

GMail

Courtesy of Wikipedia

“Gmail is a free email service developed by Google. Users can access Gmail on the web and using third-party programs that synchronize email content through POP or IMAP protocols.”

- Provides each user with 50Gb of storage
- Maximum size of received emails is 50Mb
- Maximum size of sent emails is 25Mb
- Includes scanning filters for spam and malware

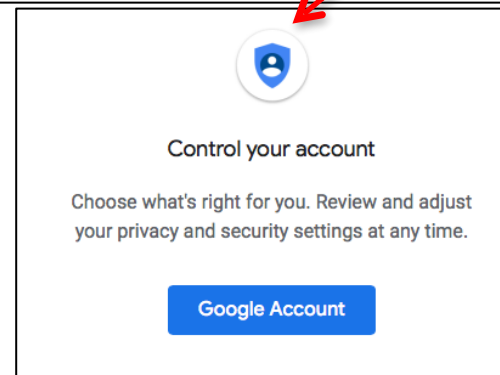
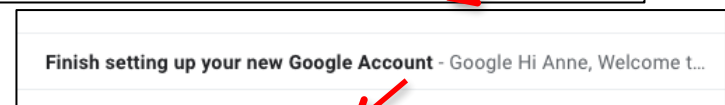
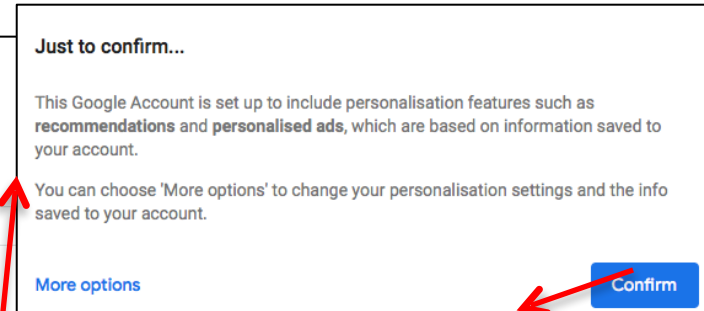
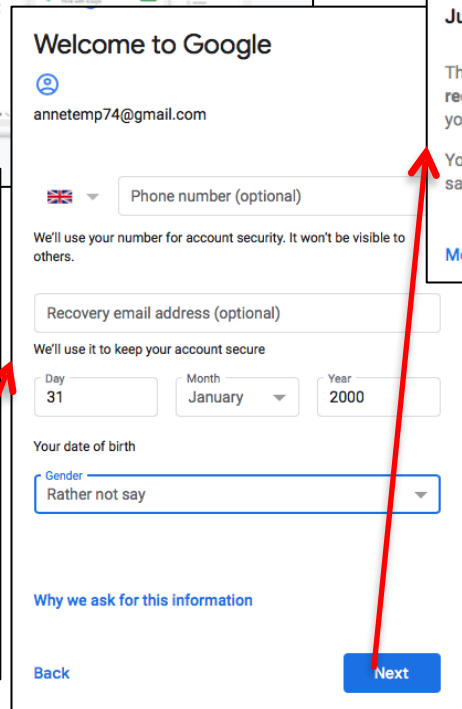
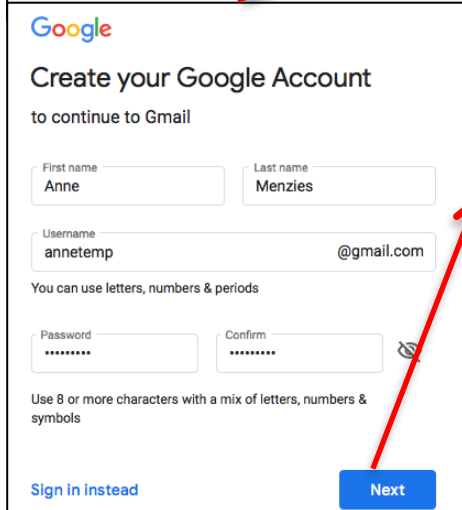
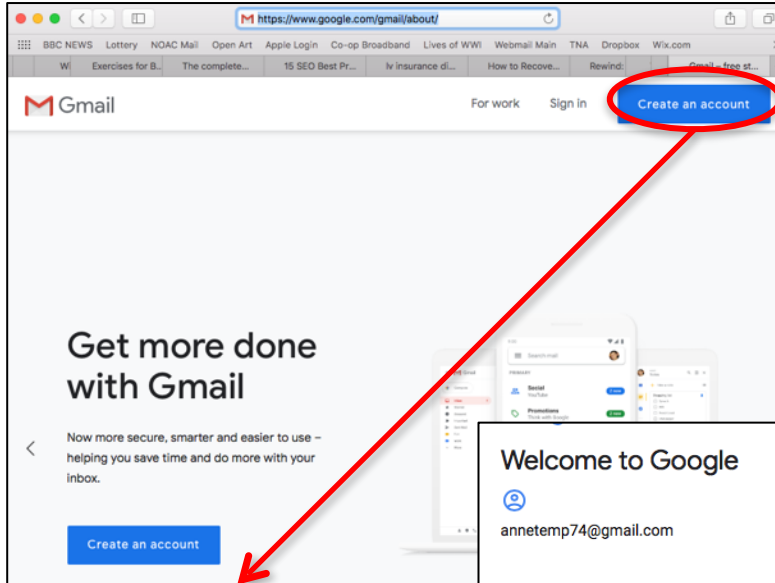
May gather data for the use of other services

A user may have several Gmail addresses, e.g. one for important, private correspondence, one for occasional use that can be “thrown away” if it gets spammed, one for purchasing, etc.

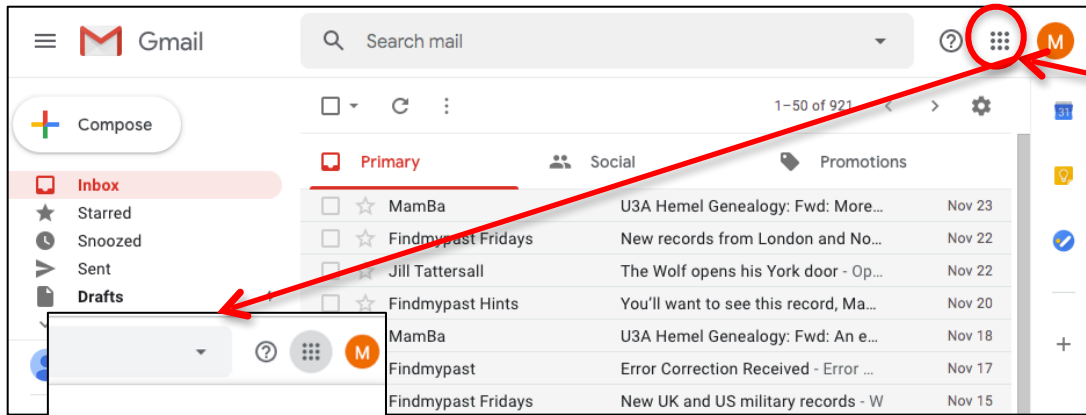
Gmail may be accessed via a desktop or an internet client.

Gmail in use -

Go to Google.com/Gmail, select “Create an Account” and fill in the fields. I chose a fictitious DOB, for my security. Once you are in, it’s important to “Control your account” to eliminate adverts, etc.



Gmail in Use – Importing Contacts

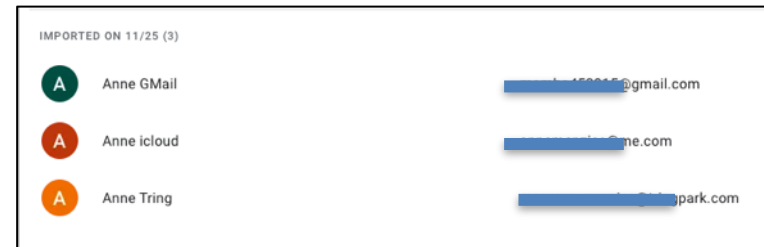
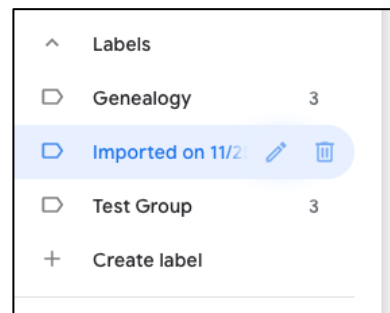
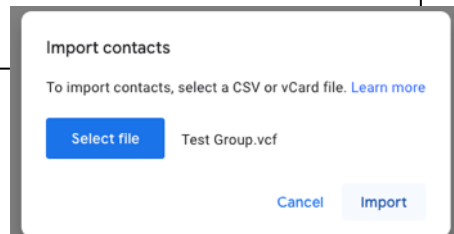
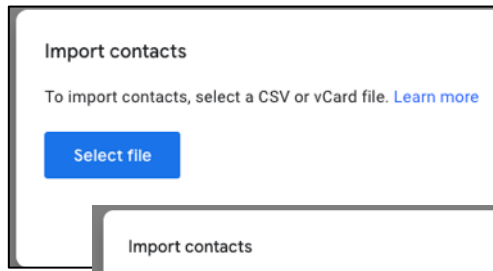
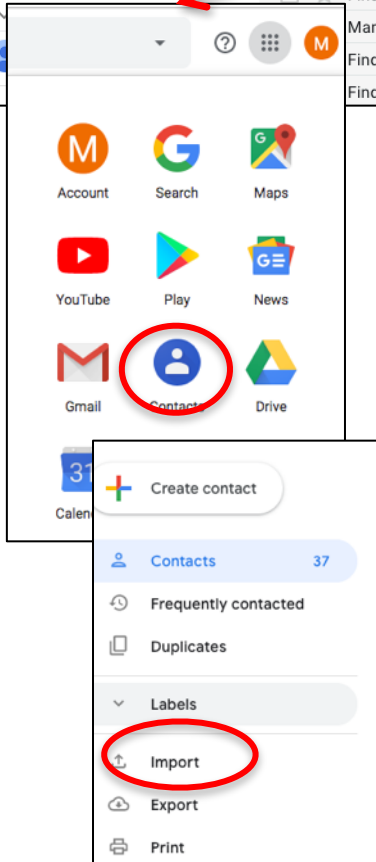


To access the contacts click on the 3 * 3 dots then select Contacts.

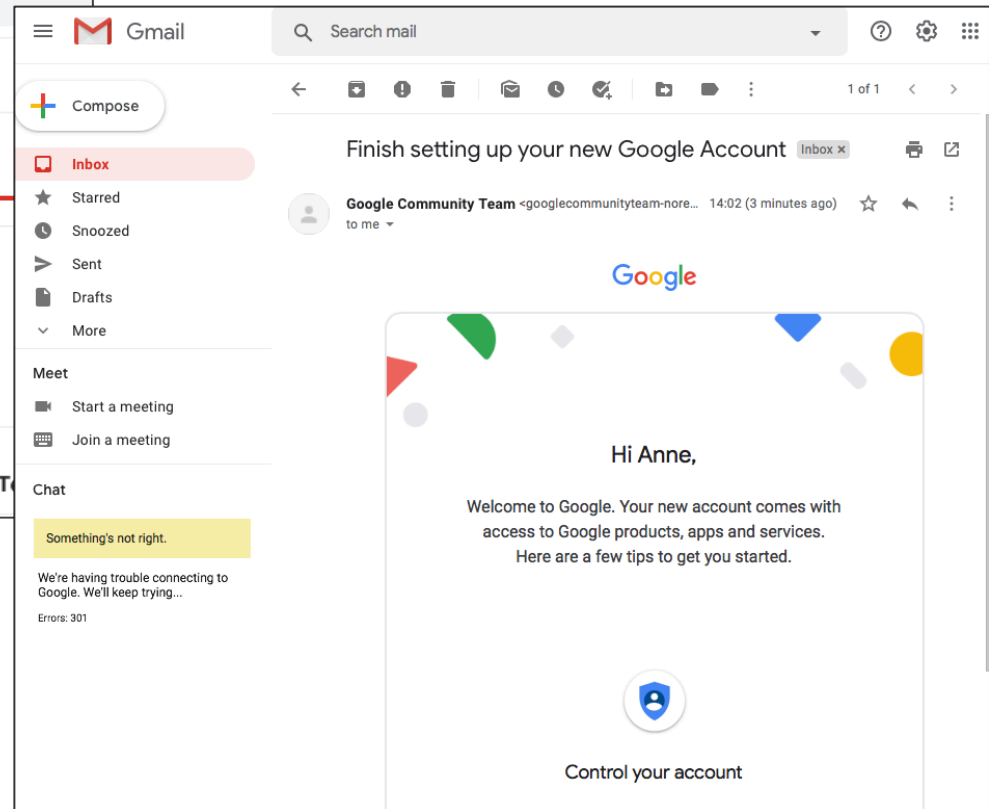
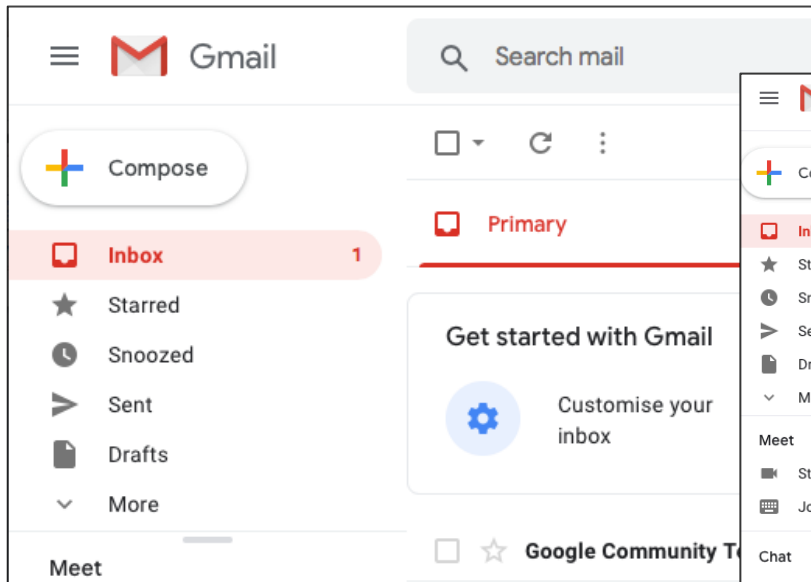
In the left hand menu of the contacts page, select “Import”

From your files select the file you want to use and click on Import.

As my original file was called “Test Group”, a new “Label” is created with the same name

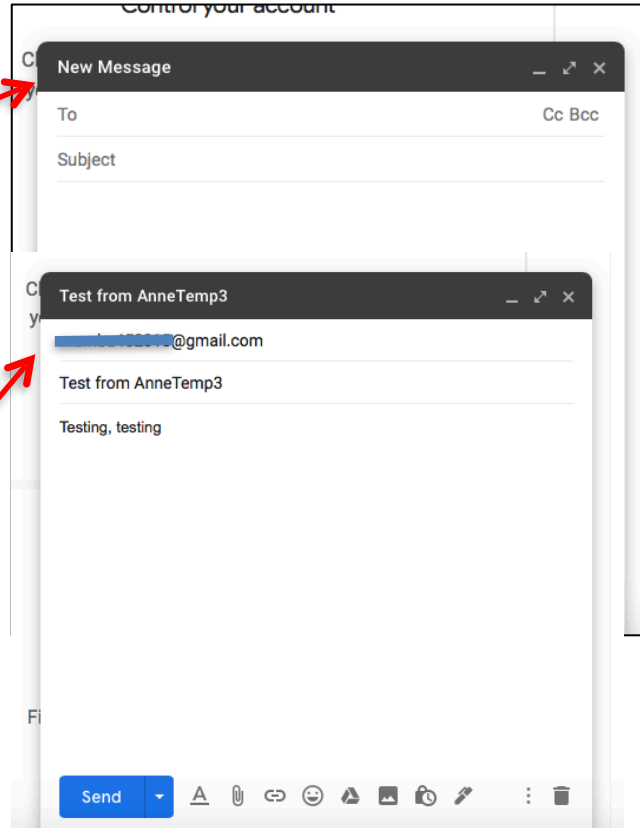
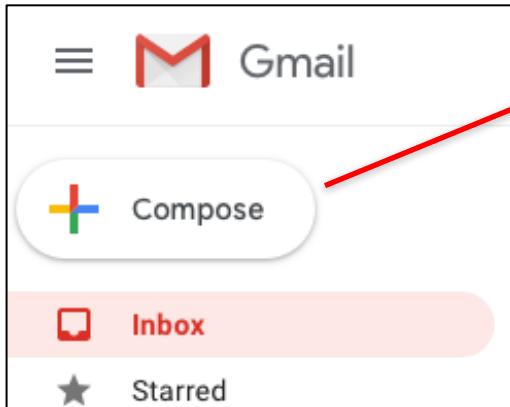


Gmail in Use – Welcome Email from Google



I strongly recommend that you do use the “Control your account” option, but I’m not going into it at the moment as there that would be part of a Security presentation.

Gmail in Use – Creating an Email



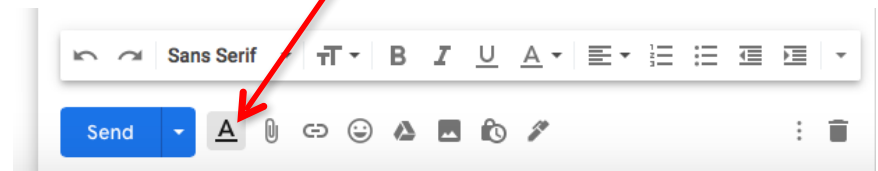
From the Gmail screen, click on Compose

In the To field, as you type, the word To will disappear

Similarly in the Subject field.

At the bottom of the email, there are options to:

format; add an attachment; insert a link; add an emoji; insert from Google drive; turn on / off confidential mode and to add a signature. Hovering over the symbol will display the option. Click to activate.



Microsoft Outlook – Office 365 – Add an Account

Adding a new account in this version is relatively straightforward. This one takes 6 steps to set up a non-standard IMAP account.

From File, select Account Options

Advanced setup

Office 365 Outlook.com Exchange Google POP IMAP Exchange 2013 or earlier Other

Account

admina@u3adacor. POP/SMTP + Add Account

IMAP Account Settings

members@u3adacorum.org

Password

Outlook

members@u3adacorum.org

Advanced options

Let me set up my account manually

Connect

Select 'Let me set up my account manually'

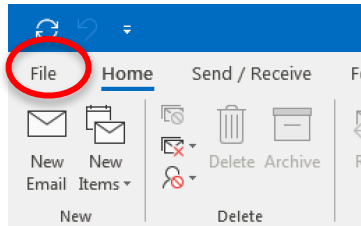
Outlook

Account successfully added

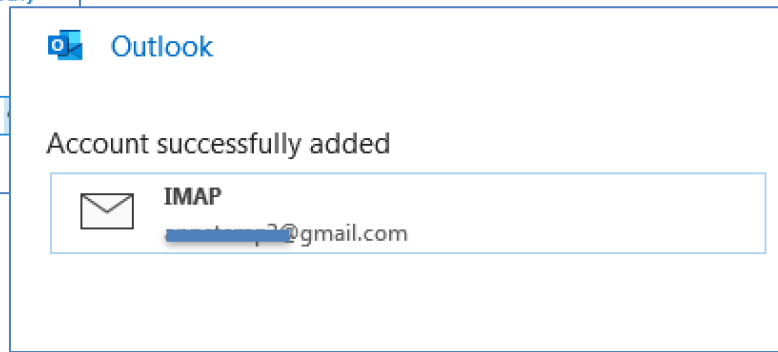
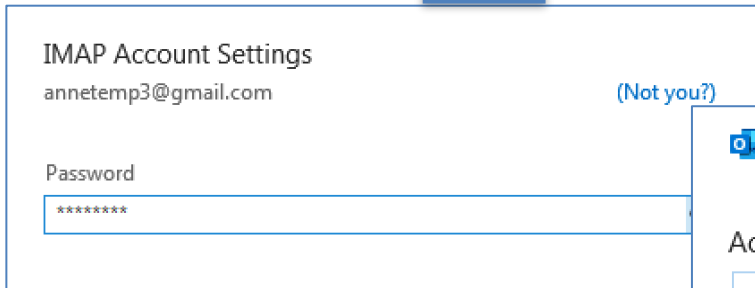
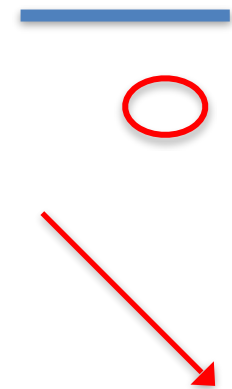
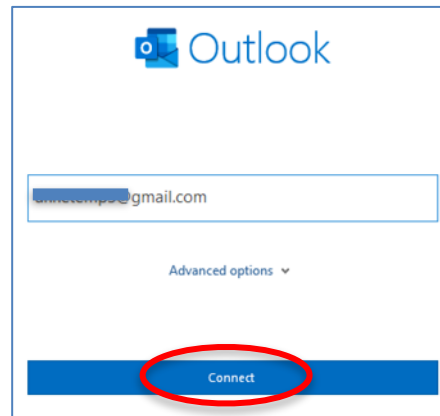
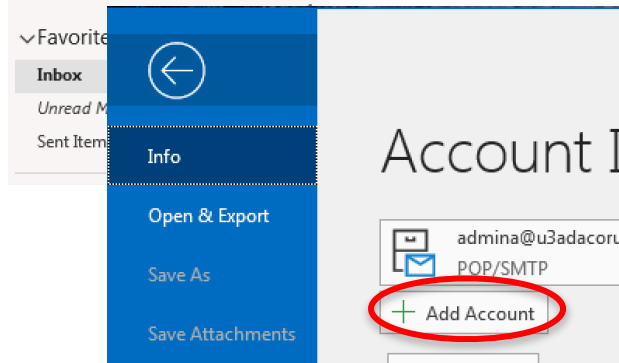
IMAP members@u3adacorum.org

Microsoft Outlook – Office 365 – Add an Account

Adding a new standard account in this version is also relatively straightforward. This one takes 5 steps to set up a GMail account.



As before, from File, select Account Options and add account. Type in the email and just click on Connect to enter your password



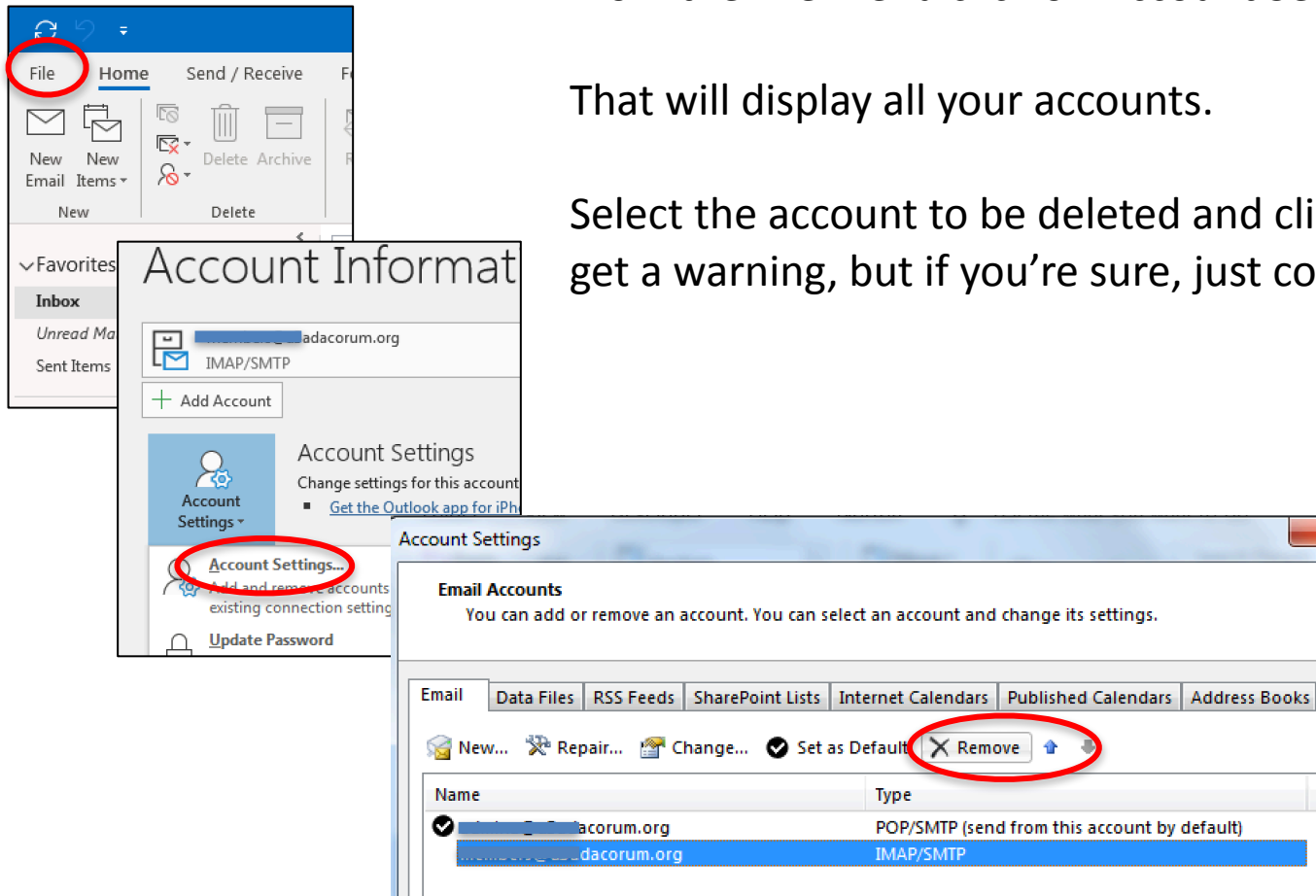
Microsoft Outlook – Office 365 – Delete an Account

If you no longer need an account, it's easy to delete it.

From the File menu click on Account Settings.

That will display all your accounts.

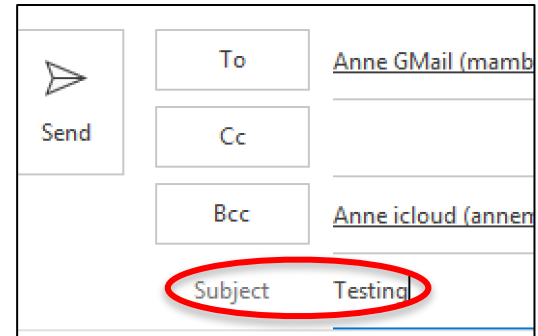
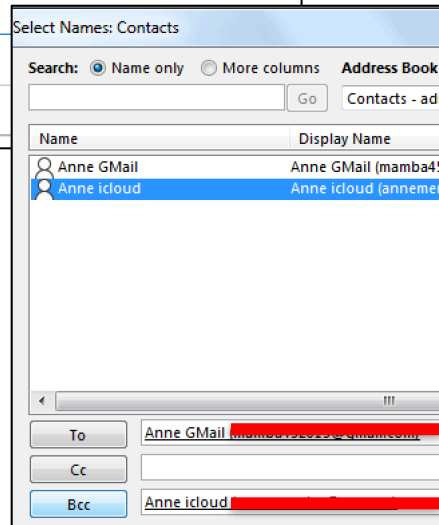
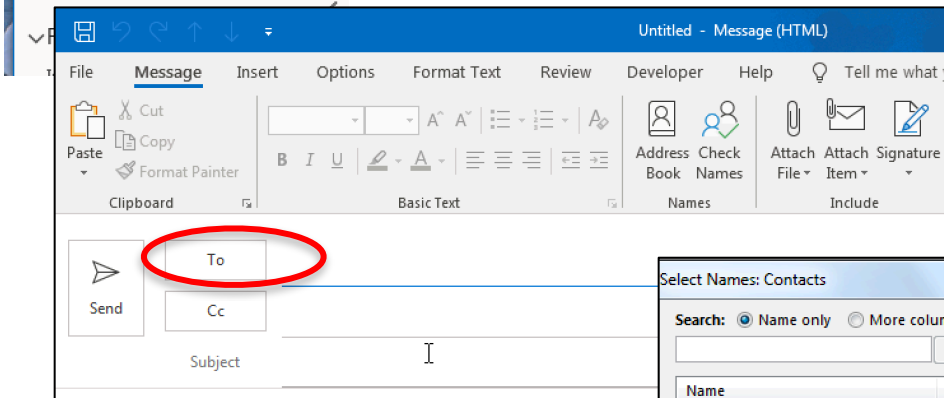
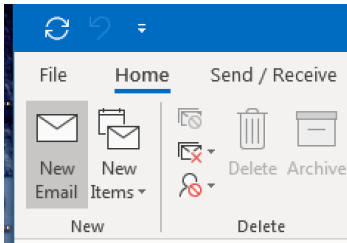
Select the account to be deleted and click on Remove. You'll get a warning, but if you're sure, just continue.



Microsoft Outlook – Office 365 – Create an EMail

Clicking on New Email will display the mail form

Click on To to bring up the list of contacts. I have only 2 here as I do not generally use Outlook.



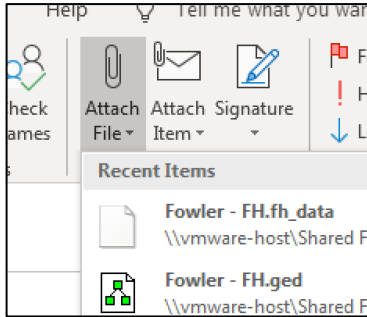
Select an email and click on "To" to add it as an addressee.

Use the same method to add to Cc and / or Bcc. Click on OK, once you're finished.

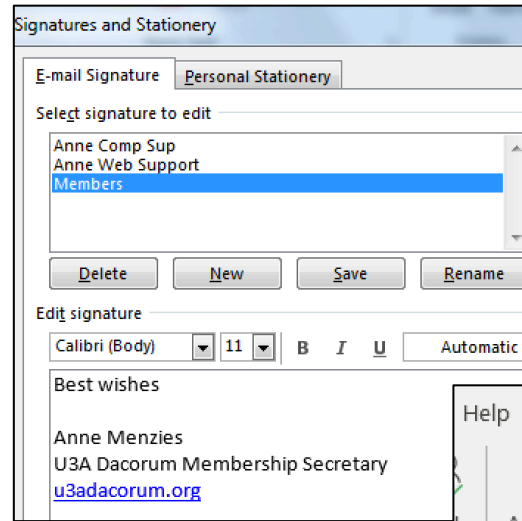


Microsoft Outlook – Office 365 – Emails Cont'd

Adding attachments and a Signature. Use the 'Insert' menu. Most of the icons are self-explanatory

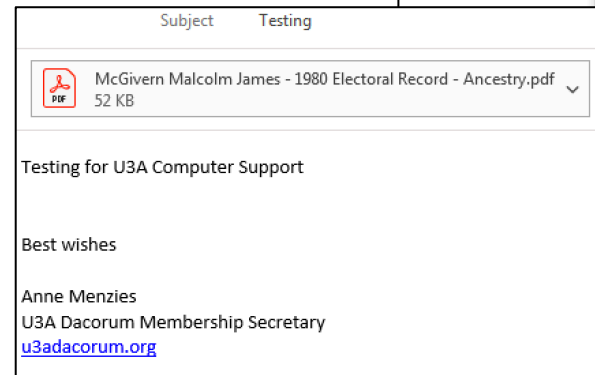
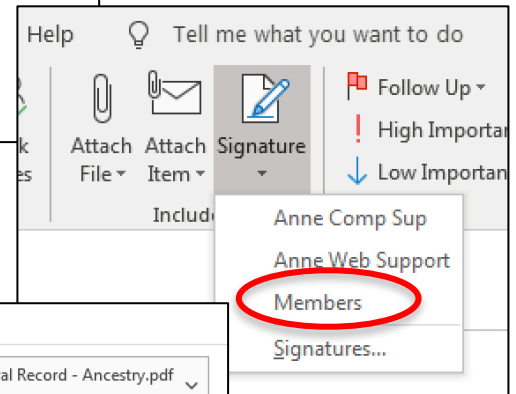
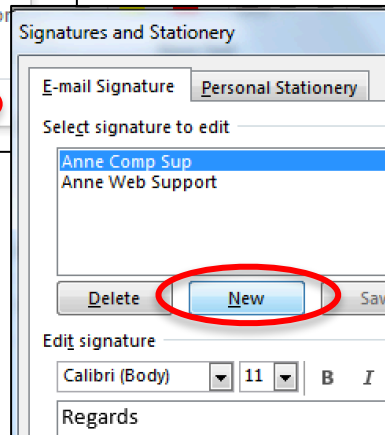
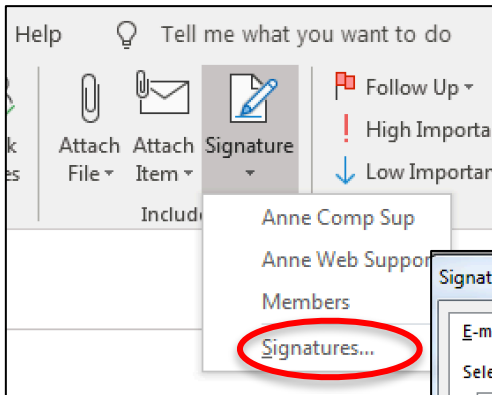


To create a signature, select Signatures and click on New



Add the required text.

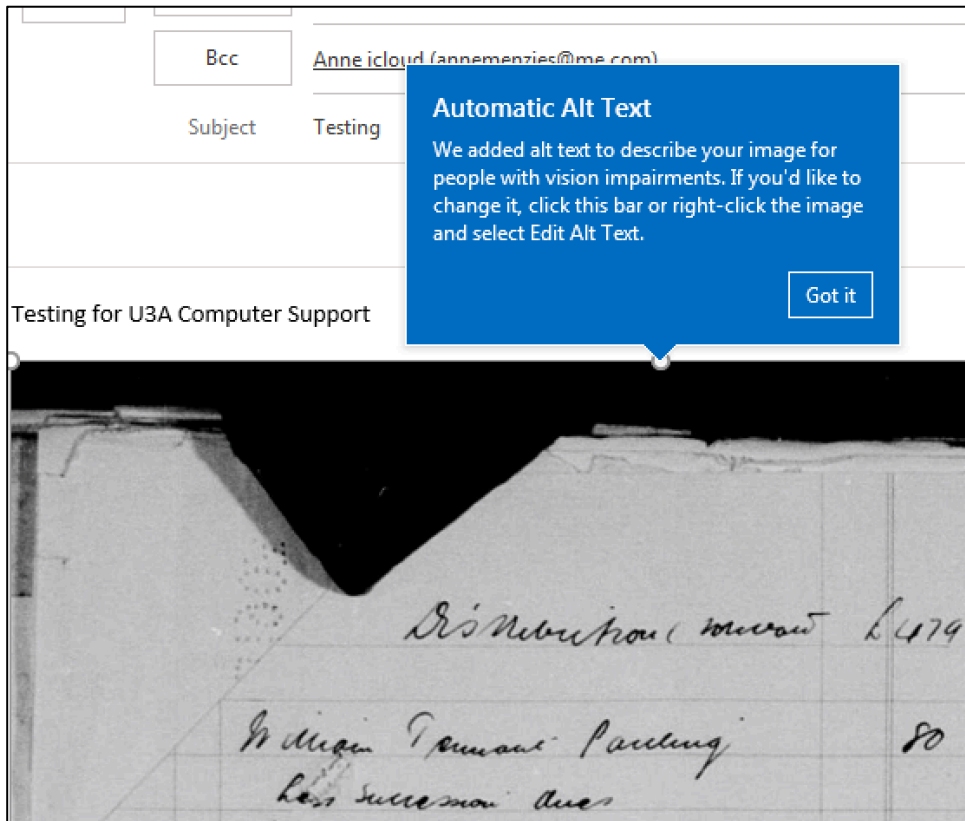
To add to the email, select the name of the signature



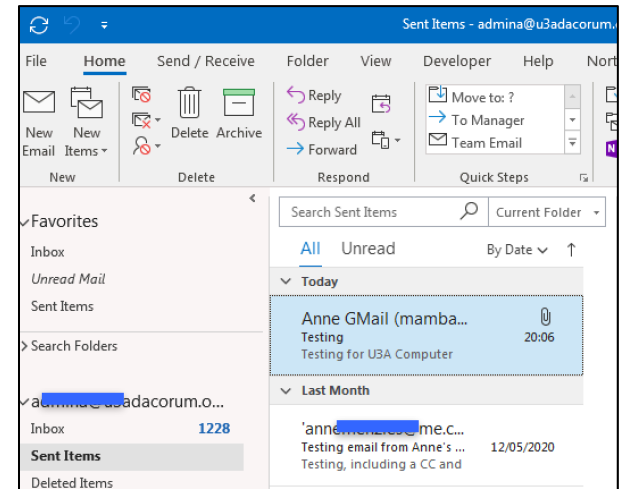
Microsoft Outlook – Office 365 – Emails Cont'd

Add images via the Insert menu.

Because 365 is an advanced application, it can be a bit clever. It has automatically added alternate text to this image.

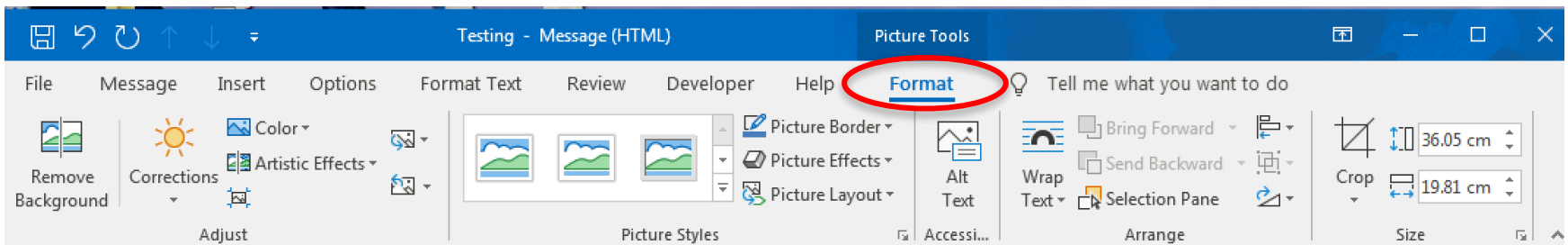
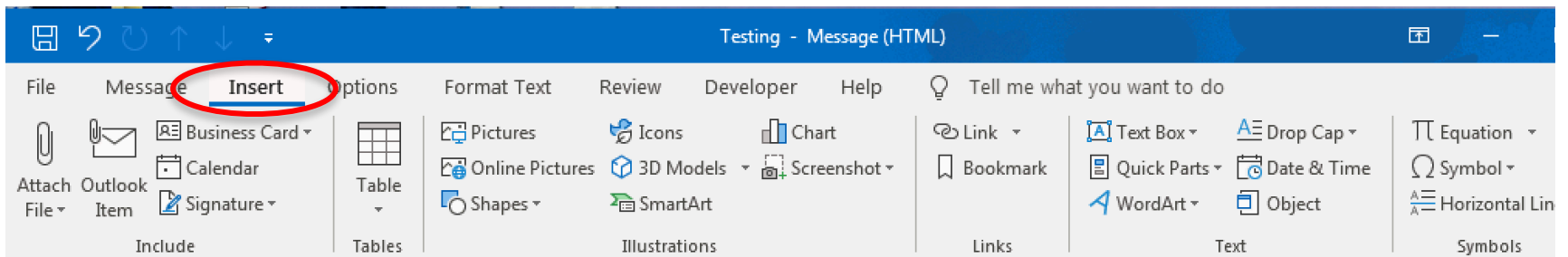
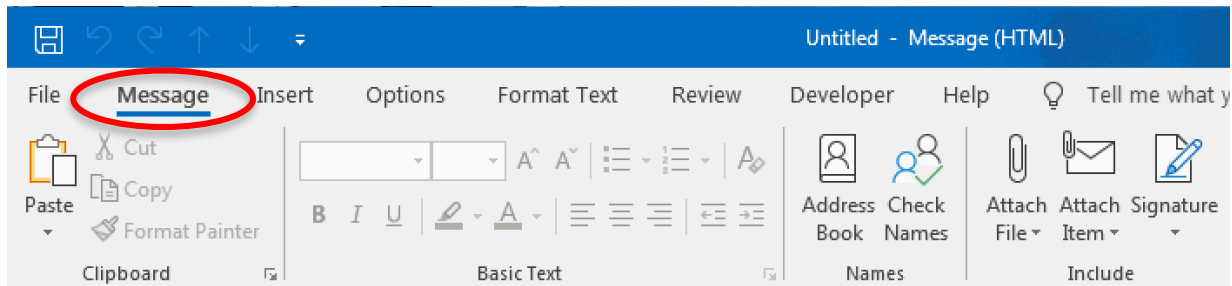


And the Sent email



Microsoft Outlook – Office 365 – Menu Bars

Just some of the menu bars.

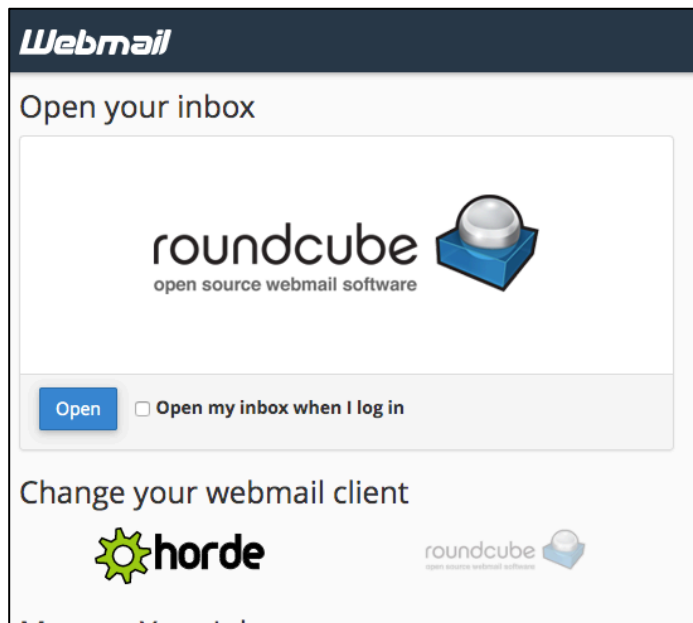


Webmail

Webmail is a term that is commonly used in two ways. It's used to describe web-based email services like [Yahoo Mail](#) and Google's [Gmail](#) but also to describe web-based access to any email account.

The important part is knowing the web address for your email. If you don't have an address that's already web-based, (Gmail, Apple, etc.) and is normally used for a company associated email e.g. U3ADacorum, i.e. has the same extension as the website. You cannot use web-based emails like Gmail with Webmail.

In a recent Art competition support role, I used to get vast quantities of spam, and used Webmail to delete them, rather than downloading them all to my computer.



When you log in to Webmail you'll be presented with a choice of client. Roundcube or Horde. Click on one of them to **open** it and display your inbox.

Webmail – “Roundcube” view 1

On first logging in, you’ll see the default layout for your emails, i.e. just a list

There are many settings available via the **Settings** icon, two that I use are displayed: The Preferences **Mailbox View > Layout** is self explanatory.

In the **Server Settings**, using “Do not show deleted messages” removes them from the inbox to the “Deleted Items” folder.

In “**Identities**”, set up a signature block if you wish

The image is a collage of screenshots from the Roundcube webmail interface, illustrating various settings and their locations. The top screenshot shows the main inbox view with a red circle around the 'Settings' icon in the top navigation bar. Below it, the 'Settings' menu is shown with 'Preferences' and 'Identities' circled in red and blue. The 'Mailbox View' section shows 'Layout' circled in blue. The 'Server Settings' section shows 'Do not show deleted messages' circled in green. The 'Edit Identity' section shows a signature block for 'Anne Menzies' circled in blue. Arrows connect these elements to the explanatory text on the right.

Subject	From	Date	Size
[U3a_webadmin] Digest on ...	mike	Sat 12:36	6 KB
Re: [U3a_webadmin] Walkin...	Maureen Menzies	Sat 12:13	10 KB
Re: [U3a_webadmin] Walkin...	mike	Sat 11:54	10 KB
Re: [U3a_webadmin] Walkin...	mike	Sat 11:04	9 KB
[U3a_webadmin] Walking gr...	U3A Dacorum – AdminA	Sat 09:51	4 KB
Re: [U3a_webadmin] Fwd: R...	mike	Fri 12:37	21 KB
[U3a_webadmin] Fwd: Re: [...]	mike	Fri 12:33	20 KB
[U3a_webadmin] Fwd: [U3a ...]	mike	Fri 11:13	13 KB
[U3a_webadmin] U3a Web s...	Terry Thirlwell	2019-11-18 15:30	18 KB

Mailbox View

Main Options

- Layout
- Mark messages as read: immediately
- On request for return receipt: ask each time
- Expand message threads: never

Server Settings

Main Options

- Mark the message as read on delete:
- Flag the message for deletion instead of delete:
- Do not show deleted messages:
- If moving messages to Deleted Items fails, permanently delete them:
- Directly delete messages in Junk:
- Mark the message as read on archive:

Maintenance

- Clear Trash on logout:
- Compact Inbox on logout:

Edit Identity

Settings

- Display Name: [text box]
- Email: admin@u3adacorum.org
- Company: [text box]
- Reply-To: [text box]
- Bcc: [text box]
- Set default:

Signature

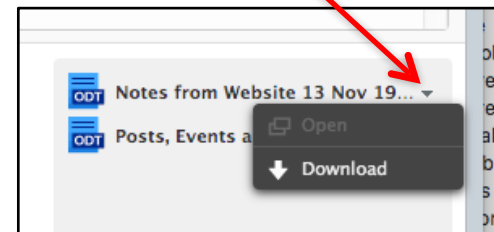
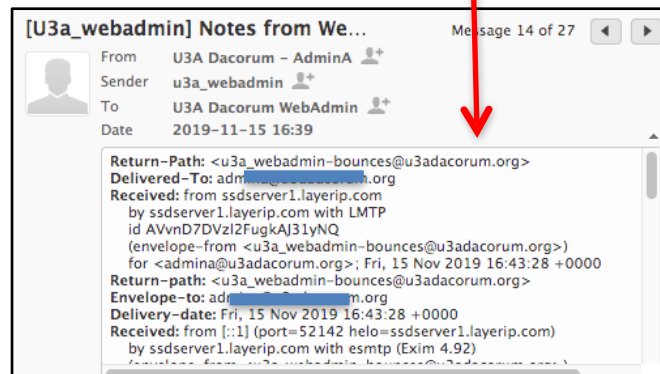
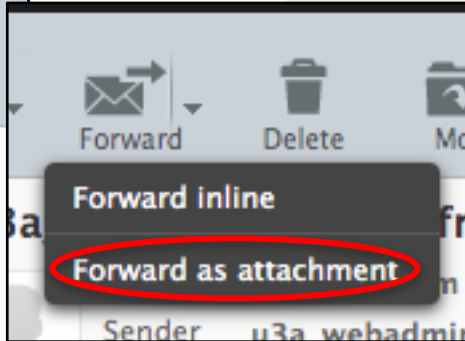
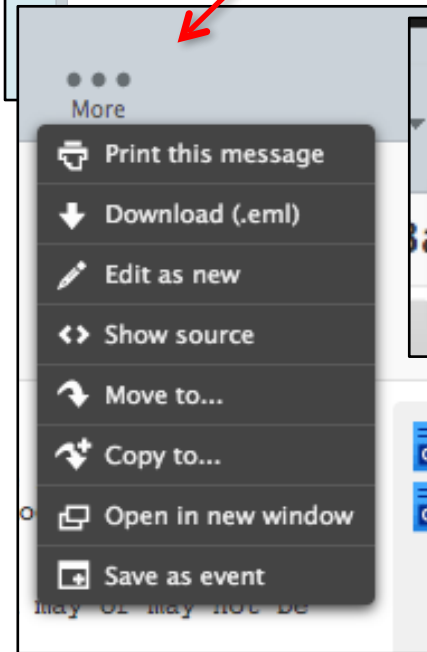
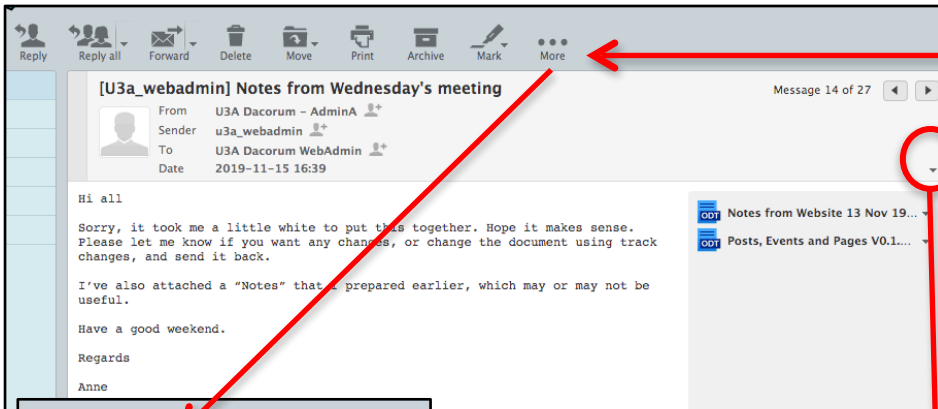
Signature: [text box] Regards
Anne Menzies
U3A Dacorum Website Support

Webmail – “Roundcube” view 2

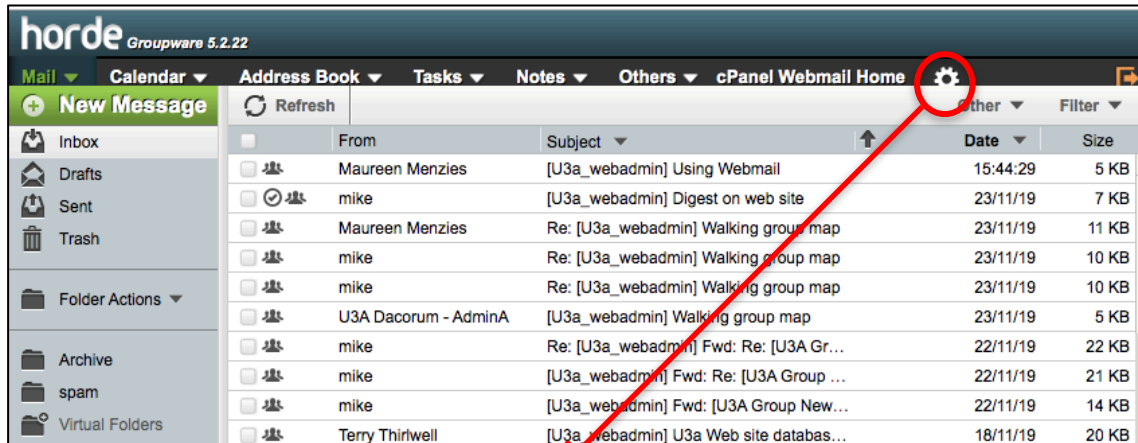
Double click on an email to view it. From the email view, apart from the obvious actions, reply, delete, etc., click on the More option for other available actions.

As well as forwarding an email, there is also an option to “forward as attachment”, useful if you want someone else to get the “raw” email. Clicking on the little down pointing arrow opposite the date, displays the raw headers – can be useful when checking that an email is from the sender!

Click the down arrow by an attachment to download it.



Webmail – “Horde” view 1



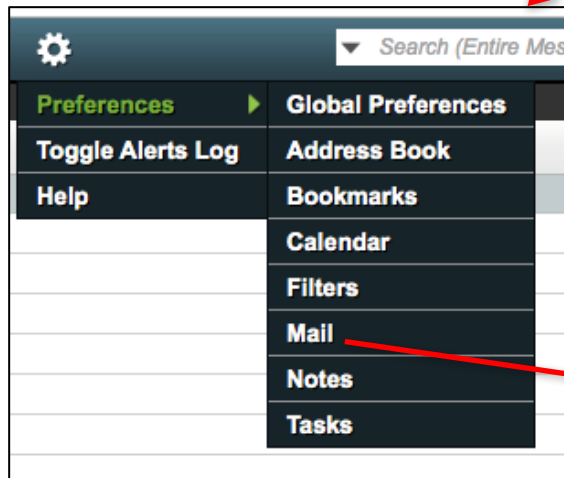
horde Groupware 5.2.22

Mail Calendar Address Book Tasks Notes Others cPanel Webmail Home

New Message Refresh Filter

	From	Subject	Date	Size
<input type="checkbox"/>	Maureen Menzies	[U3a_webadmin] Using Webmail	15:44:29	5 KB
<input type="checkbox"/>	mike	[U3a_webadmin] Digest on web site	23/11/19	7 KB
<input type="checkbox"/>	Maureen Menzies	Re: [U3a_webadmin] Walking group map	23/11/19	11 KB
<input type="checkbox"/>	mike	Re: [U3a_webadmin] Walking group map	23/11/19	10 KB
<input type="checkbox"/>	mike	Re: [U3a_webadmin] Walking group map	23/11/19	10 KB
<input type="checkbox"/>	U3A Dacorum - AdminA	[U3a_webadmin] Walking group map	23/11/19	5 KB
<input type="checkbox"/>	mike	Re: [U3a_webadmin] Fwd: Re: [U3A Gr...	22/11/19	22 KB
<input type="checkbox"/>	mike	[U3a_webadmin] Fwd: Re: [U3A Group ...	22/11/19	21 KB
<input type="checkbox"/>	mike	[U3a_webadmin] Fwd: [U3A Group New...	22/11/19	14 KB
<input type="checkbox"/>	Terry Thirlwell	[U3a_webadmin] U3a Web site databas...	18/11/19	20 KB

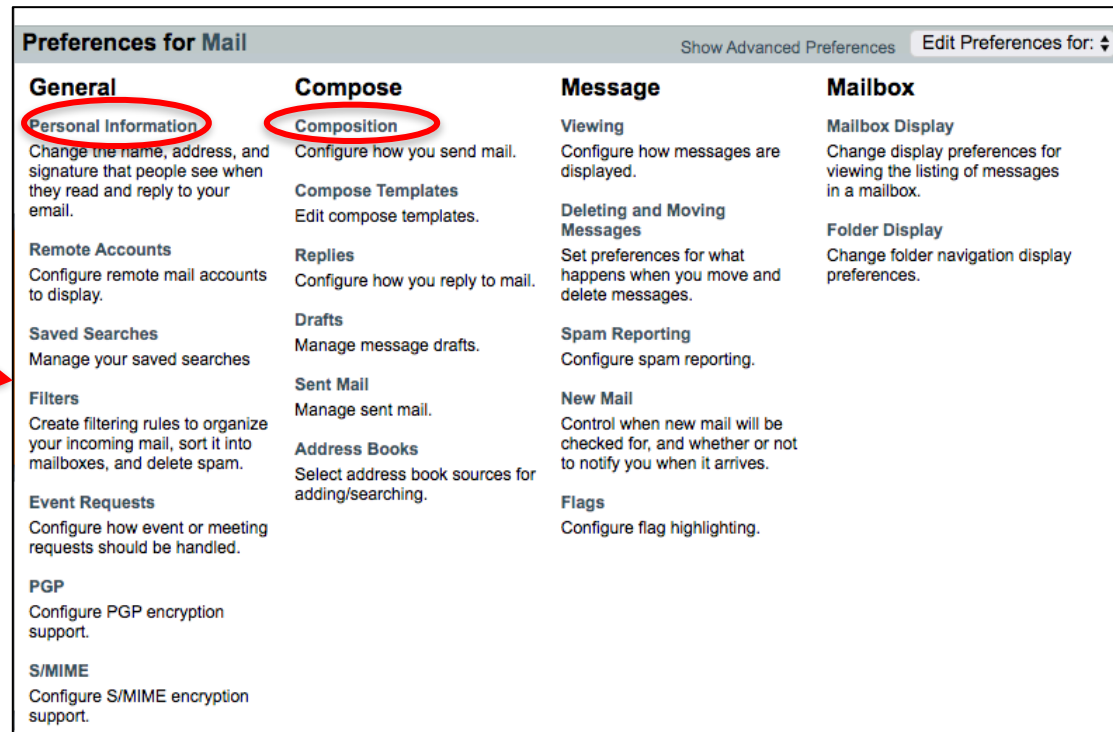
At first view, this is very similar to Roundcube, however, it is a bit more technical! Clicking on the preferences icon and selecting Mail, displays quantities of options!



Search (Entire Mess)

Preferences

- Global Preferences
- Toggle Alerts Log
- Address Book
- Bookmarks
- Calendar
- Filters
- Mail
- Notes
- Tasks



Preferences for Mail

Show Advanced Preferences Edit Preferences for: ▾

General	Compose	Message	Mailbox
Personal Information Change the name, address, and signature that people see when they read and reply to your email.	Composition Configure how you send mail.	Viewing Configure how messages are displayed.	Mailbox Display Change display preferences for viewing the listing of messages in a mailbox.
Remote Accounts Configure remote mail accounts to display.	Compose Templates Edit compose templates.	Deleting and Moving Messages Set preferences for what happens when you move and delete messages.	Folder Display Change folder navigation display preferences.
Saved Searches Manage your saved searches	Replies Configure how you reply to mail.	Spam Reporting Configure spam reporting.	
Filters Create filtering rules to organize your incoming mail, sort it into mailboxes, and delete spam.	Drafts Manage message drafts.	New Mail Control when new mail will be checked for, and whether or not to notify you when it arrives.	
Event Requests Configure how event or meeting requests should be handled.	Sent Mail Manage sent mail.	Flags Configure flag highlighting.	
PGP Configure PGP encryption support.	Address Books Select address book sources for adding/searching.		
S/MIME Configure S/MIME encryption support.			

Webmail – “Horde” view 2

Personal Information ◀ Folder Display | Remote Accounts ▶

Your default identity:
default ▾

Select the identity you want to change:
default ▾

Delete

Identity's name:
default

Your full name:
[text input]

Your From: address: (optional)
admin@... .rg

Your Reply-to: address: (optional)
[text input]


Addresses to BCC all messages: (optional, enter each address on a new line)
[text area]

Your signature:
Regards
Anne Menzies
U3A Dacorum Website Support

Precede your text signature with dashes ('--')?
Your signature to use when composing with the HTML editor (if empty, the text signature will be used) (maximum total image size is 30 KB):

B I U Arial 1... [font color] [font size] [bulleted list] [numbered list] [link] [image] [calendar] [emojis] [help]

Regards
Anne Menzies
[U3A Dacorum Website Support](#)



Save sent mail?
Sent mail mailbox:
Sent ▾

Save Undo Changes Show All Preferences Groups

Compose
Composition
Configure how you send mail.

“Personal Information”, among other options, allows you to set up a more sophisticated signature block, if you wish, to be used when sending an HTML email, including images and links and changes to the font and colour.

To always send emails in HTML format, open Preferences > Mail and select “Composition” under **Compose**

Preferences for Mail Show Advanced Preferences Edit Preferences for: ▾

Composition ◀ S/MIME | Compose Templates ▶

Click here to open all mailto: links using Mail.

Check spelling before sending a message?

Default method to compose messages:
 Plain Text
 Rich Text (HTML) be located in the compose text area by default?

Top ▾

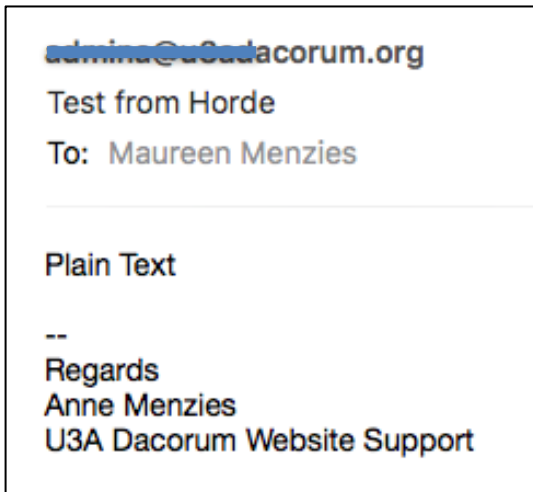
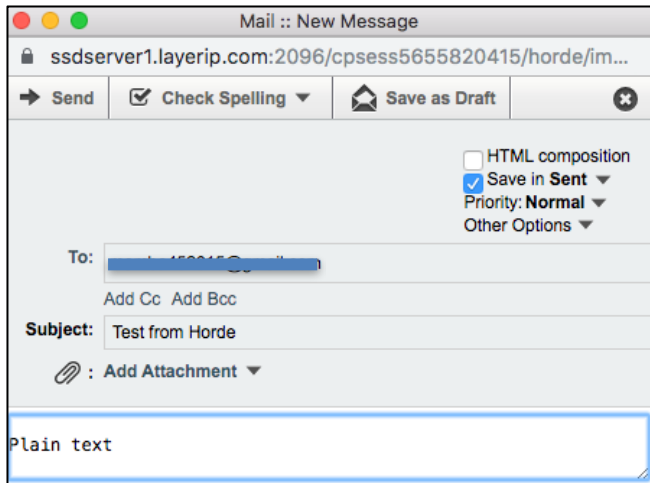
Show the signature on the compose screen?

Your default encryption method for sending messages:
[dropdown]

Compose messages in a separate window? (Basic view only)
 Display confirmation in popup window after sending a message? (Basic view only)

Save Undo Changes Show All Preferences Groups

Webmail – “Horde” view 3



Having clicked on “New Message”, you’ll be presented with a blank message. If you’ve not set up to send in HTML format you’ll see the one on the left, otherwise on the right. Note you have the option to select HTML composition.

In the HTML version, there are options to format the text, add images and links, etc.

The received emails are also shown.

