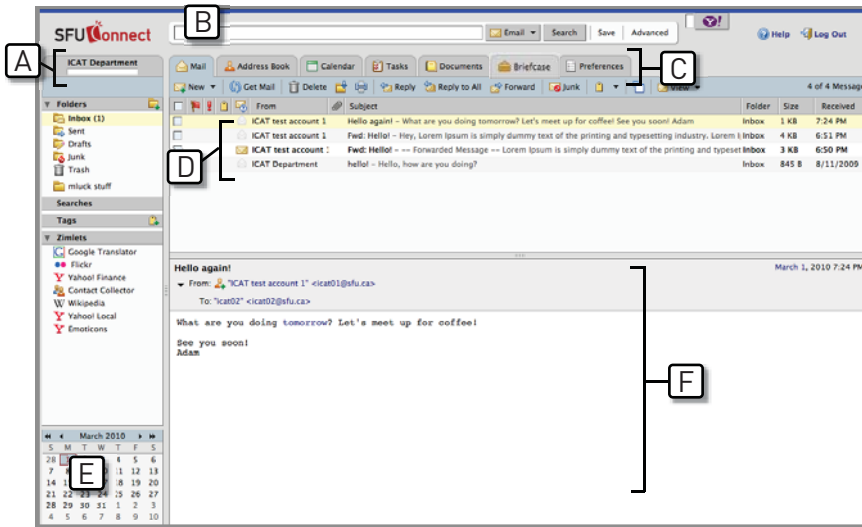


# SFU Connect Quick Reference Sheet

For help & online resources, visit <http://www.sfu.ca/email>

[Updated Feb 2011]

## mail interface



- [A]** - Name & Account Quota
- [B]** - Search field
- [C]** - Component tabs
- [D]** - Message Listing
- [E]** - Mini Calendar
- [F]** - Reading Pane

## how to...

**Go to your Inbox:** Click on Inbox in the left side folder listing.

**Get new messages:** Press  or click **Get Mail**

**Open a message:** Click on the message to view it on the reading pane (see **[D]** above).

**Reply:** Select the message and press  **r**, or click **Reply**. Type your response, then press  **ctrl** +  **enter** to send, or click **Send**

**Forward a message:** Select the message and press  **f**, or click **Forward**. Enter the email address(es) in the "To:" field, then press  **ctrl** +  **enter** or click **Send**

**Delete a message:** Select the message and press the  **delete** button on your keyboard, or click **Delete**

**Select multiple messages:** Click on the checkbox beside the messages, or hold  **shift** and click to select a range of messages.

**Download an attachment:** Click on the 'download' link beside the attachment and follow the prompts.

### Compose a new message:

- (1) Press  **c** on your keyboard, or click **New**
- (2) Enter the email address(es) in the "To:" field
- (3) Enter a descriptive subject in the Subject field
- (4) Type in your message in the main message field.
- (5) Press  **ctrl** +  **enter**, or click **Send**

### Add a file attachment:

- (1) In the message composition window, click **Add Attachment**
- (2) In the 'Attach File(s)' window, click 'Browse...', then select the file you wish to attach to your message.
- (3) Once you have selected all files to attach, click  **Attach**

## component tabs

- Mail** Manage your email messages and folders
- Address Book** Create, organize, or find contacts in your Address Books
- Calendar** Schedule, create and manage meetings and events
- Tasks** Manage one or more checklist of tasks with due dates, priority and progress tracking
- Documents** Compose and edit documents on a simple online text editor
- Briefcase** Online file storage: Upload files to access them from anywhere with an Internet connection
- Preferences** Modify your preferences and setup, such as mail filters, themes, signatures and more

## keyboard shortcuts

Command	Keys
Send	<input type="checkbox"/> <b>ctrl</b> + <input type="checkbox"/> <b>enter</b>
Print	<input type="checkbox"/> <b>p</b>
Check Spelling	<input type="checkbox"/> <b>ctrl</b> + <input type="checkbox"/> <b>x</b>
Get Mail	<input type="checkbox"/> <b>=</b>
Forward Message	<input type="checkbox"/> <b>f</b>
Reply	<input type="checkbox"/> <b>r</b>
Reply to all	<input type="checkbox"/> <b>a</b>
Go to Mail	<input type="checkbox"/> <b>g</b> <input type="checkbox"/> <b>m</b>
Go to Address Book	<input type="checkbox"/> <b>g</b> <input type="checkbox"/> <b>a</b>
Go to Calendar	<input type="checkbox"/> <b>g</b> <input type="checkbox"/> <b>c</b>
Go to Preferences	<input type="checkbox"/> <b>g</b> <input type="checkbox"/> <b>p</b>
New message	<input type="checkbox"/> <b>n</b> <input type="checkbox"/> <b>m</b> or <input type="checkbox"/> <b>c</b>
New folder	<input type="checkbox"/> <b>n</b> <input type="checkbox"/> <b>f</b>
New contact	<input type="checkbox"/> <b>n</b> <input type="checkbox"/> <b>c</b>
New appointment	<input type="checkbox"/> <b>n</b> <input type="checkbox"/> <b>a</b>
Delete item	<input type="checkbox"/> <b>delete</b> or <input type="checkbox"/> <b>backspace</b>

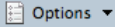
For a complete list of keyboard shortcuts, please click on the **Preferences** tab in SFU Connect, then the **Shortcuts** link on the left.


## messages: other actions

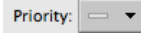
**Flag a message:** Click on the Flag column (  ) of the message to place a flag. To remove a flag, click on it to toggle off.

**Save a message as a draft:** Press `ctrl + s` , or click 

**Create a signature:** Go to the Preferences tab, and click on the Signatures sub-tab. Enter your signature and save.

**Change message format (Plain text/HTML):** While composing a message, click on  and select the desired format.

**Add Bcc (Blind carbon copy):** Click on  , located beside the "Cc:" field in the compose window. A new "Bcc:" field should appear.

**Set message priority:** While composing, click on  and choose a priority setting from the drop-down menu.

## general functions

**Modify your theme:** Go to Preferences, and under General > Login Options, choose a theme from the drop-down menu.

**Move an item to a different folder:** Click and drag the item into the destination folder, or right click and choose Move.

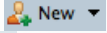
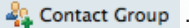
**Share a folder:** Right click on the folder and choose Share Folder. Also applies to calendars, notebooks, address books, etc,


**Change the name/colour of a folder:** Right click on the folder and choose Edit Properties. Also applies to calendars, notebooks, address books, etc.



## address book

**Create a new Address Book:** Click on the phonebook icon on the left side bar, by the "address books" title 

**Create a new contact:** Press `n + c` , or go to the Address Book tab, and click on 







**Create a new contact group:** Go to the Address Book tab, click on the arrow within the New button (  ), and choose the "Contact Group" button,  .

**View Emailed Contacts:** Go to the Address Book tab, then click on the "Emailed Contacts" button (  **Emailed Contacts** ) on the left side bar to view the people you have mailed.







**Search for contacts:** From the drop-down menu beside the search button (  ), select **Contacts**. Type in a name in the search field and click 

**Edit a contact/contact group:** Double click on the contact or contact group.

## common icons

-  Folder
-  Shared Folder
-  Calendar
-  Shared Calendar
-  Contact
-  Contact Group

## mail icons

-  New/unread message
-  Replied message
-  Forwarded message
-  Calendar notification
-  Sent message
-  Draft message

## additional resources...

For online resources, including How-To Guides, FAQs, tutorials, and announcements, please visit the SFU Connect Help & Resources site at <http://www.sfu.ca/email>