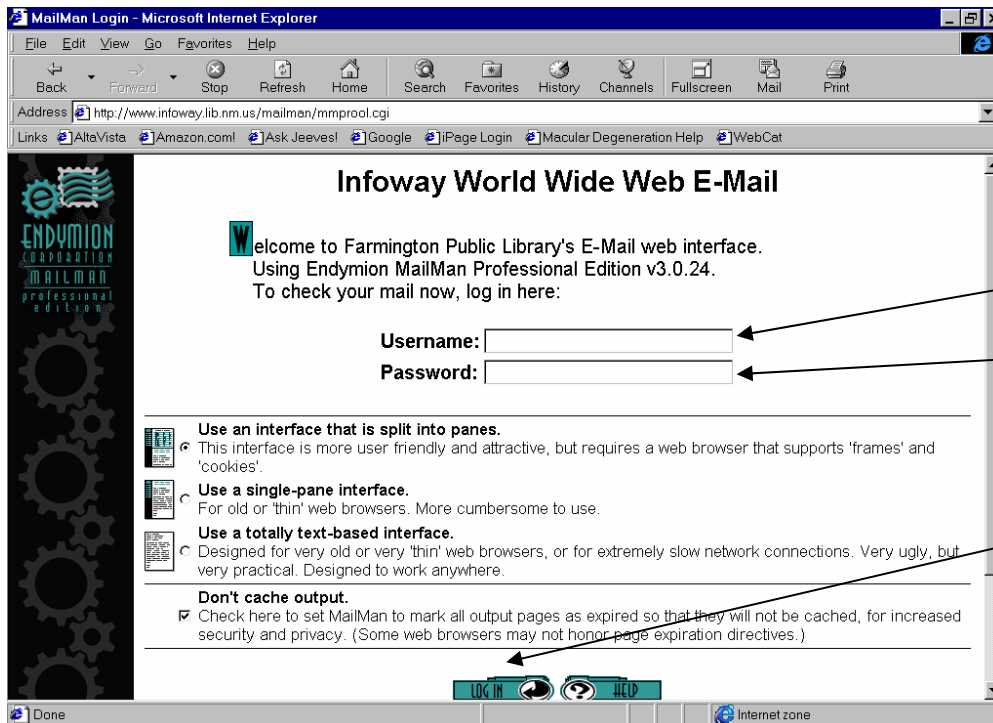


# Infoway E-Mail Instructions (rev. 01/2001)

## LOG ON

1. Make sure your computer is connected to the Internet.
2. Double click on **Internet Explorer**, Netscape Navigator or another Web browser.
3. Go to the Farmington Public Library Home Page:  
**http://www.infoway.lib.nm.us/**
4. Scroll down the left column.
5. Click the link **Check Your Infoway e-mail**.
6. Username:  
Click inside the dialog box next to "Username" (notice the flashing cursor).  
Type your **username** (example: jsmith). Be sure to use lower case letters and no spaces.
7. Password:  
Click inside the dialog box next to "Password" (notice the flashing cursor).  
Type your **password**. Be sure to use lower case letters and no spaces.
8. Scroll down the screen and click the **Log In** button.

NOTE: If your username is jsmith, your e-mail address is **jsmith@infoway.lib.nm.us**



## READ YOUR MESSAGES

1. On the upper frame, move the scroll bar down to see all messages in your inbox.
2. Click on the picture of a letter, next to the message you wish to read. The text of the message will appear on your screen, in the lower frame.

The screenshot shows the MailMan interface in Microsoft Internet Explorer. The browser window title is "MailMan, from Endymion - Microsoft Internet Explorer". The address bar shows "http://www.infoway.lib.nm.us/main/en/mmprool.cgi". The main content area displays the email address "reference@infoway.lib.nm.us" and a "CHANGE" button. Below this, it states "You are currently using 1.9% of your 6.9 megabytes of storage space" and "The folder INBOX has 2 messages: [2-1]". A table lists two messages:

Show	Mark	Message	Date	Size	Delete
2	<input type="checkbox"/>	From: <mismith@infoway.lib.nm.us> Subject: this message is a test	Tue, 2 Jan 2001 22:00:10 GMT	722	
1	<input type="checkbox"/>	From: CAROL4150@aol.com Subject: Re: Farmington newspapers	Thu, 28 Sep 2000 06:30:33 EDT	925	

Below the table are buttons for "DELETE MARKED" and "TRANSFER". A section for "Message 1 of 2" shows the details of the selected message:

**Message 1 of 2**  
**From:** CAROL4150@aol.com  
**To:** reference@infoway.lib.nm.us  
**Date:** Thu, 28 Sep 2000 06:30:33 EDT  
**Subject:** Re: Farmington newspapers

The message body text reads: "Thank you, Mary, for your timely response. I am just starting some genealogy research in your area and needed a place to start. Thank you for the numbers. Carol:)"

Callout boxes provide the following information:

- Paperclip** appears if a file has been attached to the message.
- Envelope** – a new, unread message
- Opened Letter** – message has been read
- Your E-mail address will appear here
- Use the drop-down menu to select a different folder, then click CHANGE to view the contents of the folder
- Space available in your account
- Folder being displayed and number of messages it contains
- These buttons command actions to the list of messages above
- Upper frame lists messages
- Lower frame displays the actual message
- These buttons command actions to the message shown below

### Menu Buttons at left of screen:

- RELOAD** – click here to check for new messages (while you are still logged on)
- LOG OUT** – safely closes your E-mail account; it is recommended that you use LOG OUT to protect your account privacy, rather than just closing the program
- COMPOSE** – click here to write a message to someone (see the following section, "Send Messages")
- FOLDERS** – allow you to view available folders, and to create new ones; folders are handy for organizing messages
- ADDRESSES** – allows you to store E-mail addresses; by clicking on ADDRESSES, your stored list appears; you may select the address for whom you wish to send a message, rather than typing their E-mail address each time
- OPTIONS** – allows you to set preferences for your E-mail account, and to create a signature line
- ACCOUNTS** – allows you to set your Infoway account to check E-mail from multiple accounts
- HELP** – provides explanations for using the features of Infoway E-Mail

## SEND MESSAGES

1. On the far left side of screen, click the **Compose** button.
2. Click inside each dialog box to type (notice the flashing cursor).

**TO:** Type the complete e-mail address to which you are sending the message.

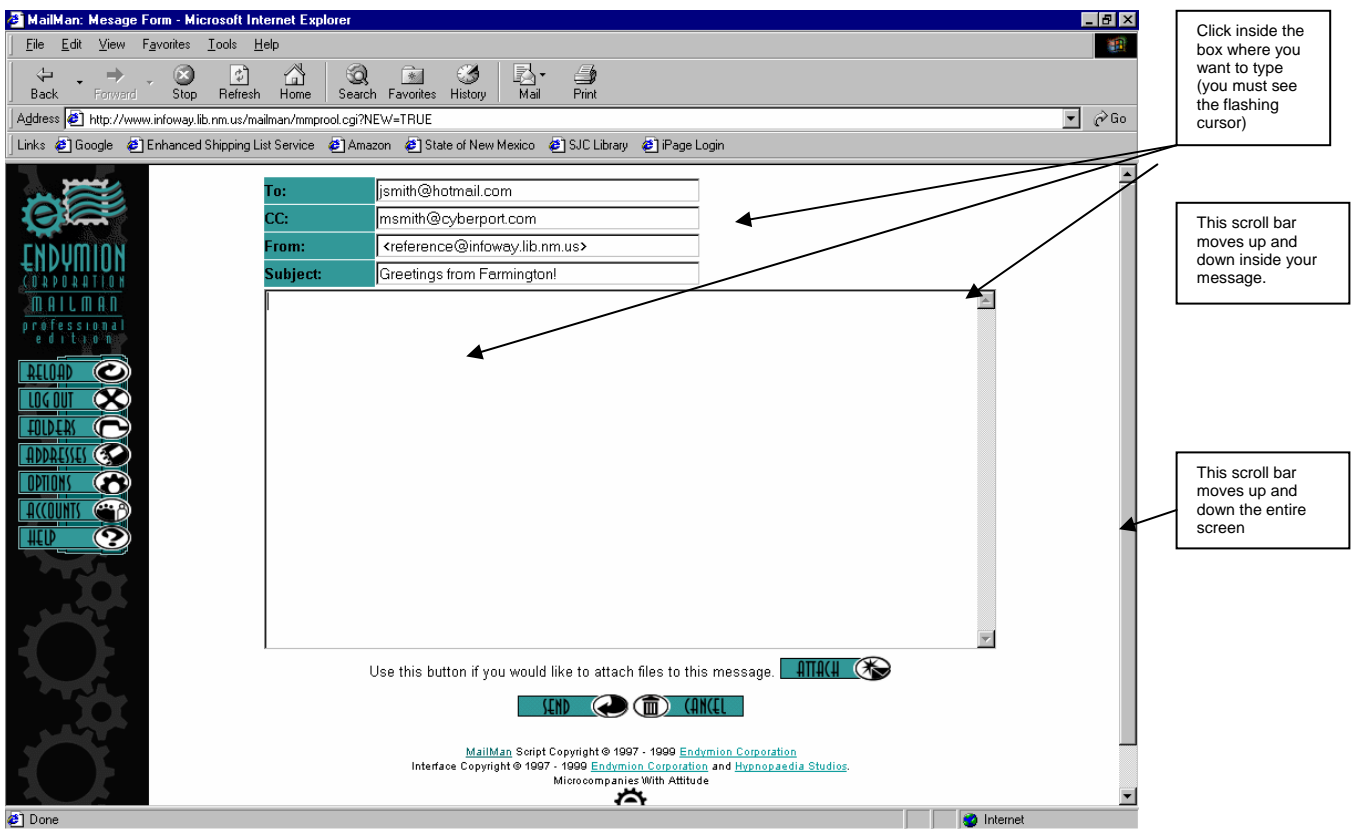
**CC:** Sends a “complimentary copy” to a second E-mail address. (Optional)

**FROM:** Your e-mail address automatically appears in this line.

**SUBJECT:** Type the subject of your message. (Optional)

Note: If you wish to send the same message to more than one person, type all of the desired e-mail addresses in the “To” or “CC” areas, separating each with a comma.

Example: To: jsmith@hotmail.com, j\_doe@yahoo.com, msmith71@usa.net



3. Click inside the large empty box (notice the flashing cursor) and type your message. Be aware that tabs or spacing may not appear the same way when your message is received and viewed.
4. Using the far right scroll bar, go to the bottom of the screen. Click the **Send** button.
5. A message will appear on the screen, confirming that your message was sent. If your message did not go through, you will see a message explaining the error. A very common error is not typing the e-mail address of the recipient (TO or CC addresses) correctly.

## **DELETE MESSAGES (moves messages to TRASH folder)**

On the upper frame (the contents of your inbox), click **Delete**, next to the message you wish to delete (picture of a letter with red X).

OR

To delete several messages, click in the box (under Mark) next to each message you wish to delete. Click the **Delete Marked** button on the far right of the upper frame.

Your messages have been moved to your TRASH folder, and may be retrieved if needed.

To permanently remove messages from your E-mail account, you must empty the TRASH folder:

1. Change to the TRASH folder:  
Use the drop-down next to “Change to folder” and select TRASH.  
Click on the “Change” button. The contents of the TRASH folder will be displayed.
2. Click Delete, next to the message you wish to delete (picture of a letter with red X)

OR

To delete several messages, click in the box (under Mark) next to each message you wish to delete. Click the **Delete Marked** button on the far right of the upper frame.

## **OPTION: EMPTY THE TRASH EVERY TIME YOU DELETE A MESSAGE --**

If you choose, you may set your account to permanently delete messages, rather than moving the deleted messages to the TRASH folder.

Use the “OPTIONS” button on the left side of the screen.

Remove the check mark from the box “Save deleted messages” --



**Save deleted messages:**

Copies deleted messages to the 'TRASH' folder.

Click on the “SAVE” button at the bottom of the screen to activate this change.

Messages you delete will no longer be copied to the TRASH folder, but will be permanently deleted.

## **ACCOUNT SIZE --**

If the contents of your account exceed the amount of storage space allotted, you will not be able to retrieve new messages until you have deleted old messages stored in your account. The “Size” column of the message list will help you determine which messages are the largest. Usually messages containing attachments or graphics will take up more space in your account than simple text messages.

## **ADDITIONAL HELP –**

For additional explanation in understanding other features of your Infoway E-mail account, use the **HELP** button on the left side of your screen.

*Farmington Public Library – Reference Desk  
2101 Farmington Avenue  
Farmington, NM 87401  
(505)599-1272*