

SETA WEBMAIL BASICS

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LOG IN TO SETA WEBMAIL

1. Access the SETA Webmail system in one of the following ways:

In the navigation pane on the left side of the SETA website, scroll down to the section on "Other Stuff" and click the link entitled "SETA Webmail".

Open up a web browser (such as Internet Explorer, Google Chrome, or Mozilla Firefox) and browse to <http://webmail.1and1.com> by entering it into the address bar.

2. Enter your SETA email address.
3. Enter your password.
4. Click on the login button,

Webmail 2.0 powered by OX

Security (Description)

Public or shared computer

Private computer

User name: postmaster@aa-seta.org

Password:

Login

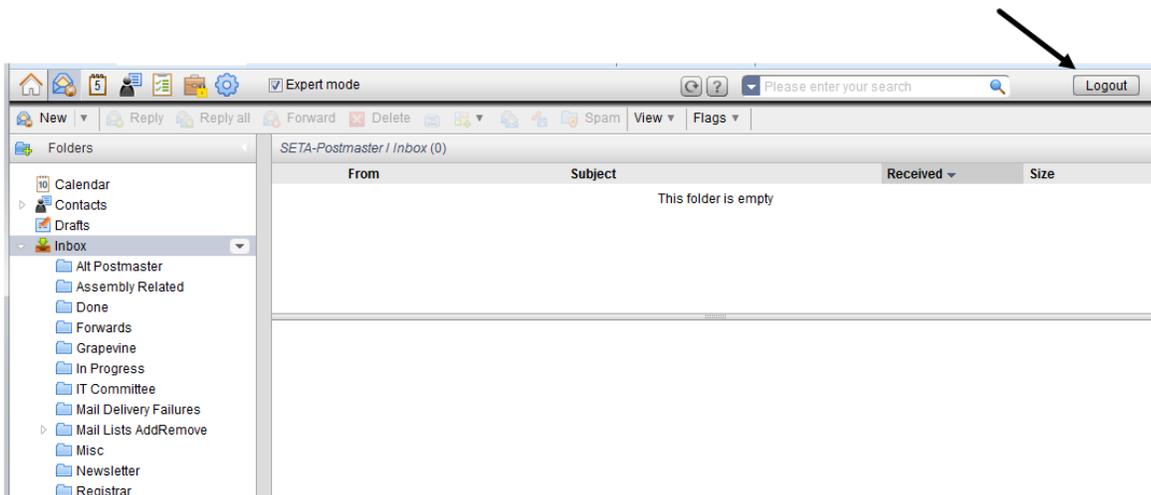
SETA Email

Password

Login Button

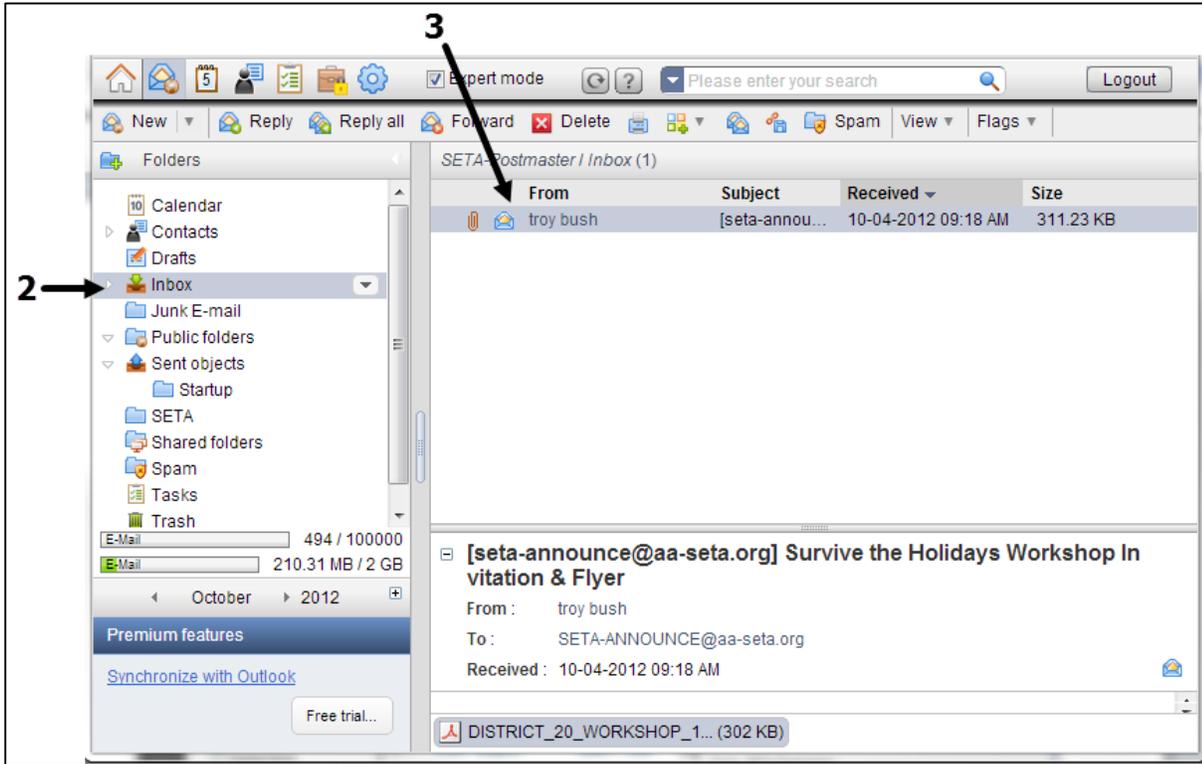
LOGOUT OF SETA WEBMAIL

Click the "Logout" link located near the top right corner of your Webmail



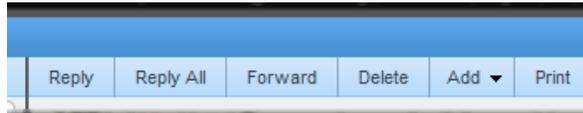
READ EMAIL MESSAGES

1. Log in to the SETA Webmail system.
2. If “Inbox” is not highlighted, click on it to select it. This will display your emails in the panel on the right.
3. Double click on the email you want to read.



Note: The pane below the list of emails is a preview pane which shows a preview of the currently selected email.

RESPONDING TO EMAILS - REPLY VS REPLY ALL



There are two options for replying to an email, Reply and Reply All.

The “Reply” option is used when you want to reply only to the sender of a message.

The “Reply All” option is used when you want all of the recipients of the original message to also see your reply.

Reply All” is normally used when conducting a “virtual” discussion in which all recipients are participating. In this case, it is often more effective to just send your reply out to all recipients rather than waiting for the original sender to forward your response to the rest.

NOTE: It is considered poor etiquette to “Reply All” **unnecessarily** as this can needlessly clutter up people’s inboxes and increase the workload on the server.



If you are in doubt about which to use, it is suggested that you use the “Reply” option and let the original sender decide whether your message warrants being resent out to the other recipients.

SENDING COPIES - CC VS BCC

Copies are sent using either the Cc or the Bcc option.

Cc (Carbon Copy)

Cc Sends a copy and shows the email address on the recipient list. This option is used for messages which are part of a group discussion so that members can “reply all” and conduct a virtual discussion.

BCC (Blind Carbon Copy)

This sends a copy but does **not** show the email address on the recipient list. This option is normally used for messages being sent for informational purposes only (i.e. fliers, announcements, minutes, etc.)

Note: Using the BCC option is also helpful in protecting anonymity if your email is going to both AA members and the general public since the email addresses are not displayed in the email.

SIGNATURE RECOMMENDATIONS

The SETA IT Committee recommends that:

- At a minimum, list your position, the name of SETA, the SETA mailing address, and your SETA email address.
- If you choose to disclose your full name, append the text “(name not for publication)” to the end of your name to make it clear that your name should not be disclosed at the public level.

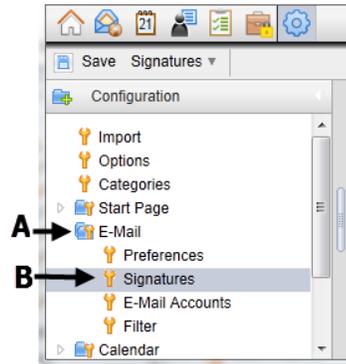
CREATE/EDIT YOUR SETA WEBMAIL SIGNATURE

1. Login to SETA Webmail.

2. Click the Configuration button  (Toward the top-left of the page)

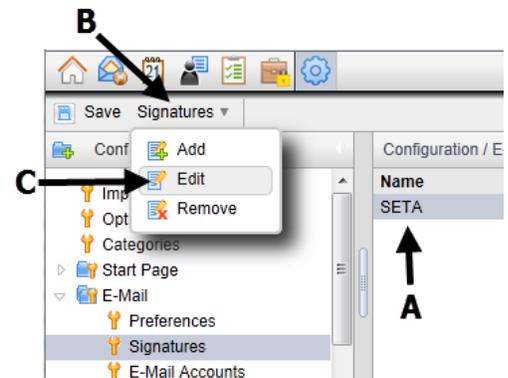
3. In the Configuration menu on the left-hand side,

- A. Click on Email (this will open a submenu)
- B. Click on Signatures in the sub-menu.



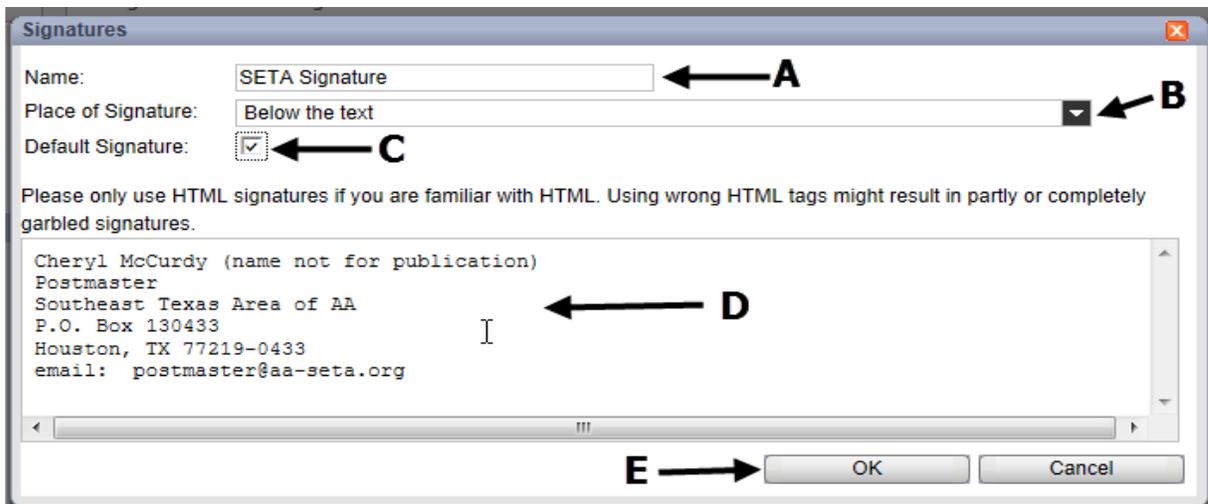
4. Open the Signature Window:

- A. Click on the name of the signature to be edited (*skip this step if adding a new signature*)
- B. Move your mouse over the Signatures Tab to open the submenu
- C. Click on Edit to edit the selected signature or Add to create a new signature.



5. Edit the information:

- A. Name for the signature.
- B. Place of Signature (Click the drop down arrow for choices)
- C. Default Signature (Check for yes, uncheck for No)
- D. Signature Text
- E. When you have finished editing, click the OK button (E) to save the signature.



Signatures

Name: ← A

Place of Signature: ↓ B

Default Signature: ← C

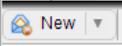
Please only use HTML signatures if you are familiar with HTML. Using wrong HTML tags might result in partly or completely garbled signatures.

`Cheryl McCurdy (name not for publication)
Postmaster
Southeast Texas Area of AA
P.O. Box 130433
Houston, TX 77219-0433
email: postmaster@aa-seta.org` ← D

← E →

CREATE OR REPLY TO A MESSAGE

1. Log in to the SETA Webmail system.

2. To create a new email, click on “New”  located at the top left of the webmail window.

To reply to an email, open the message then click on the Reply or Reply All at menu bar at the top of the email. When replying to a message the recipient (step 3) and subject will be already entered in the compose window.

3. Select your recipient(s) by one of the following

A. Type their address in the box to the right of the To.... or the Cc Button

B. Click on the “To...” or the “Cc...” button to bring up the address box and selecting the desired recipient, then click on the “Add To” button or the “Add Cc” button or the “Add Bcc” button on the lower portion of the window. You can add as many recipients as desired.

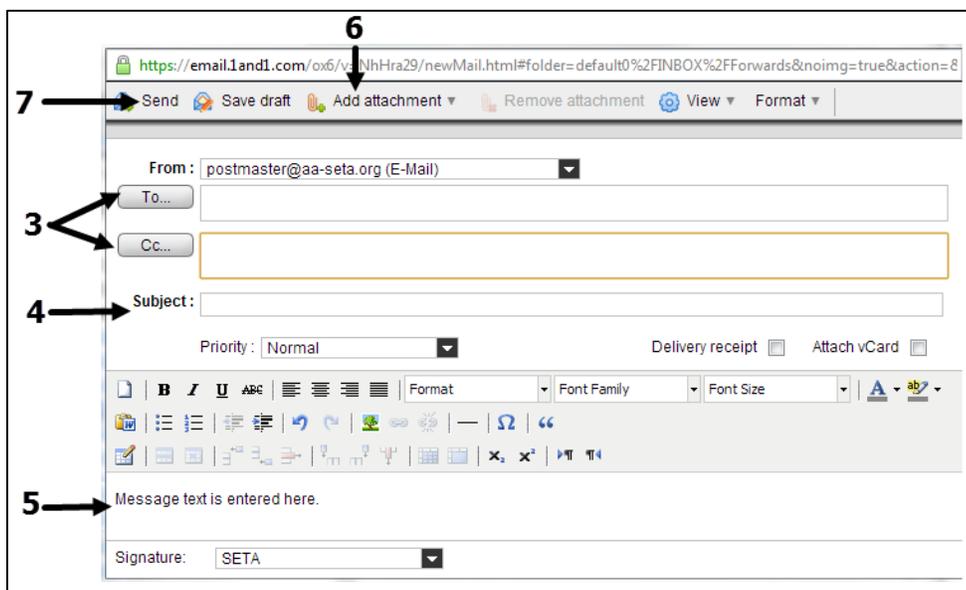
C. Click on the OK button at the bottom right of the Address Book window when you have finished selecting the recipient(s).

4. Enter the subject of the email in the box to the right of the “Subject: “label.

5. Enter the message in the text window.

6. If you want to add an attachment click on “Add attachment” at the top of the window, then click on “attach local file” from the dropdown box and choose the desired file and click the OK button.

7. Click on “Send” near the top left of the window. This will send the email and close the compose window.



SETA MAIL LISTS

The SETA email system includes mail lists to facilitate communications within groups. To send to most mail lists you must be a member of that mail list. Emails sent by non-members are sent to a list moderator (generally the SETA postmaster) for review prior to posting.

SETA mail lists fall into the 3 categories shown below. There is a complete list of all SETA mail lists on the next 2 pages.

Closed membership lists

These are lists such as SETA-DCMS, SETA-ROSTER, SETA-GSRS, SETA-VOTE, etc. and are limited to users within that group. These are position-based lists; people are added to these lists by virtue of their service commitment within SETA.

Open membership lists

These are lists such as the district and committee lists – which are managed by their respective DCMs or committee Chairs – these lists are open in the sense that they can include anybody that their DCM or Committee Chair chooses to have on the list, in addition to service position-based members. People are added to or removed from these lists at the request of the list owners.

Public lists

There are two “broadcast” lists, SETA-ANNOUNCE & SETA-NEWSLETTER, which are “opt-in” lists. People are added to these lists when they begin SETA service work, while others are added when they request membership. Members may be removed from these lists at their own individual request.

SENDING TO A MAIL LIST

To send an email to a mail list you simply address your email to the mail list.

Please note that when you reply to an email from a mail list **all members** will receive that reply. If you wish to reply only to the author of the email address you will need to change the To address from the mail list address to the author’s email address.

JOINING A MAIL LIST

You are added to a mail list when you begin SETA service work, when a mail list manager requests you be added, or when you request membership in public list.

Once the postmaster adds you to the list you will receive a confirmation email from “mailing list manager majordomo@ml.1and1.com” which will have a link for you to confirm your membership. Once you click on the link your browser will take to a web page where you will receive a message as soon as the membership is confirmed.

PUBLIC MEMBERSHIP MAIL LISTS

SETA-ANNOUNCE (seta-announce@aa-seta.org)

Purpose: This is an opt-in list used for broadcast mailings of a non-critical nature.

Membership: All SETA email address, personal addresses of GSRs, anyone who asks to be on the list

NOTE: This is an opt-in list which means some members can choose not to be on it therefore it should not be used for email of a critical nature.

SETA-NEWSLETTER (seta-newsletter@aa-seta.org)

Purpose: Electronic distribution of the SETA Newsletter.

Membership: All SETA position based email address, personal addresses of GSRs, anyone who asks to be on the list.

CLOSED MEMBERSHIP MAIL LISTS

SETA-ALL:

Purpose: This list is generally reserved for system-related communications.

SETA-COMM (seta-com@aa-seta.org)

Purpose: To facilitate communications within the Area Committee.

Membership: The Area Committee (Area Officers, Standing Committee Chairs, DCMS, Intergroup Liaisons, and their alternates)

SETA-DCMS (seta-dcms@aa-seta.org)

Purpose: To facilitate communications between DCMS

Membership: SETA email addresses of DCMS & their alternates

SETA-DELEGATES (seta-delegates@aa-seta.org)

Purpose: To provide communications between current and past delegates

Membership: SETA email addresses of current and past delegates

SETA-GSRS (seta-gsrs@aa-seta.org)

Purpose: To provide communications between GSRs

Membership: Personal email addresses of GSRs

SETA-LIAISONS (seta-liasons@aa-seta.org)

Purpose: To facilitate communications between intergroup delegates

Membership: email addresses of intergroup liaisons

SETA-OFFICERS (seta-officers@aa-seta.org)

Purpose: To facilitate communication between the SETA Officers, discussions at that level, and for communications targeted to SETA Officers.

Membership: SETA email addresses of delegate, chair, registrar, secretary, treasurer, & their alternates

SETA-ROSTER (seta-roster@aa-seta.org)

Purpose: This list is intended to facilitate communications between people on the SETA roster.

Membership: SETA Roster provided by the SETA Registrar which basically consists of the Area Committee and all past delegates.

SETA-SUB (seta-sub@aa-seta.org)

Purpose: To facilitate communication between Standing Committee Chairs and to target communications to this group of people. (chairpeople & alternates for each of the standing and convention committees.

Membership: SETA email addresses of chairs & co-chairs of each committee

SETA-VOTE

Purpose: : For business-related communications – SETA minutes, agendas, motions, etc.

Membership: Voting members of SETA

OPEN MEMBERSHIP MAIL LISTS

COMMITTEE MAIL LISTS

Purpose: To facilitate communication within committees

Membership: SETA Email addresses for the Chair, Alternate Chair, Secretary, and personal emails of other members

SETA-ARCHIVES (seta-archives@aa-seta.org) Archives Committee
SETA-CFC (seta-cfc@aa-seta.org) Corrections Facilities Committee
SETA-CPC (seta-cpc@aa-seta.org) Cooperation with the Professional Community Committee
SETA-FINANCE (seta-finance@aa-seta.org) Finance Committee
SETA-GRAPEVINE (seta-grapevine@aa-seta.org) Grapevine Committee
SETA-IT (seta-it@aa-seta.org) Information Technology Committee
SETA-LAVINA (seta-lavina@aa-seta.org) Lavina Committee
SETA-LITERATURE (seta-literature@aa-seta.org) Literature Committee
SETA-MULTILINGUAL (seta-multilingual@aa-seta.org) Multilingual Committee
SETA-PI (seta-pi@aa-seta.org) Public Information Committee
SETA-SCAP (seta-scap@aa-seta.org) State Convention Attendance Promotion Committee
SETA-TFC (seta-tfc@aa-seta.org) Treatment Facilities Committee

STATE CONVENTION MAIL LISTS

Purpose: To facilitate communication within convention committees

Membership: SETA Email addresses for the Chair, Alternate Chair, Secretary, and personal emails of other members

SETA-BEAUMONT (seta-beaumont@aa-seta.org)
SETA-BRYAN (seta-bryan@aa-seta.org)
SETA-GALVESTON (seta-galveston@aa-seta.org)
SETA-HOUSTON (seta-houston@aa-seta.org)

DISTRICT MAIL LISTS

Purpose: To facilitate communication within a SETA District

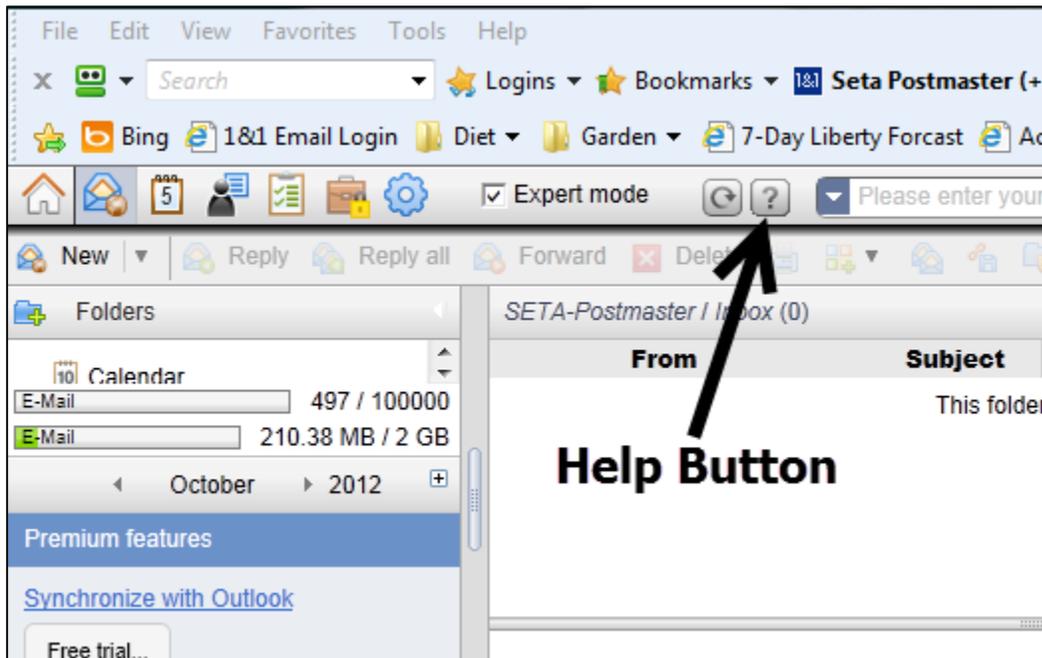
Membership: SETA Email addresses for the DCM, Alternate DCM, personal email addresses of GSRs. (Others may be added to the District Mail List by the DCM)

SETA-10 (seta-10@aa-seta.org) District 10	SETA-62 (seta-62@aa-seta.org) District 62
SETA-20 (seta-20@aa-seta.org) District 20	SETA-63 (seta-63@aa-seta.org) District 63
SETA-31 (seta-31@aa-seta.org) District 31	SETA-64 (seta-64@aa-seta.org) District 64
SETA-32 (seta-32@aa-seta.org) District 32	SETA-65 (seta-65@aa-seta.org) District 65
SETA-33 (seta-33@aa-seta.org) District 33	SETA-66 (seta-66@aa-seta.org) District 66
SETA-34 (seta-34@aa-seta.org) District 34	SETA-70 (seta-70@aa-seta.org) District 70
SETA-40 (seta-40@aa-seta.org) District 40	SETA-81 (seta-81@aa-seta.org) District 81
SETA-51 (seta-51@aa-seta.org) District 51	SETA-82 (seta-82@aa-seta.org) District 82
SETA-52 (seta-52@aa-seta.org) District 52	SETA-90 (seta-90@aa-seta.org) District 90
SETA-60 (seta-60@aa-seta.org) District 60	

ADDITIONAL HELP

To obtain additional help on the SETA WebMail System:

1. Log into your SETA Webmail account
2. Click the “Help”  button in the menu bar.



You can also contact the SETA Postmaster (postmaster@aa-seta.org) with any other questions you might have.