' text area. At the bottom of the message area, there are three checkboxes: 'Save a copy to the 'Sent' folder', 'Add Signature', and 'Request Read Receipt'. Below these is an 'Attachments:' section with 'Attach', 'Save a Draft', and 'Spell Check' buttons. At the very bottom, there are 'Send' and 'Cancel' buttons. The footer contains 'Copyright © SunGard 1998 - 2005.', a 'Top' link, and the 'SUNGARD' logo with 'SCT • HIGHER EDUCATION' below it.

The maximum number of attachments that can be sent is five (5) or approximately up-to-1.2 megabytes of data.

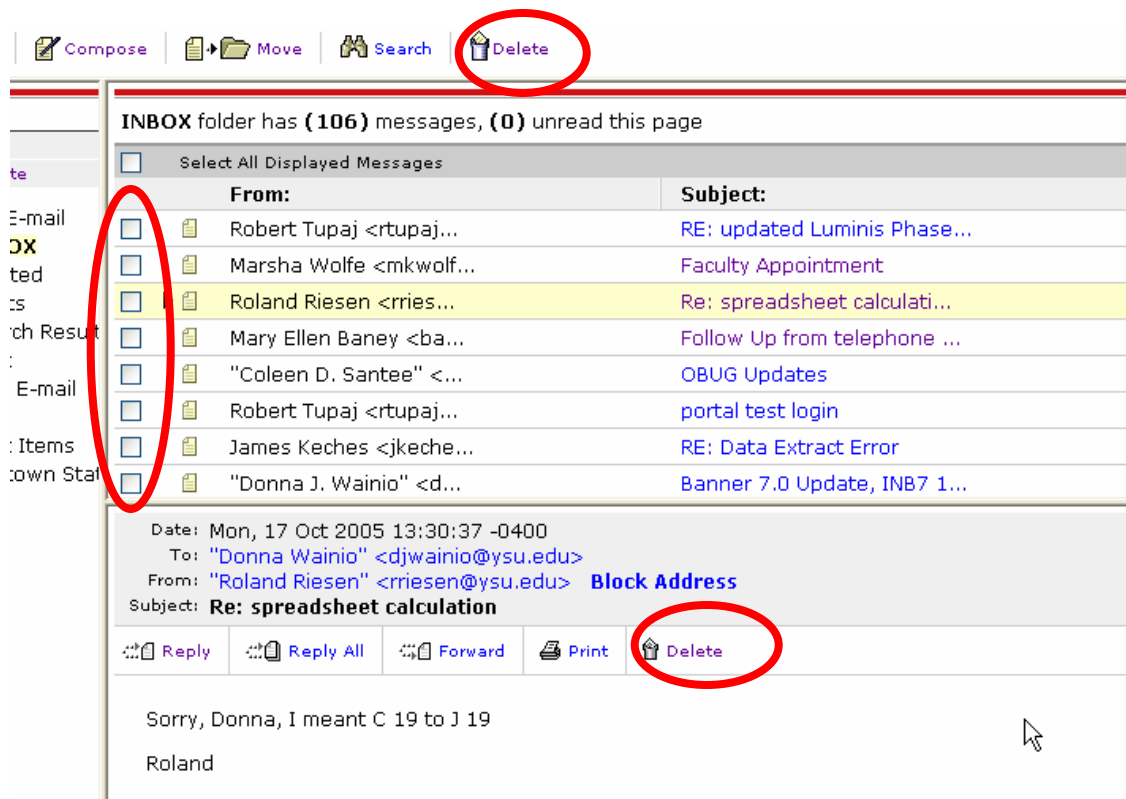
The Spell Check feature must be activated prior to sending each message.

**Move** – relocates messages to another folder. Select the message in the display list by clicking on the subject of the message, click the Move icon, highlight the destination folder, and click OK. Select multiple messages to move by marking the selection box next to the messages you want to move.

**Search** - locates specific messages in various e-mail folders. Specify which folders to search and by various criteria--sender, subject, recipient, and body fields--for specific words or phrases.



**Delete** – Purges or relocates selected messages to the Deleted folder based on established settings. Select the message in the display list by clicking on the subject of the message and click the Delete icon. Select multiple messages to delete by marking the selection box next to the messages and clicking on the Delete icon.



If the Display Setting E-mail Options are set to send deleted messages to the Deleted folder, deleted messages are moved to the Deleted folder and are not permanently removed. To permanently remove deleted messages, they must be deleted from the Deleted folder.

Note: YSU faculty/staff accounts are established with the default settings to move the deleted messages to the Deleted folder and to automatically save a copy of the sent message in the Sent folder.

YSU student accounts are established with the default settings to automatically remove deleted messages and not save a copy of the sent message.

## Address Book Tab

The Address Book is used to maintain contact information for those that you routinely communicate with via e-mail. These contacts can be an individual or a group. Click on the **Address Book** tab to open the Address Book window.

A list of all contacts in the personal Address Book is displayed.

The list contains name, primary e-mail address, display name, and home phone.



### To Use the Address Book:

1. Click the **display name** to view or edit that person's contact information
2. Click the **e-mail address** to compose and send a message to that person

### To Add a New Contact:

1. Click **New Contact** in the upper-right corner of the Address Book window or
2. Click the sender's e-mail address in the **To** field of the Message window.

The Address Book window opens and is available for completion; the only required elements are the e-mail address and the display name

3. Click **OK**

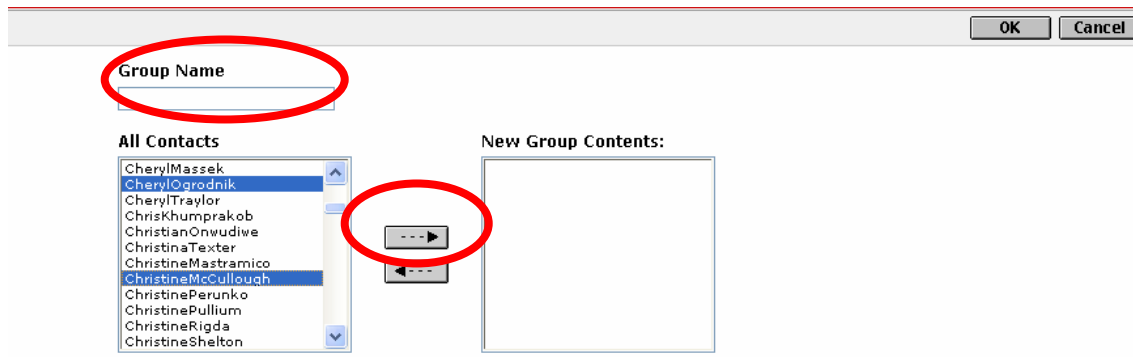
The screenshot shows the 'New Contact' form with the following sections:

- Personal Information:** First Name, Last Name, Display Name.
- Contact Information:** Primary E-mail, Secondary E-mail, Web Page, Home Number, Work Number, Pager, Cellular, Fax, Other.
- Home Address:** Street Address, City, State/Province, Zip/Postal Code, Country.
- Work Address:** Company Name, Street Address, City, State/Province, Zip/Postal Code, Country.
- Other:** Birthday (Month, Day, Year), Notes.

The 'OK' button is circled in red.

### To Create a New Group:

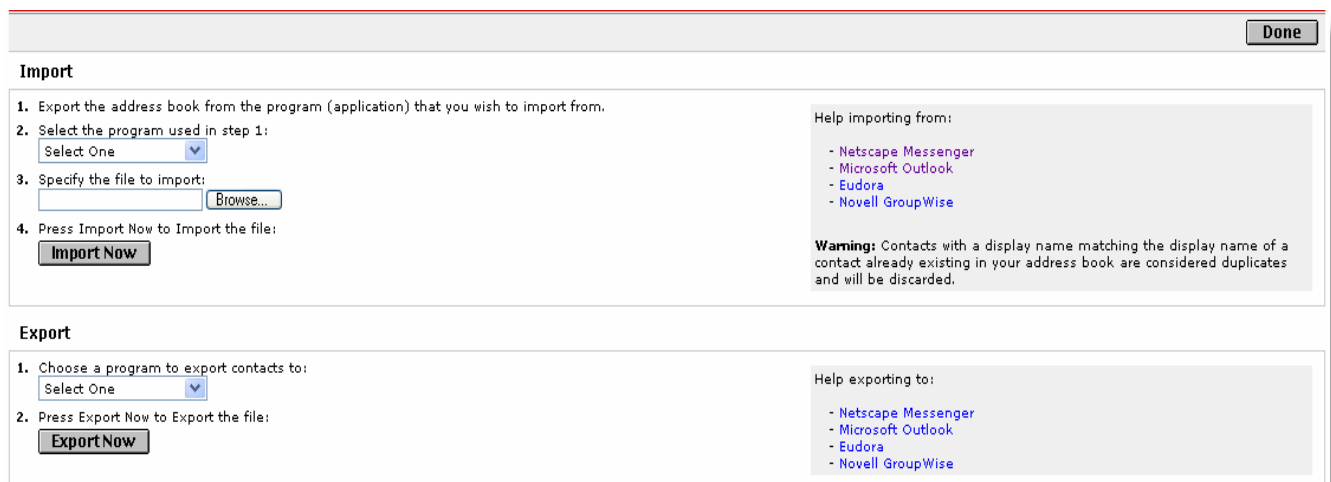
1. Click **New Group** in the upper-left corner of the Address Book
2. Type <group name>
3. Select <desired contacts>
4. Click **CTRL** to select more than one contact simultaneously
5. Click **right arrow**
6. Click **OK**



### To Import an Existing Address Book

Existing Address Books can be imported from Netscape, Outlook, Eudora, and Novel GroupWise. Export the data from one of the desired programs listed above following the Export functions of the specific program and save it in a convenient location.

1. Click **Import/Export** in the upper-right corner of the Address Book window



2. Follow steps 1-4 under the **Import** section
3. Click **Import Now**
4. Click **Done**

## Options Tab

To personalize MyYSU E-mail processing, you can set e-mail and address book options from the E-mail Options window. Click on the **Options tab** to open the E-mail Options window. Click the link to review the options and set them according to your preferences.

### E-mail Options

Your Location: [E-mail](#) / E-mail Options

#### Address Book Preferences

Choose how many contacts you want displayed per page.

#### Auto Forward

Forward your e-mail to another e-mail account for offline message management.

#### Auto Reply

Send a custom message automatically when you are away.

#### Block Addresses

Block addresses from which you do not wish to receive e-mail.

#### Display Settings

Set your display settings such as location for deleted messages and number of messages per page.

#### Filters

Sort your incoming e-mail automatically into folders and also filter out unwanted e-mail.

#### Message Preferences

Set your outgoing message preferences such as saving a copy of sent messages and requesting return receipts.

#### Retrieve Other E-mail

Retrieve e-mail from all your other accounts (IMAP & optionally POP, depending on your school's configuration) into one place.

#### Signature

Create a personal signature to attach to your outgoing messages.

**Address Book Preferences** ☞ determines how many contacts per page are displayed and provides the ability to search the University Directory.

**Auto Forward** ☞ forwards all e-mail to another account for processing elsewhere. This feature will not be available until Phase II of the MyYSU implementation.

**Auto Reply** ☞ notifies e-mail senders when you will be away from the office. This feature will not be available until Phase II of the MyYSU implementation.

**Block Addresses** ☞ enables blocking of messages from identified senders.

**Display Settings** ☞ provides options for customizing preferences for deleted messages, messages per page and message headers.

**Filters** ☞ provides options for directing incoming mail to various folders.

**Message Preferences** ☞ displays options for handling sent messages.

**Retrieve Other E-mail** ☞ enables retrieving of mail sent to other e-mail accounts.

**Signature** ☞ creates a signature file with contact information with the option to automatically append the signature information to all messages sent.

## Help Feature

To launch the online Help system, **click** the **Help icon** located in the upper-right corner. For additional assistance, please phone the Tech Desk at (330) 941-1595, or send e-mail to [techdesk@cc.ysu.edu](mailto:techdesk@cc.ysu.edu) or visit the Tech Desk home page at <http://helpdesk.ysu.edu/> The Tech Desk office is located on the 4<sup>th</sup> floor in Maag Library.

## Exit

To close the MyYSU E-mail application, **click the Exit icon** located in the upper-right corner.