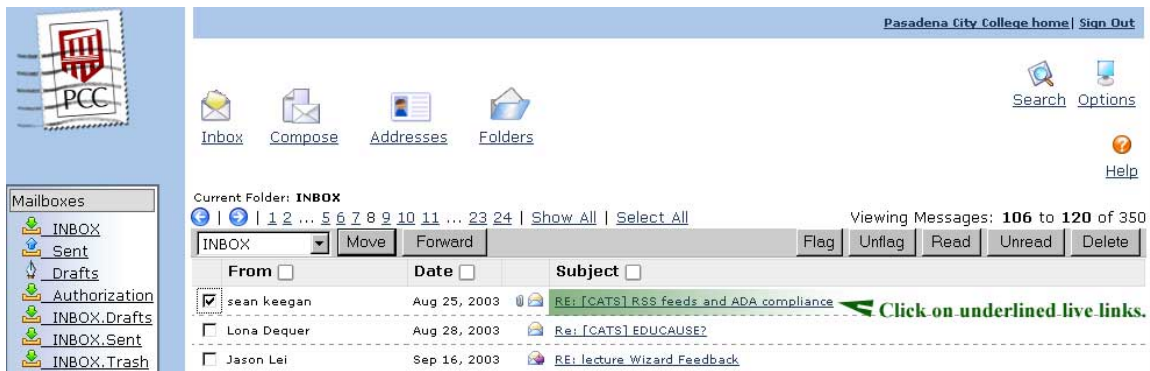
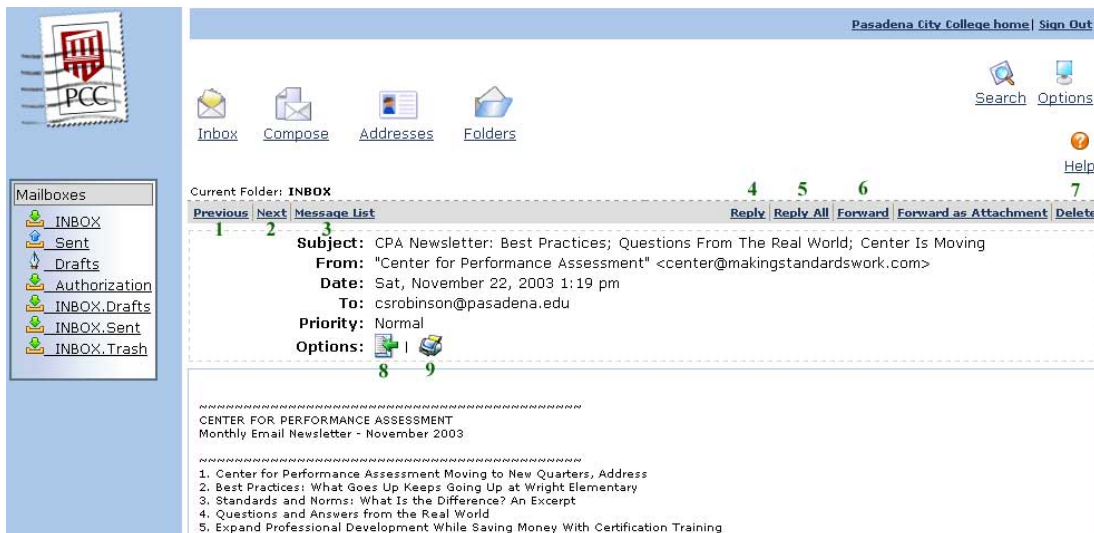


PCC Webmail Tutorial: Reading Email



Reading A Message - Click on the subject the email to display message.

- Email and web addresses are live links - click on them and send an email or open a page.
- Email threads are color-coded.
- Replied message has a different color than new text.
- A three-section menu bar is located below the main menu choices: a) left side deletes or returns to the summary; b) middle directs navigation between messages; c) right side shows mailing functions.



Navigation

1. **Previous** - an active link if it can be utilized / plain text otherwise.
 - Clicking on this link displays the previous message without returning to message summary display.
2. **Next link** - advances to the mail immediately following the one currently being viewed.
3. **Message List** - Click to return to the folder from which you came.

4. **Reply returns a new message to the originator of the viewed message.**
 - "Re:" - to the original subject line and placed in the subject field.
 - Original message text is quoted in the text box with the ">" symbol placed in front of the original text. Comments can be made anywhere in the text box in addition to the quoted message.
 - The attachment feature may also be used.
5. **Reply All** (See Reply) with the exception that all addresses listed in the header will receive the mail.
6. **Forward - when clicked, opens the Compose page with the previously viewed email in the text box below a tag of "--Original Message--".**
 - "Fwd:" relates to the original subject line and placed in the correct field.
 - Position the cursor in the text box to add comments to the already existing text.
7. **Delete - message will be moved to the folder called Trash.**
 - Click on link to delete the message being currently viewed along with attachments of deleted mail.
 - Prevent losing attachments by downloading them first (explained below).
 - Retrieve Deleted message by viewing the Trash folder and move the message out.

Options

8. **View All Headers displays entire header for the email message including the route that the message took to arrive.**
9. **View Printable Version**
 - Click this link for printing a message.
 - A new window contains the message ready to print.
 - Click Print button.
 - Click Close to return to your message.



10. Download This As A File - Link at the bottom just above the bottom

- Allows saving the email to local hard drive as a plain text message.
- A simple header is attached to the top of the message.

11. Attachments

Attachments sent with a received email is displayed at the bottom of the message inside a colored box.

- File is a link with a description of the file type to it's right.
- Click on the file name to display the attachment or present a download dialog depending on the file type.