OCS Mail Quick Start

Logging In.

Login to Collaboration Suite through Star Port.

Once you are logged in you should see something like the image above. Under the “Subject” column you see the content of the subject lines of e-mail messages that are in your mail “Inbox” folder. If you click on the subject line of the message it will open so that you can read it. After reading the message you can click on any of the option buttons to “Reply”, “Reply All”, “Forward” or “Delete” the message.

After viewing the message click on the “Mail” tab in the upper right of your screen to return to your “Inbox” folder. You can also follow the path by which you have come which is displayed in the upper left of the screen as
shown circled below. If you click on the word “INBOX” you will be returned to your mail inbox.

Create Folders.

One of the first things you should do after logging in is to create folders for your mail. Click on the dark blue sub tab that says “All Folders” in the upper center part of your screen.
A new screen will open. In the field to the right of the words “Folder Name” type “Sent” and then click on the “Create” button.

In the new screen that opens you will now see a “Sent” folder. Now repeat the same process to create “Drafts” and “Trash” folders. You may also want to create a shared folder and grant access rights to others of your choice.
Now find the “Preferences” button in the upper right corner of your screen and click it.

When the “Preferences” window opens find “Folders” on the drop down tab in the upper left of your screen and click on it.
Now find the line of text that says, “When sending messages, place a copy in:” and click on the checkmark to the right of it. Click on “Sent” from within the dropdown menu and then click on the enabled radio button.

Follow the same procedure to set folder options for “Drafts” and “Deleted” messages. If you are likely to use templates you may want to create a “Templates” folder as well. Now when you go back to your “Inbox” you will see an “Empty Trash” button. When you are composing a message you will also now see a button that says “Save Draft”. 
Shared Folders

If you want to share a folder with someone click on the pencil icon in the “Edit” column next to the folder you intend to share in the “All Folders” view.

A new screen that looks like the image below will open. Type the TUID of the person you wish to share your folder with in the “Grantee” field. Next put a check in the checkbox next to the privileges you wish to grant. Then click on the “Apply” button.
A new screen will open that appears as the image below.

Click on the “All Folders” sub tab to return to the “All Folders” view. An icon will now appear in the “Shared” column next to the folder indicating you have granted shared privileges to this folder.

The “Folders, Shared” link will display other’s folders shared with you.
Composing Mail.

From within your “Mail” “Inbox” click on the button that says “New Message”.

A new screen will open that looks like the image below.

Type the e-mail address of the person you are mailing to in the “To” field. Type the e-mail address of anyone you wish to receive a carbon copy in the “Cc” field. Type the address of anyone you wish to receive a blind carbon copy in the “Bcc” field. Type your message in the “Content” field and finally, click the “Send” button when you are finished writing the message.
Attachments

If you want to attach a file to an email message scroll down until you see the “Add” button next to the words “Attachments” in the lower left of the “New Message” screen.

Click on the “Add” button and then the “Browse” button.
Browse to the file you want to attach and select it by clicking on it once only and then click “Open”.

![Choose file dialog box](image-url)
You should now see the path to your file in the “Attachments” field.

Be sure that you click on the “Attach” button and then finally the “OK” to complete the attachment process. You will now see your attachment at the bottom of your message. Click on the “Send” button to mail your email message.
Directory

The directory is your e-mail address book. There is a tab in the upper right of your screen when you are in your mail that is a link to it.
When you click on the Directory tab a screen will open that looks like the image below.

From within your directory you can click on any entry in the “Email Address” column and an e-mail form will automatically open with the e-mail address you clicked entered in the “To” field.
There are two ways to add contacts to your directory. When you send an email to someone that is not already in your directory you will be asked automatically if you want their address to be added. You must put a check mark in the check box under the words “Select”. Then type a name in the “Contact Name” field. It is important there are no spaces in the contact name. You can use the underscore (Firstname_Last) or simply combine first and last names as one word (FirstnameLastname). Finally click on the “OK” button and the new contact will be added to your directory.

Your mail (Working with the OCS Directory) has been sent to the following addresses:

<table>
<thead>
<tr>
<th>Select Contact Name</th>
<th>Email Address</th>
<th>Already Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>George_Parmenter</td>
<td><a href="mailto:parmeng@mail.lcc.edu">parmeng@mail.lcc.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

[Image of email screen capture]
You can also make new entries in your directory by clicking on the “New Contact” button.
When you click on the “New Contact” button an address form opens which appears as the image below. In the address form you need to type the name of the contact (as before, include no spaces) and their e-mail address. There are additional optional fields where you can type additional information if you wish. Only the fields “Contact Name” and “Email Address” are required fields.

You can also send mail from your directory by placing a checkmark in the checkbox next to the name of the person you want to mail to and then clicking on the “Send Mail” button.
These instructions cover the fundamentals of using OCS Student Mail. If you need further information please contact one of the Computer Lab staff or the Help Desk.