

Instructions For Using The Section Email System

For Section Officers with the advanced email interface.

Contact the Webmaster, Brad Girard for any questions or assistance.

This system may contain require java scripts for use,
please contact the webmaster if you have any problems.

If you do not think you will frequently check your email,
please contact Brad Girard for an alternate to the email system.

Cell: (314) 609-0292 webmaster@oa-c5c.com

Please submit all updates needed for the webpage to webmaster@oa-c5c.com

Address: <http://mail.bestnet.net/>

LOGIN PAGE

XENON MAIL WEB CLIENT

XENON Mail sign in

Email Address :

Password :

Login

Account Administration

HELP

[name] is:
chief
firstvice
secretary
webmaster

Contact Brad Girard
314-608-0292
webmaster@
oa-c5c.com
for password

[Click here for the old Webmail interface](#)

**Clicking here will take you to the
basic email interface system.**
See the other instruction packet for directions.

INBOX PAGE

The screenshot shows an email interface with the following elements and annotations:

- Email Address:** A box containing the email address `chief@oa-c5c.com`.
- Compose:** A button labeled "Compose" with an annotation: "Use this to write an email. (see 'COMPOSE' below)".
- Addresses:** A button labeled "Addresses" with an annotation: "Use this to edit your address book. (see 'ADDRESS BOOK' below)".
- Calendar:** A button labeled "Calendar" with an annotation: "Opens a personal calendar for events."
- Sign Out:** A button labeled "Sign Out" with an annotation: "Use this to exit your email box."
- Webmail:** A link labeled "Webmail" located below the "Sign Out" button.
- Toggle All:** A link labeled "Toggle All" located below the navigation buttons.
- Move Selected To:** A section containing a dropdown menu set to "INBOX", and buttons for "Move" and "Forward".
- Transform Selected Messages:** A section containing buttons for "Read", "Unread", and "Delete".
- Thread View:** A link labeled "Thread View" located below the "Move Selected To" section.
- Folder List:** A sidebar on the left titled "Folders" showing a list: "INBOX", "Drafts", "Sent", and "Trash". An annotation points to this list: "Use this to switch between the different folders. This will always be seen on the side of the window."
- Message List:** A table header with columns: "From", "Date", "Subject", and "Size". The content area below the header displays "THIS FOLDER IS EMPTY". An annotation points to the "Delete" button: "Check the box to the left of the email(s), then use this to delete it."

ADDRESS BOOK PAGE

All accounts come with the main contacts already in the address book.

Clicking on the email address opens a new, blank email addressed to that person.

Personal address book				
	Nickname	Name	E-mail	Info
<input type="checkbox"/>	adviser	Adviser - Section	adviser@oa-c5c.com	
<input type="checkbox"/>	adviser@oa-c5c.com	Bill Caine	adviser@oa-c5c.com	
<input type="checkbox"/>	brad	Brad Girard	webmaster@oa-c5c.com	
<input type="checkbox"/>	bgirard@truman.edu	Brad Girard - Personal	bgirard@truman.edu	
<input type="checkbox"/>	pat	Pat Martchink	staffadviser@oa-c5c.com	
<input type="checkbox"/>	sec	Secretary - Section	secretary@oa.c5c.com	
<input type="checkbox"/>	staffadv	Staff Adviser - Section	staffadviser@oa-c5c.com	
<input type="checkbox"/>	vice	Vice Chief - Section	vicechief@oa-c5c.com	
<input type="checkbox"/>	web	Webmaster - Section	webmaster@oa-c5c.com	

Use this to make changes to a select contact information.

Edit selected

Delete selected

Use this to delete a selected contact.

Add to Personal address book

Nickname: Must be unique

E-mail address:

First name:

Last name:

Additional info:

Use this to add new contacts to your address book. The existing names in the account only use the first name box.

Import CSV File:

Browse...

Import CSV File

Export CSV File

Use this to import addresses information from MS Outlook or another file

COMPOSE PAGE

NOTE: Clicking here will open the address and clear your message.

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Calendar](#) [Webmail](#)

To:
Cc:
Bcc:
Subject: Subject Line

Sends you an email when the recipient reads or receives the message.

Priority: Normal Receipt: On Read On Delivery

[Signature](#) [Addresses](#) [Save Draft](#) [Send](#) [Check Spelling](#)

Adds the signature as seen below. **NOTE:** the message starts off with the signature already in the body.

--
Mark Thurman
Section Chief
Section C-5C
Order of the Arrow
chief@oa-c5c.com

Click here to open the address book to select contacts, or simply type the addresses in the box.

Sends the message.

Checks the spelling of the body.

Sends the message.

[Send](#)

Attach: [Browse...](#) [Add](#) (max. 2 M)

[Lookup Word](#)

This will pop-up a dictionary to look up words.

Use "Browse..." to choose attachments. Use "Add" to attach.