

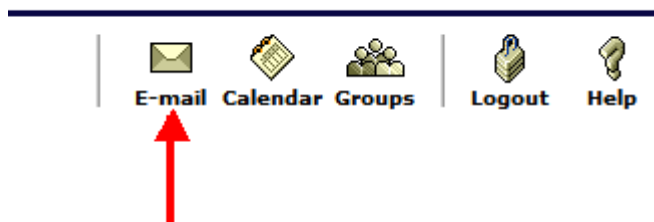
MyPCC Email: What You Need to Know

In order to better handle increased demand and expanded services, a new and expanded version of MyPCC was recently launched. You will notice that the Email and Calendar sections look a little different, and some features have been added or changed.

The following is an overview to help you get started using new features in MyPCC Email.

Opening Your Email

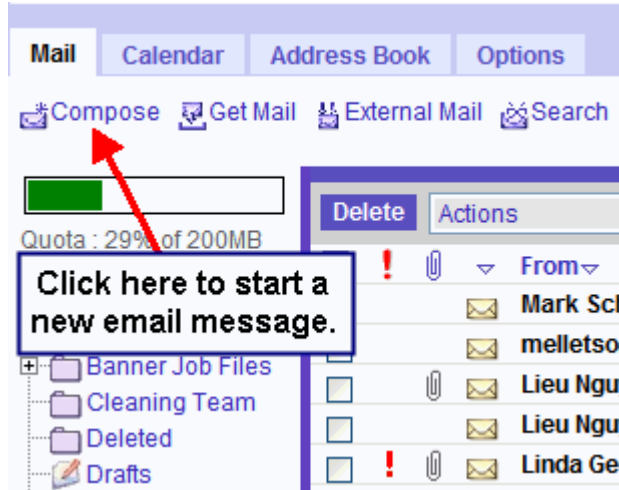
As in the older version, an “Email Channel” is displayed in the center section of the MyPCC Main Page, showing your five most recent emails. Although you can view email here, it is easier to work with if you click on the “E-mail” icon located near the top right of your screen:



By clicking here you can more easily read, move, and respond to email messages in the **Email Center Window**.

Composing (Creating) a New Email

Once you have clicked on the “Email” icon (see above), you can compose a new email by clicking on the “Compose” icon located on the top left:



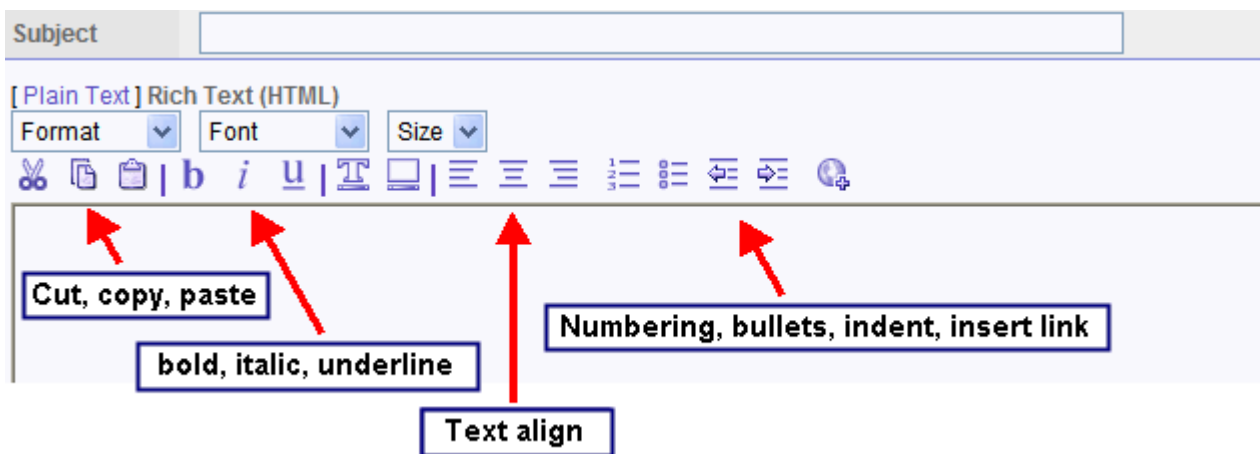
A “New Message” window will open and you can start writing your email.

The “Send” and “Attach” buttons are located at the top left of the New Message window:

You can also save a draft of your email to send later, or perform a **Spell Check** (see below).

Changing Email Text

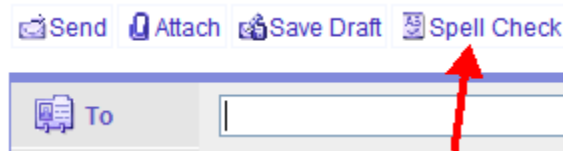
Once you have started composing a new email, you can click on the icons located just above the email message box to alter your text.



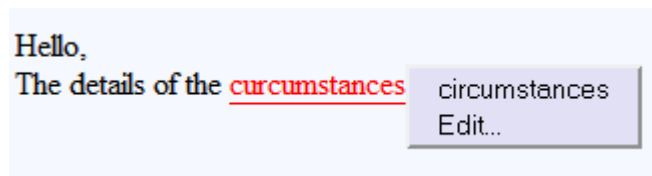
The **format**, **font**, or **font size** of your message can also be changed by using the drop-down menus located just above these icons.

Spell Check

A Spell Check can now be performed before sending an email message. Once you begin composing a new email, click on the “Spell Check” icon at any time:



MyPCC will then underline any potential problems that may need to be fixed. When you click on the underlined text, a suggestion for fixing your spelling error will appear:



Click on the suggested correction from the list, or pick “Edit” to type in your own correction.

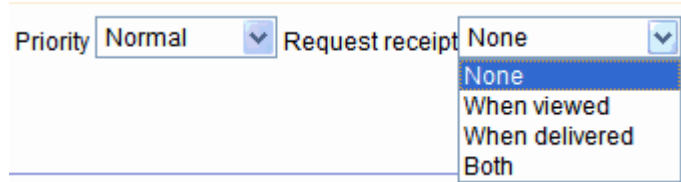
If you wish to cancel your Spell Check, click on the Cancel button located on the bottom right of your email window:



Setting Email Priority, Requesting a Receipt

When sending an email, you can specify that it is “urgent” (high priority) if you want. You can also request that the receiver verify that they have received your email (request receipt). Both of

these options can be found just below the email message (body) section, on the left side:



Use the drop-down menus to indicate what you want, just before pressing "Send."

Looking Up An Email Address

You can now search within the PCC Staff Directory or your own personal Address Book to find a user's email address. The search can be performed while you are composing a new email.

1. From the Email Center, start composing a new email by clicking on the "Compose" icon.

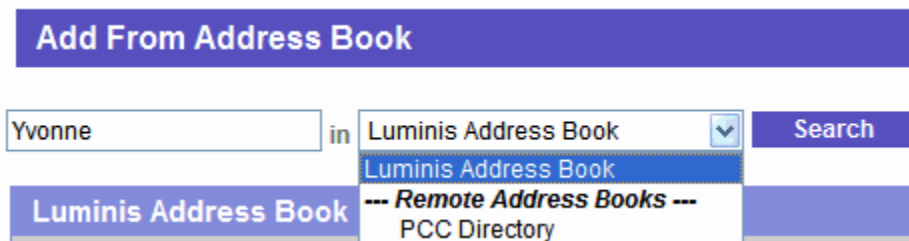
2. Click on the  in the "To" line of your email.

3. The "Add From Address Book" window will open. By default, a listing of all personal Address Book contacts (if you have previously set these up *) will appear.

4. In the "Search For" field, enter a keyword for your search. You can search by first or last name:



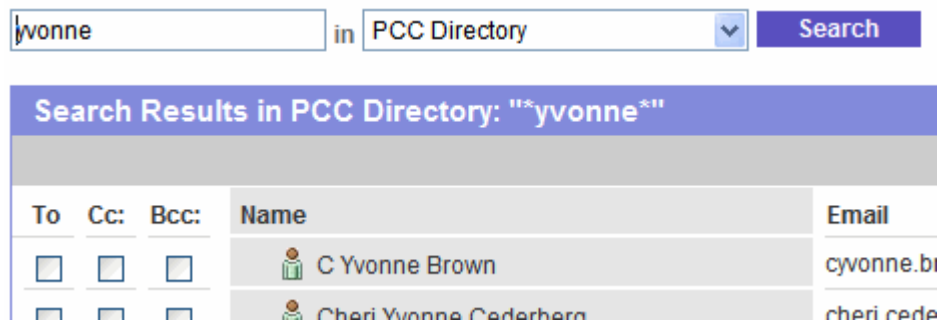
5. In the field on the right, choose the directory you want to search within by using the drop-down list:





Your choices are:

- Your own personal directory of email addresses (“Luminus Address Book”) * , **OR**
- The PCC Directory, which includes all current PCC instructors and staff, including casual employees

6. Press the “Search” button. You will see the results of your search in the lower section:



The screenshot shows a search interface. At the top, there is a text input field containing 'yvonne', followed by a dropdown menu set to 'PCC Directory', and a blue 'Search' button. Below this is a blue header bar with the text 'Search Results in PCC Directory: "*yvonne*"'. Underneath is a table with columns for 'To', 'Cc:', 'Bcc:', 'Name', and 'Email'. The table contains two rows of results:

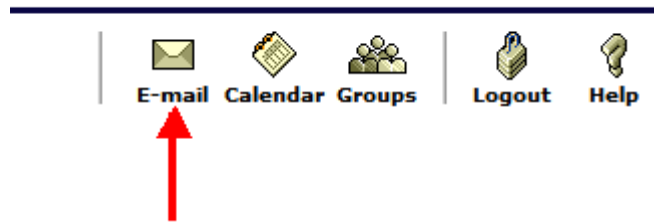
To	Cc:	Bcc:	Name	Email
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 C Yvonne Brown	cyvonne.bi
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	 Cheri Yvonne Cederberg	cheri.cede

7. Use the checkboxes on the left to indicate who you wish to appear in the “To”, “Cc” or “Bcc” lines of your email.
8. Press the **Add Recipients** button on the **bottom right** of the window to complete the process. Or, you can cancel your search by pressing the *Cancel* button on the bottom right.

** for more details on setting up your Address Book of personal contacts, see "Using the Personal Address Book."*

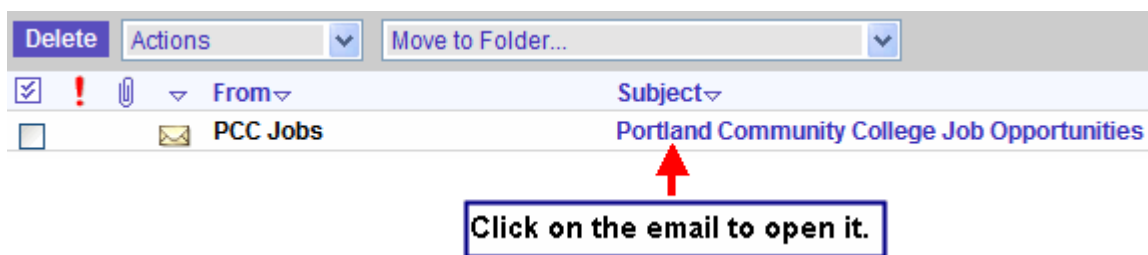
Reading and Working with Received Emails

As in the older version, an “Email Channel” is displayed in the center section of the MyPCC Main page, showing your five most recent emails. Although you can view email here, it is easier to work with if you click on the “E-mail” icon located near the top right of your screen:

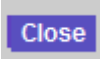


By clicking here you can more easily read, move, and respond to email messages in the **Email Center Window**.






Opening the Email Center Window will take you to your email Inbox.



Once you open an email you can read, delete, reply to, close, or forward the email by clicking on one of the blue buttons located just above the email (see picture below).

Clicking on the  button on the top right returns you to your list of received emails (Inbox).

When you look at your emails, you will see symbols associated with each email. They tell you whether an email has been read, not read, deleted or flagged:

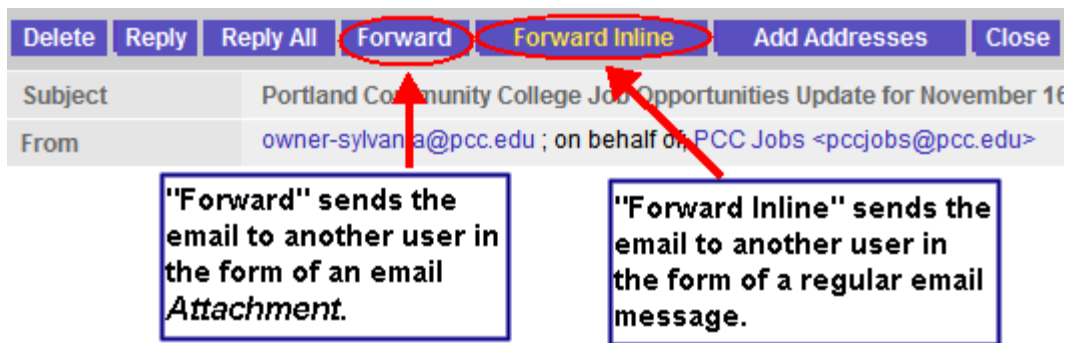
<i>Icon</i>	<i>Description</i>
	Read Message
	Unread Message
	Read and Deleted Message
	Read, replied and deleted message
	Flagged for followup


Forwarding Emails

When you open a specific email, you can delete, reply to, close, or forward the email on to someone else.

There are two options for "Forwarding" an email.

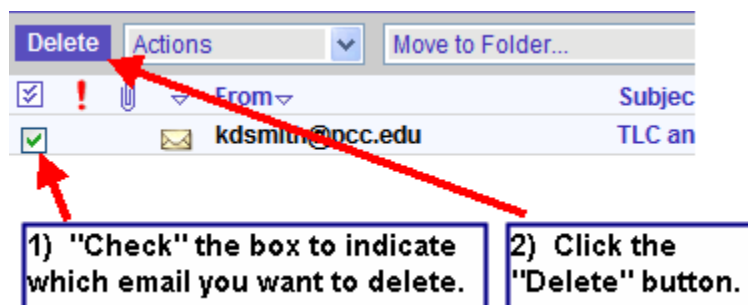
- choosing the "Forward" button forwards the email in the form of an attachment.
- choosing "Forward Inline" forwards the email in the form of a regular email message. (The forwarded content appears in the 'body' of the message.)



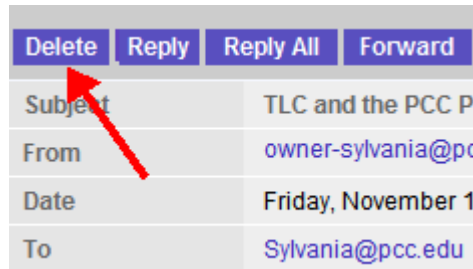
Clicking on the  button on the top right returns you to your list of received emails (Inbox).

Deleting, Marking, Flagging Emails

To delete an email *without* reading it, first check the box next to the email you wish to delete, then click on the blue "Delete" button located above (or below) your list of emails:



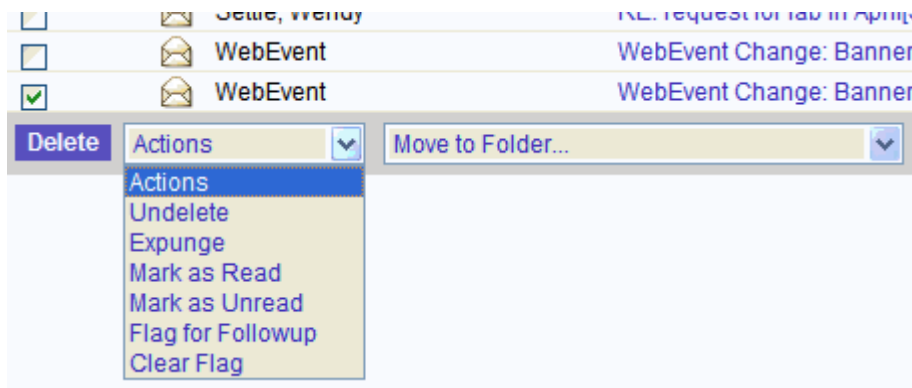
To delete an email *while* reading it, click on the blue “Delete” button on the upper right:



When you delete an email, it automatically goes into the "Trash" folder. You can change this default if you want, by going into your Email Settings. Click on the "Options" tab, then click on the word "Settings" on the top row.

You can also “mark” your emails to remind yourself that an email has been read or requires special attention.

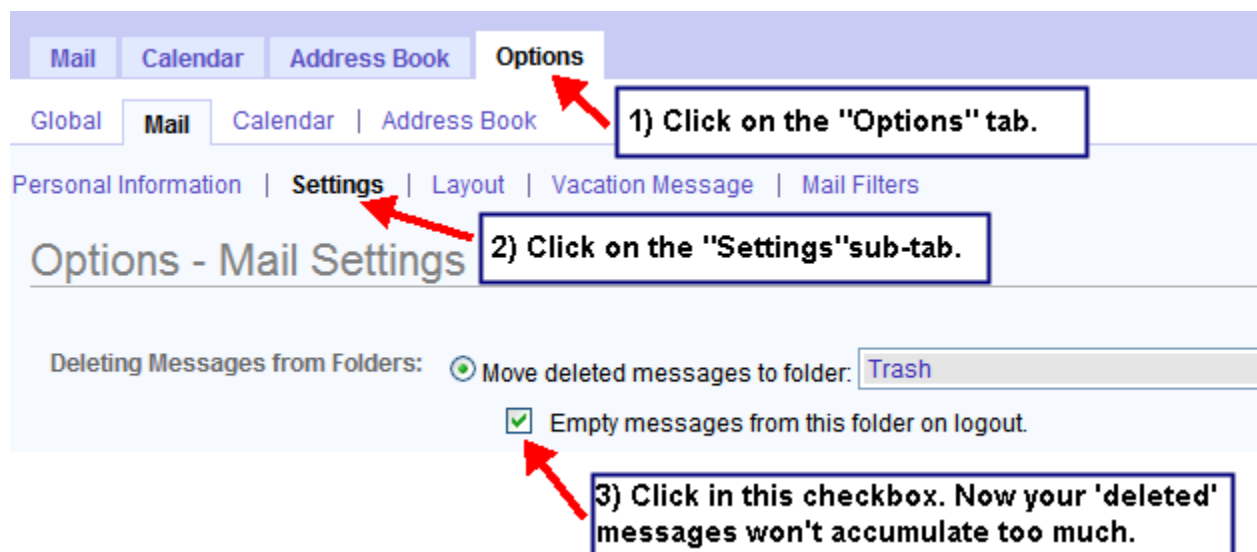
‘Check’ the box to the left of the email you want to mark, then use the drop-down menu at the bottom of your email list to indicate how you want to mark it:



Managing the "Trash" (Deleted Emails)

When you delete an email, it goes into the folder called "Trash." Unless you change one of your default settings, this Trash folder will continue to grow by the day as you delete emails. You can change this default by going into Email Settings and marking "Empty on Logout." If you make this change, your Trash folder will empty automatically every time you close MyPCC Email.

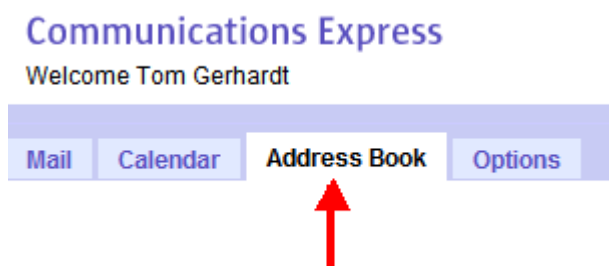
Changing the default so that your deleted emails won't keep growing involves three easy steps:



Using The Personal Address Book

The Address Book is your personal list of contacts. You can use it to collect frequently-used email addresses and other contact information. While similar to the old version, the Address Book feature in the new MyPCC is more user-friendly and easier to set up.

To access the Personal Address Book from the Email Center, click on the “Address Book” tab.



From here you can create a new contact, bundle several contacts into a “Group”, print your contact list, or move your contact information to Outlook or another email application. You can

also search for a contact you have previously created.

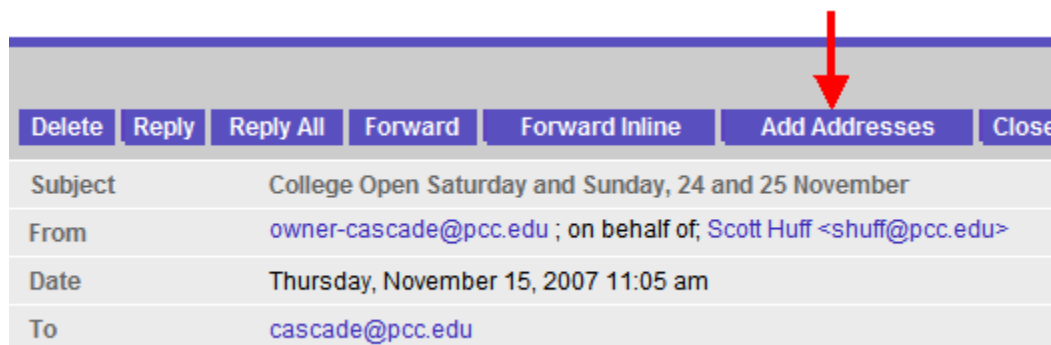
To create a new contact, go to the "Add Contact" section in the lower portion of the window and type in the first name, last name, and email address of your contact. (The phone number can also be included.) Press "Add Contact" to finalize the process.

If you wish to create a new contact and include more detailed information about them (multiple email addresses, home and work phone numbers, etc.), use the "New Contact" link instead to create your contact.

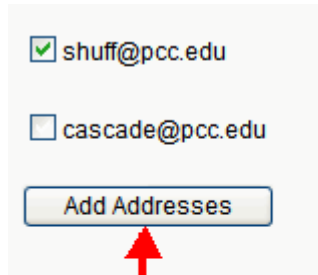
Creating a Contact Directly From a Received Email

If you receive an email from someone and want to put their email address into your list of contacts (Address Book), here's how:

1. Open the email from the person whose email address you wish to save.
2. Click on the blue "Add Addresses" button located just above the address line of the email.



3. A small window will ask you to specify the address you want to save to your Address Book. **Uncheck** any boxes that you don't want, then press the "Add Addresses" button.



Click here to verify that you want this email address to go into your personal Address Book.

Locating Old Email Messages

Now you can perform a more refined search for emails you have saved in an email folder or inbox.

1. From the Email Center window, click on the “Search” icon near the upper left corner of your screen.



Click here to search for old email messages.

2. Specify where you want to search (i.e. which folder or folders) in the upper “Search” drop-down list, then type in any keywords that will help to locate the email in question.

Search

Search for messages where

Match all of the following Match any of the following

contains

contains

contains



Press here when you are done specifying your search conditions.

In the example above, we are searching within the “Inbox” folder to find emails containing the word “Theater” in the subject line.

You can supply up to three conditions in your search, using the three lines provided. Use the drop-down menus and search fields on all three lines to search for emails that fulfill several conditions:

Search

Search for messages where

Match all of the following Match any of the following

contains

contains

does not contains

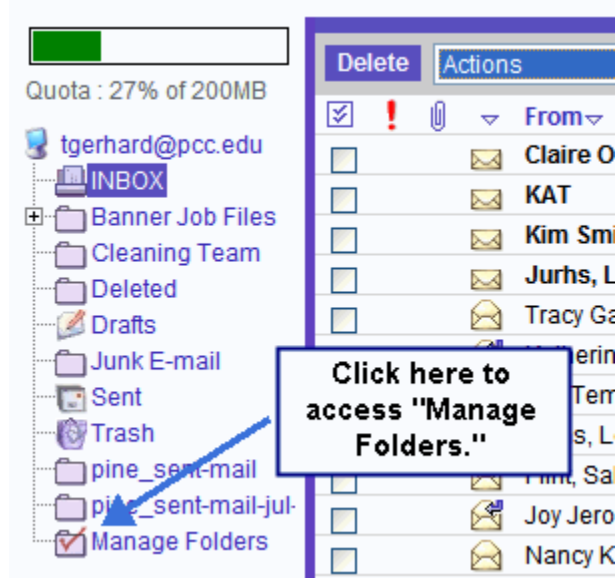
In the example above, we are searching within the “Inbox” folder for all emails that contain “Theater” in the subject line, “tgerhard” in the “To” line, and *not* “Rock Creek” in the email body.

Click on the “Search” button when you are finished entering your search criteria. A list of emails will appear that match your search.

To return to regular email view, press the “Reset” button.

Email Folders: Moving, Sharing, Renaming and Creating

To move, rename, create or share your email folders, first click on the “Manage Folders” folder, located *at the very bottom* of your list of folders on the left side:



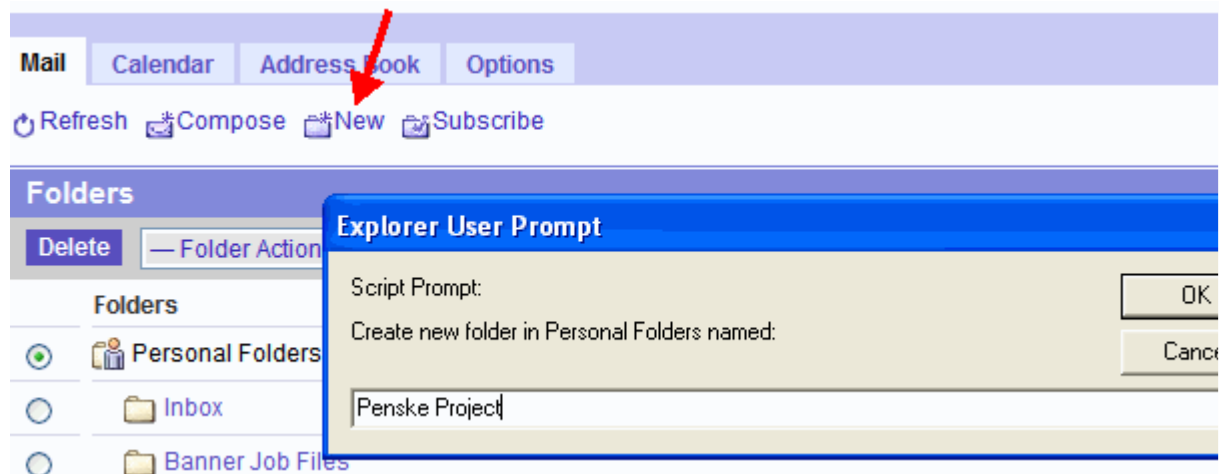
You may have to scroll down a little to see this “Manage Folders” folder because it is located at the very bottom of your list of email folders.

Creating a New Folder

Once you have clicked on the “Manage Folders” link (see above), you can create a new email

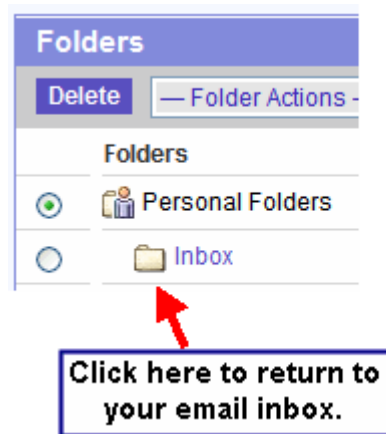
folder.

1. Click on the “New” icon on the top row to begin creating a new email folder.



2. A pop-up window will appear. Type in the name of your new folder.
3. Press OK.

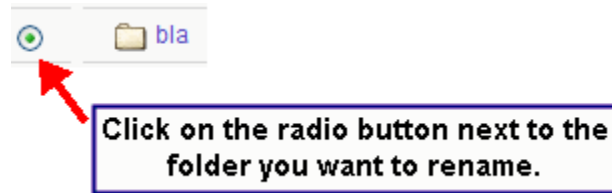
You have now created a new folder. To get back to viewing your email:



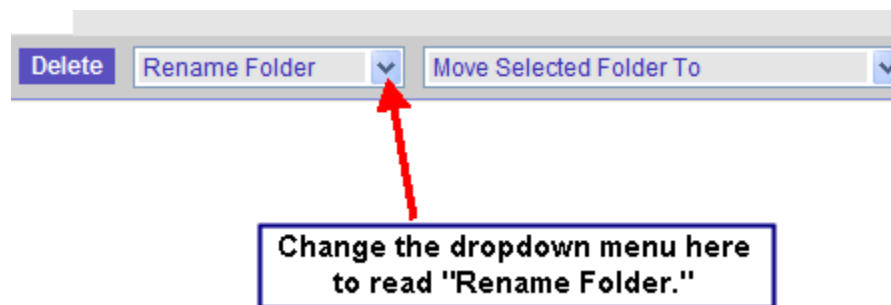
Renaming a Folder

1. Click on the “Manage Folders” folder located *at the very bottom* of your list of folders on the left side. (see screen shot in previous section).

2. Specify which folder you want to rename by clicking in the radio button associated with that folder:



3. At the very top OR at the very bottom of your list of folders, locate the “Folder Actions” drop-down menu and change it to read “Rename Folder.”

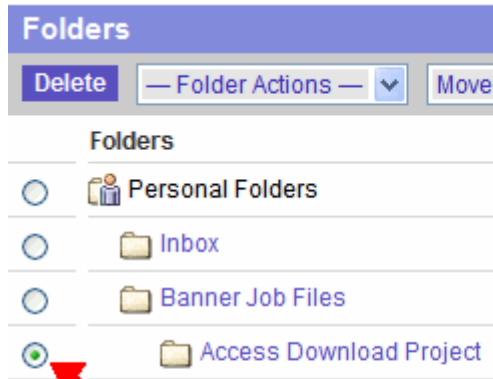


4. A pop-up window will appear. Type in the new name of your folder.
5. Press OK. You have now renamed your folder.

Deleting a Folder

Once you have clicked on the “Manage Folders” link (see above), you can delete a pre-existing email folder by clicking on the word “Delete”, located just above your list of folders.

1. Specify the folder you wish to delete by clicking in the radio button associated with the folder.



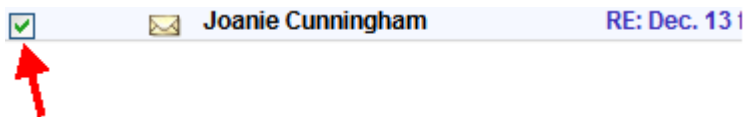
Click the radio button to indicate which folder you want to delete.

2. Click the button, located just above the list of folders.
3. Click “OK” to confirm that you want to delete this folder.

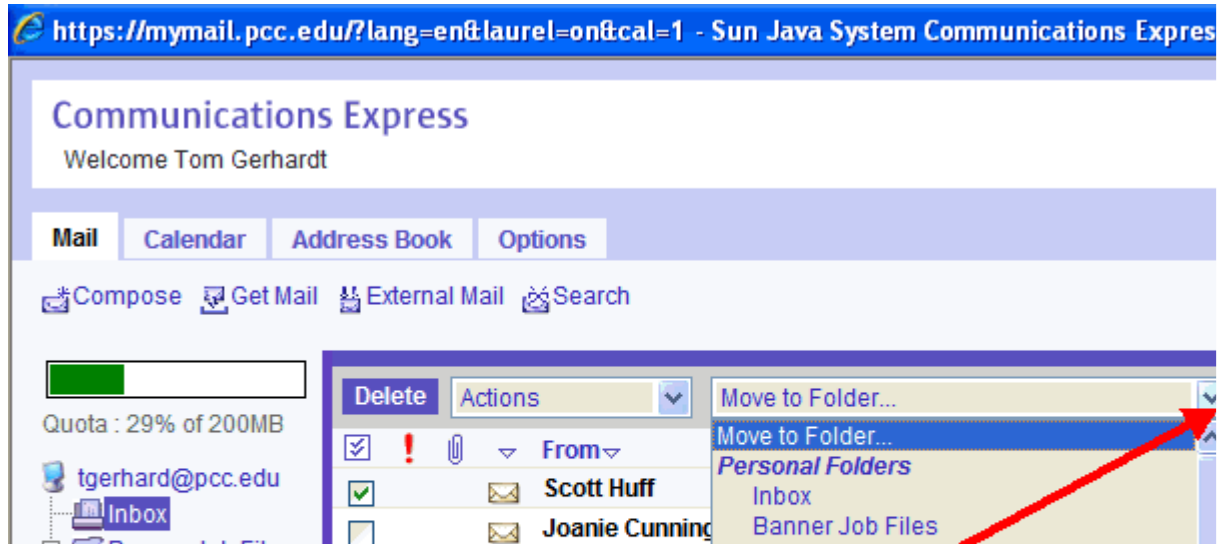
Moving an Email Message into a Folder

The new MyPCC has been designed to make moving emails into folders easier.

1. When viewing an email message, click on the checkbox located to the left of the email you wish to move.



2. Use the dropdown menu called “Move to Folder”, located just above your list of emails, to select which folder into you want to move your email into:



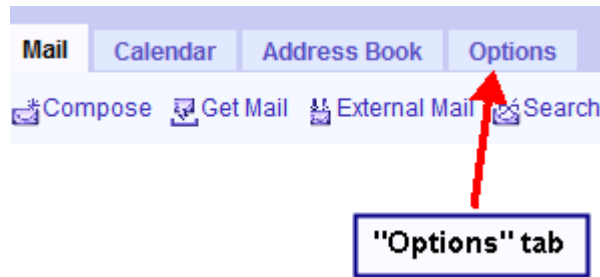
Use the "Move to Folder" drop-down menu to indicate which folder you want to move your email to.

Once you've indicated which folder to move the message into, it will be immediately moved to the selected folder.

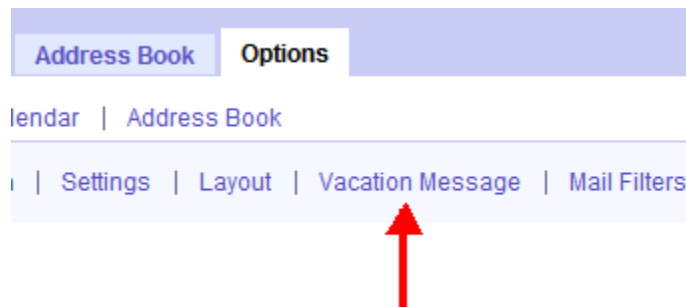
Creating an Extended Absence (Vacation) Reply Message

You can create a reply message that automatically goes out to senders when you are away for an extended absence.

From the Email Center, choose [Options](#).



Click on Vacation Message, located on the line just below the tabs.



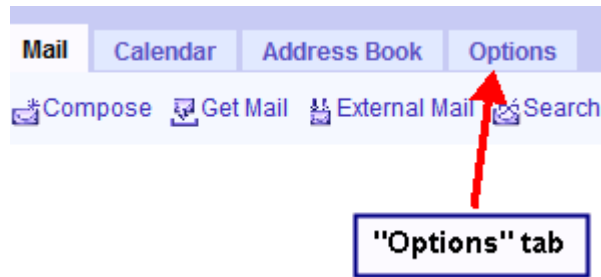
From here you can set the time period for your extended absence message, the message text, and other options.

Creating an Email Filter

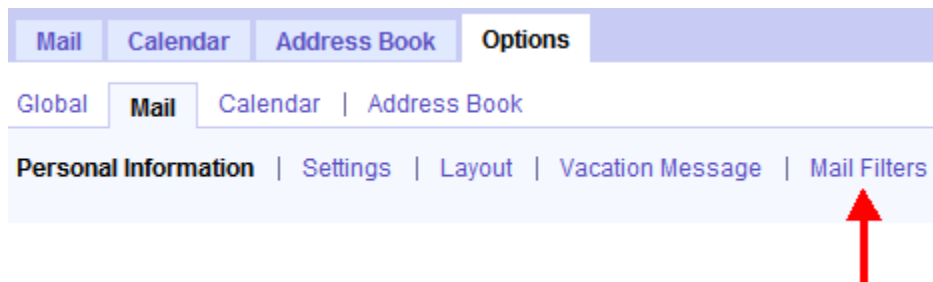
You can set up a "rule" or filter to automatically screen out or redirect email messages you don't want to see in your Inbox. Emails matching the criteria you specify will be automatically sent to a folder, or deleted before you see them.

Note: Filtering may not be fully operational as of 11-19-07.

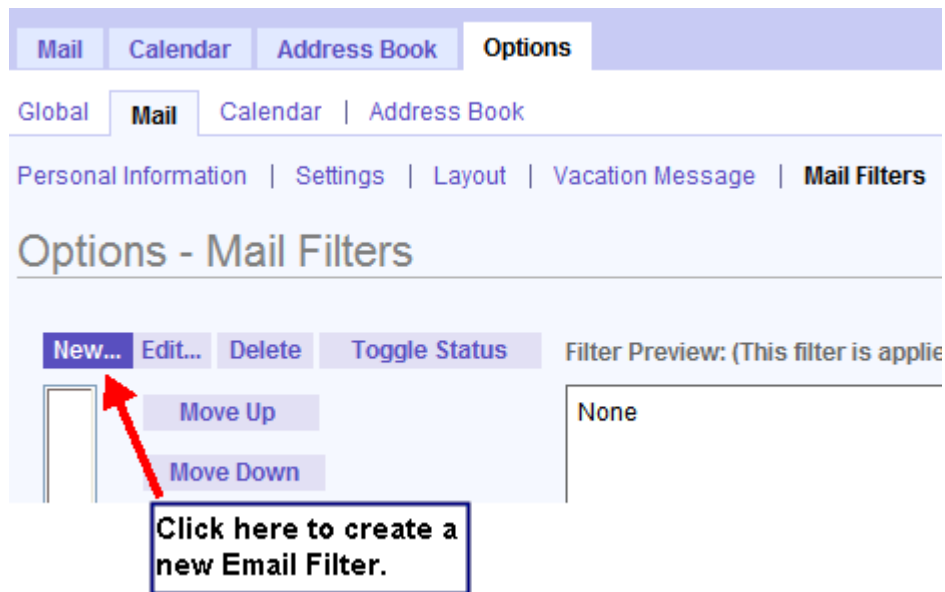
1. From the Email Center, choose Options.



2. Choose the "Mail Filters" sub-tab.



3. To create a new filter, click on "New."



4. Give your filter a title, then begin specifying what you want the filter to block out. For

example:

New Mail Filter

Filter Name: Enabled:

For Incoming Messages

Match all incoming messages

Match Any of the Following Conditions

Match All of the Following Conditions

Condition

...then specify your filtering "conditions" in these fields.

5. You can specify several conditions for your filter:

For Incoming Messages

Match all incoming messages

Match Any of the Following Conditions

Match All of the Following Conditions

In the above example, the user is attempting to filter out all email messages which contain the word "Squirrel" in the subject line AND are larger than 3 KB in size.

6. The dates you want the filter to be effective can also be specified: *Note: Filtering may not be fully operational as of 11-19-07.*

Do not include messages received before November 16 2000

Do not include messages received after November 16 2000

7. Specify where you want the filtered messages to go:

Apply Message Actions

Move message to the folder:

- Sent
- Trash
- Yodel
- pine_sent-mail
- pine_sent-mail-jul-2003
- Inbox

Use the drop-down list to specify where you want filtered messages to be stored....

Filter Preview: (This filter is applied to incoming messages.)

Subject contains: **Squirrel**
and over: **3K**

Move message to folder: **Trash**

8. Confirm that your filter conditions are correct.

[Return to Main Page](#)
[Return to Top](#)
[MyPCC Calendars](#)

Last Update: