

Catalogers Group
& Departmental Meeting
Minutes
August 7, 2003

Rita Stumps presented an overview class on **Webmail** that she, Claudia Horning, and Jean Rashedi prepared.

Webmail can be accessed from any location at <http://webmail.library.ucla.edu>

Webmail can be thought of as the successor to Pine, and Mulberry the successor for Simeon. Webmail permits sending messages to non-UCLA addresses while one is working off-campus.

After one's Simeon account is migrated, one of the first things a user should do is delete the initial 'INBOX.' designation at the beginning of each file folder name.

Migration of shared email boxes will be delayed until all individuals are migrated from Simeon (expected in late August).

Addressbooks do not migrate and must be reconstructed. An easy means of doing this is issuing a command to capture email addresses from a currently open message. Webmail does not offer the use of "nicknames."

When done using Webmail, click on "Logout" option instead of "X" to close the entire application. To close a message and return to the list of messages, click on "Close" icon (zero with slash through it) instead of using the browser's Back button.

Don't spell check unless you are ready to have the message sent off immediately afterwards.

In forwarding, the entire original message becomes an attachment, and it is not possible to append comments to it as in Simeon or Pine. A work around is using the Reply option, then changing the recipient to the person you to whom you want to forward the message.

Attachments involve a multi-step process. Use "Browse," "Add," and finally "Attach." Repeat for each attachment. It is not possible to verify content of the attachment before sending.

Address books and signature files are not synchronized in Webmail and Mulberry. Creation, movement, and deletion of messages in Webmail will be reflected in Mulberry. It is a good idea not to have both open at the same time.

Vacation messages can be set up only in Webmail.

In Options, under Appearance one can select how many messages are shown per screen.

A 23-page handout "iPlanet Messenger Express (Webmail) Tutorial" was distributed, also available at: <http://staff.library.ucla.edu/staff/newemail>

Recorder: John Riemer