

Instructions For Using The Lodge Email System

For Chapter Officers and Advisers and Lodge Officers and Advisers

Contact the Webmaster, Brad Girard for any questions or assistance.

This system may contain require java scripts for use,
please contact the webmaster if you have any problems.

If you do not think you will frequently check your email,
please contact Brad Girard for an alternate to the email system.

Cell: (314) 608-0292 webmaster@shawneelodge.org

Please submit all updates needed for the webpage to webmaster@shawneelodge.org

Please submit all articles for the *Lookout* to lookout@shawneelodge.org

This packet can also be found on the "Officer and Chairmen Resource" page on the lodge website.

Address: <http://mail.shawneelodge.org>

LOGIN PAGE


LATTE-MAIL WEB CLIENT

Latte-Mail sign in

Email Address :

Password :

Login



Account Administration

[name] is:
chief, firstvice,
secondvice, recsecretary,
corrsecretary, treasurer

or

Chapter Name:
(with no spaces or
abbreviations)
i.e. northstar,
ozarktrailblazers

Ask Brad Girard
314-608-0292
for password

INBOX PAGE

The screenshot shows an email client interface. On the left is a 'Folders' pane with 'INBOX', 'Drafts', 'Sent', and 'Trash'. The main area shows the 'Current Folder: INBOX' with a list of messages (currently empty) and action buttons like 'Compose', 'Addresses', 'Folders', 'Options', 'Search', 'Help', 'Calendar', 'Sign Out', and 'Webmail'. Below the list are buttons for 'Move Selected To:' (INBOX, Move, Forward) and 'Transform Selected Messages:' (Read, Unread, Delete). A table header shows 'From', 'Date', 'Subject', and 'Size'. A callout box points to the 'Delete' button with the instruction: 'Check the box to the left of the email(s), then use this to delete it.'

Annotations include:

- Email Address:** Points to the address 'chief@shawneelodge.org' in the top left.
- Use this to write an email. (see "COMPOSE" below):** Points to the 'Compose' button.
- Use this to edit your address book. (see "ADDRESS BOOK" below):** Points to the 'Addresses' button.
- Opens a personal calendar for events.** Points to the 'Calendar' button.
- Use this to exit your email box.** Points to the 'Sign Out' button.
- Use this to switch between the different folders. This will always be seen on the side of the window.** Points to the 'Folders' pane.

ADDRESS BOOK PAGE

All accounts come with the main lodge contacts already in the address book.
The contacts below are just a demo.

The screenshot shows an address book interface. At the top, a callout box states: 'Clicking on the email address opens a new, blank email addressed to that person.' Below is a table of contacts:

Nickname	Name	E-mail	Info
<input type="checkbox"/>	webmaster	Webmaster - Shawnee Lodge	webmaster@shawneelodge.org

Annotations include:

- Use this to make changes to a select contact information.** Points to the 'Edit selected' button.
- Use this to delete a selected contact.** Points to the 'Delete selected' button.
- Use this to add new contacts to your address book. The existing names in the account only use the first name box.** Points to the 'Add to Personal address book' form.
- Use this to import addresses information from MS Outlook or another file** Points to the 'Import CSV File' button at the bottom.

The 'Add to Personal address book' form includes fields for Nickname (with a 'Must be unique' note), E-mail address, First name, Last name, and Additional info, along with an 'Add address' button.

The bottom bar contains 'Import CSV File' (with a 'Browse...' button), 'Import CSV File', and 'Export CSV File' buttons.

COMPOSE PAGE

NOTE: Clicking here will open the address and clear your message.

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Calendar](#) [Webmail](#)

To:
Cc:
Bcc:
Subject: Subject Line

Sends you an email when the recipient reads or receives the message.

Priority: Normal Receipt: On Read On Delivery

[Signature](#) [Addresses](#) [Save Draft](#) [Send](#) [Check Spelling](#)

Adds the signature as seen below. **NOTE:** the message starts off with the signature already in the body.

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David Gentle
Lodge Chief
Shawnee Lodge #51
2006-2007

Click here to open the address book to select contacts, or simply type the addresses in the box.

Sends the message.

Checks the spelling of the body.

Sends the message.

[Send](#)

Attach: [Browse...](#) [Add](#) (max. 2 M)

[Lookup Word](#)

This will pop-up a dictionary to look up words.

Use "Browse..." to choose attachments. Use "Add" to attach.