

PCC Webmail Tutorial: Composing Email

Compose

Presents a **new Compose page** to make and send an email which may include attachments. Each numbered item in the illustration is explained in text.

Current Folder: **INBOX**

The screenshot shows the 'Compose' page in PCC Webmail. At the top, it says 'Current Folder: INBOX'. Below that are four text input fields: 'To:' (labeled 1), 'CC:' (labeled 2), 'BCC:' (labeled 3), and 'Subject:' (labeled 4). Below these fields are several controls: a 'Priority' dropdown menu (labeled 5) currently set to 'Normal', a 'Receipt:' section with checkboxes for 'On Read' (labeled 6) and 'On Delivery' (labeled 7), and a 'Check Spelling' button. Below these are four buttons: 'Signature', 'Addresses' (labeled 6), 'Save Draft', and 'Send'. At the bottom is a large text area labeled 'Message:' (labeled 8) for writing the email body.

1. To Field

Enter the email address of the person or persons receiving the message.

- The field is a fixed length. All addresses entered will be used, even though it might scroll to the right or left.
- Enter as many addresses as you like, separated with a comma.
- Option - press **Addresses button** to fill in the field.

2. Cc (Carbon Copy) Field

Use to send someone else a copy of the original message.

3. Bcc (Blind Carbon Copy) Field

Use to send a copy of the email **without** informing recipients in the To: or CC: fields.

4. Subject Field

Type in an accurate email topic heading - saves recipient time by categorizing the main gist of the message.

5. Addresses Button (See Addresses for more detailed information)

- Opens the address book after a search box is presented.
- Information must be entered in the search box to retrieve a result.
- Click on the List All button if all addresses in the address book are required.

6. Priority (Must be enabled by system administrator)

- At the right of the buttons a drop down list
- Select the priority of this message.

7. Save Draft Button (Saving the message to work on later)

- To re-open the message, go the Drafts folder, click on the message title, then, when the message opens in the reader, the Resume Draft option.
- When you re-open a draft message, it is erased from the Drafts folder. To make another copy, you must press the Save Draft button again.

8. Message Body

Type the body of your message in the box.



The image shows a screenshot of an email composition interface. At the top is a large, empty text area for writing the message body. To the right of this area is a vertical scrollbar and a 'Send' button. Below the text area is an 'Attachments' section. It features a small icon of a paperclip, the text 'Attachments: (max. 2 M)', a text input field, a 'Browse...' button, and an 'Add' button.

9. Attachments

- Allows you to include file(s) with your email message.
- The file must be located on your **local** machine or network.
- Use the browse button to search through directory structure - click on the file to attach.
- Press Add button to list the selected file as an attachment - it will appear in the Attach box.
- Once a file is attached, another attach button appears.
- Delete attached file(s) by selecting the file(s) and pressing the delete button.