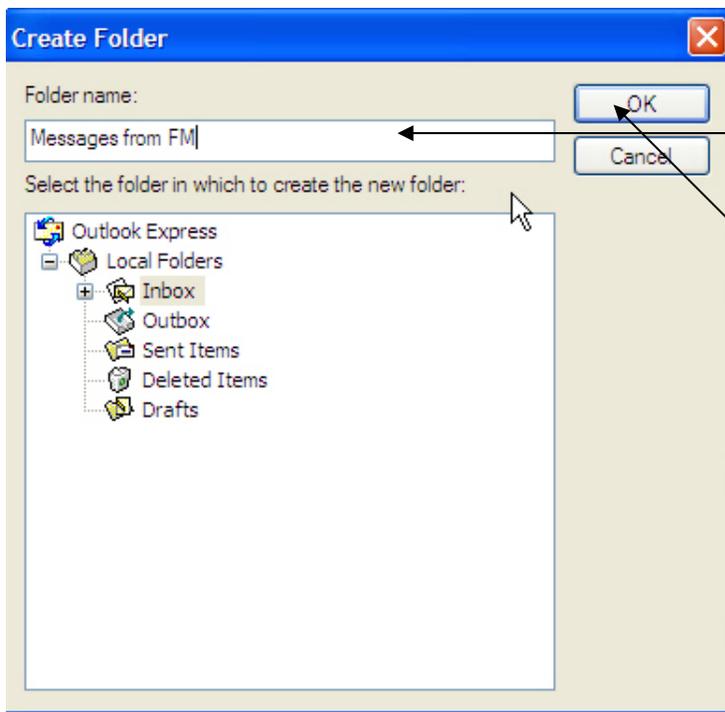
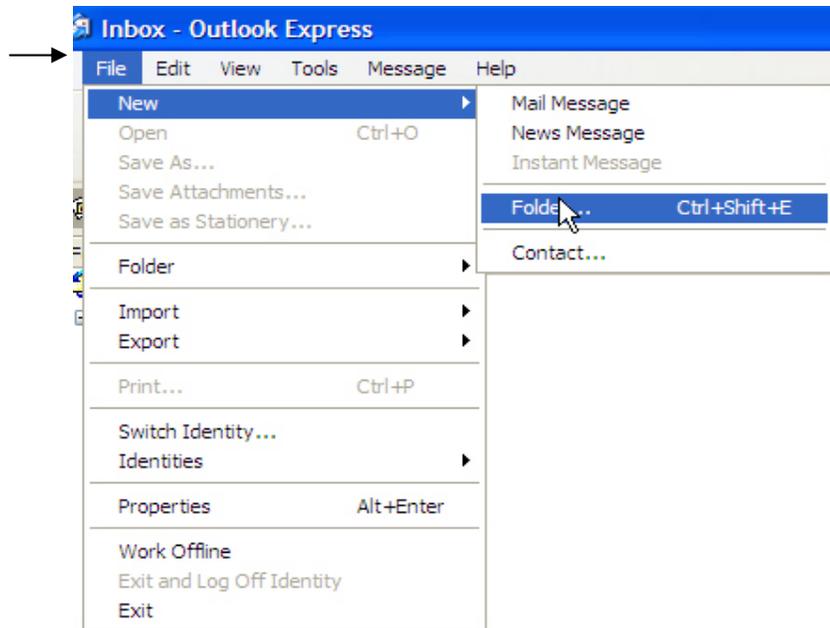
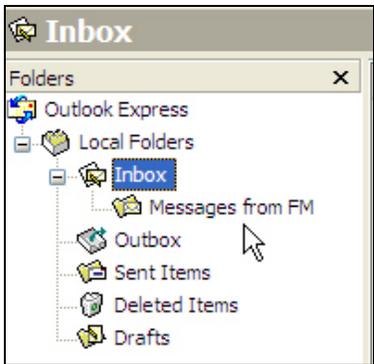


Click on File, New, Folder to begin the process.



Type name of new folder here. You may use spaces and upper/lower case letters.

Click on "OK" to create.



The new folder appears in the list under Inbox.

Changing Folders

Click once on the folder name to change to the folder and see a list of messages in it.

Moving Messages

You can move a message from one folder to another by clicking on the message and dragging it to the new location.

Sorting Order of Messages

In any of the folders – **Inbox**, **Outbox**, **Sent Items**, **Deleted Items** and **Drafts** - you can sort the messages to appear in an order you would like. The default is that the newest message always appears on the top. As an illustration, suppose you want to see all messages you sent to Barbara Master. Click on **Sent Items** (to highlight it) then click on **To** to sort the messages by the receiver.

!	To	Subject	Sent	Account
	Ann Yablonski	How is it going?	11/2/2002 12:37 PM	Westat FOS
	August Schaeffer	Test	11/2/2002 12:35 PM	Westat FOS
	Barbara Master	Hello	11/2/2002 12:29 PM	Westat FOS
	Barbara Master	Meeting on Thursday	11/2/2002 12:31 PM	Westat FOS
	Barbara Master	Please study the manual	11/2/2002 12:36 PM	Westat FOS
	Barbara Siems	This is a test	11/2/2002 12:29 PM	Westat FOS
	Judy Flowers	Meeting on Thursday	11/2/2002 12:32 PM	Westat FOS

All messages to Barbara Master appear together.

The messages will appear alphabetically by sender. If you want to reverse the order click on **To** again. You can now scroll down to view the messages you sent to a particular person, which will now all be grouped together. The field by which messages have been sorted contains an arrow pointing up or down to indicate the direction of the sort order.

You can sort your messages by any of the fields from the list of messages displayed. For example, in the **Inbox**, you can sort by the **!** field, which sorts according to priority that the message was sent, the **Paper Clip** sign field if you want to easily find messages that had attachments, the **Flag** sign field, which sorts by whether the messages have been flagged, the **From** field which sorts by the senders' names, the **Subject** field,

which sorts alphabetically by subject title, and the **Received** field which sorts by date the messages were received (default).

Outlook Express Quick Guide

Double click Outlook Express (OE) icon to open OE.

To create a message:

1. Click *Create Mail* icon.
2. Address the message:
 - If addressee is in your address list, begin typing name of person in the field labeled "To:" and the system will display names that match. Stop typing when his/her name is displayed.
 - If addressee is NOT in your address list, type his/her complete email address in the field labeled "To:"
3. Press Tab key to move to CC field.
4. If you want to send a copy of this message to someone in addition to the addressee, follow same steps as in number 2; otherwise, press Tab key to move to the Subject field.
5. Give the message a subject.
6. Press Tab key to move to message area.
7. Type your message including your name at the end ("sign" the message).
8. Proofread your message for spelling and grammar.
9. Click the *Send* icon to send the message to your Outbox.
10. Spell check will run. If a spelling mistake is found, you will be given an opportunity to correct the word. If a word is identified as not being in the dictionary, you will be given an opportunity to add it to the dictionary or ignore it.

To create additional messages, go through Steps 1 – 10 for each additional message.

To check to see if you have any new email messages and to send messages that you have created:

1. Click the *Send/Recv* icon.
2. Select the "service" you want to connect to:
 - If you are at home, you can accept the default "Connect to" setting of "(1)Westat".
 - If you are in a hotel/motel, click on the down arrow button and click on the 8 or 9 prefix option, whichever is needed for the hotel/motel you are staying in.
3. Press the Tab key to move to the User Name field.
4. If your User name (NAEPXXXX) is not displayed, type it in.
5. Press the Tab key to move to the Password field.
6. Type your password very carefully as it is case-sensitive (it must be typed exactly as it was given to you).
7. Make sure that the telephone line is plugged into the computer.
8. Click on the *Connect* button.

To read messages:

- Double click on the message information (under From, Subject, Received) in the list of messages.
- Read the message.
- To close the message, click once on the red X in the upper right corner.

To reply to a message:

- Open the message by double clicking on it
- Click on the Reply icon.
- Type your reply and sign the message.
- Click the Send icon.

Close Outlook Express by clicking on the red X in the upper right corner.

Shut down the computer:

- Click on Start in the lower left of the screen.
- Click on Turn Off Computer.
- Click on Turn Off and the computer will shut down (turn off) by itself.

2006 NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

**IceWarp
Web Mail
Users Guide**

September 2005

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Introduction

The IceWarp Web Mail Access provides NAEP field staff who have a high-speed internet connection on their own PC with the ability to access their email remotely from any browser on the Internet (*i.e. Internet Explorer*), using a Microsoft "Outlook-like" interface.

The IceWarp Web Mail has Spell checker, attachment sending/receiving plus displaying of HTML attachments with images in your web browser, private and shared address books, groups, folder management, drafts support, signature configuration, auto responder and auto forwarder.

With a look and functionality similar to the Westat Microsoft Outlook Web Access, IceWarp Web Mail provides full access to your NAEP email account.

There is one major difference in using IceWarp versus Outlook Express. When you access your email messages with IceWarp, your messages are not moved to your computer. They remain on the server at Westat.

Experienced users of IceWarp advise that, if you have a high speed connection on your home computer, you can make good use of IceWarp. Since you can access your email more quickly this way, use IceWarp during the day to check and read and reply to messages. Then, once a day use your laptop and Outlook Express to download your messages so that you have a copy of your messages close at hand.

When you reply to a message or create and send a new message using IceWarp, a copy is saved in your IceWarp account on the server. To have a copy of a sent message immediately available, you should put your NAEP email address in the CC address field so that you get a copy when you use Outlook Express to download your messages.

IceWarp Web Mail Login

To Login to the IceWarp Web Mail Access website:

1. **Connect to the Internet and** enter the following website address: <https://198.232.250.29:32001/mail/>. (Given the complexity of this address, you will want to add this to your Favorites when you get to the Log-in page.) The following IceWarp Web Mail login dialog displays:



IceWarp Web Mail

User has been logged out.

User name :

Password :

Encrypted login

[Forgot your password?](#)
[Click here for fast login](#)

Powered by [IceWarp Software Merak Email Server](#)
IceWarp Web Mail 5.5.1 (Registered)

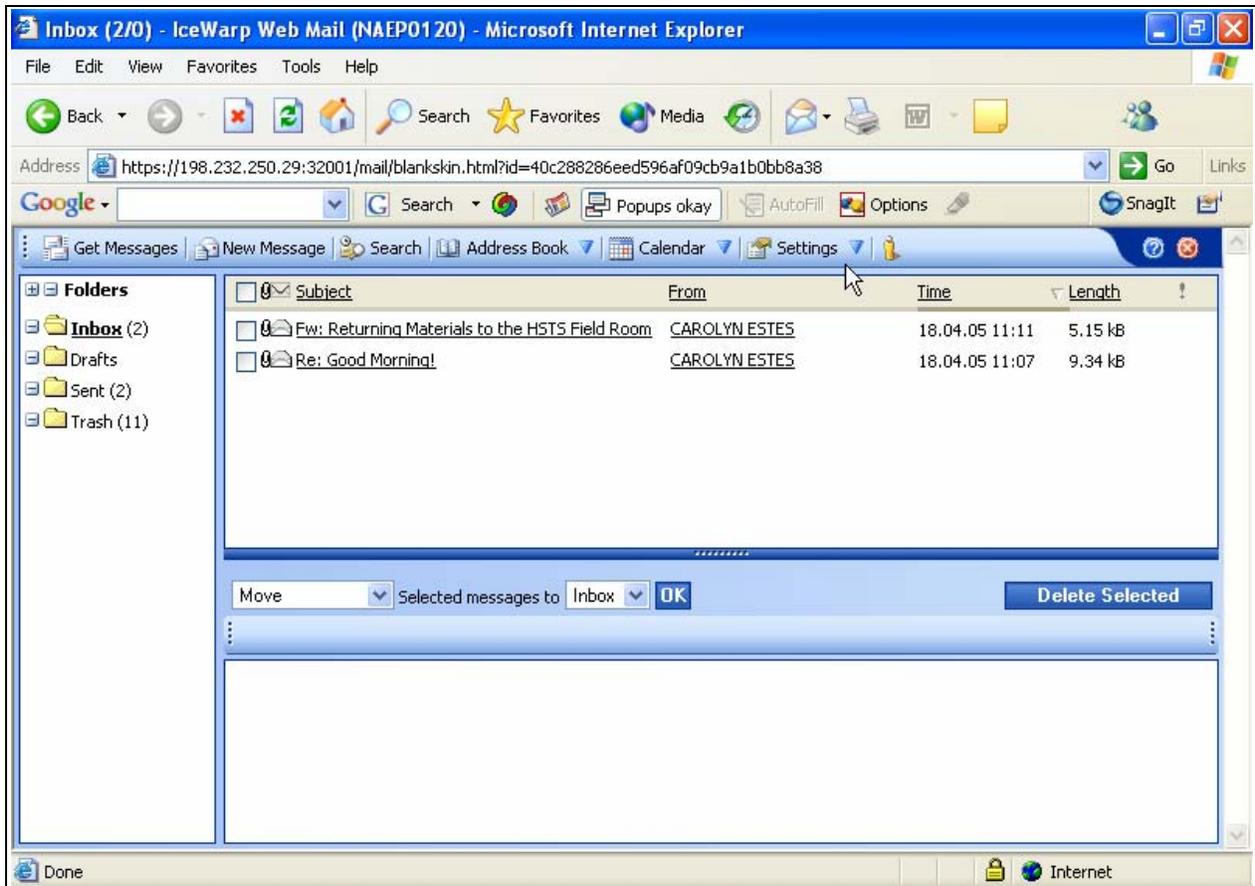
IceWarp Web Mail Login

2. Enter your NAEP ID (not case sensitive) in the User Name textbox.
3. Enter your NAEP Password (case sensitive) in the Password textbox.
4. Click the **Login** button.

Your browser will refresh and you are redirected to the Ice Warp Web Mail main page.

The IceWarp Web Mail Interface

The IceWarp Web Mail Interface has a Microsoft “Outlook-like” look, and provides many features for accessing and managing your e-mail. From this page, you can create, send, and retrieve & reply to mail, manage mail folders, manage Address Book entries, search mail messages for specific text references, and modify the preferences settings of this interface.

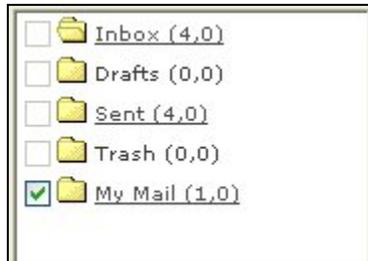


IceWarp Web Mail Interface

The main sections of the IceWarp Web Mail Interface are the **Button Bar** (*top section*), **Folders Pane** (*left-handed section*), the **Mail Messages Pane** (*upper right section*) and the **View Messages Pane** (*lower right section*).

Folders

Each of the main e-mail folders (*Inbox*, *Drafts*, *Sent*, and *Trash*), as well as any additional folders created for storing mail are displayed within the Folders Pane:



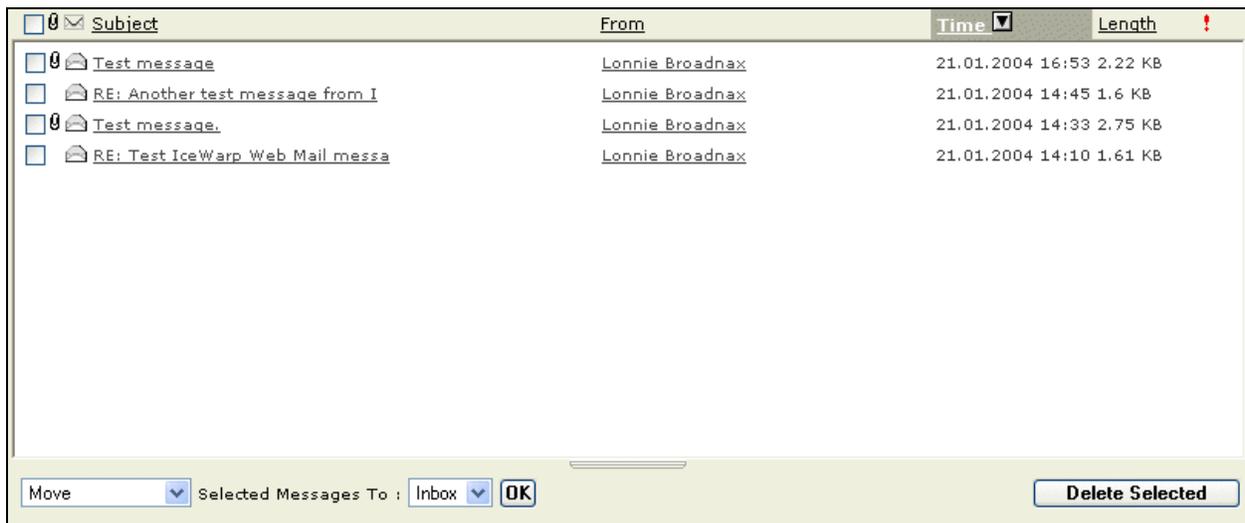
Folders Pane

To view and work with the contents of a folder, click on the folder's name within the Folders Pane. The content of the selected folder is displayed within the *Mail Messages Pane*. As you select individual mail items, the content of the message is displayed within the *View Messages Pane*.

Each **selectable** folder name is displayed as a clickable link, which also displays the number of items within it. If a folder is empty, the link of the folder's name will not be present, and the folder's name will show that there are zero items within the folder. *Only when a folder contains items can you then click the folder's name and display the contents within the Mail Messages Pane.*

Mail Messages Pane

The mail messages contained within a selected folder are listed within the Mail Message Pane.



Mail Messages Pane

This pane facilitates the selection, sorting, moving and deletion of mail messages within the selected folder. The listing of messages within the Mail Messages Pane is divided into the following columns: **Selected** (represented by a checkbox), **Attachment** (column indicating messages that have file attachments), **Subject, From, Time, Length** and **Priority** (column indicating messages that are marked *High Priority*).

This pane also contains a “**Move/Copy Selected Messages To:**” section for moving messages to other folders, and a **Delete Selected** button for quickly deleting selected mail messages within the selected folder. This section also has the following options for manipulating selected messages: **Mark as Read, Mark as Unread, Black list Sender, and White list Sender.**

Note: For the **Sent** and **Trash** Folders, an additional button (**Empty Sent** and **Empty Trash** respectively) displays, to facilitate clearing out these folders.



Selecting Messages

Each item listed within the Mail Messages Pane has a *checkbox* next to it for selection of a given item, to facilitate the copying, moving and deletion of selected mail items.

To select a Mail Item, click on the *checkbox* next to each mail item within the Mail Messages Pane. A checkmark displays indicating selection of a given Mail Item. To **De-select** a mail item, click the checkbox to remove the checkmark.

To select All Mail Items within the selected folder, click the *checkbox* at the top of the Select column. A checkmark displays for all mail items within the folder.

Each mail item displayed within the Mail Messages Pane contains clickable links for the **Subject** and **From** columns, as illustrated below:



Links for *Subject* and *From* columns

The *Subject* column link of each mail item contains the text of the subject of the message. Clicking this link displays the contents of the mail item within the **View Messages Pane**. This includes the body of the text, as well as icons and links that represent file attachments.

The **From** column link of each mail item displays the name of the sender. Clicking this link displays a new **Compose Message** page containing the e-mail address of the sender within the **To:** section of the page. This link facilitates composing and sending a message to the sender without opening the **Address Book**.

Sorting Messages

The mail items listed within the Mail Messages Pane can be sorted in Ascending/Descending order by a select group of columns. The columns for sorting mail items are: **Subject**, **From**, **Time** and **Length**. Each of these column labels/headers are a clickable link.

Sorting mail items within the Mail Messages Pane is accomplished by clicking the desired column header link. The selected column header is highlighted displaying a small button with an arrow to indicate the direction of the next sort (**Up** for Ascending, **Down** for Descending), as illustrated below using the **Subject** column as an example:



Sort Subject column by Ascending Order



Sort Subject column by Descending Order

To Sort Mail Items:

1. Click on the column header link of the desired column
2. Click on the **Direction** button to sort the column. *The Direction button is a toggle button. Click once for one direction and click again for the opposite direction.*

Deleting Messages

Deletion of mail items is accomplished individually, or as a group of items to be deleted by selecting the desired mail items.

To Delete Mail Items:

1. Select the mail item within the folder by clicking the *checkbox* next to it. *Repeat this procedure for all mail items to be deleted.*
2. Click the **Delete Selected** button (*located below the listing of mail items*).

The selected mail items are removed from the selected folder.

To Delete All Mail Items within a selected folder:

1. Click the *checkbox* to the far left of the column header to select all items
2. Click the **Delete Selected** button.

Note: For the **Sent** and **Trash** folders, click **Empty Sent** or **Empty Trash** buttons to clear out all mail items from within the folder.

Printing Messages

Printing a message is performed from the View Messages Pane. The **Print** button is located at the far right end of the task bar at the top of the pane.

To print Mail Items:

1. You must first view the message. To do this follow steps 2 and 3.
2. Click on the selected message in the Mail Messages Pane. This opens the View Message Pane at the bottom of the screen.
3. Click on the printer icon/button at the far right end of the task bar at the top of the pane. This automatically opens up a new window displaying an enlarged view of the message and the Print dialog box.
4. Select the pages to be printed and the number of copies.
5. Click on the button labeled "Print".
6. After printing, you'll need to close the window displaying the enlarged view of the message. This will return you to the Mail Messages and View Messages Panes.

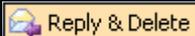
View Messages Pane

The content of individual mail items selected from the current folder is displayed within the View Messages Pane. One significant difference between IceWarp Web Mail and Microsoft products (*i.e.* - *Outlook Web Access (OWA)* or *Outlook Express*), is that Microsoft Mail clients can display the contents of selected messages within separate windows. IceWarp Web Mail does not. Everything from the **From:** and **To:** sections to the signature of a message and file attachments is displayed within the View Message Pane.



View Messages Pane

The header information, message text and file attachment information are displayed within this pane. The top of the View Messages Pane contains buttons for invoking various e-mail message functions:

Button	Description
 	Displays the Write Message page containing the particular e-mail addresses of the sender and those copied.
	Displays the Write Message page containing the particular e-mail address of the sender. When the <i>Send</i> button is clicked to send the reply message, the original sent message is deleted.
	Displays the Write Message page. Once a recipient is selected or entered and the message sent, the original message is <i>forwarded</i> to the selected recipient.
	Displays the Write Message page, in preparation for composing and sending a <i>New</i> mail message. <i>Same as the New Message function.</i>
Previous and Next  	Facilitates moving to the <i>Previous</i> or <i>Next</i> message within the selected folder, without having to click on the message within the Mail Messages Pane.
Delete 	Deletes the current message, or moves it to the Trash Folder, if the "Move Deleted Messages To Trash" option is selected within Settings .
Print 	Displays a new page with header information and a blank background, and displays the Print dialog for sending the current message to the printer.
Enlarge Mail 	Opens a new window with a full-size display of the selected message.
Source 	Displays the server information of the sender, the Message ID number and the sender's email address.

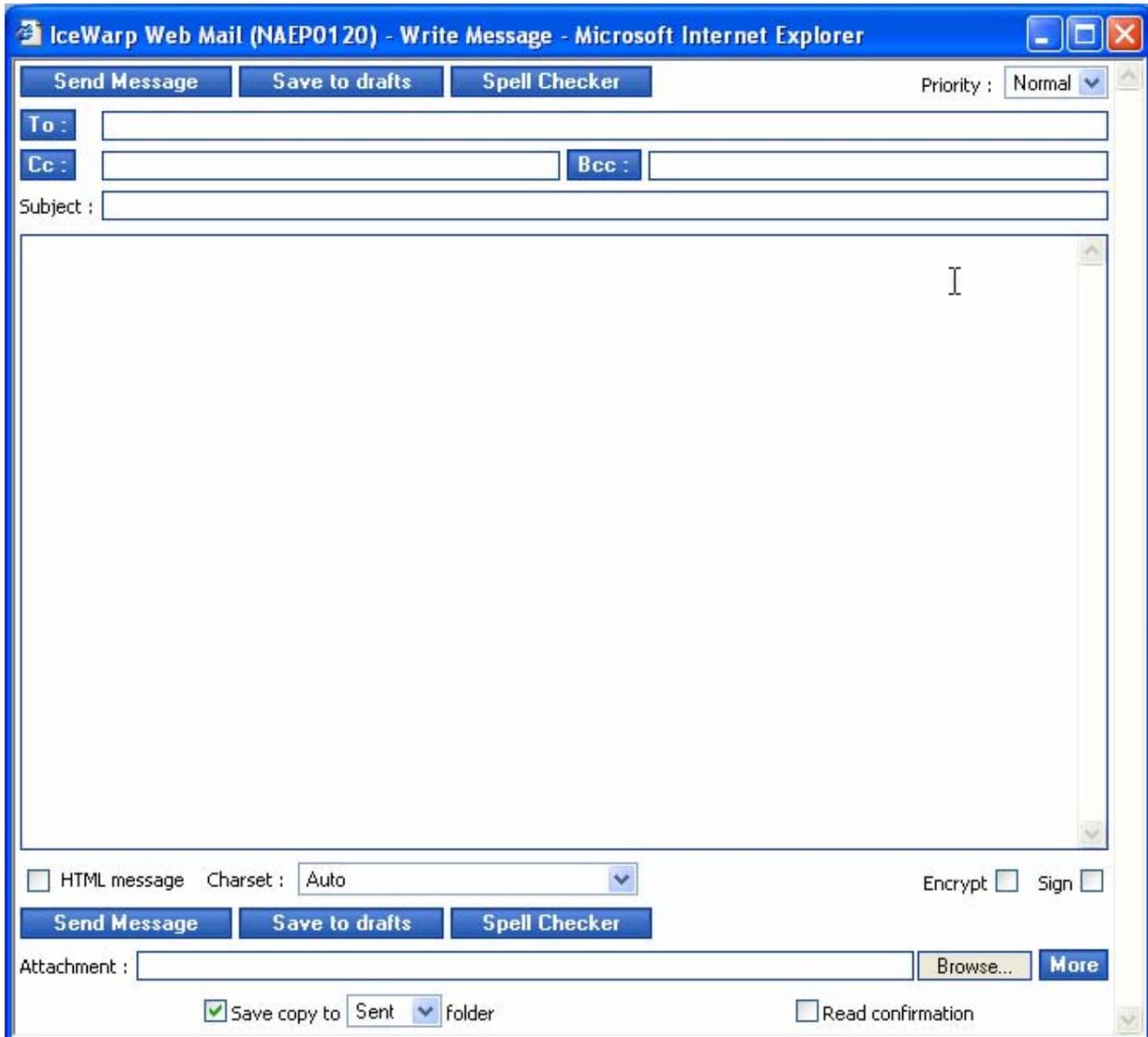
Button	Description
Full Headers 	Displays the entire information contained in the header, including the source information.

Creating and Sending Mail

To compose a new message, click the **New Message** button within the button bar of the IceWarp Web Mail Interface:



The Write Message page displays:

A screenshot of a web browser window titled "IceWarp Web Mail (NAEP0120) - Write Message - Microsoft Internet Explorer". The page has a blue header bar with three buttons: "Send Message", "Save to drafts", and "Spell Checker". To the right of these buttons is a "Priority" dropdown menu set to "Normal". Below the header are three input fields: "To:", "Cc:", and "Bcc:". Below these is a "Subject:" input field. The main body of the page is a large, empty text area with a vertical scrollbar on the right. At the bottom of the page, there are several options: a checkbox for "HTML message", a "Charset" dropdown menu set to "Auto", and checkboxes for "Encrypt" and "Sign". Below these are three buttons: "Send Message", "Save to drafts", and "Spell Checker". At the very bottom, there is an "Attachment:" input field with a "Browse..." button and a "More" button. Below the attachment field are two checkboxes: "Save copy to" (checked) and "Read confirmation" (unchecked). A dropdown menu next to "Save copy to" is set to "Sent" folder.

Write Message Page

The **Write Message** page facilitates selection/entry of e-mail recipients, selection of file attachments, spell checking of text and priority setting (*Normal, High*) of a message. There are also options for indicating whether you wish to receive a **Return Receipt**, saving copies of this message to **Sent, Inbox, Drafts**, and **Trash** folders, and whether you wish this message to be sent in **HTML** format.

Once all information is entered and all options are selected, click the **Send Message** button to send the e-mail message.

E-mail recipients

Incorporate recipients of e-mail messages you compose by one of two methods:

- **Entry of E-mail Address** – Type the e-mail addresses of all recipients within the **To:**, **Cc:** (*Carbon Copy*) or the **Bcc:** (*Blind Carbon Copy*) areas of the Compose Message page. Separate each typed entry within the same recipient e-mail address area with a semicolon (“;”).
- **Address Book Selection** – Click either the **To:**, **Cc:** (*Carbon Copy*) or the **Bcc:** (*Blind Carbon Copy*) buttons to display the **Address Book**, and select from the current Address Book entries (See **Address Book** section below). The following **Address Book Page** for selection of e-mail recipients displays:



Address Book Page for E-mail Recipient Selection

To Select Contacts:

1. Click the *checkbox* next to each Contact receiving your message, according to the method of sending (**To:**, **Cc:** or **Bcc:**).
2. Click the **Insert Contacts & Close** button.

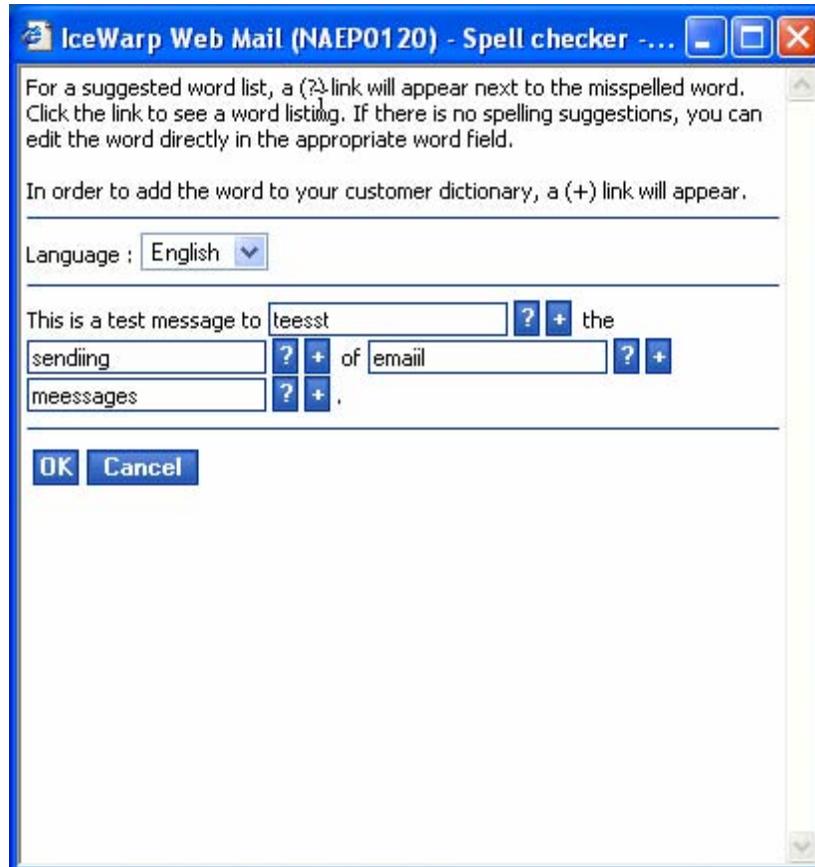
The selected Contact e-mail addresses are placed in their corresponding areas within the Write Message page, and the Address Book Page is closed.

Note: See **Address Book** section for further details on other areas of the Address Book Page. You will need to populate this address book.

Spell Checking

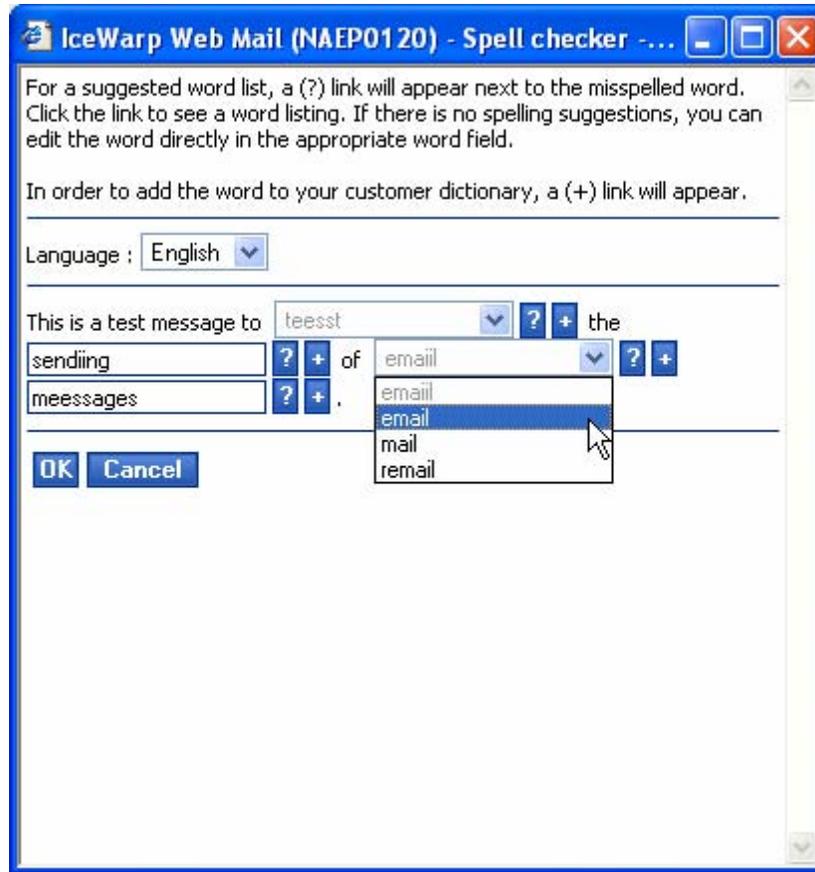
Each message composed can be checked for spelling via IceWarp Web Mail's **Spell Checker**.

To Spell Check a message, click the **Spell Check** button on the Write Message Page. The following page displays:



Spell Checker Page

The Spell Checker Page displays the content of the composed message, with each identified misspelled word contained within a textbox. As noted by the instructions on the page, clicking the (?) link displays an arrow for a drop down menu containing a listing of suggested words to replace the misspelled, as illustrated by the following:



Word Suggestion Dialog

If no suggestions are available, the misspelled word can be edited directly within the textbox.

Clicking the [\(+\)](#) link adds the word to the custom dictionary (*i.e. words or terms such as “NAEP”*), followed by a confirmation message of the new word being added.

Attachments

The following section of the Compose Message page facilitates the attachment of files to a message:

Attachment :	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="More"/>
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Attaching files is accomplished by two methods:

1. Entering the Path and Filename of the file to attach within the Attachment textbox.
2. Clicking the **Browse...** button and navigating to the desired file. Click the **Open** button from the **Choose File** dialog. The path and file name displays within the Attachment textbox.

Attaching Multiple Files

To attach more than one file to a message, you must click the **More** button, located next to the **Browse...** button in the Attachment area of the page. This will display another Attachment Textbox and Browse... Button row on the page. You would then enter or select the additional file to attach to the message in this area. For each additional file you wish to attach, you must click the **More** button to display additional rows for attaching files. The following illustrates the attachment of four files to a message:

Attachment :	C:\Westat\Docs\NAEP Business card template updated.doc	Browse...	More
	C:\Westat\Docs\NAEP newsletter notice.doc	Browse...	
	C:\Westat\Docs\New FAX cover sheet.doc	Browse...	
	C:\Westat\Docs\Non-public School Data Collection Form.Doc	Browse...	

To remove a selected file attachment, clear out the attachment textbox of the file you do not wish to attach to the message. The attachment row will remain, but the file previously entered/selected will not be attached to the message when sent.

Logging Out of IceWarp Web Mail

To log out of IceWarp Web Mail, click the red Logout button, located at the *upper right* side of the IceWarp Web Mail Button Bar:



Logout Button

The Browser refreshes and the IceWarp Web Mail Login Page displays.

Retrieving and Viewing Mail

Retrieving Messages

While logged onto IceWarp Web Mail, to download the latest messages sent to you, you must click on the **Get Messages** button, the first button on IceWarp Web Mail's button bar:



IceWarp Web Mail periodically refreshes the page to display the latest changes (*i.e.* – *mail moved or deleted*) automatically, via the **Refresh Interval (Min)** property in **Settings**.

The Get Messages function checks the mail server and downloads the latest messages sent to your mailbox on command. *It is the equivalent of Outlook Express' "Send/Receive"*.

Moving Mail

IceWarp Web Mail's **Move** functionality facilitates the moving of mail items from one folder to another. As part of organizing the mail that you receive and store, you may wish to create specified folders and store incoming mail within them.

The **Mail Messages Pane** contains the "**Move/Copy Selected Messages To:**" section for moving mail items to other folders:



Move/Copy Selected Messages To: section

To Move Mail Items:

1. Select the folder containing the mail items (*messages*) to move.
2. Select **Move** from the *Move/Copy* drop down listing.
3. Select the folder to move the mail items to from the "**Selected Messages To:**" drop down listing.
4. Click the **OK** button.

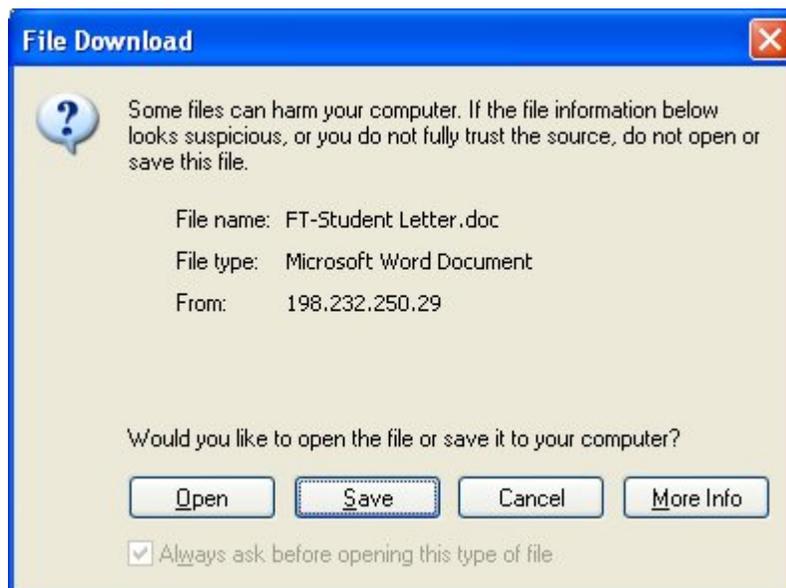
Selected mail items are moved to the selected folder.

File Attachments

Mail items that contain file attachments are indicated by a *paper clip* icon next to the mail item listed within the **Mail Messages Pane**, and an *ear-marked icon* within the body of the message displayed within the **View Messages Pane**. Also, click on the *ear-marked icon* to view the name of the attached file in the form of a [clickable link](#).

To access the Attached File (*for opening or saving*):

1. Click on the link of the filename. The following dialog displays:



Open/Save File Attachment Dialog

2. Click **Open** to open the file. The program of the file's type (*i.e. Microsoft Word, Microsoft Excel etc.*) will launch and open the file. Click **Save** to save the attached file to a folder of your selection. *Note: You cannot open a file unless you have an application on your computer that will open the file.*

Searching Content of Messages

IceWarp Web Mail provides a method for searching the content of e-mail messages for specific text contained within a mail item. The **Search** function facilitates the retrieval of all mail items containing a specified text string (*i.e.* “*Name of a person or business, or a subject*”) within a message.

To Search for a specified text item:

1. Click the **Search** button on the IceWarp Web Mail button bar:



Search Button

The following *Search* page displays:



IceWarp Web Mail Search Page

2. Enter the text to search for within the Search Textbox (*In this example the text to search for is the word “Test”*)
3. Select the folder to search from the Folders drop down listing. Both the IceWarp Web Mail *mail* folders and all *user-created* folders are listed in the drop down.
4. Select the area of mail items to search (**Subject, From, To/ Cc or Body**).
5. Check the **Case Sensitive** checkbox if the search for the selected text should be by case.
6. Click the **Search** button to begin the search of mail items for the selected text.

In the example above, the search is for all messages, in **All Folders**, searching only the **Subject** line of each message, containing the text of “**Test**”. After completing the search, the following page displays:



Search Results Page

The messages meeting the search criterion are displayed. The mail items are listed in columns similar to mail items listed with the **Mail Messages Pane**. This page contains columns for **Mail Item Selection**, **Folder** the message resides in, **Subject** line of the message, **From**, **Time** and **Length**.

This page also contains a “**Move/Copy/Mark as Read/Mark as Unread Selected Messages To:**” section for moving messages to other folders, and a **Delete Selected** button for quickly deleting selected mail items displayed within this page.

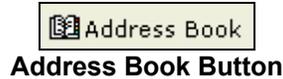
To View a Message, click on the Subject Link of the desired message within the listing of mail items found. The contents of this message are displayed within the **View Messages Pane**.

To Move or Delete Mail Items:

1. Click the *checkbox* of the desired mail item (or click the column header checkbox to select All Mail Items).
2. Perform the desired function (**Move** or **Delete**).

Address Book

To open the IceWarp Web Mail Address Book, click the **Address Book** button within the IceWarp Web Mail button bar.



The following page displays:



IceWarp Web Mail Address Book

The Address Book Page facilitates the creation, modification and deletion of **Contacts**, the creation of **Contact Groups** within the Address Book and the composing of **New E-mail Messages** for individual Contacts.

The adding, editing, and deleting of contacts within the Address Book, as well as the creation of Contact Groups, is accomplished via the **Contacts Management** section of the Address Book Page illustrated below:



Contacts Management for Contacts and Contact Group entries

The **Add New Address**, **Delete** and **Modify** buttons manage the contacts entries of the Address Book. The **New Group** drop down listing and the **Add to Group** button manage the creation and selection of Group Contacts.

Selecting Contacts

The listing of Address Book entries (*Contacts*) within the Address Book Page are divided into the following columns: **Selected**, **Full Name** (*First and Last Name of the Contact*), **Organization** (*Company Name – optional*), and **E-mail Address**.

To select a Contact, click on the *checkbox* next to each contact within the Address Book Page. A checkmark displays indicating selection of a given contact. To **De-select** a contact, click the checkbox to remove the checkmark for each contact selected.

To select All Contacts Items in the Address Book, click the *checkbox* directly to the left of the **Full Name** column heading. A checkmark displays for all contacts.

Each Contact displayed within the Address Book Page contains clickable links for the **Full Name** and **E-mail Address** columns, as illustrated below:

Full Name	Organization	E-mail Address
Callie Gilberti	Westat	CallieGilberti@naepmail.westat.com
Chris Schroeder	Westat	ChrisSchroeder@naepmail.westat.com

Links for **Full Name** and **E-mail Address** columns

The Full Name column link of each contact contains the First and Last Name of the contact. Clicking this link displays the **Contact Information Page** containing all the current information entered for the selected contact.

The E-mail Address column link of each contact displays the E-mail Address of the Contact. Clicking this link displays a new **Write Message** page containing the e-mail address of the contact within the **To:** section of the page. This link facilitates composing and sending a *new* message to the selected contact.

Sorting Contacts

The contact items listed within the Address Book Page can be sorted by a select group of columns. Unlike items listed within **Mail Messages Pane**, Contact items can only be sorted in **Ascending** order. The columns for sorting contact items are: **Full Name**, **Organization** and **E-mail Address**. Each of these column labels/headers are a clickable link.

To Sort Contact Items, click on the column header link of the desired column

Filtering Contacts

The Address Book Page facilitates the *filtered view* of contact items listed. The Address Book Page contains an **Alpha Filter** section, which provides for the viewing of select contacts by the **First Letter** of the Contact **Full Name** column, as illustrated below:

All - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Alpha Filter

The Alpha Filter displays each letter of the alphabet as a clickable link, corresponding with contact entries whose *full name* begins with a given letter. *The only letters within the Alpha Filter that appear as links are those with contact entries beginning with that letter.*

To Filter Contact Items by Full Name, click a desired *letter link* within the Alpha Filter. The Address Book Page is refreshed and displays only contact entries whose *Full Name* begins with the selected letter.

The **All** item of the Alpha Filter restores the view of all contact entries within the Address Book.

The **Groups** item displays only Contact Groups created within the Address Book.

Creating Mail from an Address Book Entry

The Address Book Page provides a quick way of selecting and composing a new message for a Contact.

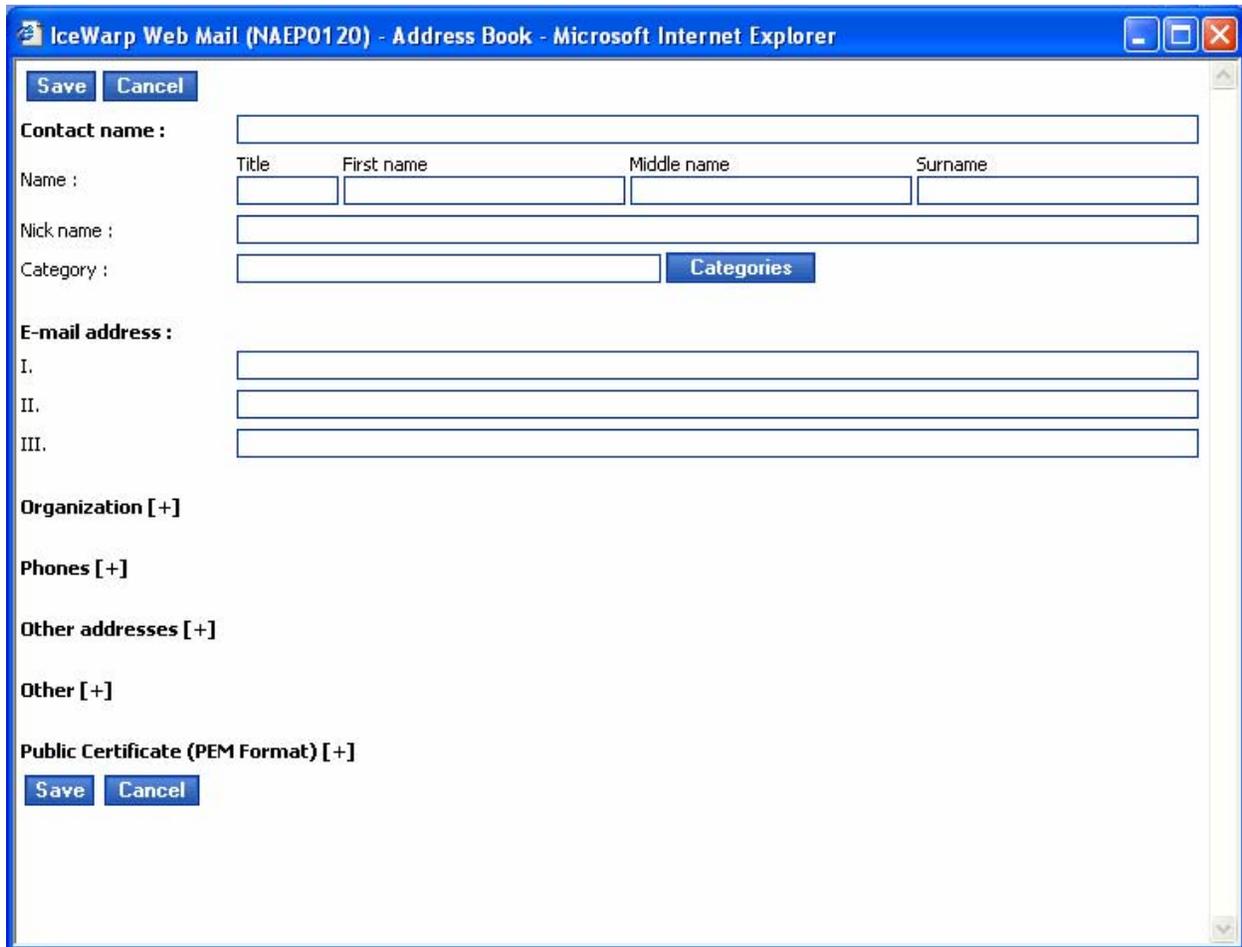
To Create a New Message From a Contact:

1. Click the **E-mail Address** link of the selected Contact entry. The **Write Message** page displays containing the e-mail address of the contact within the **To:** section of the page.
2. Complete entry and selections for the new message, then click the **Send Message** button.

Create Contacts

To Create a New Contact within the Address Book:

1. Click the **Add New Address** button from the *Contacts Management* section of the page. The following **Contact Information** page displays:



The screenshot shows a web browser window titled "IceWarp Web Mail (NAEP0120) - Address Book - Microsoft Internet Explorer". The page contains a form for creating a new contact. At the top left are "Save" and "Cancel" buttons. The form fields include: "Contact name:" (a single wide text box), "Name:" (four text boxes for Title, First name, Middle name, and Surname), "Nick name:" (a single wide text box), "Category:" (a text box and a "Categories" button), "E-mail address:" (three text boxes labeled I., II., and III.), "Organization [+]", "Phones [+]", "Other addresses [+]", "Other [+]", and "Public Certificate (PEM Format) [+]". At the bottom left are "Save" and "Cancel" buttons.

Contact Information Page

2. Complete entries for **Contact Name** and **E-mail Address** fields.
3. Complete entries for any additional information.
4. Click the **Save Changes** button to add the New Contact to the Address Book.

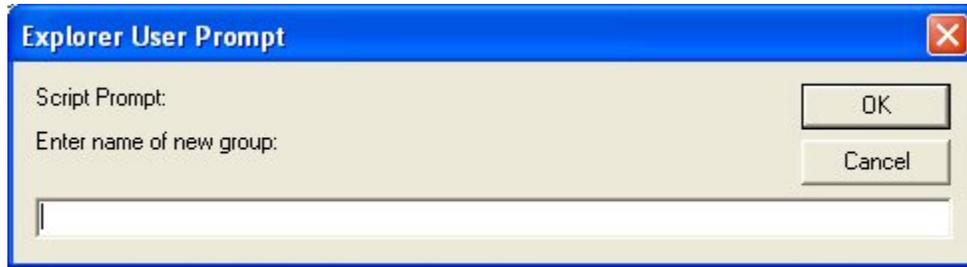
Create Contact Groups

To send or forward mail items to a specified group of contacts (*i.e.* – *Supervisors, Field Managers or Home Office Staff*), you create a **Contact Group**. A Contact Group is a *distribution list* of e-mail addresses identified and given a name, to facilitate the sending of mail items to a select group, without individually selecting contacts when composing a new mail item.

Once created, and all desired Contacts are selected for the new Contact Group, to send or forward mail to these contacts all is required is to select the **Contact Group entry** within the contacts listing.

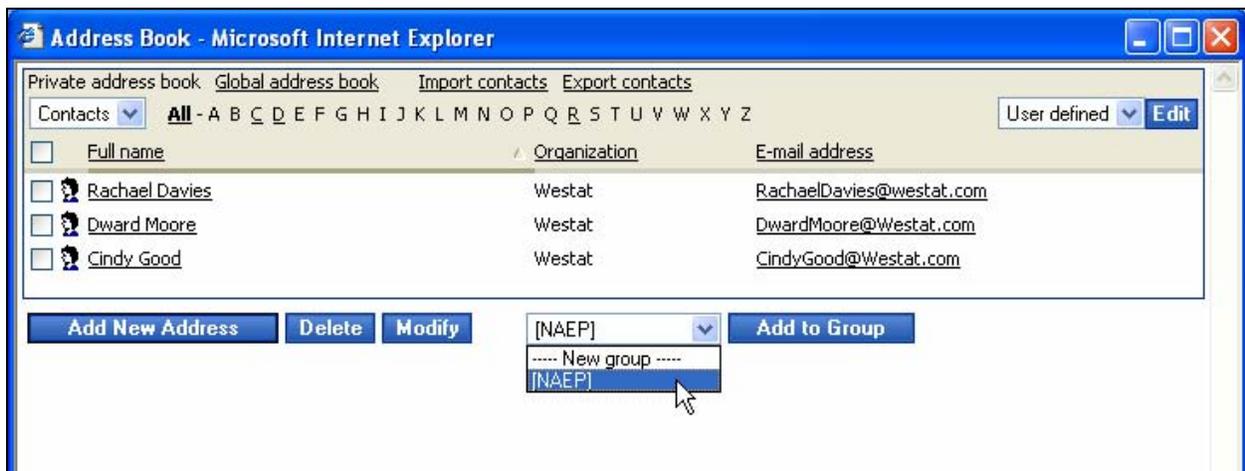
To Create a New Contact Group within the Address Book:

1. Select all of the Contacts to be included within the new *Contact Group*, by clicking the *checkbox* next to each Contact entry.
2. Click the **Add to Group** button from the *Contacts Management* section of the page. The following *New Contact Group Name* prompt displays:



3. Enter a name for the new Contact Group, and then click **OK**.

The new Contact Group is added to the Address Book, the Groups listing is refreshed to show the new Contact Group entry, and the **New Group** drop down listing contains the new group reference.



The following illustrates the results of selecting contacts from the Contacts Listing, and creating a new Contact Group named “**NAEP**”. To access a Contact Group, click on the **Contacts** drop down menu and select **Groups**.



Address Book Page displaying New Contact Group

Modify Contacts

To Modify a Contact:

1. Select the contact by clicking on the *checkbox* next to the desired contact in the list.
2. Click the **Modify** button from the *Contacts Management* section of the page. The **Contact Information Page** displays containing the current information entered for the selected contact.
3. Complete the editing of the selected contact's information, and then click the **Modify** button.

Delete Contacts

To Delete a Contact or a Contact Group entry:

1. Select the Contact or Contact Group by clicking on the *checkbox* next to the desired entry in the list.
2. Click the **Delete** button in the *Contacts Management* section of the page.

The selected entries from the list are deleted.

Closing the Address Book

To close the Address Book, click the “X” button in the upper-right corner of the page to close the Window.

Settings

No changes should be made to any of the settings in IceWarp.

General Settings

Note: No changes are to be made to Certificates, Accounts, Folders, Client Rules, or Server Rules. Changes could jeopardize your connection to email at Westat.

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NAEP

SYSTEMS REFERENCE MATERIALS

“How Do I Get to....”

“Using the Various Dial-Up Connections”

“Updating Telephone Numbers in AT&T Dial-Up Connection”

“Command AntiVirus Updating Definitions”

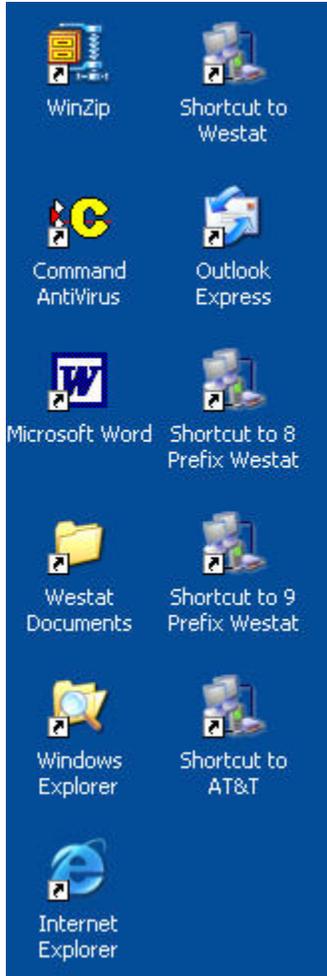
“Is Your Laptop Clock Right?”

“Cleaning the Print Head on a BJC 80/85 Printer”

HOW DO I GET TO.....?

<p align="center">SCHOOL CONTROL, MATERIALS ORDERING, and MATERIALS TRACKING SYSTEMS</p>	<p align="center">STUDENT DATA SYSTEM (SDS)</p>	<p align="center">E-MAIL</p>	<p align="center">TRANSMIT TO WESTAT & update AntiVirus</p>
<p>Start by going on the Internet.</p> <ul style="list-style-type: none"> • Double click "Shortcut to AT&T" on Desktop. • Use AT&T ID and password* • Use local phone number when possible • When connected, double click on Internet Explorer icon to open browser. • Go to www.mynaep.com • Log on with NAEP ID and password** <p>On MyNAEP Options page, select from:</p> <ul style="list-style-type: none"> • School Control System (SCS) • Westat – Materials Ordering System (MOS) • Pearson link to their MOS and MTS <p>With personal computer, access Pearson's site at:</p> <hr/> <p align="center">Record Web Address</p> <hr/> <p>*AT&T User ID format: cdwttdwttd plus 2 numbers OR cdwttdctd plus 3 numbers</p> <p>AT&T password format: 3 letters 3 numbers (letters & numbers same as in NAEP password) [AT&T has 6 digits, NAEP 7 digits]</p>	<p>The SDS is on your laptop.</p> <ul style="list-style-type: none"> • Double click SDS icon on your Desktop • Enter the password (sds2006) when requested. <hr/>	<p align="center">OUTLOOK EXPRESS</p> <p>Double click Outlook Express (OE) icon on Desktop.</p> <p>To send and/or receive messages:</p> <ul style="list-style-type: none"> • Click Send/Receive • Select Westat or the appropriate prefix (8 Prefix Westat or 9 Prefix Westat) • Use NAEP ID and password** • Click Connect <p>[Some users prefer to minimize OE after composing a message and connecting to Westat using the dial-up connection on the desktop, then maximize OE and click Send/Receive.]</p> <hr/> <p align="center">ICEWARP</p> <p>Using your personal computer with high-speed Internet connection, enter this URL in your browser:</p> <p>https://198.232.250.29:32001/mail/</p>	<p>Connect to Westat and then to the transmit site as follows:</p> <ul style="list-style-type: none"> • Double click on appropriate Shortcut to Westat (with or without prefix) • Use NAEP ID and password** <p>When connected to Westat:</p> <ul style="list-style-type: none"> • Double click on Internet Explorer to open browser • Click Favorites and select NAEP fos (which takes you to mynaep.fos.westat.com). • Click Transmit in list of options (do this daily) • Click AntiVirus update link (you should update weekly)
<hr/> <p>*AT&T User ID format: cdwttdwttd plus 2 numbers OR cdwttdctd plus 3 numbers</p> <p>AT&T password format: 3 letters 3 numbers (letters & numbers same as in NAEP password) [AT&T has 6 digits, NAEP 7 digits]</p>	<p>Record your AT&T user ID and password below:</p> <hr/> <p align="center">(AT&T user ID)</p> <hr/> <p align="center">(AT&T password)</p>	<p>**NAEP User ID format: NAEP plus 4 numbers</p> <p>NAEP password format: 3 letters, symbol, 3 numbers (letters & numbers same as AT&T password)</p>	<p>Record your NAEP user ID and password below:</p> <hr/> <p align="center">(NAEP user ID)</p> <hr/> <p align="center">(NAEP password)</p>

USING THE VARIOUS DIAL-UP CONNECTIONS

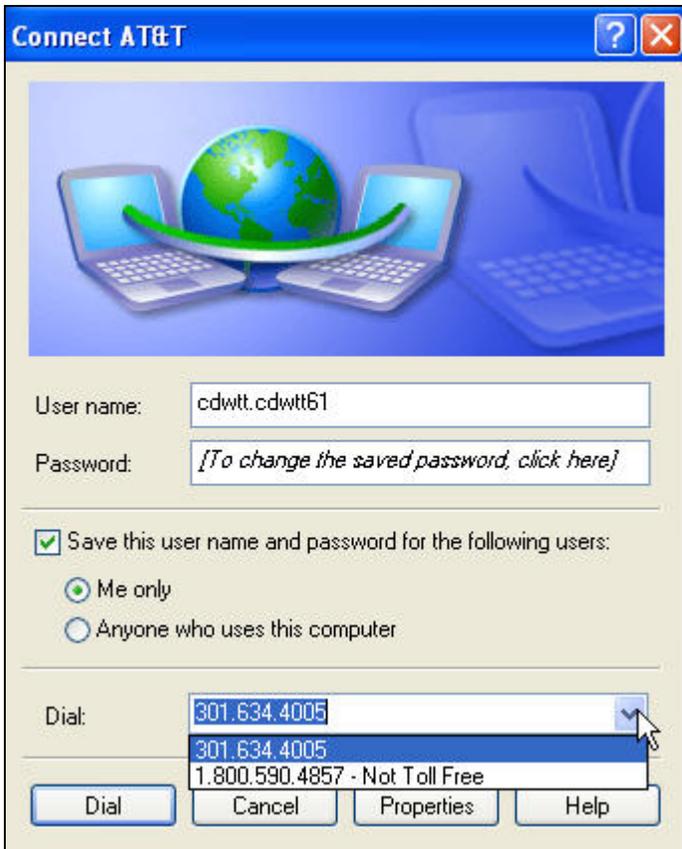


To **transmit or update Command AntiVirus (CAV)**, double click on this icon first (unless you need prefix while traveling, in which case use one of the other shortcut to Westat icons) and connect.

To **send/receive e-mail messages**, double click to open Outlook Express first.

When **traveling, to transmit or update CAV**, double click on one of these icons first and connect.

To **get to MyNAEP** for SCS, Westat MOS, and Pearson's MOS & MTS, double click on this AT&T shortcut to open the Connect AT&T window shown on next page.



Connect AT&T window.

Allows you to select among numbers stored and to add new numbers.



This is the dial-up connection window that you will see when you double click on the Internet Explorer icon.

Allows you to select the AT&T dial-up connection if you are calling from home and do not need a prefix. If you need the prefix, double click on the AT&T shortcut icon first.

Connect Westat [?] [X]



User name:

Password:

Save this user name and password for the following users:

- Me only
- Anyone who uses this computer

Dial: [v]

Connect to Westat window. You will see this when you double click on any of the Westat shortcuts.

The phone number and prefix you see will depend on which shortcut you select.