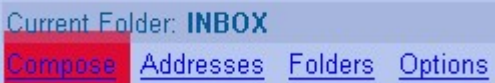



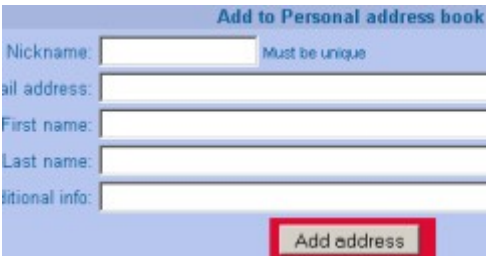
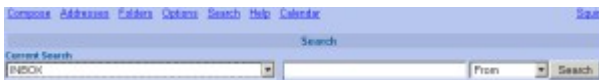


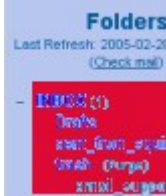


The P&P SquirrelMail Cheat Sheet v.1.0

<p>Login: https://maui OR http://papmail.cjb.net 1. Type username (bit before @peopleandplanet.org in your email) 2. Type password. 3. Click 'Login'</p>	<p>Write Mail: 1. Click Compose link (top right).  2. Write mail! 3. Click 'Send'</p>	<p>Get Help!!! 1. Click 'Help'.  2. Visit: http://www.squirrelmail.org/wiki/SquirrelMail 3. Read: \\st\it\training\email\using_squirrelmail.sxw</p>
<p>Send to contact/s: 1. Compose new mail.  2. Click 'Addresses' button. 3. Search for contact/s. 4. Use link to send mail. </p>	<p>New Contact: 1. Click 'Addresses' link. 2. Click 'Add Address' link. 3. Fill in details. 4. Click 'Add Address' Button. </p>	<p>Search Folders: 1. Click 'Search Link' 2. Select folder to search from dropdown. 3. Type what to search for in box. 4. Narrow search with second dropdown. </p>
<p>New Calendar Event: 1. Click 'Calendars' 2. Click date of event 3. Click 'add' next to time event starts  4. Fill in details 5. Click 'Set Event'</p>	<p>Log Out:  1. Click 'Sign Out' link at top right of page.</p>	<p>Folders: 1. To open, click links on left of page. 2. Inside a folder, click the column headings to sort email by that field. 3. Click on the subject field of an email to open it. </p>

