



Using Trumpeter Webmail at Tufts Learning Guide

Trumpeter Email at Tufts: An Overview

Below you will find some nomenclature to help familiarize you with the Tufts Email System.

Term	Definition
UTLN	Universal Tufts Login Name. You will use your UTLN and password to access a variety of resources, including email and the Tufts network.
Email Address	firstname.lastname@tufts.edu
Trumpeter	The primary email system at Tufts.
Trumpeter Webmail	A web based interface to access your Trumpeter email. https://webmail.tufts.edu

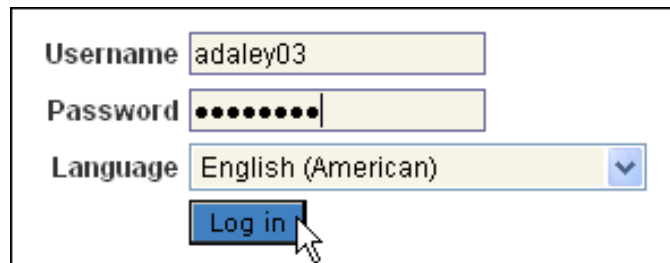
Logging into Webmail

- Launch an internet browser.
- Visit <https://webmail.tufts.edu>
- In the box labeled **Username**, type your Trumpeter UTLN (for example, adaley03).
- In the box labeled **Password**, type your Trumpeter email password.

- If you wish to display Trumpeter Webmail in a foreign language:
 - Click on the down-facing arrow next to the box labeled **Language**.
 - From the list that appears, choose the language you wish to use (for example, Español).



- Click on the button labeled **Log in**.



- The **Trumpeter Webmail** window will appear.

The Trumpeter Webmail Window: An Overview

Once you have logged into Trumpeter, you will be able to view any new emails you have received.

Trumpeter toolbar *Message List*

TUFTS

Inbox Compose Folders Search Trumpeter Tools Help Filters Address Book Options Log out Open Folder

Quota status: 4.66MB / 75.00MB (6.22%)

Inbox 1 to 1 of 1 Messages

Select: Mark as: Move | Copy Messages to

Delete | Undelete | Forward Hide Deleted | Purge Deleted

#	Date	From	Subject [thread]	Size
1	03:15:33 PM	To: Andrea.Daley@tufts.edu	Test Inbox	530

Unseen Answered Important Deleted Draft Personal Attachment Signed

University IT Support Center
webmail03.usg.tufts.edu

Tufts Home | Search Tufts | Tufts Directory | Trumpeter Help

TCCS

- The **Trumpeter** toolbar contains many of the common functions in Webmail (compose, search, trumpeter tools, etc.).
- The **Message List** shows information about each message that you have received (date, sender, subject, and size).

Using Trumpeter Webmail

Once you have logged into Webmail you can read, reply to, and forward emails.

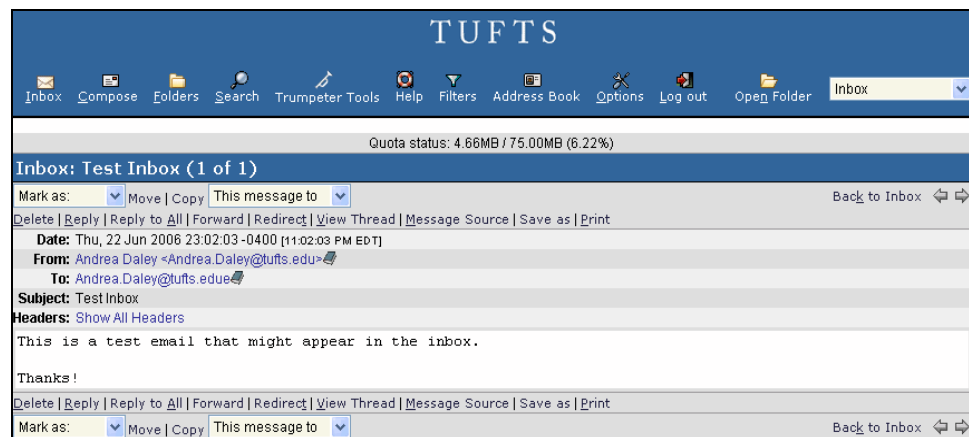
Viewing an Email

To view an email delivered to your inbox.

- Click on the email subject.



- Your email will open in a new window.



Opening and Reading Attachments

Attachments are files that are sent along with an email, rather than in the body of the message.

Opening attachments

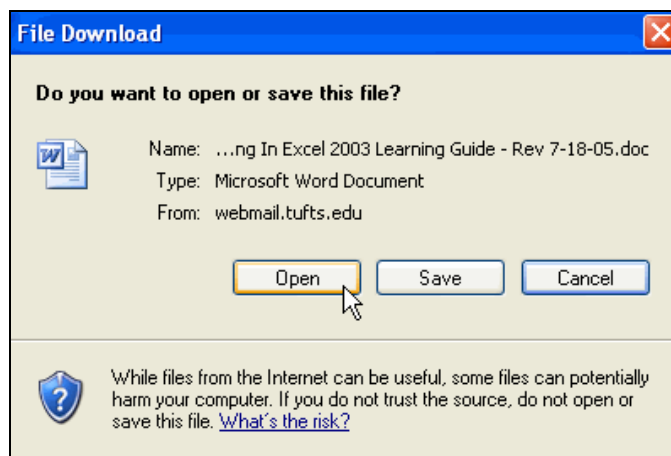
- When you receive a message with an attachment, your email will appear with a paperclip icon.



- Click on the sender's name or on the subject of the email.
- Your email will open in a new window.
- Click on the **Download** button (a down-facing red arrow above a disk drive).



- The **File Download** window will appear.
- Click on the button labeled **Open**.



- The attachment will open up in the appropriate program.

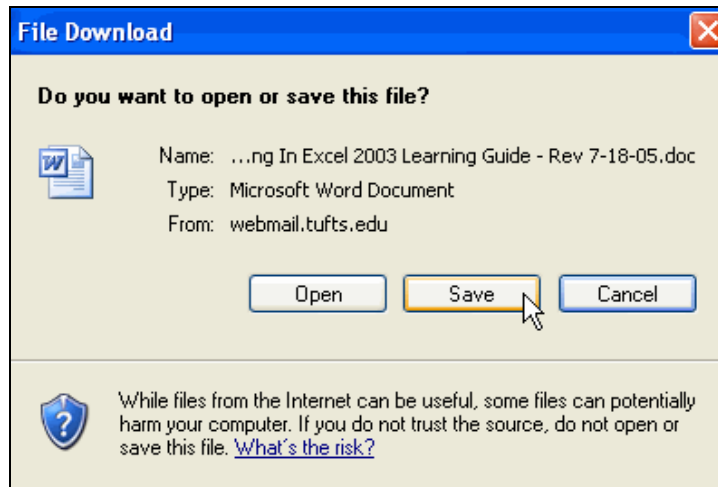
Saving an attachment

If you would like to save the attachment and open it later:

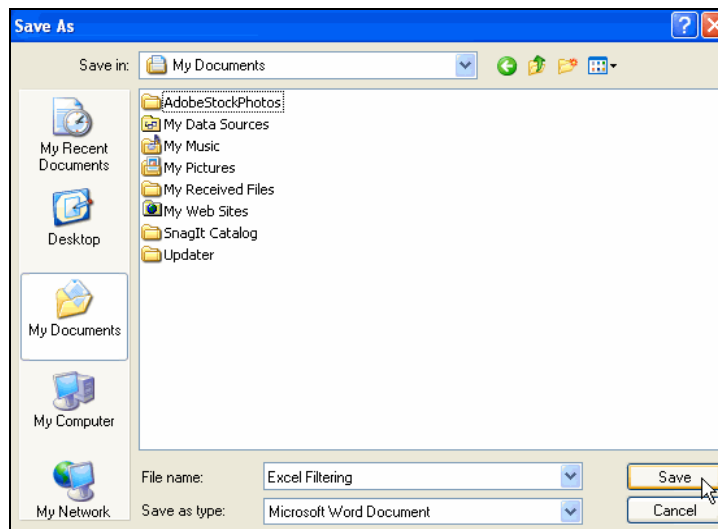
- Click on the name of the email's sender or subject to open it in a new window.
- Click on the **Download** button (a red down-facing arrow above a disk drive).



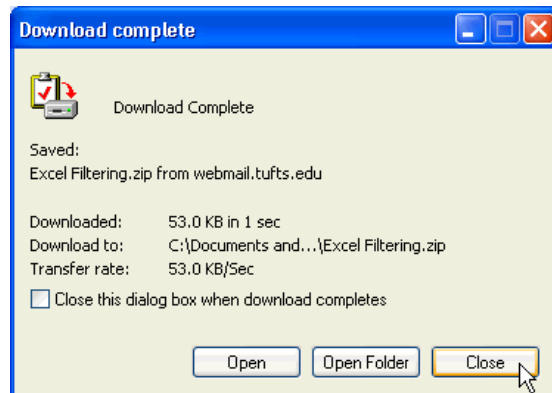
- The **File Download** window will appear.
- Click on the button labeled **Save**.



- The **Save As** window will appear.
- Navigate to the location where you want to save the attachment.
- Click on the button labeled **Save**.



- The **Download complete** window will appear.
- Click on the button labeled **Close**.



***Tip:** Never open an attachment from someone you do not know, or an unexpected or unexplained attachment from someone you do know. This is how computer viruses spread. If you are not sure, contact the sender to make sure the attachment is safe.*

Composing and Sending an Email

Composing an Email

- From the **Trumpeter** toolbar, click on the button labeled **Compose**.



- The **Message Composition** window will appear.

Message Composition

Send Message Save Draft Cancel Message

Identity Andrea.Daley@tufts.edu (Default Identity)

To

Cc

Bcc

Subject

Charset Western (ISO-8859-1) ▾

Address Book Expand Names Spell Check Special Characters Attachments

Save a copy in Sent Mail ▾

Request a Read Receipt

Request Delivery Confirmation

Switch to HTML composition

Text

Send Message Save Draft Cancel Message

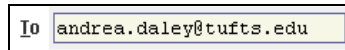
Attachments

File 1: Browse... Attachment ▾

(Maximum Attachment Size: 33,554,432 bytes)

Addressing your e-mail

- In the box labeled **To**, type the recipient's email address (for example, andrea.daley@tufts.edu).

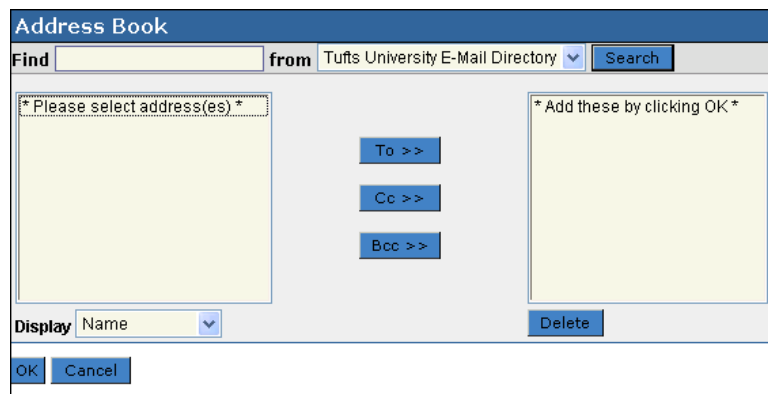


To andrea.daley@tufts.edu

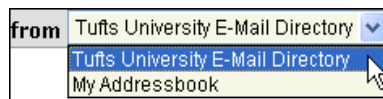
- If you wish to look up the email address from the Tufts email directory, click on the button labeled **Address Book**.



- The **Address Book** window will appear.



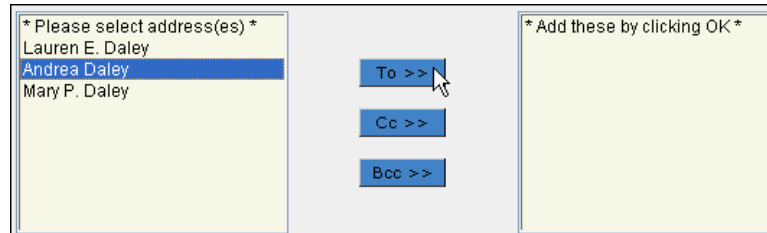
- In the box labeled **Find**, type the first name or last name of the person to whom you would like to send your message.
- In the box labeled **from**, confirm that **Tufts University E-mail Directory** appears.
- If **Tufts University E-mail** does not appear in the box labeled **from**.
 - Click on the down-facing arrow next to the box labeled **from**
 - From the list that appears, select **Tufts University E-mail Directory**.



- Click on the button labeled **Search**.



- A list of people at Tufts whose names match or contain the name you entered will appear.
- Click on the person to whom you wish to send your email.
- Click on the button labeled **To**, to add the person as a recipient of your email.

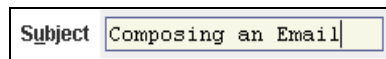


- Repeat the previous steps to continue adding recipients to your email.
- When you have finished adding all recipients, click on the button labeled **OK**.

***Tip:** You can also make this person a CC or BCC recipient of your email by clicking either the CC or BCC button.*

Composing your email message

- In the box labeled **Subject**, type the subject of your email.

A screenshot of an email composition window showing the 'Subject' field. The text 'Composing an Email' is entered into the field.

- In the box labeled **Text**, type the email message you wish to send.

A screenshot of an email composition window showing the 'Text' field. The text 'I am composing an email message!!' is entered into the field.

Attaching a File to Your Email

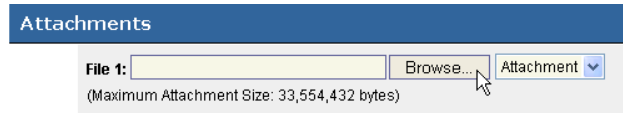
Sometimes it is necessary to electronically transmit files with an email.

To attach a file to your email:

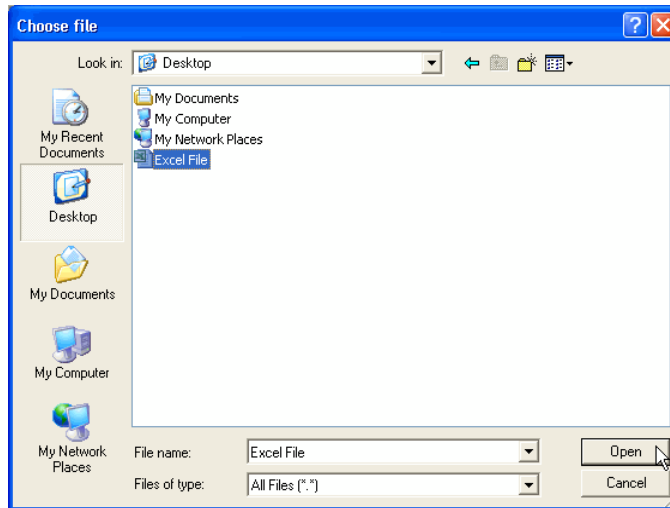
- From the **Trumpeter** toolbar, click on the button labeled **Compose**.
- Address and compose your email.
- Click on the button labeled **Attachments**



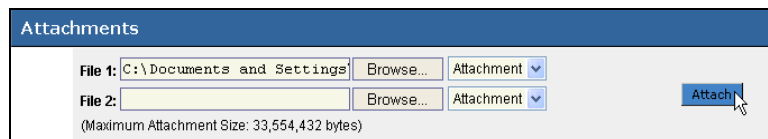
- From the **Attachment** area, click on the button labeled **Browse**.



- The **Choose File** window will appear.



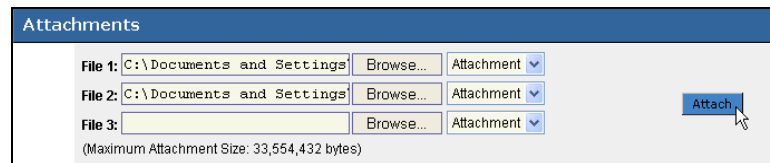
- Navigate to and select the file you wish to attach.
- Click on the button labeled **Open**.
- The file you select will appear in the box labeled **File 1**.
- Click on the button labeled **Attach**.



Attaching additional files to your email

To attach additional files:

- From your **Message Composition** window, click on the button labeled **Attachments**.
- Click on the button labeled **Browse**.
- From the **Choose File** window that appears, select the file you wish to attach.
- Click on the button labeled **Attach**.
- Your additional attached file will appear in the box labeled **File 2**.

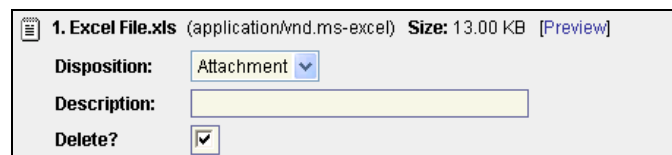


- Repeat this process until you have attached all necessary files.

Removing attached files

To remove a file that was attached to an e-mail:

- In the **Attachments** area of your **Message Composition** window, click to place a checkmark in the box labeled **Delete?** that corresponds to the attachment you wish to remove.



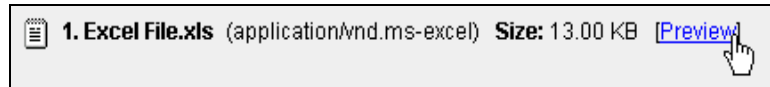
- Click on the link labeled **Update Attachment Information**.



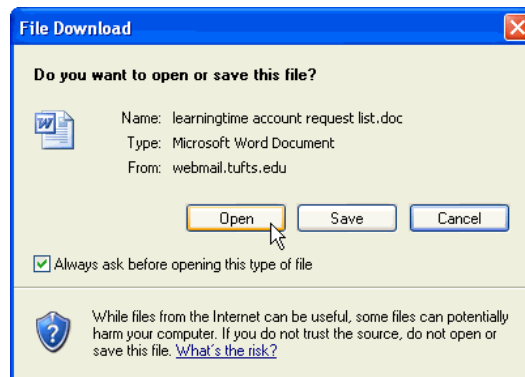
Tip: Opening an attachment before sending it

Before sending an email you may want to ensure you have attached the correct file. To open an attachment:

- Click on the link labeled **Preview** located to the right of your attachment.



- The **File Download** window will appear.
- Click on the button labeled **Open**.



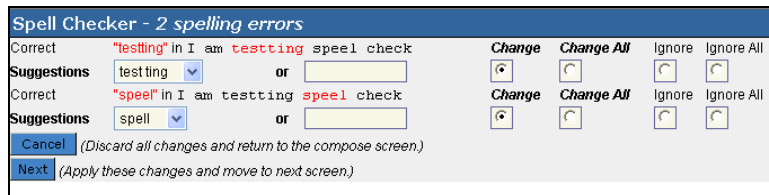
- Webmail will open up your attached file so that you can make sure it is the correct one.

Checking your email for grammar and spelling mistakes

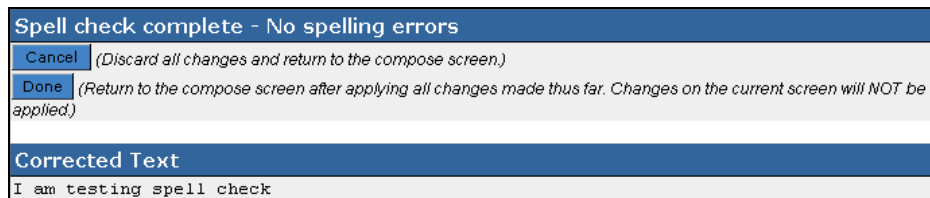
- Click on the button labeled **Spell Check**.



- The **Spell Checker** window will appear showing all words that are spelled incorrectly.
- View the suggested spellings and select the one you wish to change your incorrectly spelled word to.
- Click on the option button labeled **Change** for all words you wish to change the spelling of and click on the button labeled **Ignore** if you wish to leave your spelling as is.



- Click on the button labeled **Next** to apply your spelling changes.
- The **Spell check complete** window will appear showing your corrected text.



- Click on the button labeled **Done** to return to your compose email window.

Sending your email

To send your final email:

- Click on the button labeled **Send Message**.



- Outlook will send your email to the intended recipient.

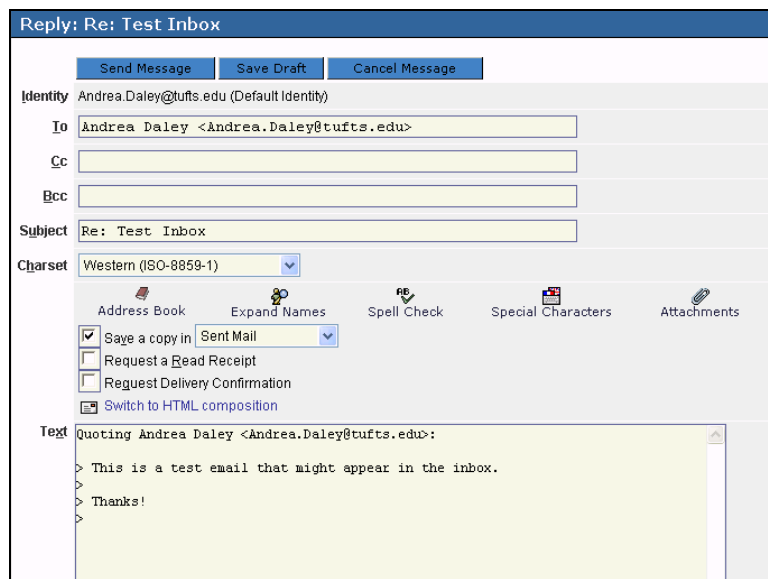
Replying to an email

When you reply directly to an email your message will include the text of the original email, which may be useful for the original sender in terms of remembering exactly what he or she had written to you. To reply to an email:

- From your **Inbox**, locate and select the email you wish to reply to.
- When the email opens up in a new window, click on the button labeled **Reply**.



- The **Reply: Re** window will appear.



The screenshot shows an email composition window titled "Reply: Re: Test Inbox". At the top, there are three buttons: "Send Message", "Save Draft", and "Cancel Message". Below these, the "Identity" is set to "Andrea.Daley@tufts.edu (Default Identity)". The "To" field contains "Andrea Daley <Andrea.Daley@tufts.edu>". The "Cc" and "Bcc" fields are empty. The "Subject" field contains "Re: Test Inbox". The "Charset" is set to "Western (ISO-8859-1)". Below the fields, there are several icons and options: "Address Book", "Expand Names", "Spell Check", "Special Characters", and "Attachments". There are also checkboxes for "Save a copy in" (set to "Sent Mail"), "Request a Read Receipt", and "Request Delivery Confirmation", along with a "Switch to HTML composition" link. The "Text" area contains a quoted message: "Quoting Andrea Daley <Andrea.Daley@tufts.edu>: > This is a test email that might appear in the inbox. > Thanks! >".

- In the box labeled **Text**, type your reply message.
- When you are finished composing your reply, click on the button labeled **Send Message**.

Tip: Replying to All Recipients

If you receive an email that was also sent to additional colleagues, you may wish to send your reply to all recipients of the email. To reply to all recipients:

- From your **Inbox**, locate and select the email you wish to reply to.
- Click on the button labeled **Reply to All**.

Reply to All

- The **Reply to All: Re** window will appear.

Reply to All: Re: Test Inbox

Send Message Save Draft Cancel Message

Identity Andrea.Daley@tufts.edu (Default Identity)

To Andrea Daley <Andrea.Daley@tufts.edu>

Cc Andrea.Daley@tufts.edu

Bcc

Subject Re: Test Inbox

Charset Western (ISO-8859-1)

Address Book Expand Names Spell Check Special Characters Attachments

Save a copy in Sent Mail

Request a Read Receipt

Request Delivery Confirmation

Switch to HTML composition

Text Quoting Andrea Daley <Andrea.Daley@tufts.edu>:

> This is a test email that might appear in the inbox.

> Thanks!

- In the box labeled **Text**, type in your reply message.
- When you are finished composing your email, click on the button labeled **Send Message**.

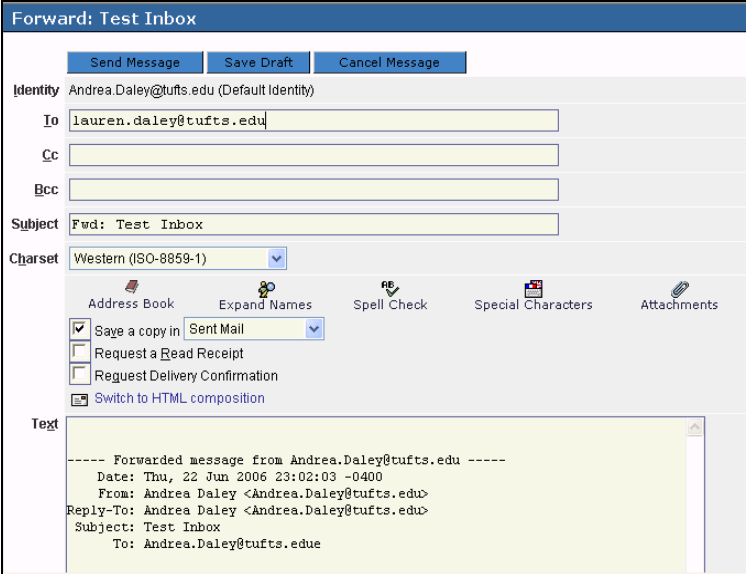
Forwarding an email

If you receive an email that you would like someone else to read, you can forward it directly to that person. To forward an email:

- From your **Inbox**, locate and select the email you wish to forward.
- Click on the button labeled **Forward**.

Forward

- The **Forward** window will appear.



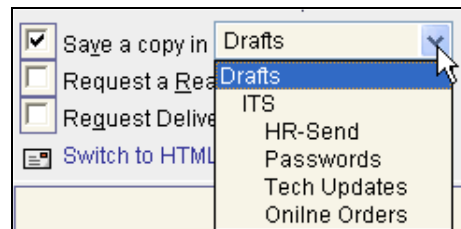
- In the box labeled **To**, type the email addresses of the recipients you wish to forward the email to.
- In the box labeled **Text**, type any additional messages that you would like to include above the original message.
- When you are finished, click on the button labeled **Send Message**.

Saving outgoing (sent) mail

By default, webmail will not save messages that you send. Your two options for saving outgoing messages are **saving an individual message** or **saving all outgoing messages**.

Saving an individual message

- Open up your trumpeter email and compose your new message.
- Click to place a checkmark next to the box labeled **Save a copy in**.
- From the drop-down menu that appears, select the folder where you wish to save your email message.

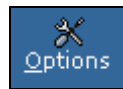


- When you send your email message, a copy will be saved in the folder you selected.

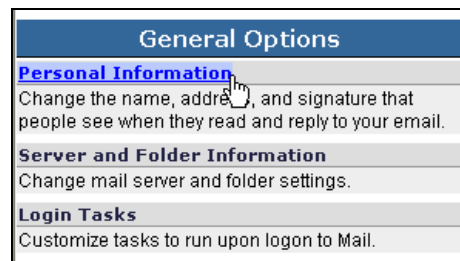
Saving all outgoing messages

In order to save all of your outgoing messages, you need to change your default identity. Your new identity will enable you to attach a signature with every email you send. To create and set up a new identity:

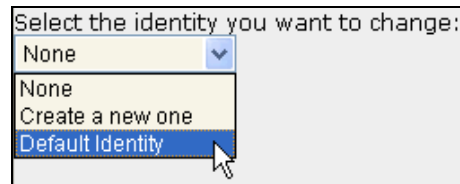
- From the Trumpeter toolbar, click on the icon labeled **Options** located at the top of the page.



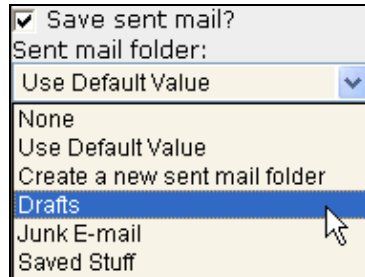
- In the area labeled **General Options**, click on the link labeled **Personal Information**.



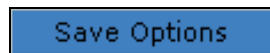
- Click on the down-facing arrow located next to the box labeled **Select the identity you want to change**.
- From the drop-down list that appears, select **Default Identity**.



- Click to place a checkmark in the box labeled **Save sent mail?**
- Click on the down-facing arrow located next to the box labeled **Sent mail folder**
- From the list that appears, select the folder where you would like your outgoing mail saved.

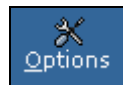


- Click on the button labeled **Save Options**.

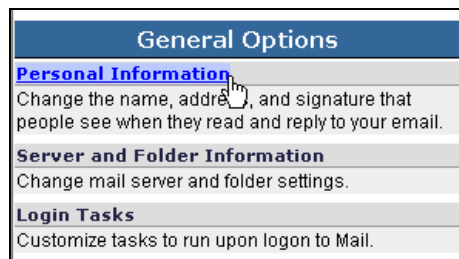


Creating a New Identity

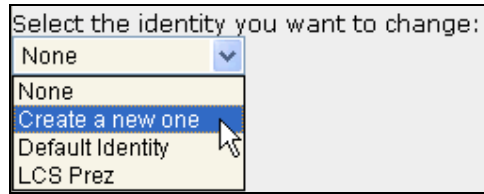
- From the Trumpeter toolbar, click on the icon labeled **Options** located at the top of the page.



- In the area labeled **General Options**, click on the link labeled **Personal Information**.



- Click on the down-facing arrow located next to the box labeled **Select the identity you want to change**.
- From the list that appears, select **Create a new one**.



- In the **Identities** area, type in the following:
 - A name for your new identity
 - Your full name
 - Your email address
 - A Reply to email address (optional)

Identity's name:
 Andrea's identity

Your full name:
 Andrea Daley

Your From: address:
 Andrea.Daley@tufts.edu

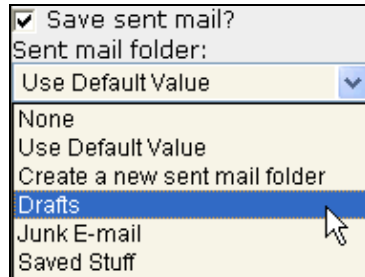
Your Reply-to: address: *(optional)*

- In the **Identities** area, you may also include:
 - Addresses to BBC all messages
 - Additional headers to display when viewing
 - Your signature text which will be included at the end of all outgoing email messages.

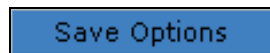
Your signature:
 --Andrea--

Andrea Daley
 Senior Training Specialist
 Information Technology Services
 Tufts University

- Click to place a checkmark in the box labeled **Save sent mail?**
- Click on the down-facing arrow located next to the box labeled **Sent mail folder.**
- From the menu that appears, select the folder where you would like your outgoing mail saved.

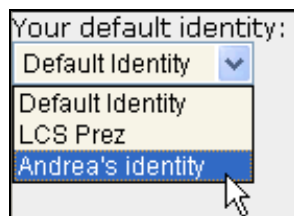


- Click on the button labeled **Save Options** to save your new identity.



Changing your default identity

- Click on the down-facing arrow located next to the box labeled **Your default identity.**
- From the list that appears, select the new identity you just created.

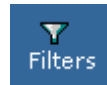


- Click on the button labeled **Save Options**. *Your identity will be updated and you will return to the **Options for Mail** window.*

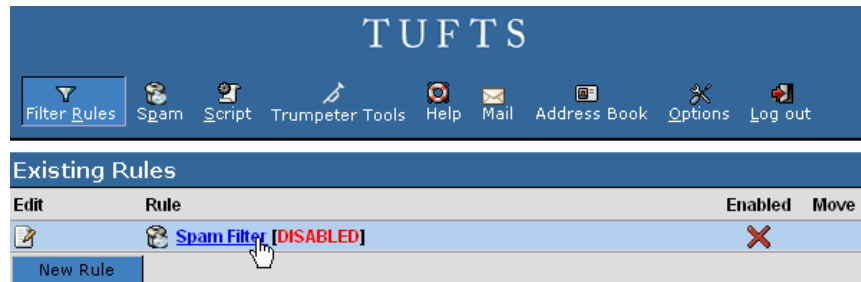
Creating a Spam Filter

While using Trumpeter email, you may wish to create a filter to sort out your Spam mail.

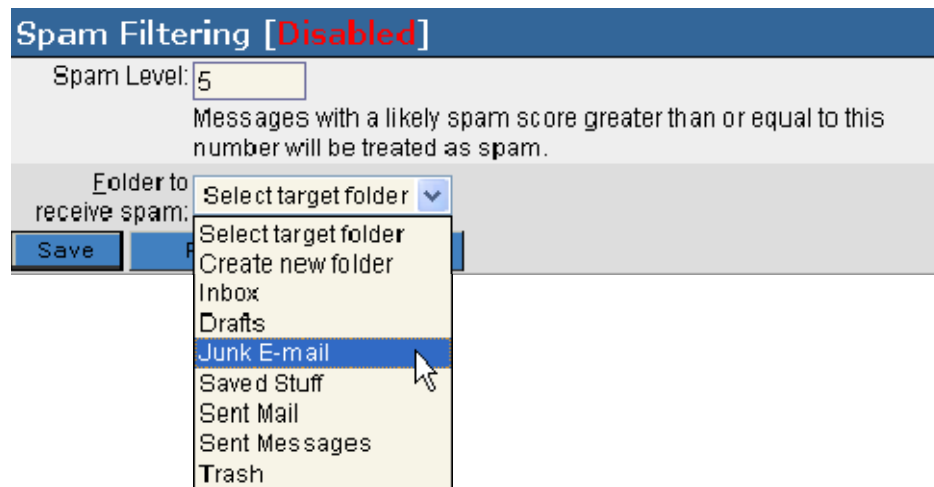
- From the Trumpeter Webmail toolbar, click on the button labeled **Filters**



- The **Existing Rules** window will appear.



- Click on the link labeled **Spam Filter**.
- The **Spam Filtering** window will appear.
- Click on the down-facing arrow located next to the box labeled **Folder to receive spam**.



- From the list that appears, select **Junk Email**.

- Click on the button labeled **Save**.

- Click on the button labeled **Return to Rules List**.
- The **Existing Rules** window will appear.
- Click on the **red X** in the column labeled **Enabled** to enable the Spam filter.

Existing Rules			
Edit	Rule	Enabled	Move
	Spam Filter [DISABLED]		
New Rule			



Existing Rules			
Edit	Rule	Enabled	Move
	Spam Filter		
New Rule			

Getting help with your email

For help with your email account on the Trumpeter mail server:

- Come to the ITS Computing Center @ Eaton Hall.
 - **Monday - Friday from 1pm - 5pm**
 - ****Excluding university holidays****
- At all other times, email student-email@ase.tufts.edu