

Cardinal Mail Workshop

Mail [Calendar](#) [Documents](#)

59mcmahon@cardinalmail.cua.edu | [Settings](#) | [Older version](#) |



Search Mail

Search the Web

[Show search options](#)
[Create a filter](#)

[Compose Mail](#)

Inbox

[Starred](#) ☆

[Chats](#) ☺

[Sent Mail](#)

[Drafts \(8\)](#)

[Follow up](#)

[Misc](#)

[Priority](#)

[4 more](#) ▾

[Contacts](#)

[Tasks](#)

- Chat

Search, add, or invite

● Shannon McMahon

Set status here ▾

Brzozowski, Mark M.

choiy

Giltrud, Marianne

Gmail Blog - Today's Gmail problems - 2 days ago

[Archive](#) [Report spam](#) [Delete](#) [Move to](#) ▾ [Labels](#) ▾ [More actions](#) ▾ [Refresh](#)

1 - 50

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	☆	Damian Lenshek	GSA News: Register for retreat. Crabfest. - Dear Fellow Graduate Students, A few things you may want to mark on you
<input type="checkbox"/>	☆	Nakas, Victor	University Mass and Picnic Today - This is a reminder that the annual Mass of the Holy Spirit will be held today (Thursc
<input type="checkbox"/>	☆	Weeks, Joan S.	RE: Webinar from DGI and Cisco is now available for your review in the archives (fwd) - Hi Shannon, Below is the link to
<input type="checkbox"/>	☆	choiy	<LSC712- classroom change> - Hi all, I am so excited to work with you in LSC712 this semester. Before tomorrow's cl
<input type="checkbox"/>	☆	Joan, me (2)	Laptop and Projector for Dave - Hi Joan, Dave picked up the laptop around 2:15, so I really didn't have a chance to inst
<input type="checkbox"/>	☆	Nakas, Victor	Blackboard is now running and open to the University Community - CUA The Catholic University Of America Office of th
<input type="checkbox"/>	☆	Nakas, Victor	Problem with Blackboard - Dear faculty, staff and students, I write to inform you that Blackboard has crashed. Regrettal
<input type="checkbox"/>	☆	Weeks, Joan S.	Course Lists - Hi Shannon, I give up. Would you please ask Tim Steelman for the class lists for: Hsieh-yee LSC ...
<input type="checkbox"/>	☆	Nakas, Victor	Mass of the Holy Spirit - CUA The Catholic University Of America Office of the Provost Washington , DC 20064 202-319
<input type="checkbox"/>	☆	Lee, Catherine T.	Inside CUA - Reason. Faith. Service. Inside CUA - The Catholic University of America Online Newspaper Home ...
<input type="checkbox"/>	☆	Nakas, Victor	Operations in McMahon Hall Temporarily Disrupted - This morning at 10:20, the Department of Public Safety evacuated
<input type="checkbox"/>	☆	The Basilica of the Nati.	Birthday Greeting and Enrollment Cards - Birthday Greeting and Enrollment Cards Birthday Card featuring an image of I
<input type="checkbox"/>	☆	Kimberly Kelley	LSC 608: LSC_608_01_1098_1 - Welcome to LSC 608. Please take a moment, before we meet on Monday, August 31
<input type="checkbox"/>	☆	Lee, Catherine T.	This Week @ CUA - This Week at CUA August 31 to September 6 View Archives line Calendar Campus Ministry Athle
<input type="checkbox"/>	☆	Damian Lenshek	GSA News: Retreat, job, cardinalmail - Dear Fellow Graduate Students, Please see below for more details about the fol
<input type="checkbox"/>	☆	Simmons, Tawnya	Office of Enrollment Grand Opening - cid:image001.gif@01CA2565.41B4C110 cid:image002.jpg@01CA2565.41B4C110

Shannon McMahon

SLIS Lab Assistant

September 5, 2009

Topic 1 - Getting in to Cardinal Mail

1. Go to CUA's home page (<http://home.cua.edu>) and click on the Cardinal Mail link.



2. Log in with your NT user ID and password.

The screenshot shows the login form for Cardinal Mail. It has a blue background and contains the following elements: a heading 'Sign in to your account at The Catholic University of America', a 'Username:' label with a text input field containing '@cardinalmail.cua.edu', a 'Password:' label with a text input field, a checkbox labeled 'Stay signed in', a 'Sign in' button, and a link 'Can't access your account?'.

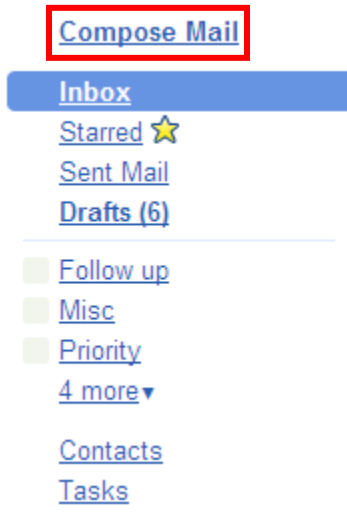
Topic 2 - The Email Interface

Cardinal Mail displays the contents under the tab that is highlighted on the left hand side. For example, on this screen, emails in the Inbox are being displayed because it is highlighted.

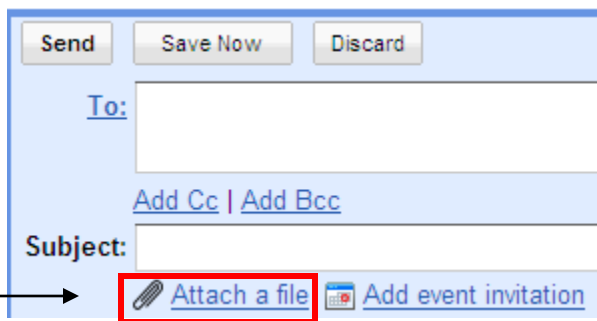
The screenshot shows the email interface for user 59mcmahon@cardinalmail.cua.edu. The interface includes a top navigation bar with 'Mail', 'Calendar', and 'Documents' tabs. Below this is a search bar and a list of email folders on the left: 'Compose Mail', 'Inbox' (highlighted), 'Starred', 'Sent Mail', 'Drafts (6)', 'Follow up', 'Misc', 'Priority', and '4 more'. The main area displays a list of emails in the inbox, including an ESPN.com email from 2 hours ago and several other messages from August 24-26, 2009.

Archive	Report spam	Delete	Move to	Labels	More actions	Refresh	1 - 50 of 64	Order
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 - 50 of 64	Order
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

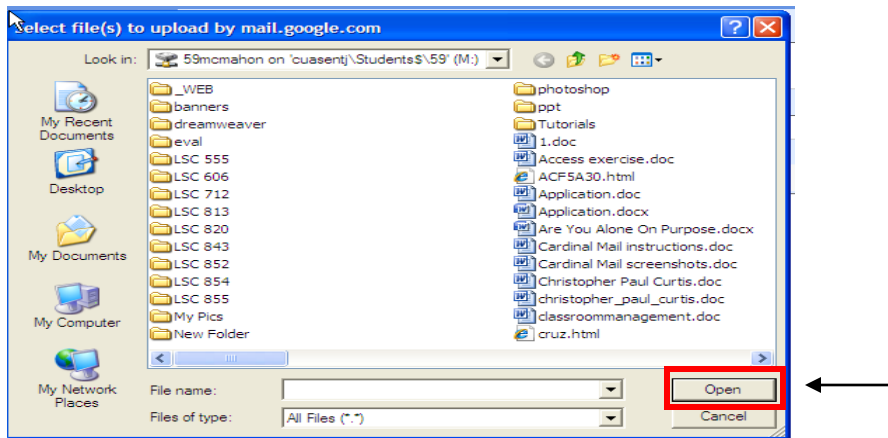
To write an email, click the Compose Mail link on the left hand side.



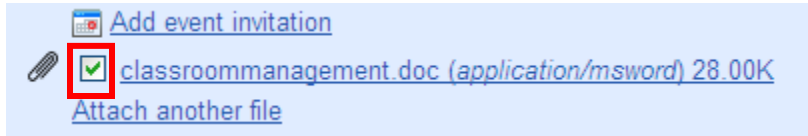
To send an attachment, click on Attach a file next to the paper clip.



Select the file you want to attach to your email and click Open.



To remove an attached file, uncheck the box next to the file's name.

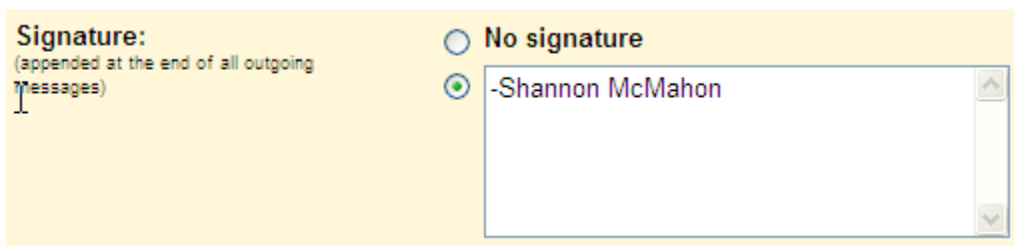


Topic 3 - Creating a Signature

1. Click the Settings tab in the top right hand corner.



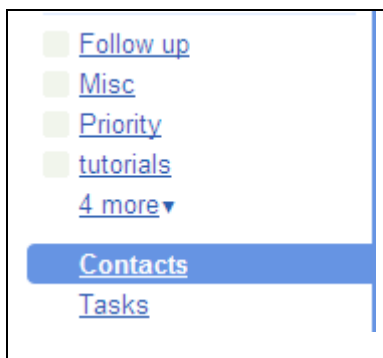
2. In the middle of the Settings page is a Signatures box. Use this to create a default signature for your emails.



3. Click No signature for emails where you don't want your signature to appear.

Topic 4 – Creating Contacts

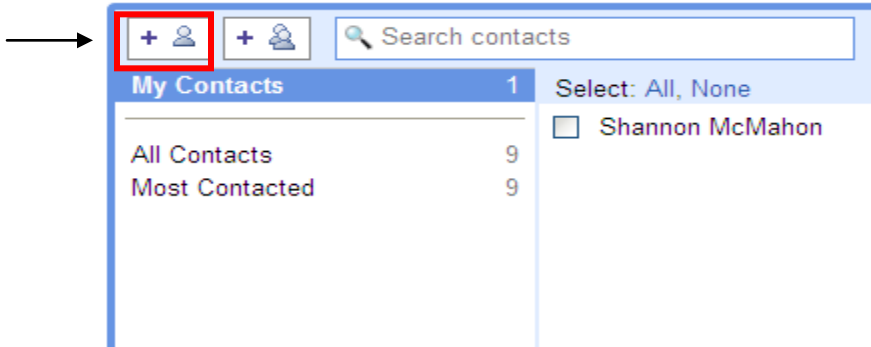
1. Click on the Contacts tab. Your contacts appear in the right hand column.



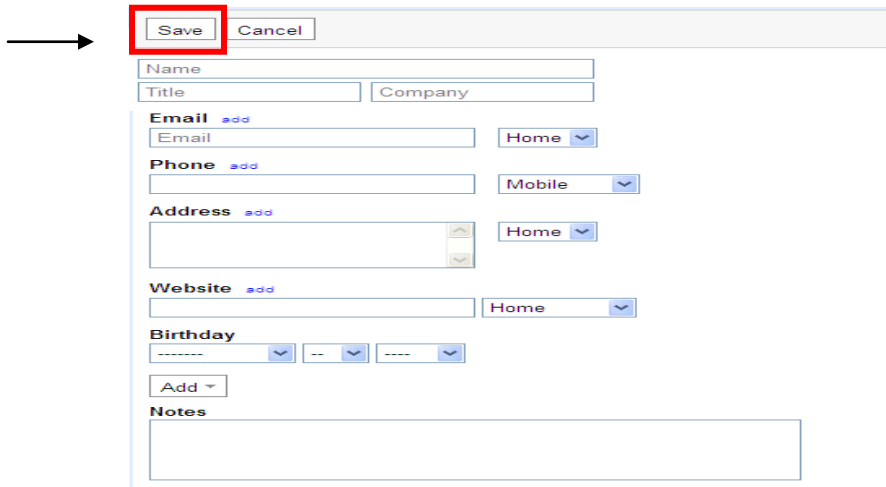
Contacts are automatically made when a person e-mails you.

Double click the name of a contact to send them an e-mail.

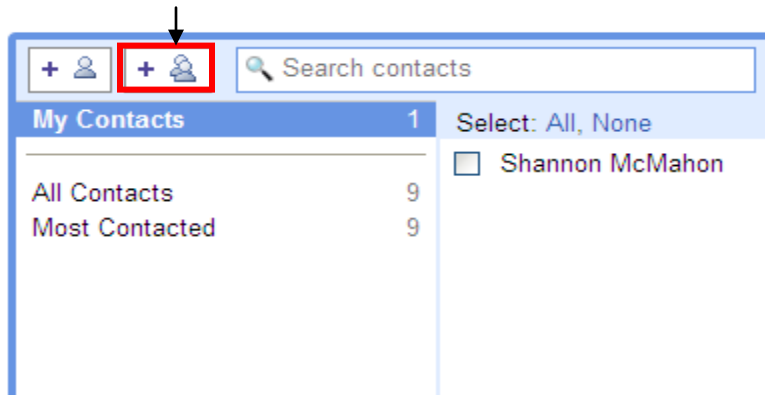
2. To add a new contact: click on the left button with the + sign.



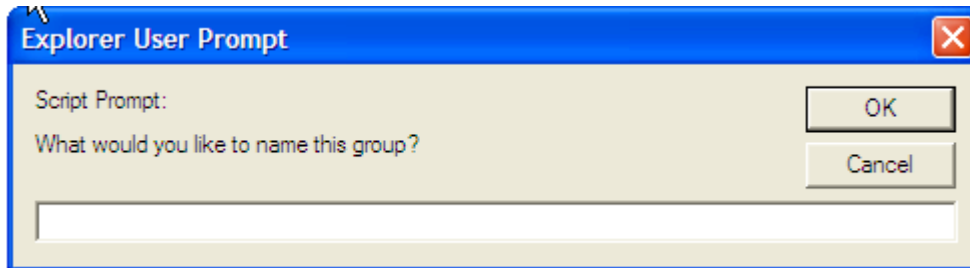
3. Fill out the information that you have available. Then click Save.



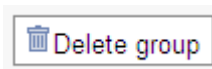
- To add a group, click on right + button.



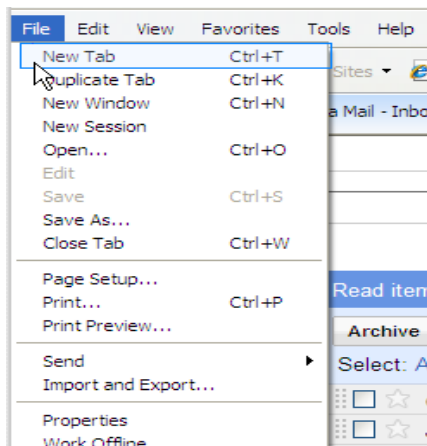
- Then name the group.



- To delete a group click on Delete group,

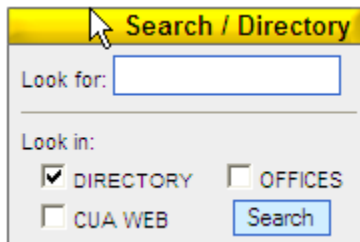


- You can search your contacts by typing in the beginning characters of their last name or e-mail address.
- If you don't know the email address of a faculty member or another CUA student, you can look them up in the CUA directory. Open a new tab or window in your browser.



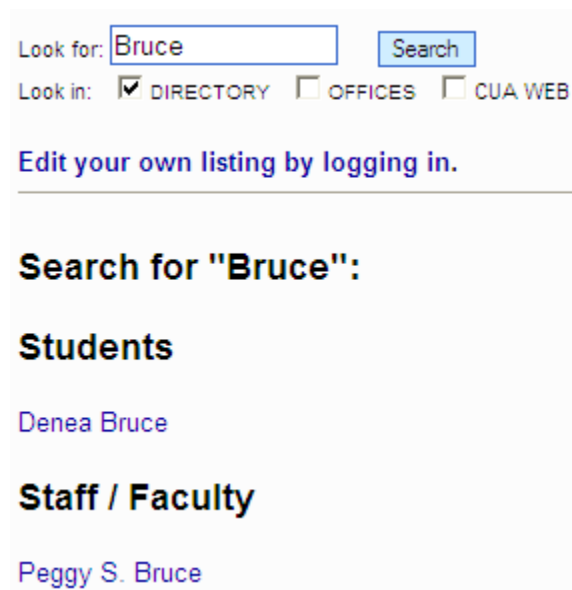
9. In the new window or tab type in home.cua.edu.

10. Search the faculty member or student's last name in the directory.



A screenshot of a web form titled "Search / Directory". It features a text input field labeled "Look for:" which is currently empty. Below this, there are three radio button options under the heading "Look in:": "DIRECTORY" (which is selected), "OFFICES", and "CUA WEB". A blue "Search" button is located to the right of these options.

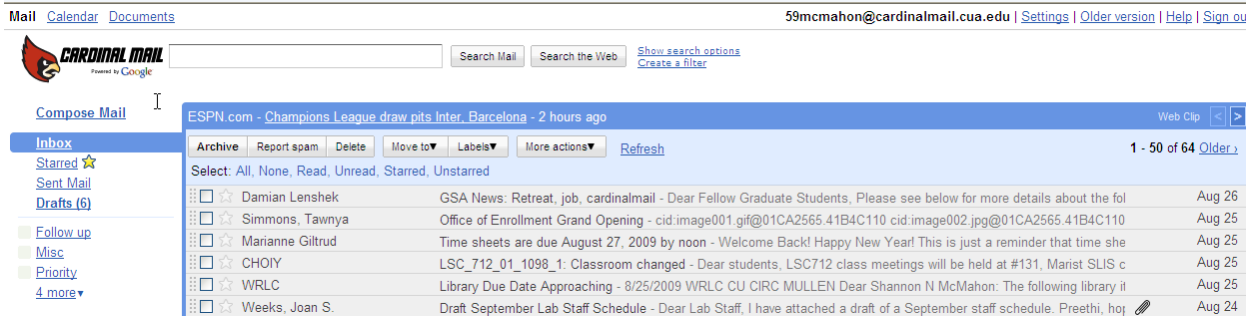
11. Choose the person you would like to e-mail from a list of students and staff with that last name.



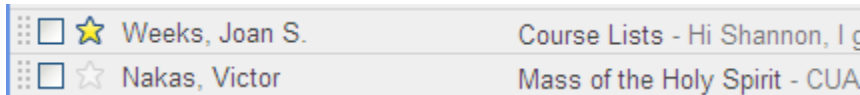
A screenshot of a search results page. At the top, the search criteria are displayed: "Look for: Bruce" and "Look in: [X] DIRECTORY [] OFFICES [] CUA WEB". A blue "Search" button is next to the input field. Below the search criteria, there is a link that says "Edit your own listing by logging in." A horizontal line separates this from the search results. The results are organized into two sections: "Students" and "Staff / Faculty". Under "Students", the name "Denea Bruce" is listed as a blue hyperlink. Under "Staff / Faculty", the name "Peggy S. Bruce" is listed as a blue hyperlink.

Topic 5 - Organizing Your Mail

1. The left side of the page has a number of labels that help you organize and retrieve your mail.



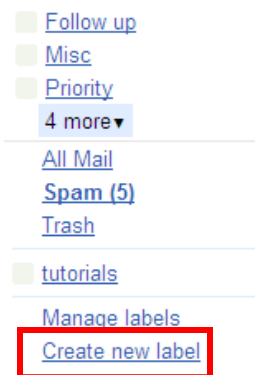
2. You can star important emails so that they are easier to find.



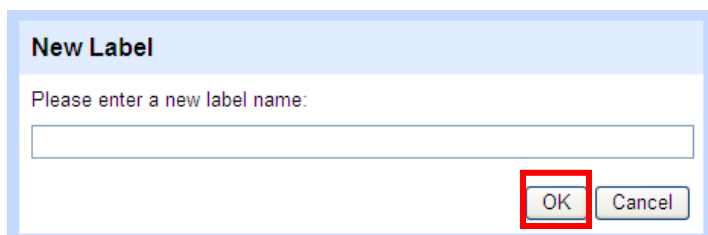
All of your Starred emails can be found together when you click on the Starred tab.

Topic 6 - Creating Labels

1. You can create your own labels by clicking the down arrow under the Priorities label. Then click on create new label.

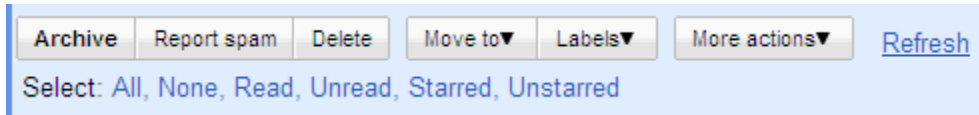


2. Type the new label's name and click OK

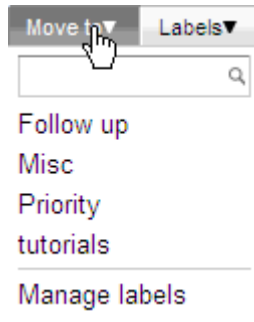


Topic 7 - Sorting Emails

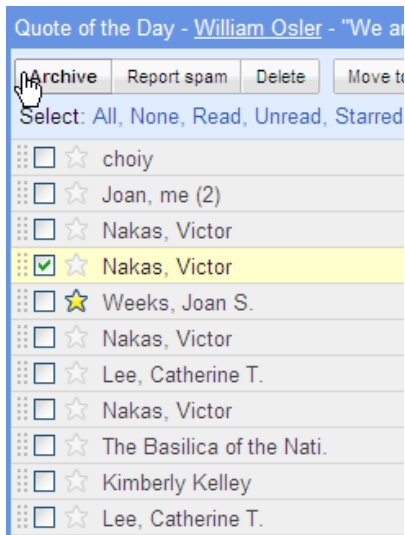
1. You can archive, delete, or move emails at the top of the screen. You can also sort your Read, Unread, Starred, or Unstarred emails here.



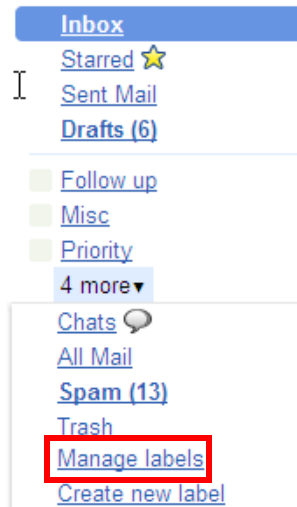
2. To move an email to a particular label, click Move to and select the label under the drop-down screen.



3. You can also Archive old emails in order to help clean up your email page. To do this click on the checkbox next to the old e-mail and click Archive. Archived e-mails will only show up under All Mail.



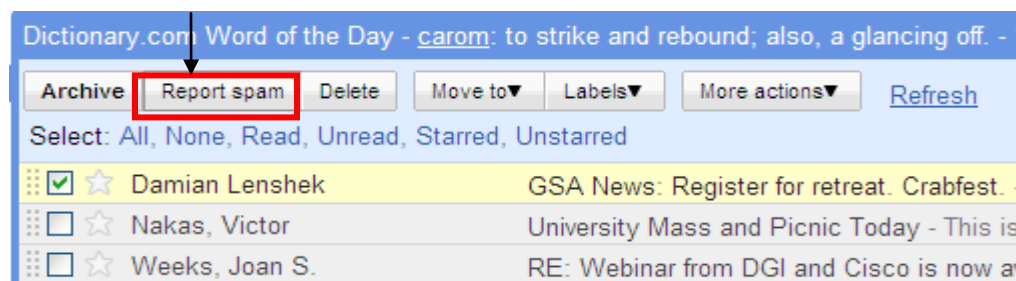
4. In order to see the All Mail tab, go to Manage Labels on the left hand side of the screen.



5. Then click on show. Archived e-mails will show up if you click on the All Mail label.



6. You can report spam by clicking on the checkbox next to the e-mail and then clicking on the Report spam button. Beware of e-mails asking for your User ID and Password. No one from CPIT will ever contact you this way for your personal information.

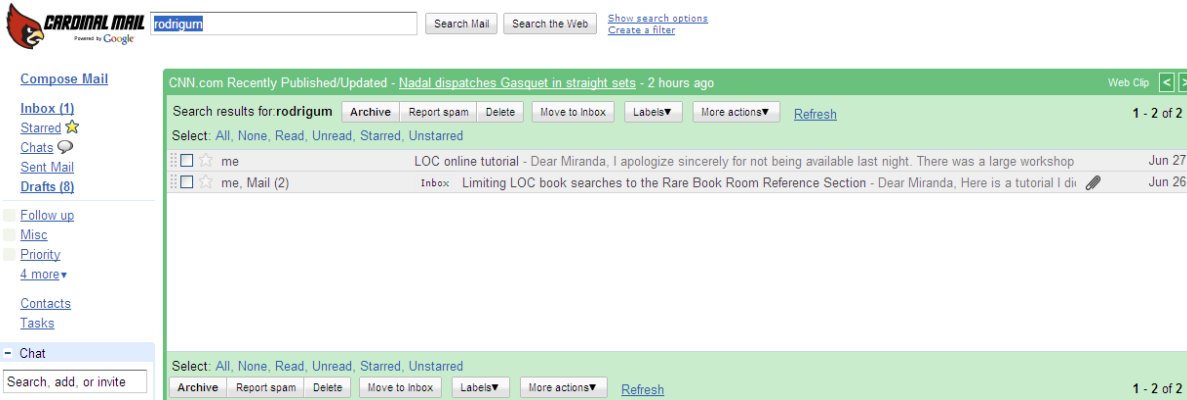


7. You can keep track of how much space is left in your inbox by looking at the bottom of the screen.

You are currently using 38 MB (0%) of your 7361 MB.

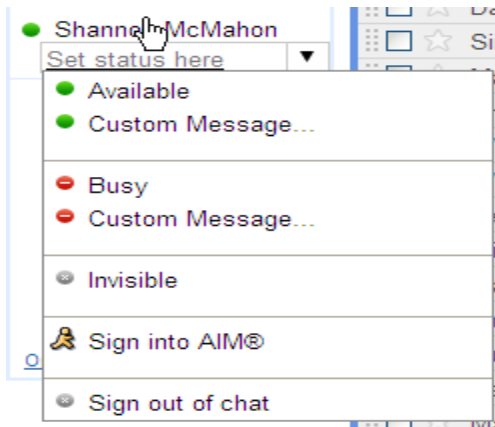
Topic 8 - Searching Cardinal Mail

Use the search box at the top of the screen to search for emails from a particular contact or regarding a certain subject. The results will be displayed below.

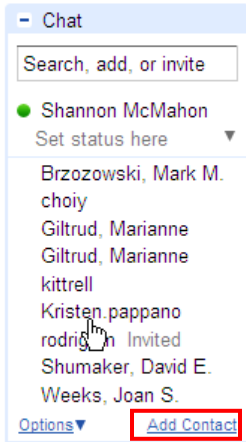


Topic 9 - Chat

Cardinal Mail has a Chat feature. When you sign into your email account, your status is Available on chat, unless you change it. To do so, click the drop-down menu under “Set status here”



Your contacts are automatically added when you send or receive email from someone. If you would like to chat with someone from CUA that is not in your contacts already, click Add Contact.



Then fill out the Chat Invite form. If you don't know their email, follow the instructions in Topic 2.

A screenshot of the "Chat Invitations" form. The title "Chat Invitations" is at the top left. Below it is the heading "Select some people you'd like to invite". Underneath is the text "Here are some of your top contacts:" followed by a "Select all" link. A list of contacts follows, each with a checkbox and their name and email address: "Brzozowski, Mark M. BRZOWOSKI@cua.edu", "choiy choiy@cua.edu", "Giltrud, Marianne GILTRUD@cua.edu", "kittrell kittrell@cua.edu", "Kristen.pappano kristen.cua@verizon.net", "Shumaker, David E. shumaker@cua.edu", and "Weeks, Joan S. weeks@cua.edu". Below this list is the heading "To invite other people, type their email addresses here:" followed by a text input field with the placeholder text "You can type email addresses here, separated by commas." and a "Send Invites" button at the bottom.

Topic 10 – Calendars

To access the calendar, click on the Calendar tab at the top of the screen.

Mail **Calendar** Documents



Search Mail

Search the Web

[Show search options](#)
[Create a filter](#)

To see what events are on a particular day, click on the small calendar on the left. Today's date is highlighted in yellow.

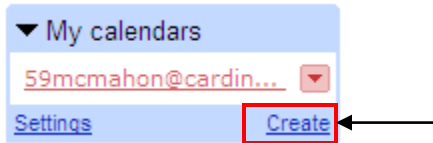
The screenshot shows the Google Calendar interface. At the top, there are tabs for "Mail", "Calendar", and "Documents". Below the tabs is the "CARDINAL MAIL" logo and a search bar. The main area is divided into two parts: a small calendar on the left and a large weekly calendar on the right. The small calendar shows the month of August 2009, with the 27th highlighted in yellow. The large weekly calendar shows the days from Sunday 8/23 to Thursday 8/27, with the 27th highlighted in yellow. The time slots range from 9am to 5pm.

To add an event, click on the day of the event on the small calendar, and the time of it on the big calendar.

The screenshot shows a dialog box for creating a new event. The "When" field is set to "Mon, August 31, 5:30am – 6:30am". The "What" field is empty, with a placeholder text "e.g., Breakfast at Tiffany's". There are two buttons: "Create event" and "edit event details »".

To move the time or date of an event, just drag it to the new date or time.

To create a new calendar, click Create under the My calendars section.



Then fill out the Create New Calendar form.

Create New Calendar

Calendar Details

[« Back to Calendar](#)

Calendar Name:

Domain: The Catholic University of America

Description:

Location:
e.g. "San Francisco" or "New York" or "USA." Specifying a general location will help people find events on your calendar (if it's pu

Calendar Time Zone: Country: (choose a different country to see other time z
Please first select a country to select the right set of time zones. To see all time zones, check the box instead. Now select a time zone: Display all time zones

Share this calendar with others [Learn more](#)

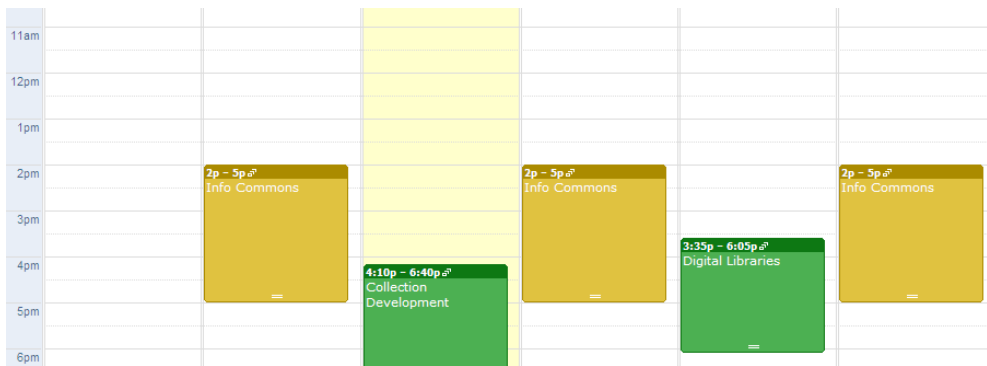
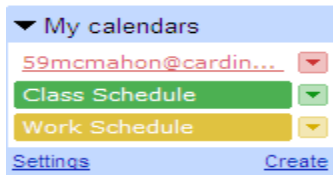
Make this calendar public

Share this calendar with everyone in the domain The Catholic University of America

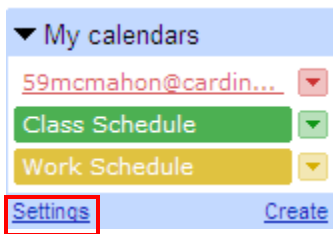
Share with specific people

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/>	<input type="button" value="Add Person"/>
"Shannon McMahon" <59mcmahon@cardinalmail.cua.edu>	Make changes AND manage sharing	

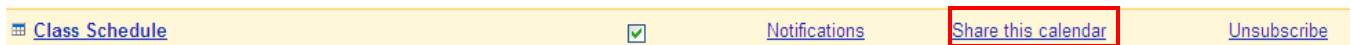
To see more than one calendar at a time, click on the names of the calendars you want to display. To make a calendar disappear, click it again so that it is unhighlighted.



You can share your calendars with friends and colleagues by clicking on Settings.



From the Settings page, click on Share this calendar. Make sure that the box next to the calendar is checked.



Then fill out Share this calendar form.

Class Schedule Details

[Calendar Details](#) **Share this calendar** [Notifications](#)

[« Back to Calendar](#)

Share this calendar with others [Learn more](#)

Make this calendar public

Share this calendar with everyone in the domain **The Catholic University of America**

Share with specific people

Person	Permission Settings	Remove
<input type="text" value="Enter email address"/>	<input type="text" value="See all event details"/>	<input type="button" value="Add Person"/>
59mcmahon@cardinalmail.cua.edu	Make changes AND manage sharing	

[« Back to Calendar](#)

To get rid of an unwanted calendar, click on Unsubscribe.

[Class Schedule](#) [Notifications](#) [Share this calendar](#) [Unsubscribe](#)

Topic 11 - Documents

Mail [Calendar](#) [Documents](#)

The screenshot shows the top navigation bar of the Cardinal Mail interface. On the left is the Cardinal Mail logo with the text "Powered by Google". To the right of the logo is a search input field, followed by "Search Mail" and "Search the Web" buttons. Further right are links for "Show search options" and "Create a filter". Below this bar, the user's email address "59mcmahon@cardinalmail.cua.edu" and links for "Settings", "Help", and "Sign out" are visible. A second search bar is located below the navigation bar, with "Search Docs" and "Search Templates" buttons, and links for "Show search options" and "Browse template gallery".

The screenshot shows the Google Docs interface. At the top is a blue action bar with "New", "Upload", "Share", "Move to", "Hide", "Delete", "Rename", and "More actions" buttons. On the left is a sidebar with "All items" selected, showing a list of filters: "Owned by me", "Opened by me", "Starred", "Hidden", "Trash", "Saved searches", "My folders", "No folders", and "Items by type". The main area displays a table of documents:

Name	Folders / Sharing	Date
EARLIER THIS YEAR		
<input type="checkbox"/> <input type="checkbox"/> august 2009	Not shared	Jul 21 me

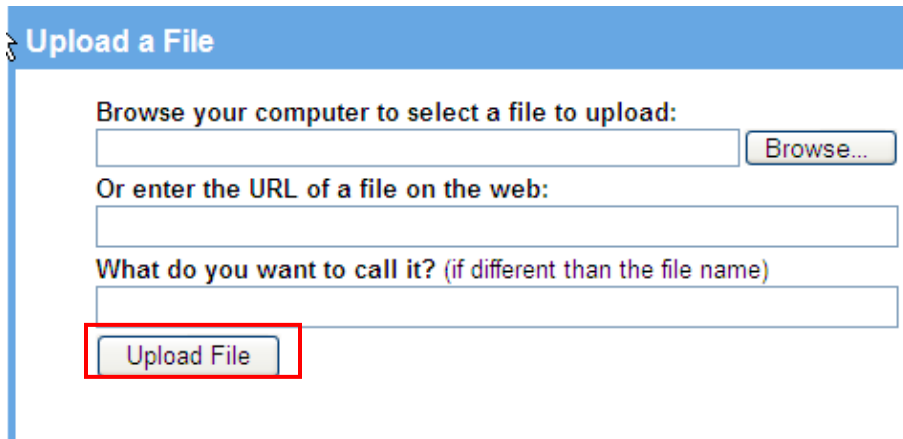
Google Docs allows you to create content through applications that are similar to Microsoft Office. You can make a new document (Word), presentation (Powerpoint), spreadsheet (Excel), or form. You can also create folders to help organize your content.

The screenshot shows the "New" menu in Google Docs. The menu is open, displaying options: "Document", "Presentation", "Spreadsheet", "Form", "Folder", and "From template...".

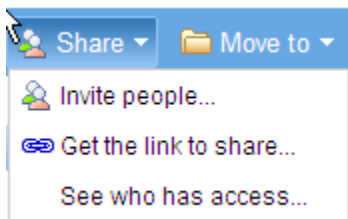
It also lets you upload content to your email address. To do this click Upload.



Browse your computer for the file, or enter the URL link and name the file. Then click Upload File.



Google Docs allows you to share content that you create or upload.



You can delete or rename your files at the top of the screen.



You can navigate through your documents by using the sidebar on the left.

