



# SquirrelMail – WebMail for Nuts

## Quick Start Guide

### To Login to SquirrelMail

- Type <http://webmail.brookdalecc.edu> in the address bar of a browser.
- Enter your username and password.
- Click **Login**.

### To Read a Message

- Click on the subject of the message.

### To Compose a New Message

- Click **Compose** on the Toolbar.
- Type the recipient's email address in the **To**, **Cc**, and/or **Bcc** fields.
- Type a description in the **Subject** field.
- Type the body of the message in the large text box.
- Add any attachments.
- Click **Send**.

### To Add an Attachment

- If you know the path for the file, type it in.
- If not, click **Browse** to search for the file.
- Click **Add**.

### To Delete an Attachment

- Check the checkbox next to the name of the attachment.
- Click **Delete selected attachments**.

### To Delete a Message from the Inbox

- Check the checkbox next to the message.
- Click **Delete** under Transform Selected Messages.

### To Delete an Open Message

- Click **Delete** on the Toolbar.

### To Reply to a Message

- Open the message.
- Click **Reply** on the Toolbar.
- Type your reply in the text box.
- Add any attachments.
- Click **Send**.

### To Reply to All Recipients of a Message

- Open the message.
- Click **Reply All** on the Toolbar.
- Type your reply in the text box.
- Add any attachments.
- Click **Send**.

### To Forward a Message

- Open the message.
- Click **Forward** on the Toolbar.
- Type the recipient's address in the **To** field.
- Type your reply in the text box.
- Add any attachments.
- Click **Send**.

### To Add an Entry to the Address Book

- Click **Addresses** on the Toolbar.
- Type in a Nickname.
- Type in the email address.
- Type in the first name.
- Click **Add address**.

### To Delete an Entry from the Address Book

- Click **Addresses** on the Toolbar.
- Check the checkbox next to the name you want to delete.
- Click **Delete selected**.

**To Edit an Entry in the Address Book**

- Click **Addresses** on the Toolbar.
- Check the checkbox next to the name you want to edit.
- Click **Edit selected**.
- Make the necessary changes.
- Click **Update address**.

**To Add Recipients Using the Address Book**

- Open the message (reply, forward, or compose).
- Click the **Addresses** button.
- Check the checkbox next to the recipient and under the column where you want the recipient to go (To, Cc, or Bcc).
- Click **Use Addresses**.

**To Search the Address Book**

- Click **Search** on the Toolbar.
- Enter keywords.
- Click **Search**.
- To see all names in your address book click **List all**.

**To Create a New Folder**

- Click **Folders** on the Toolbar.
- Type a name for the folder.
- Click **Create**.

**To Rename a Folder**

- Click **Folders** on the Toolbar.
- Select the folder using the drop down menu.
- Click **Rename**.
- Type a name for the folder.
- Click **Submit**.

**To Delete a Folder**

- Click **Folders** on the Toolbar.
- Select the folder using the drop down menu.
- Click **Delete**.

**To Customize SquirrelMail**

- Click **Options** on the Toolbar.
- Click on the section you want to customize.

**To Add a Signature**

- Click **Options** on the Toolbar.
- Click **Personal Information**.
- Type the text for your signature in the Signature text box.
- Check the **Yes** radio button next to **Use Signature** under Signature Options.
- Click **Submit**.

**To Forward Your Brookdale Email to Another Account**

- Click **Options** on the Toolbar.
- Click **Vacation Message**.
- Type the complete email address in the text box.
- Click **Forward Email**.

**To Remove a Forwarding Address**

- Click **Options** on the Toolbar.
- Click **Vacation Message**.
- Click **Stop Forward**.

**To Add a Vacation Message**

- Click **Options** on the Toolbar.
- Click **Vacation Message**.
- Type the message in the text box.
- Click **Change Message**.

**To Change a Vacation Message**

- Click **Options** on the Toolbar.
- Click **Vacation Message**.
- Delete the old message.
- Type the new message in the text box.
- Click **Change Message**.

**To Delete a Vacation Message**

- Click **Options** on the Toolbar.
- Click **Vacation Message**.
- Click **Delete Message**.

