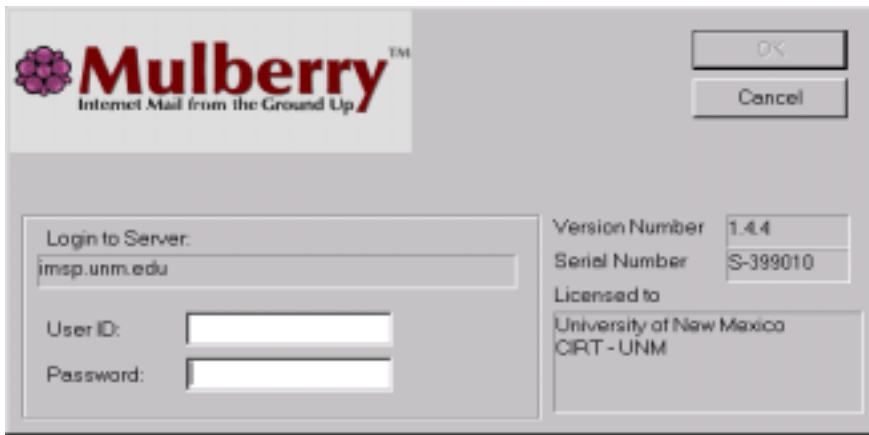# EMAIL

There are several mail programs available at UNM but the newest and probably the easiest to use is called Mulberry. You start the program by clicking on the Mulberry icon on the desktop. When you do, you will see the dialog box shown below.

Enter your CIRT user name in the box labeled User ID, and your password in the box labeled Password. After you have entered these items, click on the OK button above to start the program.

When the program starts, you will see the program screen shown below. The box on the right side shows several different items. They are the **INBOX** folder, the **drafts-mulberry** folder, and the **saved-messages** folder. These folders contain Email letters. The INBOX folder contains letters that have been sent to you. The drafts-mulberry folder contains letters that you are currently writing, and the saved-messages folder contains letters that you have saved. If you double click on any of these folders, a dialog box will open to the right showing you the contents of the folder. In the figure below, the contents of the INBOX folder are being displayed in the box at the right. There is only one letter in the INBOX. It is "A letter to Myself".
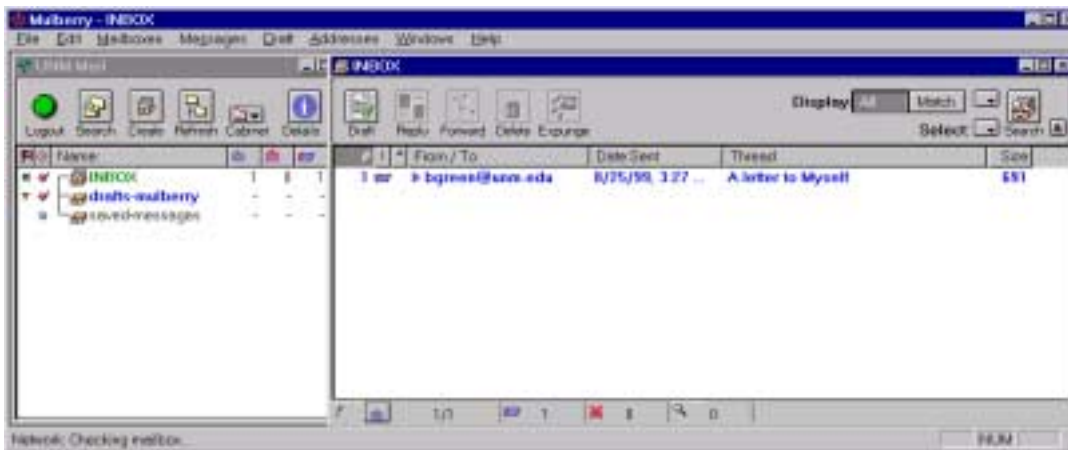
Reading A Letter

You can read the letter by double clicking on the line in the INBOX window. Double clicking produces the window shown on the next page. This window contains the letter.

Note that at the top of the window are several lines. These are:

From:	From whom the letter was sent.
To:	To whom the letter is addressed.
Cc:	Who received carbon copies of the letter.
Subject:	A brief description of the letter.
Sent:	The date and time the letter was sent.

There are several buttons at the top right of the letter. They are Delete, Reply, and Forward. You can click on the Delete button after you have finished reading the letter if you do not want to save the letter. Click on the Reply button if you want to send a reply to the person who wrote you the letter; or click on the Forward button if you want to sent the letter along to someone else.

Note there several other buttons and icons in the window. You can move the mouse pointer over these buttons and an informative box will open explaining how to use the button.

When you have finished reading your letter or letters, click on the X at the top right of the letter window to dismiss the box.

Sending Mail

You can send a letter by clicking on the draft button at the top of the Mulberry INBOX window. Doing so creates the dialog box shown at the top of the next page. When you have finished typing the letter, click on the Send button above to send the letter. The draft dialog box will automatically close after you send the letter.

Exit Mulberry

You can exit the Mulberry program by clicking on the File menu item at the top left of the program menu bar and selecting Exit form that menu. You should always exit the program. If you do not, the next person using the computer can read your mail.

Help

You can find out more about the program and its capabilities by using the Help menu at the top right of the program menu bar.