

# Mozilla: Tufts Email Tip Sheet

## Using the Mozilla Toolbar



Get Msgs

By default, Mozilla checks the server every 10 minutes to see if you have any mail. Clicking the **Get Msgs** tool will check the server immediately.



Compose

The **Compose** tool opens a new message window. You then address, set the subject, and fill in the message area for the email.



Reply

The **Reply** tool opens a new message window addressed to the party that sent you the original message. The subject line always begins with **Re:** .



Reply All

The **Reply All** tool differs from the Reply tool in that the new message window that is opened replies to all the parties that the original message was addressed to, not just the originator. The address line begins with **To:** to the originator and **Cc:**s everyone else.



Forward

The **Forward** tool opens a new message window which you address. The original message is then forwarded to new recipients. The subject line always begins with **Fwd:** .



File

The **File** tool allows you to file selected messages into the appropriate folders, either on the server, or to local folders.




Next

Clicking the **Next** tool selects the next unread message in your inbox. You may click the tool again to move to the next unread message.




Junk

Use the **Junk** tool to battle spam! If you receive junk mail, click the message once to select it, and then click the Junk tool. The message will be marked as junk . Mozilla will remember it and mark similar messages as junk in the future.

*Note:* If Mozilla marks a message as junk and it is not, you can train Mozilla by clicking the Junk tool, which will remove the icon, signifying that the message is not junk.



Delete

Click the **Delete** tool to delete the selected message or folder. The message is then marked with a red x . To completely remove the message from the inbox, select **File > Compact Folders**.



Print

Click the **Print** tool to print the selected message.

## Organizing Messages in Folders

Some of us keep all of our messages in our inbox, sorting and deleting as needed. But others prefer to organize messages into folders.

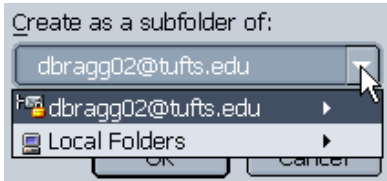
To create a new folder:

1. From the menu bar, select **File > New > Folder**. A dialog box opens requesting the name and location of the folder you are creating.



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2. In the Name field, **type the name of your folder**.
3. In the Create as a subfolder of field, select the Tufts server folder or a local folder.



What is the difference between the Tufts server and a local folder and which one should I choose?

The Tufts server is where your inbox is located. You have 30 MB of space allocated to you on the Tufts server. Local folders are located on your hard drive of your own PC.

4. Click **OK**. *The dialogue box closes and your new folder is added to the sidebar folder list.*

To file an email message:

1. **Select the message** in the Message List Panel.
2. **Click and hold**.
3. **Drag it** to the desired folder. *The message is filed.*

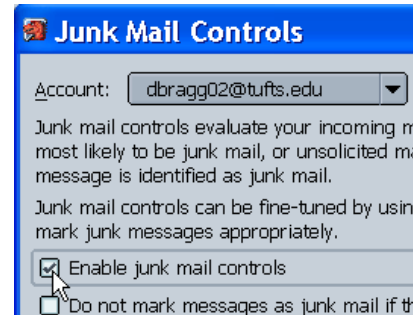
### Controlling Junk Mail

When you turn on Mozilla's built-in junk mail filtering capabilities, Mozilla evaluates and marks what it believes to be junk mail. Once the junk mail is marked, you decide the course of action. You can ignore it, have it moved to the Junk folder, or even have it automatically deleted.

To enable junk mail controls:

1. From the menu bar, select **Tools > Junk Mail Controls**. *The Junk Mail Controls dialog box opens.*

2. **Click the Enable junk mail controls** checkbox.



At this point, if you were to close this dialog box, Mozilla would begin marking suspected junk mail. This marked mail would reside in your inbox. If you would like the marked mail to be automatically moved to the Junk folder, follow these additional steps:

3. **Click the Move incoming messages determined to be junk mail to** checkbox.



4. Check to make sure that your Junk folder is selected.
5. Click **OK**. *Mozilla will begin marking and moving suspected junk mail messages to the Junk folder.*

### Spell Checking

To set your Mozilla preferences to automatically check for spelling before a message is sent:

1. Select **Edit > Preferences**. *The Preferences dialog box opens*
2. Select **Mail & Newsgroups > Composition**.
3. In the Composing Messages area, check the **Check spelling before sending** box. *Your outgoing emails will be spellchecked.*