



An Upgrade to **VMAIL**, the Vassar Web Mail Client powered by Zimbra

New and Notable Features

As always, you will access your VMail at <http://webmail.vassar.edu>. Safari users can now access VMail with the same ease and full features available in other browsers.

VMAIL | Email | Search | Local | Save | Advanced | Search the Web... | Standard version | Offline version | Help | Log Out

Mail | Address Book | **Preferences** | Save | Cancel

Receiving Messages

When a message arrives:

- Play a sound (requires QuickTime or Windows Media plugin)
- Highlight the Mail tab
- Flash the browser title

Forward a copy to:

 Don't keep a local copy of messages

Send a notification message to:

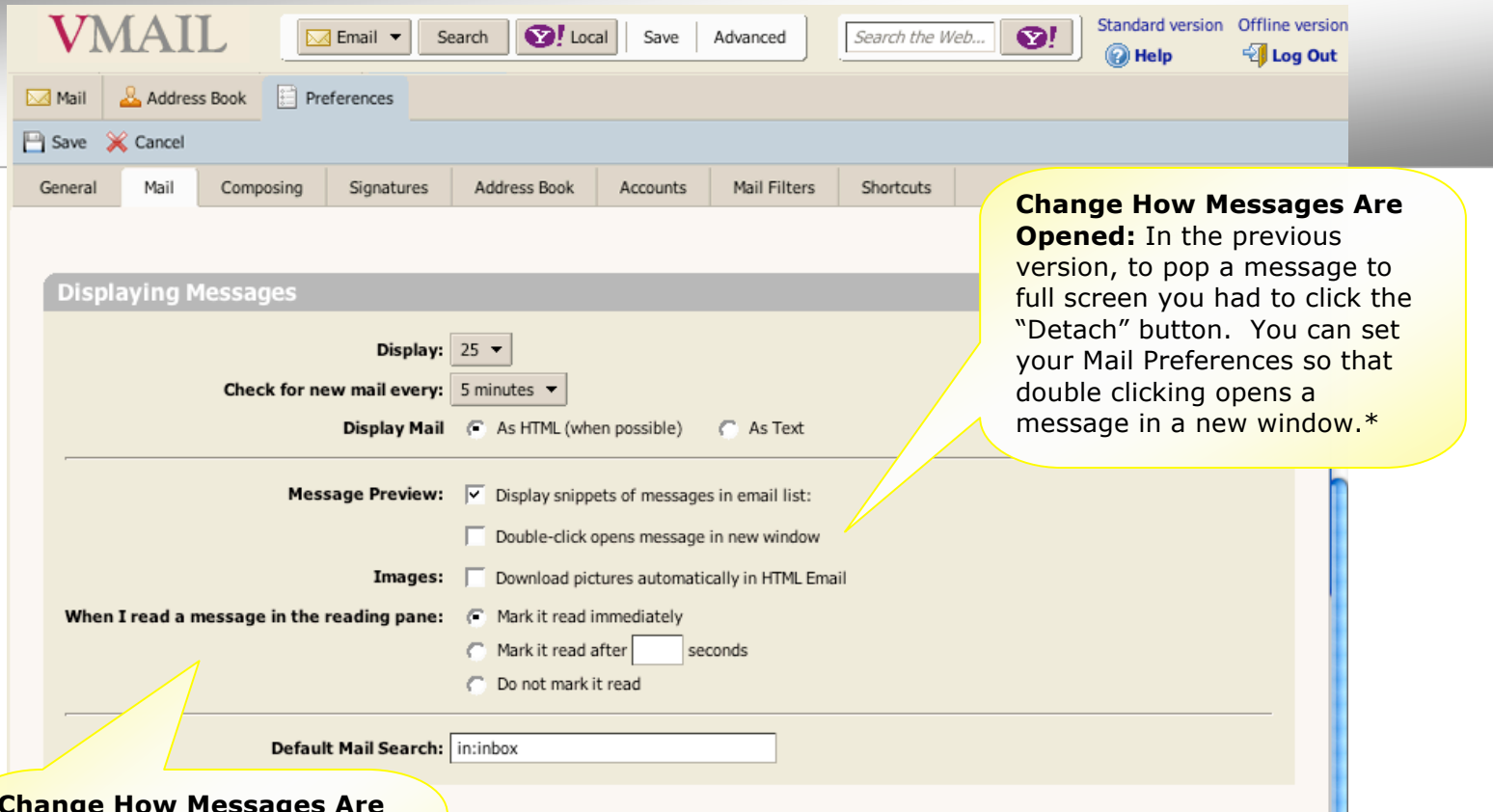
Send auto-reply message:

 Start Date: Start On: 7/31/2007
 End Date: End On: 8/1/2008

Messages from me: When I receive a message originally sent by me
 Place in Inbox Place in Inbox if I'm in To: or Cc: Ignore

Callouts:

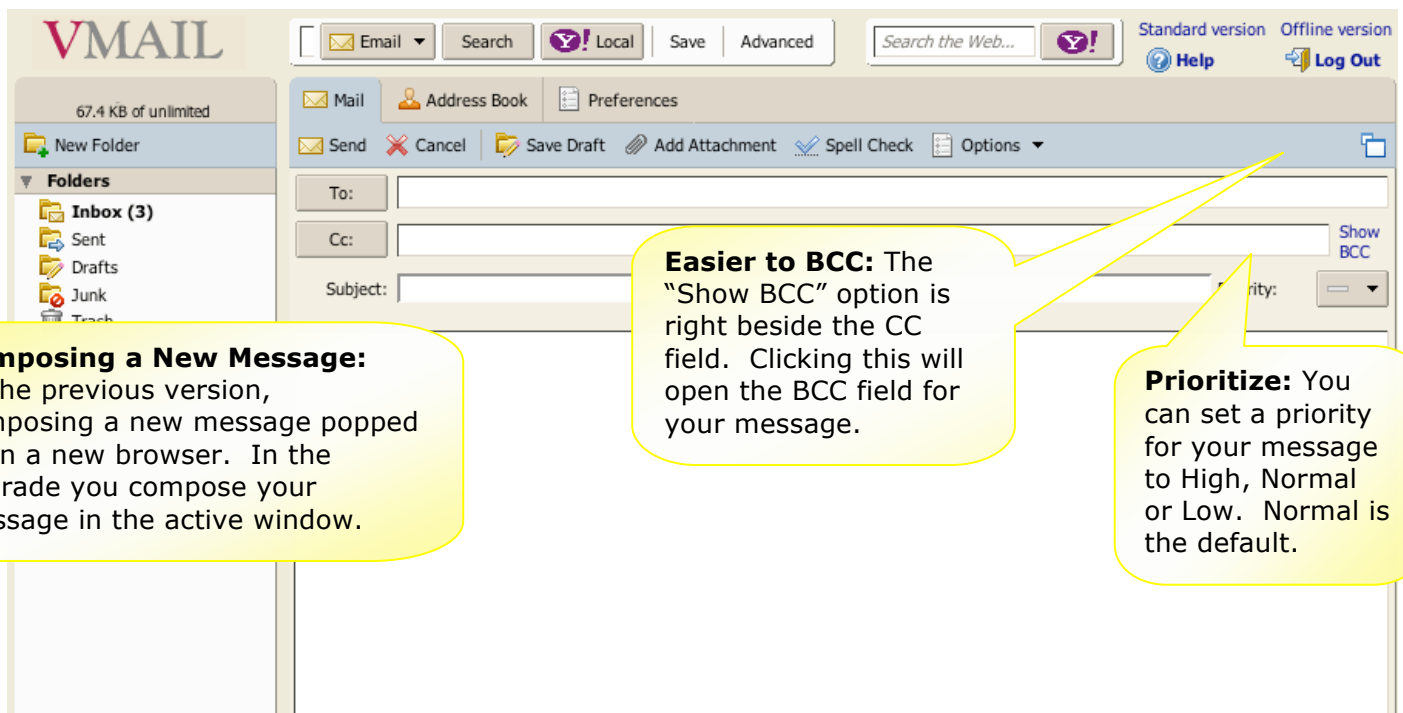
- Tabs:** The tab that contained mail options is now called "Preferences".
- New Mail Alert:** You can now set VMail to alert you when new Mail Arrives by playing a sound, flashing the browser, highlighting the mail tab or all three!
- Away Message:** Your away message can now be set with Auto-Reply. Check auto-reply, enter your message and select a start and end date. No more needing to "remember" to turn off your away message when you get back!



Change How Messages Are Opened: In the previous version, to pop a message to full screen you had to click the "Detach" button. You can set your Mail Preferences so that double clicking opens a message in a new window.*

Change How Messages Are Marked: In the previous version, clicking on a message would cause it to be marked as read. Now you can change how the message is marked with these settings.

***Note:** If you prefer reading messages in the active window, you should know that the default action for double-clicking in the upgrade is to open a large preview. Double-clicking the message a second time will open a full-screen view of the message, which can then be closed to return to your inbox. These simple changes will make navigating your inbox much easier.



Composing a New Message: In the previous version, composing a new message popped open a new browser. In the upgrade you compose your message in the active window.

Easier to BCC: The "Show BCC" option is right beside the CC field. Clicking this will open the BCC field for your message.

Prioritize: You can set a priority for your message to High, Normal or Low. Normal is the default.