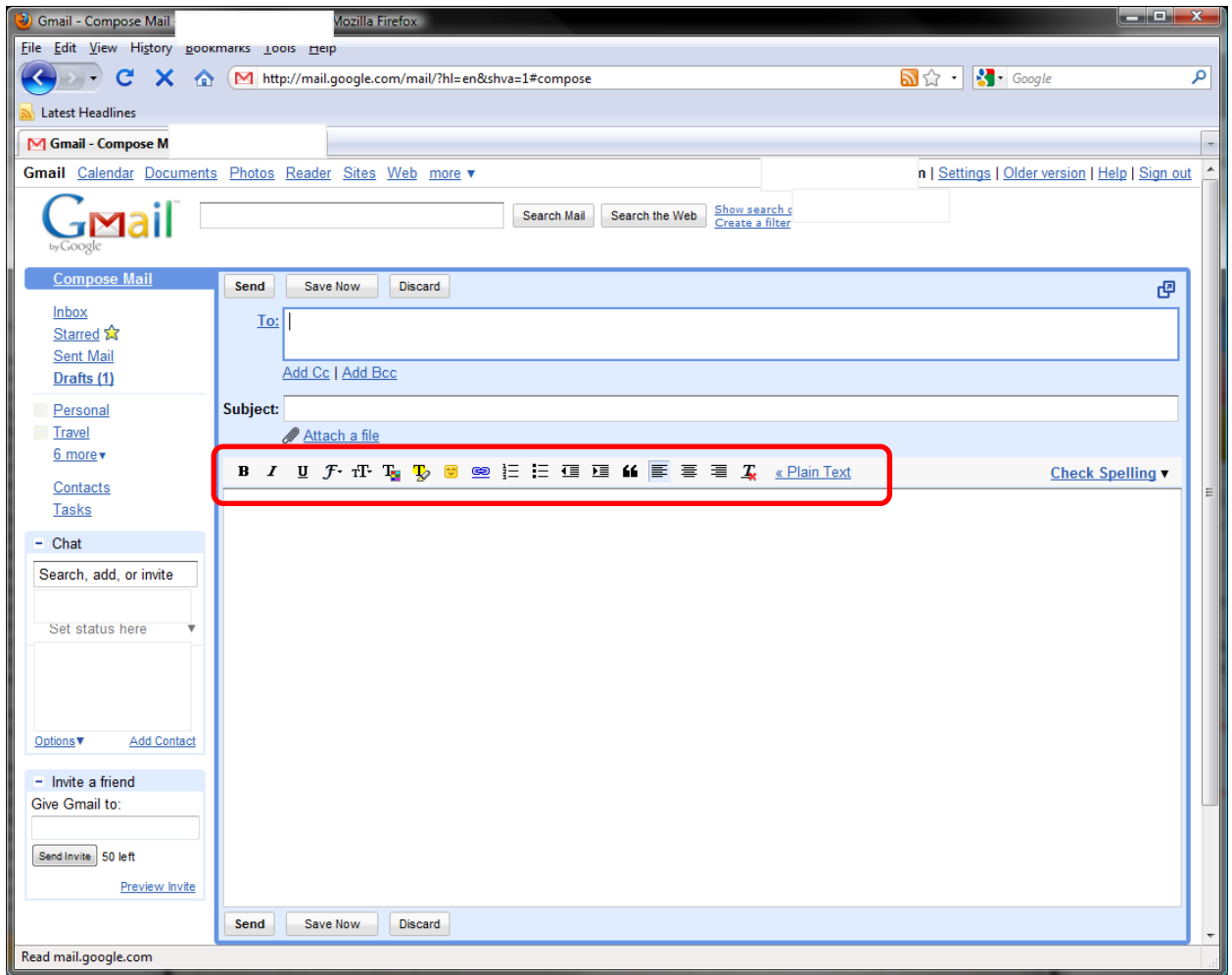


# Webmail

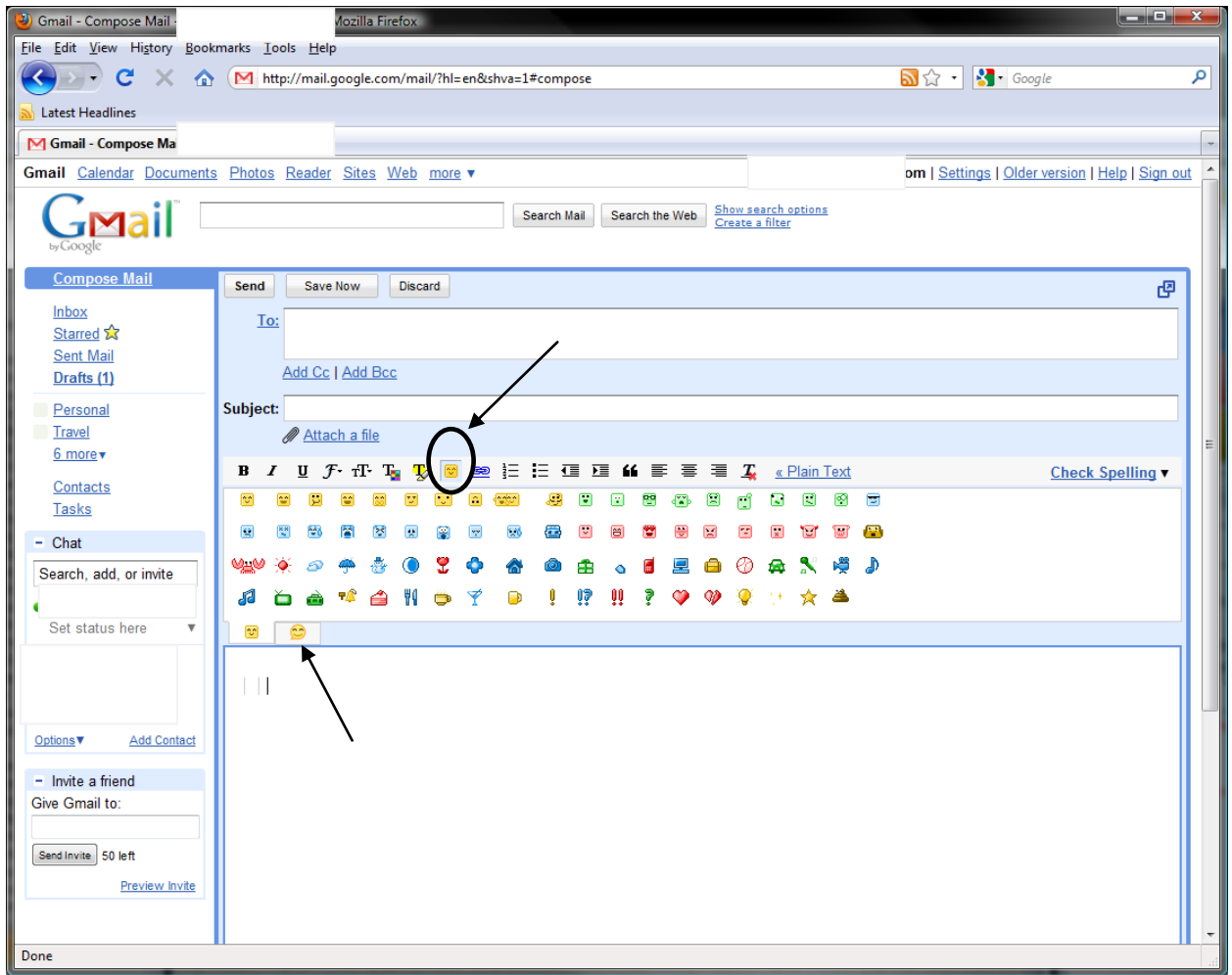
## Advanced/Part 2

Apache County Library District

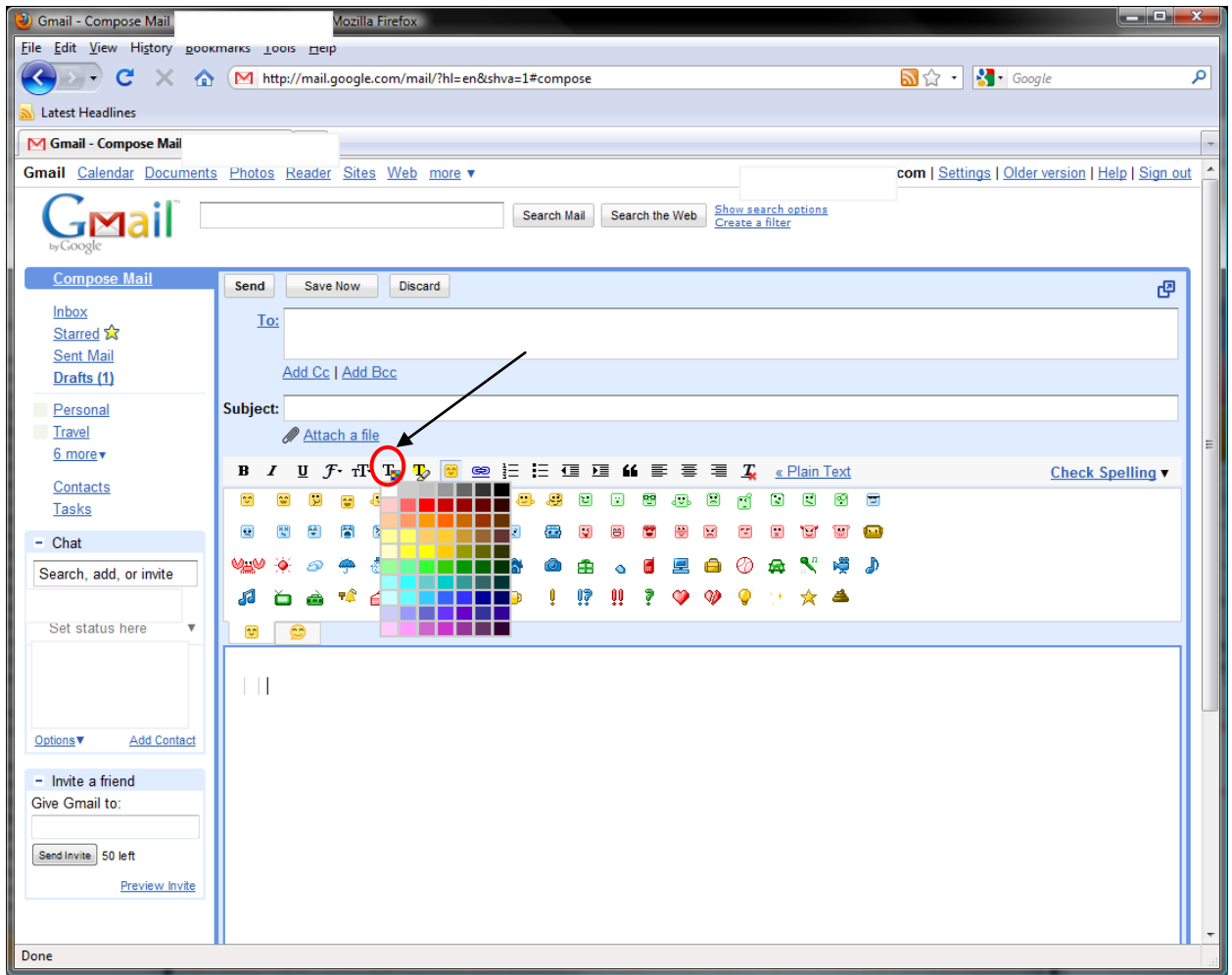
April 2011



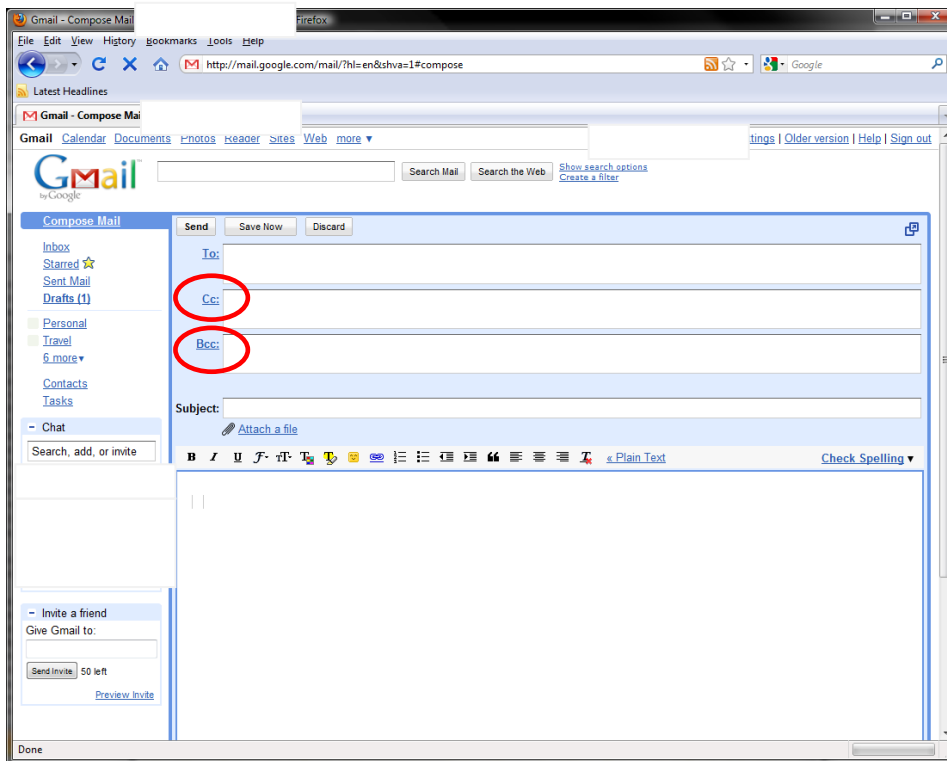
This is your “compose email” menu. It allows you to alter, and manipulate your text. You can change your font to **bold**, *underline*, *italic*; change font **color**; add a •bulleted or 1) numbered list; change your indentation or justification, and so forth.



These are called “Emoticons”. They are little ‘characters’ that you can insert into your emails for fun. Click on the little square smiley face and it will give you the above



This is where you can change the color of your font. If you click on it – the “drop-down” color menu will appear, and you can click on a different color for your font.



**Cc – “Carbon Copy”**: A verbatim copy of the message is also sent to all the addresses listed in the Cc: field. There can be more than one email address in this field just enter each address in the Cc: field and separate them with commas.

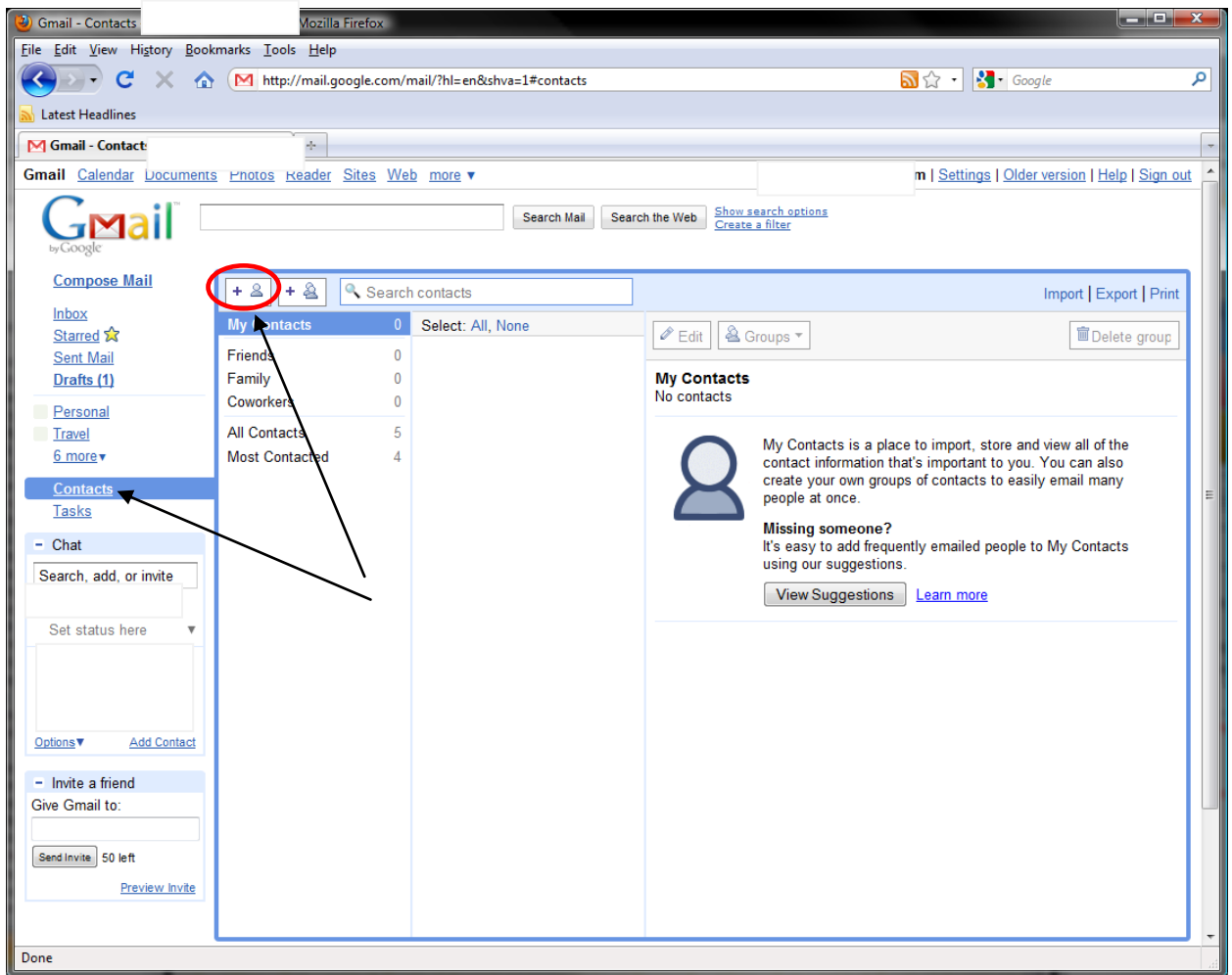
### ***The Shortcomings of Cc:***

When you send a message to more than one address using the Cc: field, both the original recipient and all the recipients of the carbon copies see the To: and Cc: fields **including all the addresses in them.**

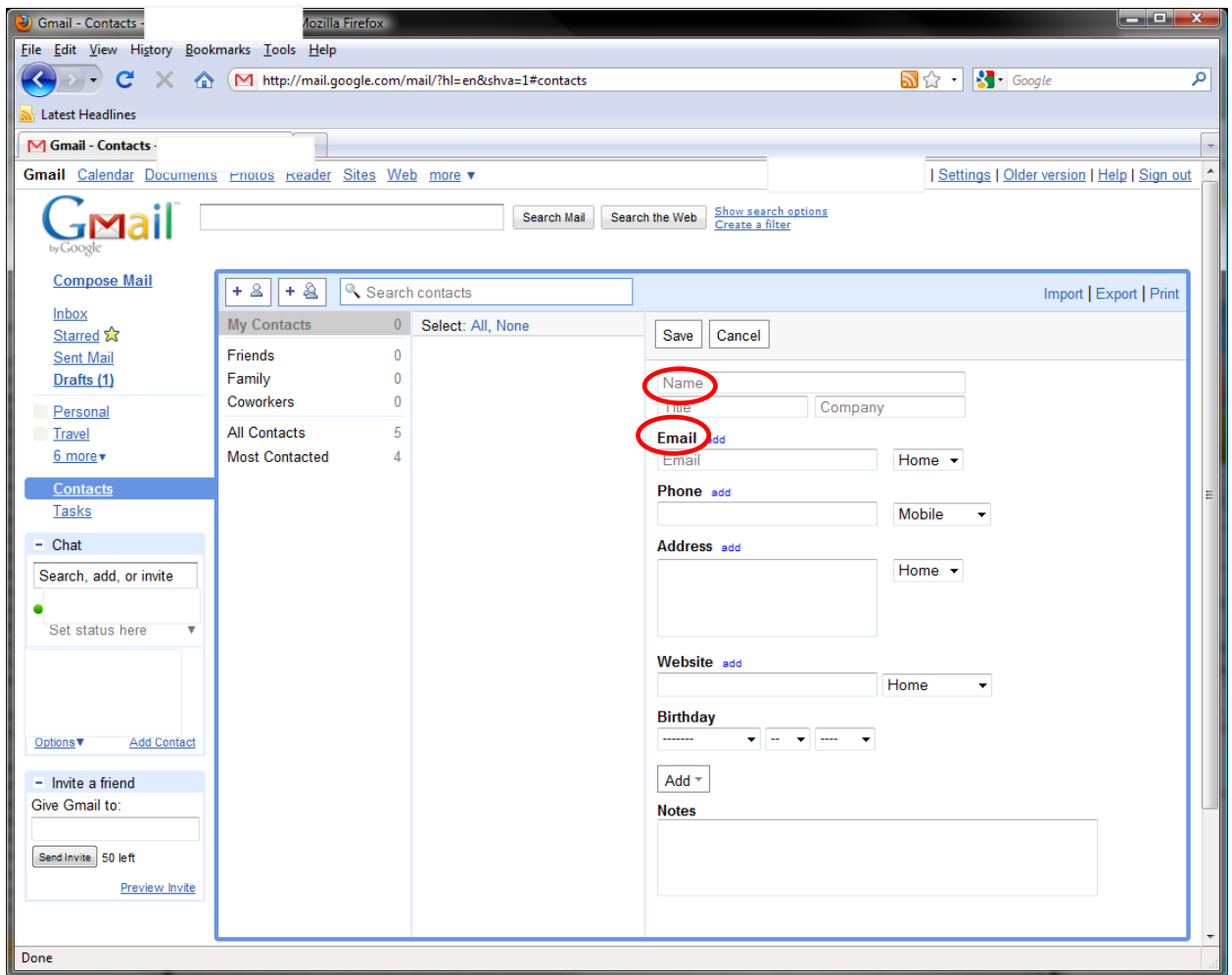
This means that every recipient gets to know the email addresses of all the persons that received your message. This is usually not desirable. Nobody likes their email address exposed to the public.

Full Cc: fields also don't look all that good. They can become quite long and grow big on the screen. Lots of email addresses will overshadow little message text.

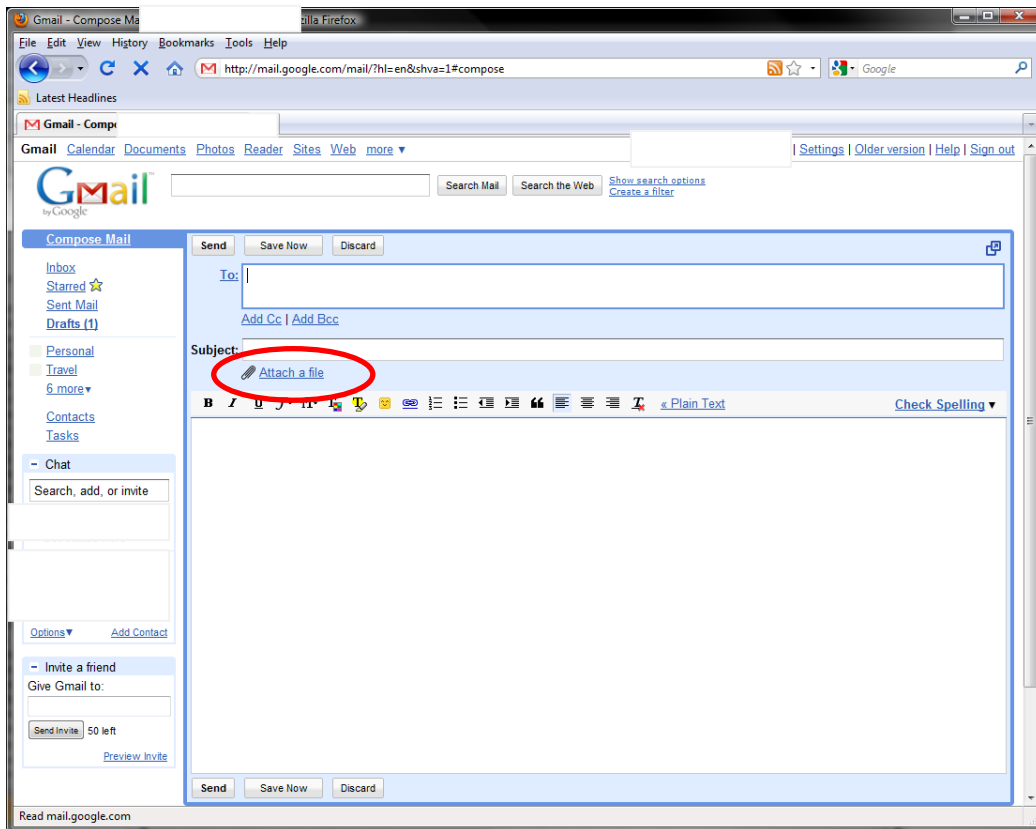
**Bcc – “Blind Carbon Copy”**: The Bcc: field helps you deal with the problems created by Cc:. As it is the case with Cc:, a copy of the message goes to every single email address appearing in the Bcc: field. The difference is that **neither the Bcc: field itself nor the email addresses in it appear in any of the copies.** The only recipient address that will be visible to all recipients is the one in the To: field. So, to keep maximum anonymity you can put your own address in the To: field and use Bcc: exclusively to address your message.



To add a new Contact, first click on the “Contacts” link in the left-hand column. Then click on the icon circled above. The one on the left is ‘Add Contact’, the one on the right is ‘Add Group’. The ‘Add Contact’ icon/button will open the screen shown on the next page.



Once you click to add a new contact this screen allows you to enter information about that person. Name & email are all that is really needed. All of the other information is optional.



This is where you will click to attach a file such as a photograph to your email. It will open another “box” where you can “Browse” for the file you want to attach. You will need to know where on the computer your file is saved. Is it on the “Desktop”? In “My Documents”? In “My Pictures”? Or on a CD-ROM or USB drive?

