

Auckland Girls' Grammar E-Mail Account Operation - EMailop

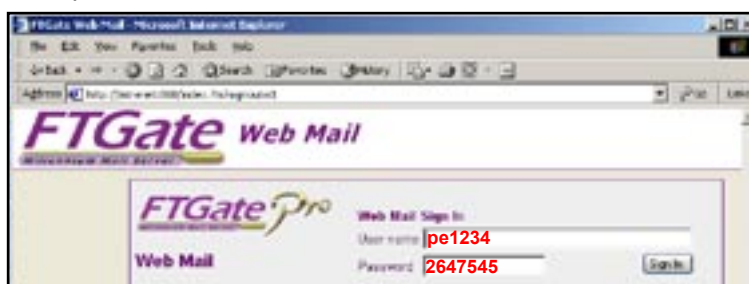
This document explains the basic operation of your Auckland Girls' Grammar FTGate web-based e-mail account.

Accessing your school e-mail account

- 1 Click on the 'Student e-mail' link on the intranet home page if you are within AGGS or on the Internet home page (www.aggs.school.nz) if you are not at school.

Note: the URL to directly access the AGGS school e-mail accounts is **<http://mail.aggs.school.nz:800>**

- 2 Enter your user name and password as indicated on your into the appropriate boxes as shown in the fictitious example that follows:



Changing your Password

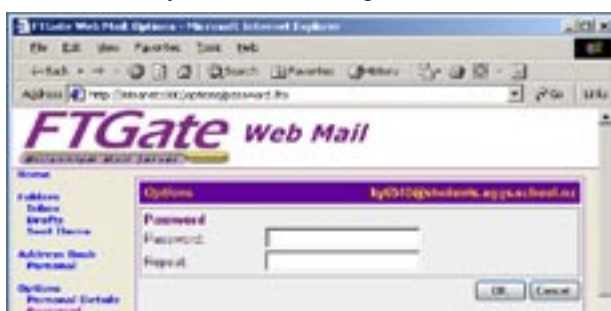
It is strongly recommended that you change your password the first time you action your account and then as and when you wish after that.

To change Your Password:

- 1 Click on the Password link in the navigation panel to the left under the Options Section



- 2 This will take you to the 'Change Password' window



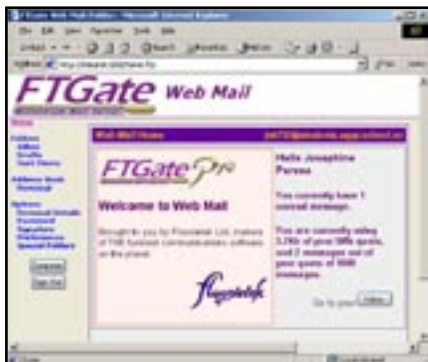
- 3 Enter your new password you would like to assign to your account into the 'Password' field
- 4 Re-enter it again to confirm the password and spelling in the 'Repeat' field
- 5 If at any stage you wish to change your mind and not proceed with changing your password, click the 'Cancel' button
- 6 Click the 'OK' button to set your new password

Please note:

Once you change your password you are the only one who knows what it is. If you forget it we cannot tell you what it is and the only way you could access your mail in the future would be to set up a new account which carries with it a financial charge.

Your Mail Box

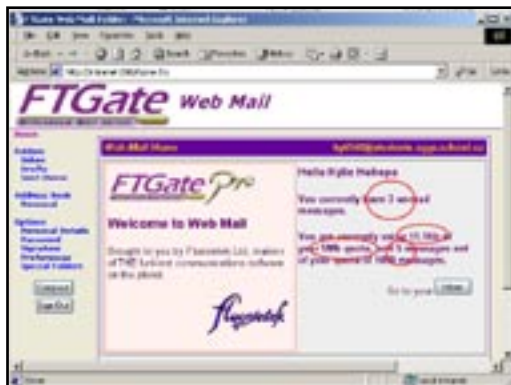
- 1 When you first log into FTGate the opening screen will advise you of whether you have any unread messages



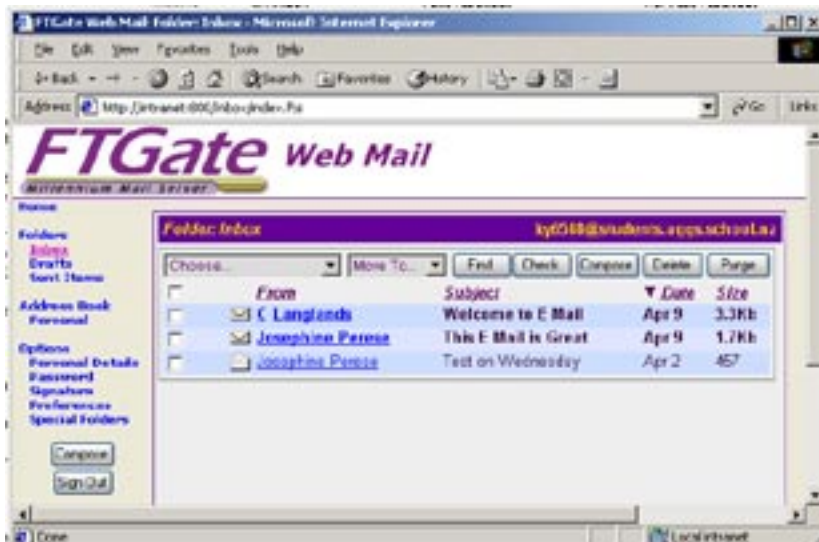
- a Unread Messages are those that have been received since you last logged in or those which were received earlier but which you did not read at the time
- b Quota Each student has been given a size quota (5 Mb) and a 'Number of Messages' quota (1000 messages). When either one (or both) of these quotas are reached a warning message will be send to you (your mail box) informing you of this and the fact that you cannot receive any new messages until the number you currently have and or the size they occupy is reduced. The solution is to delete and purge some of the messages you no longer need in order to free up space

Checking For Mail - Your In Box







- 1 Click on the 'In Box' line in the navigation bar to the left




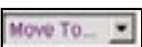





- 2 This will bring up your In Box



'In Box' Fields

- a From  The e-mail name of the person who sent you the message
- b Subject  The information the sender entered into the subject line for the message
- c Date  The date the message was sent to the school
- d Size  The amount of computer storage space your message takes up - ie how large it is
- c Tick Box  Allows you to tick and therefore select messages for which you may wish to perform an action
- d Envelope  An open envelope beside a message indicates you have read (or at least opened) it at least once before
A closed envelope beside a message indicates you have not read (or at least) opened this message before

Additional Buttons and Features for 'In Box'

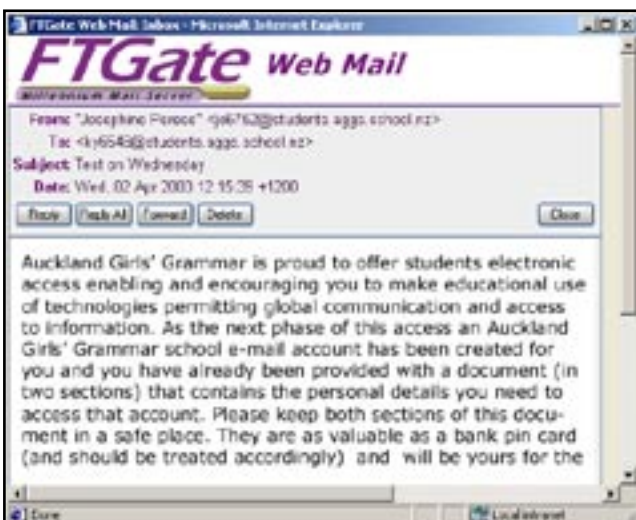
- a Choose  Opens a drop down menu to allow you to select messages for which you may wish to perform an action eg to delete, move etc
- b Move To  Opens a drop down menu to allow you to select folders to which you can move (file away) selected messages
- c Find  Allows you to search your mail box for messages that contain specific criteria you request eg senders ' names, subject line contents, key words in messages etc
- d Check  Checks your account to see if any new messages have arrived for you since the last check
- e Compose  Moves you to a compose window to allow you to compose a new message
- f Delete  Moves the selected messages (those ticked) to the delete folder and stores them there. You can still recover them from this folder if later required.
- g Purge  Sends the selected messages to the trash and completely removes them. Once purged messages are irrecoverable.

To View (Read) a Message






- 1 Click on the blue link showing the sender's name



- 2 This will open up the message into a window:



Message Fields

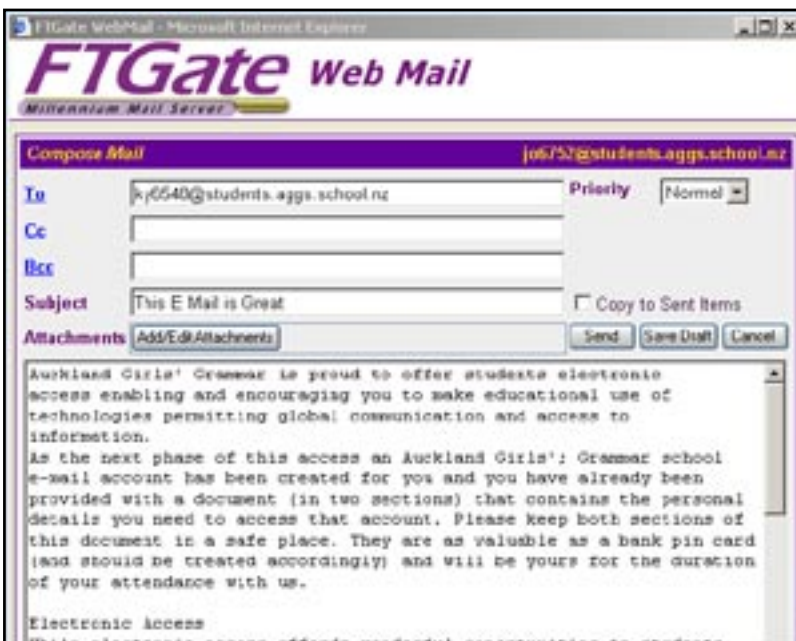
- | | | |
|---|--|--|
| a | <p>Reply</p>  | <p>Clicking this will automatically open a 'new message' window with the address of the person to whom you are replying already entered in the "to" field. FTGate takes this information from the 'From' field of the message you have received.</p> |
| b | <p>Reply All</p>  | <p>Clicking this will automatically open a 'new message' window with the addresses of all the people that received a copy of the original message.</p> |
| c | <p>Forward</p>  | <p>This will open you up a new message with a blank "To" field but a copy of the text of the message you received in the main field ready to send it on to someone else who may have an interest in the content.</p> |
| d | <p>Delete</p>  | <p>This will delete the message currently open for reading on screen</p> |
| e | <p>Close</p>  | <p>This will close the message currently open for viewing on screen. You will still have to 'Purge' it to remove it entirely</p> |

To Compose and Send a New Message

- 1 Click on the 'compose' button



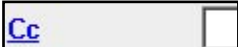
- 2 Enter the full address of the person to whom you wish to send a message as shown in the fictitious example below:





Note

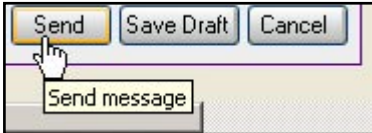
Double clicking the 'To' label will launch your FTGate Address Book to allow you to select stored addresses for the 'To' field.

- 3 Enter other address fields as required:


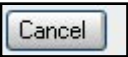


- | | | |
|---|---|---|
| a | <p>cc Carbon Copy</p>  | <p>people (addresses) entered in this box will also receive a copy of the same message as the person to whom it is sent (the person in the "To" field). The 'To' person will be able to tell that other people have received a copy and who they are - their addresses will show on the original message.</p> |
|---|---|---|

- b bcc Blind Carbon Copy people (addresses) entered in this box will also receive a copy of the same message as the person to whom it is sent (the person in the "To" field). The 'To' person will NOT be able to tell that other people have received a copy and who they are - their addresses will NOT show on the original message.

- c Subject This should be like a heading for the message that quickly explains to the person receiving the-mail what it is about. The subject line shows in the recipients 'In Box' prior to the message being opened.


- 4 Enter the main body field and type your message.
- 5 When you have finished your message and you wish to 'post' it, click the Send button.



Additional Buttons and Features for 'Send'

- a Save As Draft This allows you to save a message if you do not want to send it at that time. Messages saved as drafts will be placed into your Draft Folder which will allow you to open and work on them at a later date and send them when you wish.

- b Cancel This will immediately delete the message (with no chance of recovering it) and close the current window

- c Copy to Sent Items This will put and store a copy of the message you send into your 'Sent Items' folder at the same time as you send it. Note: if you do not check this box you will have no record of the message you have sent

- d Attachments This will 'attach' (send with) any other file (document, picture etc) to your message and send/deliver it to the recipient at the same time.


When you click on the attachment button you will be able to 'navigate' to where the file you wish to attach is located. Use this facility wisely. Obviously the larger the file you attach or the more of them the slower it will be to deliver your message and the longer it will take for the recipient to open it at the other end.

To Log Out of FTGate

- 1 When you have finished looking at your mail click the 'Sign Out' button in the navigation bar to the left. This will take you back to the FTGate log in page.



- 2 Select File - Close to close out of the FTGate log in page and Internet Explorer if you so wish.

