



NJCU Email Essentials

GotMail?

Information Technology Services
Rossey Hall, Room 058; Extension 3350
<http://www.njcu.edu/dept/it>

What is *GotMail?*

GotMail? is a web-based email client designed to meet the needs of faculty, staff, and students who wish to check their NJCU email from remote locations. The NJCU *GotMail?* system provides enhanced Email management features found in many popular online Email applications such as Hotmail® or Yahoo!-Mail®. *GotMail?* is not designed to replace Outlook or other local email clients you may use to retrieve NJCU Email at your desktop. Its primary purpose is to provide you with a convenient way to use any computer with a standard web browser to access your NJCU Email via the Internet (e.g. from home, while traveling, etc.)

Accessing Your Email

To access NJCU email either, a) Go to any Internet Terminal (SAC or EAC) on campus. Select "Email" from the menu list, or

b) Select "WebMail" from the Quick Links drop-down menu on the University web site home page, or

c) From any computer connected to the Internet, start the web browser¹ and enter the following URL in the address bar: <https://gotmail.njcu.edu/>. You will be prompted for your username and password. Enter this information in the appropriate entry boxes and click the Log In button.

d) From the GothicNet Portal sign-in page, and from within the GothicNet system.

Hint: If you need help logging in you can also click the help link on the lower left corner of the login page (figure 1, circled in red).

The *GotMail?* Inbox

Once you have logged in, you will see the *GotMail?* Inbox page (figure 2, next page).

Upon login, all new Email is downloaded to the *GotMail?* server and listed on the main, Inbox folder Index page. If you have a large number of messages, *GotMail?* divides the listing into several index pages and delivers your list of messages one page at a time. To view the next page of messages, use the Next Page button (▶) or click the desired page number in the lower right corner of the page. You can



Figure 1. *GotMail?* Login page

¹ All examples are based on Internet Explorer version 6.

use the Previous Page button (◀) to return to the previous page. These buttons and page numbers only appear if the list of messages extends beyond one page. Unread message are in bold type.

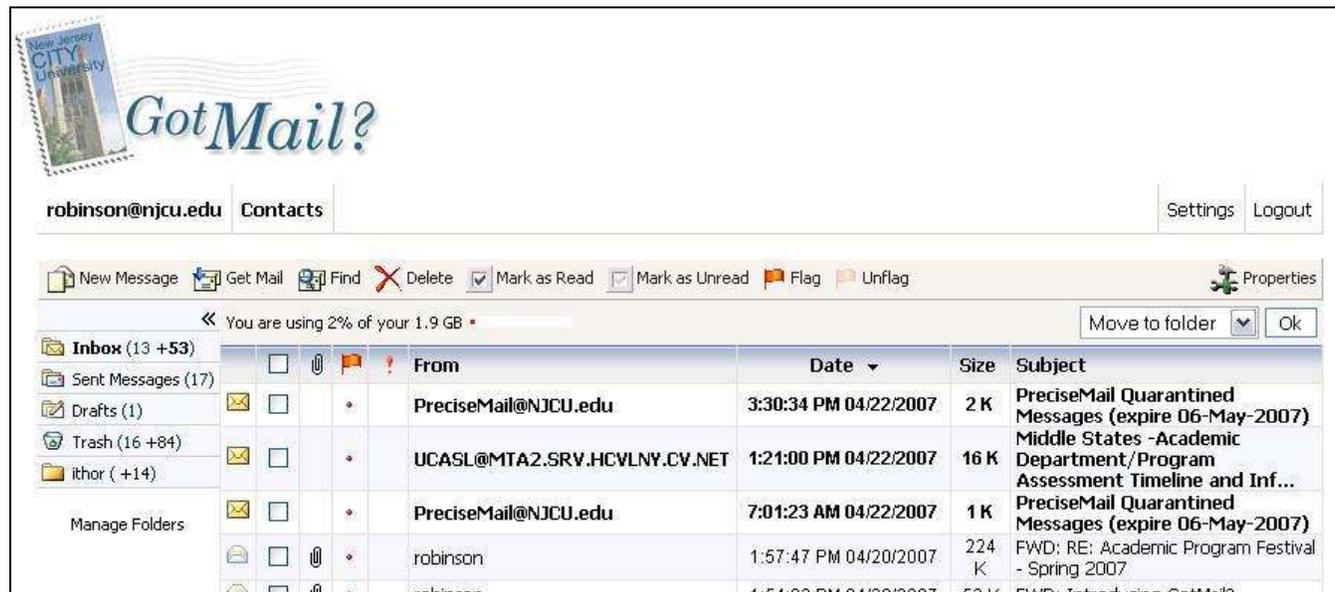


Figure 2: *GotMail?* Inbox folder page

Note the left menu on the Inbox folder page showing available folders. You can add folders to this list by clicking the “Manage Folder” link below the folders. To move messages from the Inbox to other folders, click the box next to each message you want to move, select the folder you want to move them to from the drop-down box titled “Move to folder”, and then click the OK button. Use the same procedure to delete, mark as read/unread, and flag/unflag a group of messages at one time.

Reading Your Email Messages

To read a message, click on the address in the “From” column of the index page or the subject. *GotMail?* displays the Read Message window, which displays the message that you selected and provides a new set of action buttons on the reading page toolbar:



Figure 3. Reading page toolbar.

Use the Next button (⬆) to view the next message in your current folder. To view the previous message in your current folder, use the Previous button (⬇). Click on the “Back to List” button to go back to your list of messages in the current folder.

Note: New messages can arrive while you are logged in but you will not see them until you click the **Get Mail** button in the Inbox folder page to update the list of messages.

Replying to an Email Message

To reply to a message you are reading, click on the **Reply** button. Use the **Reply All** button if you wish to send the reply to every email address in both the To and CC fields of the message. (Note: Clicking on the Reply All button will copy all addresses to the To: field, which may not be what you intended.) Clicking the **Forward** button allows you to forward the message to another email address.

Redirect is a special version of forwarding that retains the *original sender's email address* in the From field, allowing the forwarded recipient to click his/her Reply button to reply to the original sender – not the forwarding party (you).

Sending a New Email Message

Click the “New Message” button on the Folder or Read Message page. This will bring you to the New Message page and present a set of action buttons at the top and bottom of the page. (figures 4 and 5).

Figure 4. New message page showing Message toolbar, Header fields, Formatting toolbar, and top of message area.

Enter the recipient’s Email address in the **To:** field. If you need to select an existing contact from your Contacts list, click on the “**To:**” link. This action will pop up the contacts list in a separate window. Check off one or more contacts and click the “Selected Contacts → To:” button at the bottom of the page.

Use **CC:** when you want someone else to see a copy of the message being sent to the primary recipient. If you do not want the primary recipient to see that you are sending a copy to someone else, use the **BCC:** field instead of the CC field. As before, to select contacts for CC and BCC fields, click the respective CC or BCC text link to pop up the Contacts window.

Important Note: Do not use the **Contacts** link to select recipients once you have started a new message. Doing so will delete the message in progress and start another new message. Any text entered into the message body of the original message will be lost.

In the **Subject:** box, type a short description of the message content (like a newspaper headline).

Use the **Importance** drop-down menu to select a message priority. (Hint: Use sparingly. Constant use of High Priority will lose its effect on the recipient.)

GotMail? is set to use HTML-formatted pages by default. This allows the use of the formatting toolbar to provide bold, italic, and other font characteristics including alternate fonts and font sizes; as well as

paragraph characteristics, such as center, bulleted and numbered lists. The toolbar also has Cut, Copy, and Paste text buttons; and a button for Spell Checking. If need be, you can disable HTML formatting, by clicking the “Switch to Plain Text Mode” on the page footer (figure 5, next page). Clicking the “Save Message” button will close and save the message you are creating to the “Drafts” folder. You can recall, re-edit and send the draft at a later date.



Figure 5. New Message footer toolbar.

Sending Attachments

The Attachment feature allows you to search for and include a file with your message. The file could be a Microsoft Office document, a picture, a collection of files in a Zip container, or any content stored on your computer, floppy disk or CD-ROM. The options for sending an attachment are located in the footer of the new, reply, and forward pages (figure 5, above). Use the **Browse** button to find and select the file you want to attach. Then, click the **Attach** button to include it in the message.

Important Note: Due to security features in place designed to protect you from computer viruses, some files will not pass through our Email system. These file types include, but are not limited to the following extensions: EXE, COM, BAT, HLP, MDB, SCR, LNK and even URL. If you try to send a message with any of these file types, the system will delete the attachment and bounce the message back to you. If you need to send any of these file types, Zip them first.

Additional Features and Help

Please refer to the document titled “Advanced **GotMail?** Features” for instructions on using features not covered in this document. For the complete set of instructions in one document, see the “**GotMail?** User Guide”. These documents and more can be found at the IT Support Page, <http://www.njcu.edu/dept/it/support.html>.

As noted earlier, if you need help on accessing NJCU Email there is a link at the bottom of the login page. In addition, you can stop by Rossey Hall, room 10 for in-person help with access.

Exiting **GotMail?**

To exit **GotMail?**, click on the Log Out button *available on all pages*.