

## Using WIT/CUIP Webmail at <http://webmail.cuip.net>



### What is Webmail & What should I do with it?

Webmail, generically speaking, allows you to check your email from any computer that is connected to the internet (on-line). Most people who have free email addresses use a version of webmail -- Yahoo, Hotmail and AOL all offer webmail services. Webmail is one of several methods of accessing your email messages. It keeps your messages on a server, and allows you to view email in your web-browser (no special software is required). This makes it ideal for "public" or shared computers like those found in public schools and labs.

WIT/CUIP uses a webmail program called IMP, and most of this module deals with the specifics of using this program.

### What If I check other email accounts?

The Web Institute for Teachers strives to foster a technology culture and email communication is a facet of that. During your participation in WIT, you

will be expected to monitor your email regularly and use email to supplement your classwork.

If you included an email address in your WIT application, then your WIT email is already being forwarded to your preferred address. **So, you won't see any messages in your in your WIT/CUIP webmail's Inbox.** If you would prefer that your WIT email be kept at your WIT/CUIP email address, please ask your mentor to help you with these supplementary directions for [changing the email forwarding](#)

### What is my WIT/CUIP email address?

Please check the server information page to verify your username and initial password. This username is critical for publishing your web pages in addition to being necessary for WIT/CUIP webmail. Your WIT/CUIP email address is in the form of <username>@cuip.net and mail sent to this address will be accessible from <http://webmail.cuip.net> or is being forwarded to the email address you specified.

### How do I use my CUIP e-mail account?

1. Start up your Web browser.
2. Go to <http://webmail.cuip.net>
3. Log In.

### How do I Log In?

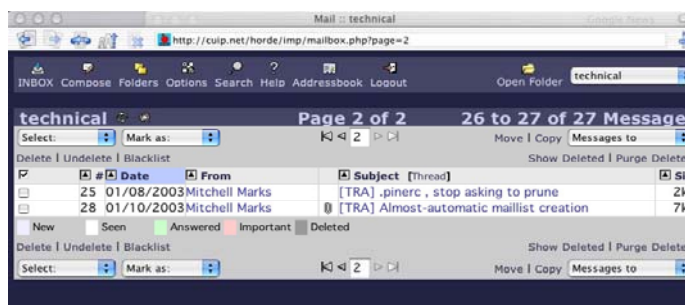
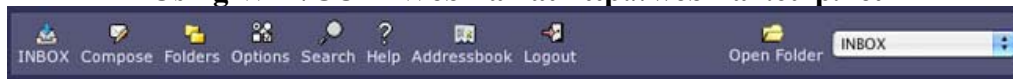
To log-in use your username and password. Both can be found in your account information handout. The default Server and Language settings need not be altered.

### How do I read new messages?

On log-in you are taken to your inbox. To view the contents of a message you *click on the subject of the email message.*



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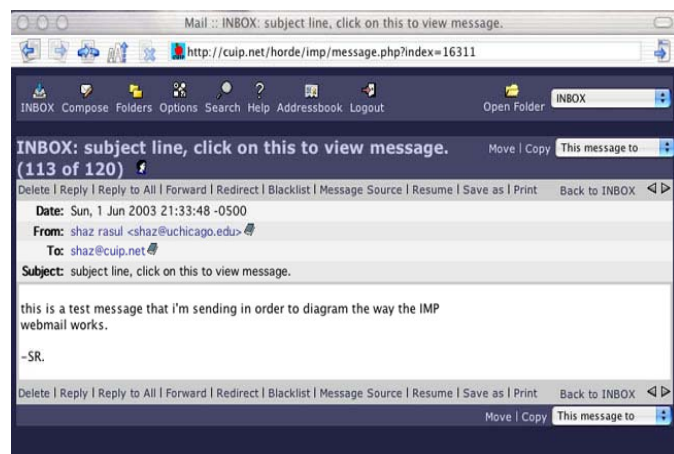


### How do I reply to a Message?

Below the subject line of the message you have a list of options (Delete, Reply, Reply to All, Forward, Redirect, Blacklist, etc.). To reply to the sender of the email, just *click on "Reply"* and a new "Compose" window will open that is addressed to the sender and includes the sent text. After you add your text, *click on send message* to send your message.

### How do I Forward a message?

The same as above, except start by *clicking Forward*.



### How do I Delete a message?

The same as reply, except start by *clicking Delete*.

### How do I send an email message?

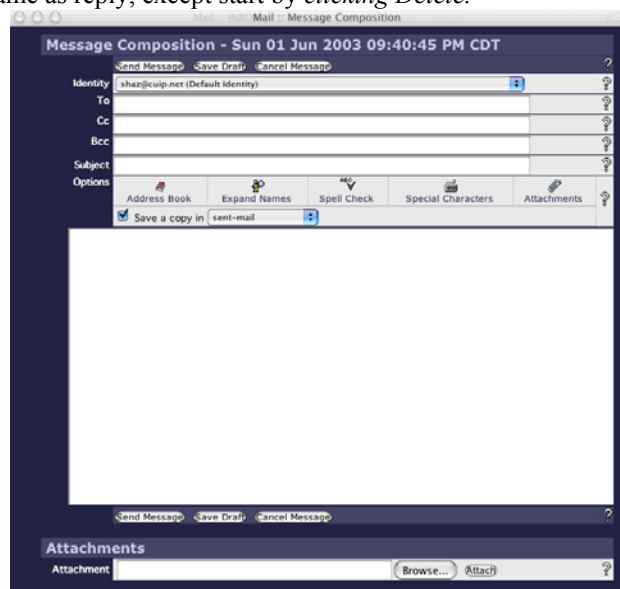
From the Inbox screen, *click "compose"* to get the message composition screen (right). Address your message, write your subject line and text, *click send message*.

### Can I send email to more than one person at a time?

Yes! Simply put multiple addresses separated by commas in the To, CC, or BCC fields (CC stands for Carbon Copy, BCC stands for Blind Carbon Copy).

### Are Mailing lists any different from regular email?

Yes. A mailing list allows many people to receive messages sent to one address. For example WIT2003-L@cuip.net sends email to all participants enrolled in WIT2003. Be careful when replying to email from a list! Check what address is in the "To:" field. You don't want to fill everyone's inbox with a message that was intended for a particular individual.



### Can I send pictures or documents instead of plain text?

Yes! You can send any file as an attachment. *Click on "browse" and select the file you want to send.* Once you select

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the file, *click on Attach*. Now, this message will include your attached file, *when you send it*.

### **Are there any conditions of use for WIT/CUIP webmail?**

All participants in WIT 2003 will be given an email address and an account on the WIT/CUIP server to use during the summer. This account will remain active for at least one year. Please use your WIT/CUIP email address responsibly. It is intended as an aide to your continued professional development solely.

**Advanced Features of Webmail are discussed in the Webmail module.**