

# Old Dominion University Student Email Guide

If you do not already have a student email account, you can activate it by going to <http://midas.odu.edu>. To log into your Old Dominion University student email account use your student email ID and MIDAS password. Note that for most students, the email ID and Midas ID are the same.

**IMPORTANT NOTE: If you use a pop-up blocker, you may experience problems using certain features of student email, such as creating a new message. Please follow the directions for your pop-up blocker software for adding the student email page to the list of approved sites. If you have multiple pop-up blockers, you will have to do this for each of them.**

There have been some recent changes to your Old Dominion University student email account. After log in, student email opens to the Mail-Inbox View.

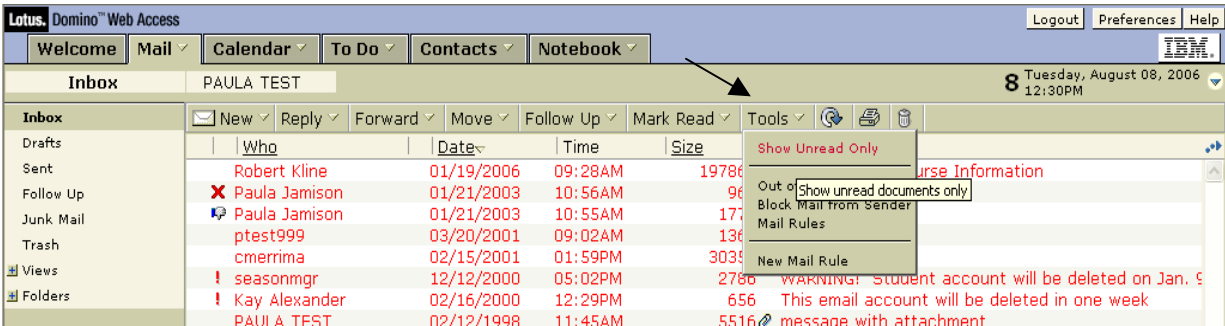
## Mail – Inbox View

The screenshot shows the Lotus Domino Web Access interface. At the top, there are navigation tabs: Welcome, Mail (selected), Calendar, To Do, Contacts, and Notebook. On the right, there are links for Logout, Preferences, and Help. Below the navigation, the current view is 'Inbox' for the user 'PAULA TEST'. The date and time are 'Tuesday, August 08, 2006 12:28PM'. The main area displays a list of emails with columns for Who, Date, Time, Size, and Subject. The list includes several test emails and a warning message.

Who	Date	Time	Size	Subject
Robert Kline	01/19/2006	09:28AM	197864	Fw: Project 1 Course Information
✘ Paula Jamison	01/21/2003	10:56AM	963	Cancelled: test
✉ Paula Jamison	01/21/2003	10:55AM	1775	test
ptest999	03/20/2001	09:02AM	1363	test
cmerrima	02/15/2001	01:59PM	30354	picture
! seasonmgr	12/12/2000	05:02PM	2786	WARNING! Student account will be deleted on Jan. 9
! Kay Alexander	02/16/2000	12:29PM	656	This email account will be deleted in one week
PAULA TEST	02/12/1998	11:45AM	5516	message with attachment

## Changing Your Mail View

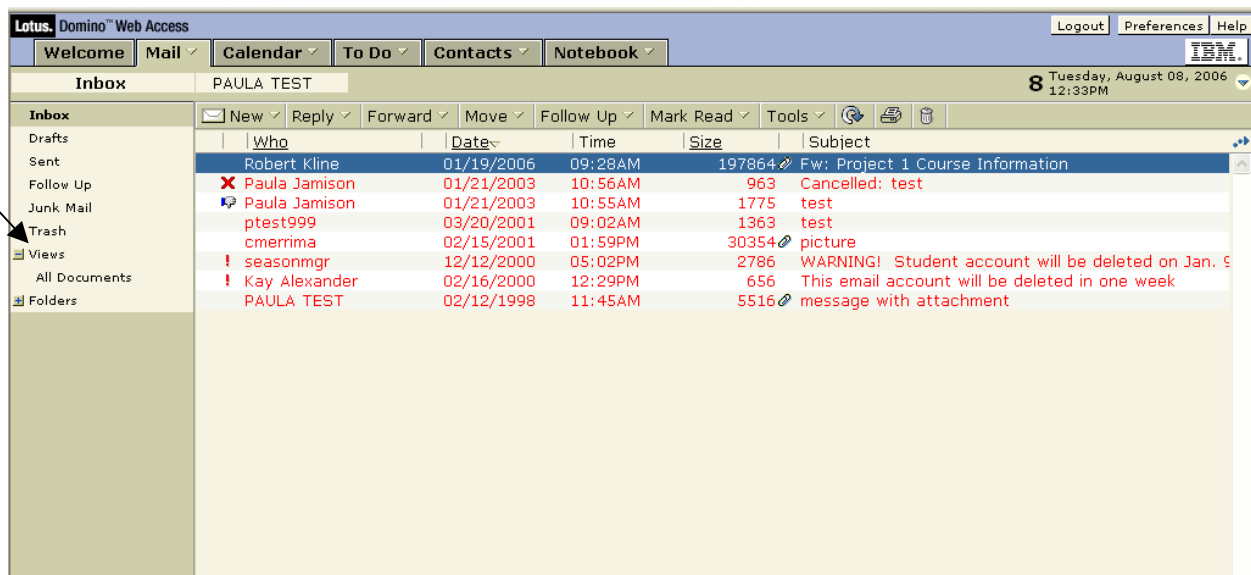
You can change what messages are viewed from the Mail- Inbox View. To show all the messages in the inbox click on **Tools** and make sure there is **not** a check mark beside **Show Unread Only**. To show only the unread messages, click on **View** -> **Show Unread Only**. This will put a check mark beside **Show Unread Only**.



**Note:** Unread messages in the inbox are shown in red and read messages will be black. If you choose to view only unread messages, whenever a message is opened, it will disappear from your inbox view but it will not be deleted. This message can be viewed again by changing your mail view as described above or by following the directions below.

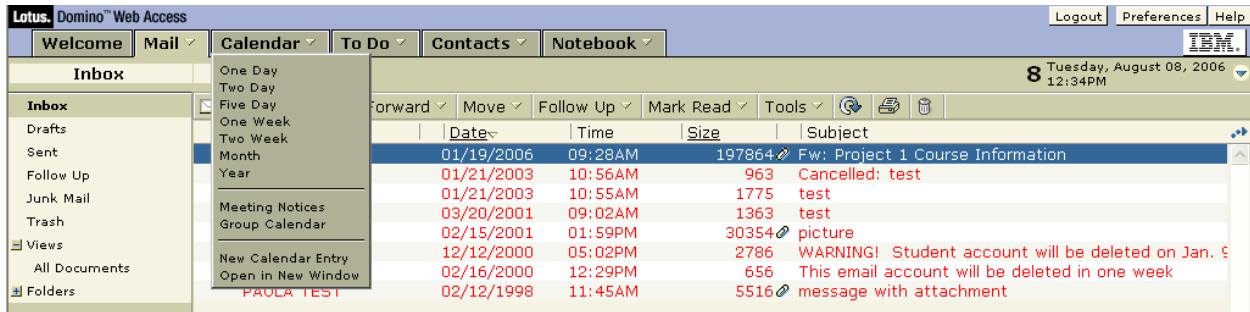
## Viewing All Documents

To view all messages, from the side menu select **Views** -> **All Documents**. This will display all messages including sent and trashed.



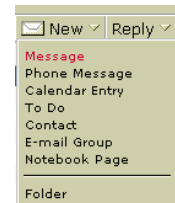
## Navigating Student Email

Some of the added features of the new student email system are the Calendar, To Do and Notebook features in addition to the pre-existing Contacts (Address book) feature. To navigate between these features, click the appropriate tab or click on the arrow beside each tab for additional options.

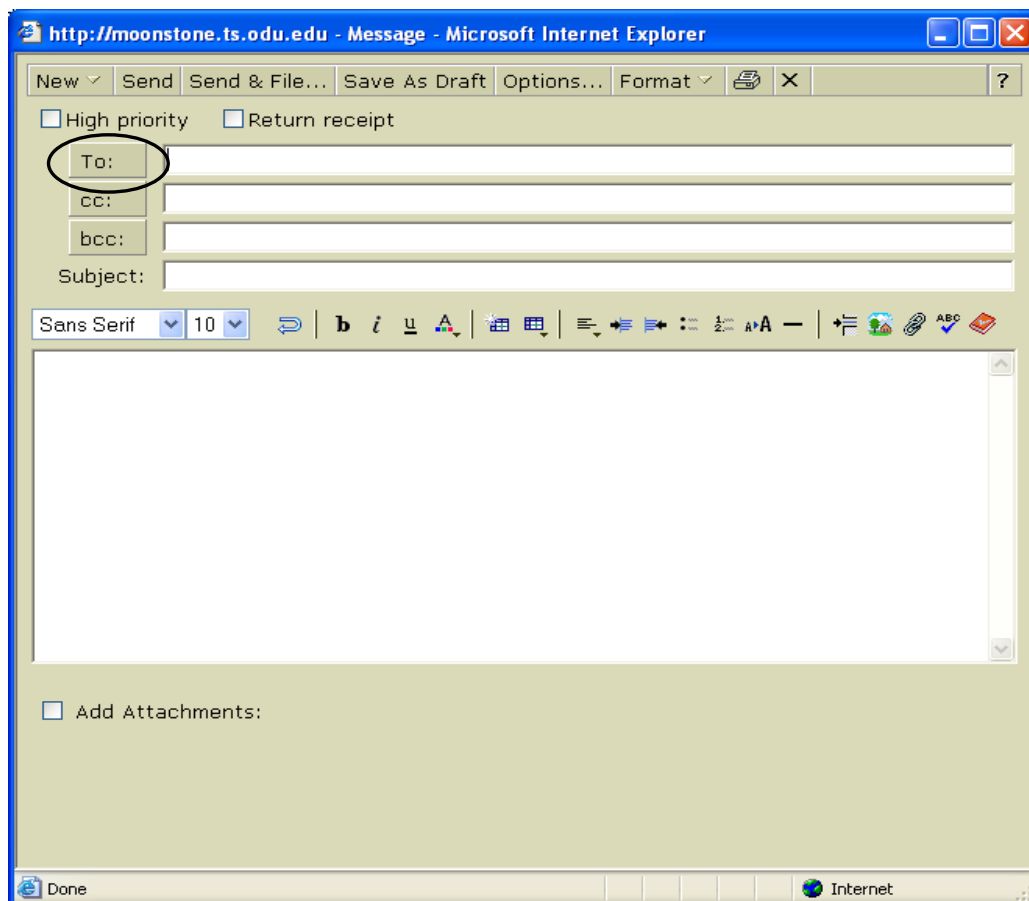


## Creating a Message

To create a new message, click the arrow beside **New** -> **Message**.



Click the **To:** button to access the ODU address book or your personal address book.



## Address Books

When writing the new message click the **To:** button to access the University address book or your personal address book. Click in the **Search:** field to select the address book to be searched. Type the last name of the person in the **Find:** field and click the **Search** button. Highlight the name and click **To:**, **CC:**, or **BCC:**. When you have added all the recipients, click **Exit** to return to the message.

## Personal Address Book (Contacts)

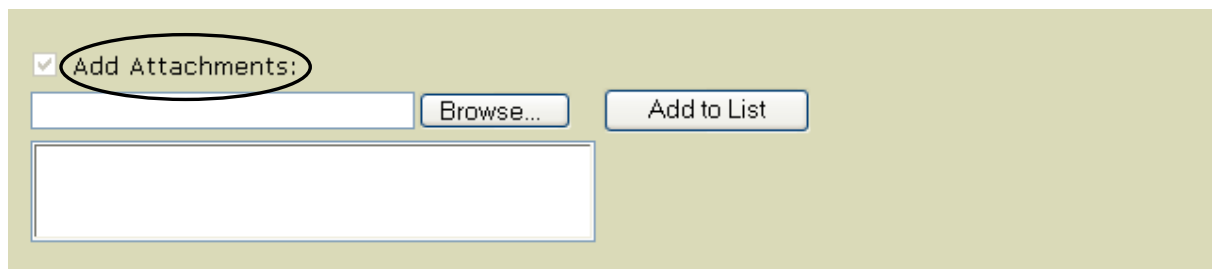
Your Student Email includes a personal Address Book referred to as Contacts. To add a sender of a message to your Contacts, with the message open, click **Tools** -> **Add Sender to Contacts**. You can also add contacts by selecting the **Contacts** view, selecting **New** and completing the appropriate information.

## Writing your message

Student email provides a Rich Text applet to create the body of the message. Buttons at the top of the body of the message provide text formatting options such as Bold, Italics, etc.

## Attachments

To add an attachment to a message, check the box beside **Attachments** to show the attachments area. Click **Browse** to locate the document you want to attach and then select **Open**. Click **Add to List** to add the document to your message.



The screenshot shows a section of an email client interface for adding attachments. At the top left, there is a checked checkbox labeled "Add Attachments:", which is circled in black. Below this checkbox is a text input field. To the right of the input field are two buttons: "Browse..." and "Add to List". Below the input field is a large, empty rectangular box, likely intended for a list of added attachments.

## Deleting Messages

You may delete an open message by selecting the **Trash Can** icon at the top of the message window. To delete from the Inbox view (or other folder view), select the message then click the **Trash Can** icon. To delete multiple messages at one time, hold the **Ctrl** key while selecting each message to be deleted then click the **Trash Can** icon. Messages will remain in the Trash Can for 48hrs before being deleted permanently.

## Reading and Replying to Mail

To open a message to read, double-click on the message. To reply to a message, either in the Mail-Inbox view or in the open message window, select reply and the desired reply option.

## Using Folders to Manage Mail

### To create a folder

1. From the Inbox View, click **New**, select **Folder**.

### To move a message to a folder

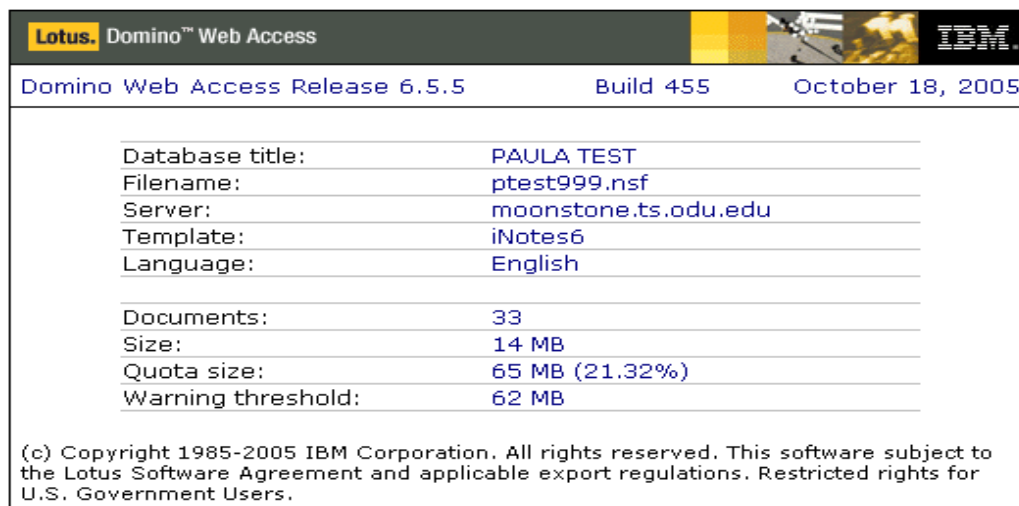
1. Single click on the message (s) to be moved to a folder.
2. Click **Move**.
3. Select **Move to Folder** or **Copy to Folder**.
4. Select the desired folder and click **OK**.

### To delete or rename a folder

1. Right-click on the name of the folder.
2. Click **Delete or Rename Folder**.

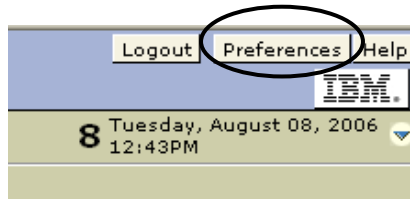
## Mailbox Size

You can view the details of your mailbox size by clicking on the words **Lotus Domino Web Access**. The quota size and the current size of your mailbox are displayed here.

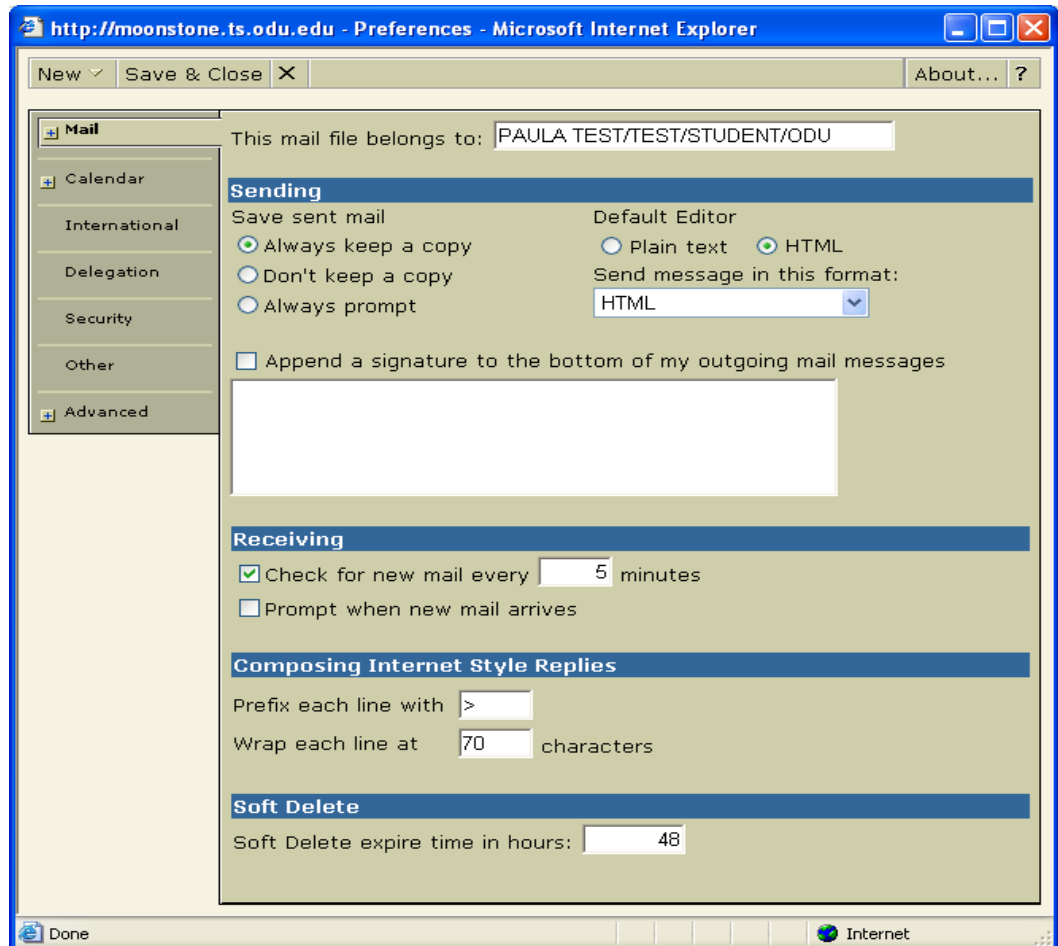
A screenshot of the mailbox size details page in Lotus Domino Web Access. The page header shows 'Lotus Domino Web Access' and 'IBM'. Below the header, it displays 'Domino Web Access Release 6.5.5', 'Build 455', and 'October 18, 2005'. The main content area lists mailbox details: Database title: PAULA TEST, Filename: ptest999.nsf, Server: moonstone.ts.odu.edu, Template: iNotes6, Language: English, Documents: 33, Size: 14 MB, Quota size: 65 MB (21.32%), and Warning threshold: 62 MB. At the bottom, there is a copyright notice: '(c) Copyright 1985-2005 IBM Corporation. All rights reserved. This software subject to the Lotus Software Agreement and applicable export regulations. Restricted rights for U.S. Government Users.'

## Setting Your Preferences

To set your preferences, click the **Preferences** link in the upper right corner of the window.



You can also set preferences for your calendar by clicking on the **Calendar** tab in the preferences window.



**Important Note: Do not change the information in the box beside *This mail file belongs to*. This will cause you to experience problems with student email.**