

ChargerNet Email

To provide easy and convenient access to the information you need on the UAHuntsville network, ChargerNet includes an email application linked to your ChargerMail account. The ChargerNet email system is a simplified program that allows you to receive, compose, and organize your email.

The Email Channel

The ChargerNet home tab has been configured with a view of your ChargerNet inbox. Each time you log in to ChargerNet, you will be able to glance at this email channel to see if you have any messages. To read an email message, just click on the title of the message under the subject heading, and the email client will open in a separate window. The message you clicked on will be displayed.

The Email Channel has four buttons at the bottom with additional functions.

- **Get Mail**

Clicking on the Get Mail button will not open the ChargerNet email client. Instead, clicking on this button will refresh the page, adding any new email messages to the email channel.

- **Compose**

Clicking on the Compose button will open a new message window. The options on this window are typical, including most of the options of any email client. You can enter the name or names of email recipients directly or select them from the Address book.

You can add attachments through ChargerNet mail with the following limitations:

- You can attach a maximum of 5 files at a time.
- Each file can be no larger than 1,229KB.
- The total size of all attachments can be no larger than 3,901KB.

Additional options allow you to spell check a message, save a copy of the message to your Sent mail box, or save a draft copy for later use.

- **Address Book**

Clicking on the Address Book button on the email channel opens the main ChargerNet mail client in a separate window with your Contact list displayed. The Address Book in the email client is also used by the ChargerNet Calendar, so adding contacts may be helpful. Contacts can be added individually, or you can use the Import/Export feature to import contacts from Microsoft Outlook, Google mail, and many other applications. Once you have added you can organize them into email groups.

- **Email**

The email channel also has a button titled E-mail. This button is identical to the E-mail button on the navigation menu that appears on the top right of all ChargerNet tabs. Clicking either of these buttons opens the email client in a separate window with the Inbox selected. Using the tools in the left frame under Folders, you can add, edit, and delete folders to organize your mail.

Options

The options tab within the email client allows you to set preferences and display settings.