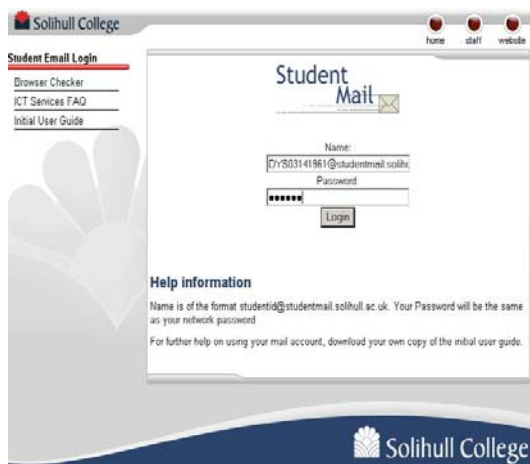


Student Mail – An Introductory Guide.

In order to access your student mail account simply click onto **View Email** from the College Intranet as shown on the right (<http://learn.solihull.ac.uk>) or alternatively, you can also access your account by double clicking the Student Mail icon that appears on your student desktop.



Logging in



On the left is the first screen that you'll see.

Your login details are as follows:

Name: StudentID@studentmail.solihull.ac.uk

Eg: DYS04358384@studentmail.solihull.ac.uk

Password: Simply use your network password.

Then click **Login**.

Should you have any problems getting into your mail account then please do not hesitate in contacting one of the ILT Assistants located in the open access centres at either the Blossomfield or Woodlands campus.

Sending a message

The menu bar below is one that you will become extremely familiar with as you start to use your mail account. The choices are fairly self-explanatory, but the first one that we will look at is **Compose**. Compose allows you to create an email message ready for sending.



By clicking onto Compose you will be presented with the screen below.

Step 1
Key in the recipients email address

Step 2
Type in what the message is about.

Step 3
Compose your message.

Step 4
Click on send.

NB: If you wish to add an attachment, you'll notice at the foot of the message area an attach option, simply browse for the file of your choice then add.

Your In-box.

Now click onto INBOX to the left of your screen. You will now see the contents of your inbox displayed as illustrated below.

From	Date	Subject
<input type="checkbox"/> Admin User	Sep 6, 2006	Welcome to Student Resources
<input type="checkbox"/> Admin User	Sep 6, 2006	Welcome to Learning Objects
<input type="checkbox"/> Admin User	Sep 6, 2006	Welcome to elibrary
<input type="checkbox"/> Admin User	Sep 5, 2006	Welcome to Student Resources

Who the message is from date message sent the subject of the message.

Reading new mail

When a new message arrives in your inbox it will appear in bold. In order to read it simply click onto the subject.

From	Date	Subject
<input type="checkbox"/> Admin User	Sep 6, 2006	Welcome to Student Resources
<input type="checkbox"/> Admin User	Sep 6, 2006	Welcome to Learning Objects
<input type="checkbox"/> Admin User	Sep 6, 2006	Welcome to elibrary
<input type="checkbox"/> Admin User	Sep 5, 2006	Welcome to Student Resources

The screenshot below is a typical view of a received item. Notice that you can forward, reply or delete the message as appropriate.

The screenshot shows an email interface. At the top, there is a navigation bar with links: [Message List](#), [Delete](#), [Previous](#), [Next](#), [Forward](#), [Forward as Attachment](#), [Reply](#), and [Reply All](#). The [Delete](#), [Forward](#), and [Reply](#) links are circled in blue. Below the navigation bar, the email header is displayed: **Subject:** Welcome to Student Resources; **From:** "Admin User" <webmaster@solihull.ac.uk>; **Date:** Wed, September 6, 2006 4:09 pm; **To:** [redacted]; **Priority:** Normal; **Options:** [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#). The main content of the email reads: "Welcome to Student Resources! If you have any questions regarding the 'Resources for all' area please contact an ILT Assistant on: Telephone: 0121 678 7111 Email: openaccess@solihull.ac.uk Otherwise your tutor will be able to guide you through all other course specific content. Thanks Moodle Admin".

Using the Address Book

Alternatively if you wish to save an address in your personal address book simply select Addresses from the menu bar.

The screenshot shows a menu bar with the following items: [Compose](#), [Addresses](#), [Folders](#), [Options](#), [Search](#), and [Help](#). The [Addresses](#) link is circled in blue.

Again complete the address book as fully as you can and then submit the new addition by clicking onto Add address.

The screenshot shows a form titled "Add to Personal address book". The form contains the following fields: "Nickname:" with a text input field and a note "Must be unique"; "E-mail address:" with a text input field; "First name:" with a text input field; "Last name:" with a text input field; and "Additional info:" with a text input field. Below the fields is a button labeled "Add address".

Options

Let's take a quick look at the choices available within Options.

The screenshot shows a menu bar with the following items: [Compose](#), [Addresses](#), [Folders](#), [Options](#), [Search](#), and [Help](#). The [Options](#) link is circled in blue.

Options - Display Preferences

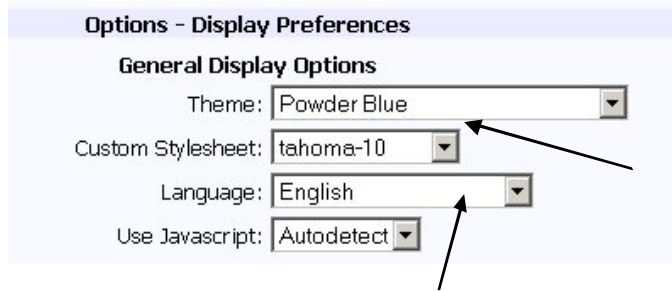
General Display Options

Theme: Powder Blue

Custom Stylesheet: tahoma-10

Language: English

Use Javascript: Autodetect



Choices include: Message highlighting, Index Order, Display Preferences and Folder Preferences. You are advised to change your display preference to the Powder Blue and Tahoma-10 option.

Note: In this area you are able to change the settings of your mail account to one of 45 different languages, including Arabic, Chinese, Japanese, Russian or Welsh.

Do remember that when you have finished, make sure that you Sign Out appropriately. Look out for the following icon located at the top right of the screen. [Sign Out](#)