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Opening Email

This tutorial assumes you are already logged into STARS. For e-mail, upgraded STARS is similar to the earlier version.

1. You may open your e-mail application in one of several ways from the main STARS tab:
   - Click on the e-mail icon located on your navigational bar
   - Click on an e-mail title
   - Click on the more link
   - Click on the Get Mail link

2. The e-mail application will open in a separate window.
   - To open an individual-mail, click on the email title. The e-mail window opens.
Composing Email

1. Compose an e-mail by clicking on the **Compose link** in your email application:

The **Compose E-mail** window opens.

In this window, **Send**, **Attach files**, **Save Drafts** and do **Spell Checks**.

*Note: Luminis Spell check is not very robust, so please do not rely solely on it for spelling accuracy*

- Click on the To, Cc, Bcc links to open the Address Book.
- New Simple formatting tools
- Choose Priority or Request Receipt options

Deleting Email

1. From the email application, click the checkbox of the email(s) you wish to delete, then click the **Delete** link

Sending an Email to a group

Open your email application, and click on the **Address Book** tab.

1. On the ABC... **View** line, click **Groups** (right next to Z).
The Address Book opens, showing existing groups.

2. Select a check box next to the group.

3. From the Select action drop down menu, select Send Email.

A Compose Email window opens, with the To field populated with your group email members. From here you can compose and send your email.

Email/Pop-Up Blocker Issues

If Google or Yahoo Toolbars with built-in pop-up blockers are installed on your computer, you will most likely experience problems with composing or replying to emails. Though Jefferson College does not officially offer technical support for these types of blockers, we have included some workarounds.

Several solutions to accessing email with pop-up blockers installed on your browser include:

- While in STARS, click the pop-up blocker to accept pop-ups only from that site.
- Control Click either the email or compose links to allow individual pop-ups.
- Though you may not experience email being blocked when accessing email from a newly opened browser window, you may have that experience if your browser window has been open for awhile. Logging out, then logging back in again has been known to solve this problem.
- Uninstall pop-up blockers.
Email – Search Messages

The Email application provides a Search feature that allows users to search through their stored messages using certain criteria.

To search for specific messages:

1. From your email application, click the Search Icon. The Search window opens.

2. From the Search tool drop-down boxes and match buttons, select the email criteria you wish to search.

3. Click the Search button.

For further information about searching messages, please see the Email Training Workbook pages 17-18, posted on the Check this out channel of the STARS tab.
Email – Managing Message Folders

You can create additional folders for email storage and organization.

To create a new folder:

1. From your email application, click the Manage Folders Icon. The Folders window opens.

2. Click the radio button next to the folder you would like to place the new folder.

   If you select the Personal Folders radio button, the new folder will be created at the same level as the Inbox.

   If you want to make a subfolder in an existing folder, click the radio button next to the destination folder. You cannot create a subfolder in the Inbox.

3. Click the New icon.

4. In the Create New folder in Personal Folders named: field, type a name for you new folder, and click the OK button.

   The new folder is created at the same level as the Inbox or, if you created a subfolder, within the destination folder you selected. Click the Inbox or any folder name link when you are finished creating, deleting or editing folders. This returns you to the message view so you can get and compose messages.

For further information about editing and deleting folders, please see the Email Training Workbook pages 23-24, posted on the Check this out channel of the STARS tab.
Email – Moving Messages

After you create folders you can move messages among them as necessary. You can move messages from any folder except the Draft folder.

1. From your email inbox, click the checkbox next to the message you want to move.

2. Select the folder to which you want to move the message from the Move to Folder drop-down menu.

   Your message is moved to the destination folder. To view the message, click the destination folder.

Email – Mail Options

Email and Address Book options allow you to personalize their look, feel and function. Individual options can be set from the Options tab.

For further information about personal information, please see the Email Training Workbook pages 41, posted on the Check this out channel of the STARS tab.
Email – Layout

In the Layout screen, you can determine how messages are displayed. You can select the number of messages displayed per page and also set the sort order for the messages.

For further information about layout, please see the Email Training Workbook pages 43, posted on the Check this out channel of the STARS tab.

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Email – Vacation Messages

In the vacation message screen you can set up options if you are not available to check your email for a period of time. This option allows you to send a custom message automatically when you are away.

For further information about vacation messages, please see the Email Training Workbook pages 44, posted on the Check this out channel of the STARS tab.
Address Book

Global Address Book Searching

**Luminis Address Book**
Your personal address book, maintained by you.

**Corporate Directory**
Campus directory maintained by college systems.

1. Click the **Address Book** tab. The Address Book window opens.

2. Search for a name by typing it in the **Search for** field, then **Select Jefferson College Campus Directory**. Then click the **Search** button.

   Note: When searching for a name, use only the first or last name for the search. Searching for a full name will unfortunately cause a search error. Wild card searches are also not functional.

   The name(s) will populate in the Search Results window.

3. Click the checkbox next to the found name, then **Select Action** dropdown menu to **Send Email**. From here you can compose and send your email.

Add a Contact in Luminis Address Book

Make sure you have chosen Luminis Address Book and not Corporate Directory as your address book source.

1. With the Address Book open, scroll to the bottom of the window to the **Add Contact** area.

2. Type in the contact information, click the **Add Contact** button. The contact has been added to the Address book.