

## WebMail: Miscellaneous Notes and Helpful Hints

### Feature Comparison Between Eudora Pro and WebMail

WebMail is not a full-featured email system (like Eudora Pro). As a result, most faculty and staff will probably use Eudora Pro as their primary email package (and, perhaps, use Webmail on occasion). WebMail is ideal for student use (unless the students need to use features that are available in a full-featured email system).

| Features                                  | Eudora Pro |    | WebMail |    |
|---|------------|----|---------|----|
|   | Yes        | No | Yes     | No |
| Directory Services                        | x          |    | x       |    |
| File Attachments                          | x          |    | x       |    |
| <b>Filters</b>                            | x          |    |         | x  |
| <b>Find Text, Messages</b>                | x          |    |         | x  |
| <b>Font Style, Color, Size, Alignment</b> | x          |    |         | x  |
| <b>Images (Insert)</b>                    | x          |    |         | x  |
| Mailboxes                                 | x          |    | x       |    |
| Message Headers (blah, blah, blah)        | x          |    | x       |    |
| Nicknames                                 | x          |    | x       |    |
| <b>Recipient List</b>                     | x          |    |         | x  |
| Reply, Reply All, Redirect, Forward       | x          |    | x       |    |
| Save Draft                                | x          |    | x       |    |
| Signature                                 | x          |    | x       |    |
| Sort                                      | x          |    | x       |    |
| Spell Check                               | x          |    | x       |    |
| <b>Stationery</b>                         | x          |    |         | x  |
| <b>Text Bullets</b>                       | x          |    |         | x  |
| <b>Text Indent, Outdent</b>               | x          |    |         | x  |
| Transfer Messages                         | x          |    | x       |    |
| <b>Undo, Redo</b>                         | x          |    |         | x  |

### Scenarios Where WebMail is Useful

WebMail is especially useful in the following situations:

- You work in more than one office (and therefore use more than one computer to access your email).
- You work in an office where multiple people share one PC for email.
- You want to be able to access your email when you are away from the office.
- Your office PC is being repaired and you need to access your email.
- You prefer to use WebMail exclusively.

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## Configuration of Eudora and WebMail

For Eudora, set the options as indicated below. (From the menu, select: *Tools/Options – Incoming Mail* category.)

- Leave mail on server
- Delete from server after 14 days

For WebMail, set the options as indicated below. (From the menu, select: *Options*.)

- Leave mail on server
- Set to proper email server: **mail.psu.edu** OR **email.psu.edu**

## Using WebMail

To use WebMail, go to: <https://webmail.psu.edu> .

Things to keep in mind:

- Outgoing messages are saved to your Out mailbox in WebMail. If you want to keep a copy of an outgoing WebMail message so that you have it in Eudora, you'll need to send a copy of the message to yourself (using CC: or BCC:).
- Messages that are in your In mailbox in WebMail may appear in the In mailbox in Eudora as having already been read. (In other words, the messages in Eudora will appear as if you already read them and, as a result, there won't be a blue bullet next to the Eudora message.)
- Don't forget to delete old mail from within WebMail. Otherwise, your WebMail space will become full and you won't be able to retrieve any new messages.
- Be sure to logout when you are finished using WebMail.
- If you experience problems with WebMail, see the WebMail FAQ for possible solutions. Or, contact the Computer Center help desk or the Computer Center staff for assistance.

## Popsickle

For those who leave mail on a server... You can use this web-based tool to delete old, unneeded mail from the mail server. **Caution: Once you delete mail using POPSickle, the mail is permanently deleted and cannot be restored.**

To use POPSickle, go to: <https://popsickle.cac.psu.edu/listpop/popsickle.html> . If this is your first time to use this tool, you may want to contact the Computer Center help desk or a Computer Center staff member for assistance.