

WebMail: Getting Started with IMP Tip Sheet

WHAT IS IMP?

IMP is the University's supported WebMail program. It allows you to access your email while you are traveling or on vacation. IMP will work from any computer that is connected to the Internet and runs a browser equivalent to Netscape or Internet Explorer 4.0 or higher.

HOW DO I ACCESS IMP?

1. In a browser window Address bar, **type the following URL:**

<https://webmail.tufts.edu/>

2. On your keyboard, **press Enter.**

The following screen will be displayed.

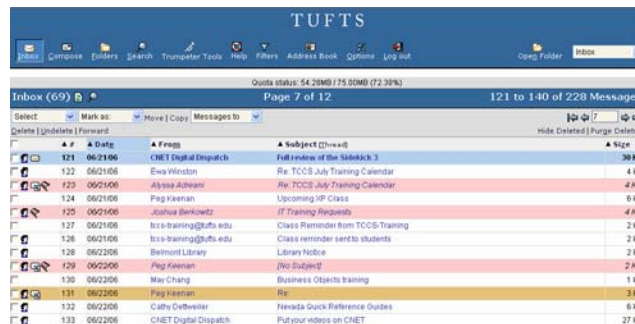


Username
Password
Language English (American)

3. **Click** in the Username field and **type your Universal Tufts Log-in Name** (for example, jsmith01)
4. **Click** in the Password field and **type your Trumpeter Password.**
5. **Click**

Once logged into IMP you will notice that the interface does not resemble the screen you see when you log into Trumpeter from your Tufts desktop, but it does offer much of the same functionality. By default, WebMail will open to the page with the oldest unseen message.

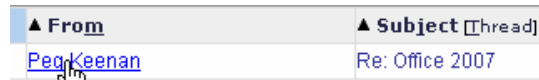
Messages will be arranged by date, from most historical to most recent.



Blue banded messages are unseen.
White banded messages are seen.
Yellow banded messages are answered.
Red banded messages are important.

HOW DO I READ A MESSAGE?

- **Click the link for either the sender or the subject.**



A screen is displayed with the contents of the email message.

Note: Only new messages and messages you have stored on the server will be visible. Anything stored on your Local Mail will not be accessible through WebMail.



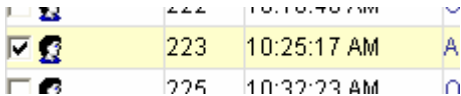
You will notice a menu bar that runs across the top of the message window. This menu allows you to execute several functions.



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HOW DO I DELETE A MESSAGE?

1. At the head of the message row, **place a check in the selection box**. The message is marked with yellow.



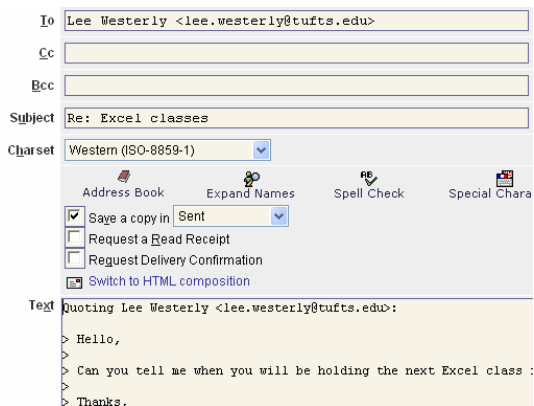
2. On the menu bar, **click Delete**. The message is marked for deletion from your Trumpeter account.

To permanently remove the message:

3. From your Inbox, **click Purge Deleted**. The message is purged from your account.

HOW DO I REPLY TO A MESSAGE?

1. With the message open, click **Reply** or **Reply to All**. Your message is automatically addressed.



2. **Type your reply.**

3. **Click Send Message**.

HOW DO I COMPOSE A NEW MESSAGE?

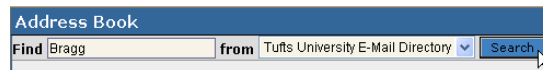
- On the left side of the WebMail toolbar, **click Compose**. The Composition window opens, allowing you to write, address and send your message.

HOW DO I LOCATE A TUFTS EMAIL USER?

1. On the left side of the WebMail toolbar, **click Compose**. The Composition window opens.

2. From the Composition window, **click Address Book**. The Address Book window opens.

3. In the Find field, **type** either a whole name of an employee or part of a name.



4. **Click Search**. A list of matching names displays.

5. **Click/select a person** from the list.

6. **Click either:**

To >>: The primary recipient(s).

Cc >>: This person is carbon copied.

Or

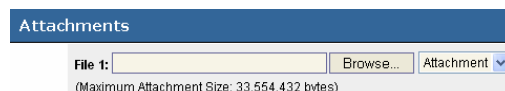
Bcc >>: This person is blind carbon copied.

7. In the bottom left corner of the window, **click OK**. The message is addressed.

HOW DO I INCLUDE AN ATTACHMENT?

Note: Any files stored within the Tufts domain (e.g. Q-Drive, P-Drive) as well as the C-Drive of your desktop computer at Tufts, will be inaccessible for attachment if you are using WebMail from outside of the university.

1. In the Composition Window, **scroll down** so that the Attachments area is visible.



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2. In the Attachments area, click **Browse...**. The Choose file dialog box opens.

3. Choose the file you wish to send.

4. Click **Open**. The file name will appear in the Attachment box.

File 1:	agg02\Desktop\New Map.vue	Browse...	Attachment
File 2:		Browse...	Attachment

5. Optional: select additional files to attach by following steps 2, 3, and 4 above.

6. Click **Attach**. The file(s) is attached to the email.

HOW DO I SEND A MESSAGE?

You can either click **Send Message** to send your message immediately or **Save Draft** to save it on the server. If you decide to save it as a draft, you will be able to access the message from both your desktop at Tufts and from WebMail.

HOW DO I FORWARD A MESSAGE?

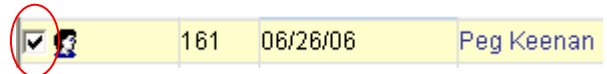
1. With the message open, click **Forward**. The message composition window opens.
2. Type the address of the recipient.
3. Click **Send Message**.

HOW DO I MOVE OR COPY A MESSAGE TO A FOLDER?

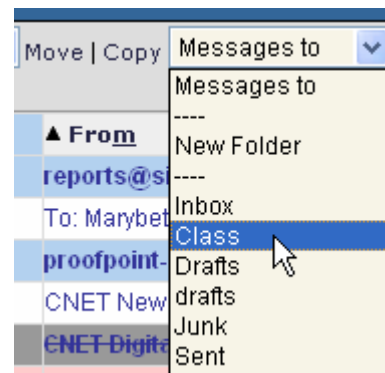
In order to keep your Inbox and other folders organized, you might wish to move or copy messages from one folder to another.

To move a message from one folder to another:

1. Click the **Selection box** next to the message(s) you wish to move.



2. Click the **down arrow** in the **Move/Copy drop down box** located in the **Inbox** and **select the folder into which you would like to move the message**. The message is highlighted in yellow noting that it is selected.



3. Click **Move**. The message is marked for deletion from the originating folder and is placed in the specified folder.
 - To **copy** a message into another folder, follow the above directions, but choose **Copy** in step number 3. The message will be available in the originating folder and the destination folder.

HOW CAN I ACCESS MY FOLDERS?

To view the contents of your server folders such as Drafts or Sent mail:

1. On the WebMail toolbar, click **Folders**.
2. Click the folder. The contents display.

