Introduction to Pegasus Mail
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Task 1.

### New Mail Window

**Starting Pegasus**

Move the mouse so that the pointer is over the Pegasus Mail application icon then double-click with the left mouse button.

**New mail**

If you have any new mail when you open Pegasus the **New mail** window will automatically open as shown below. If you have no new messages this inner window will not open. To open it in case you have received messages while you are in Pegasus click on the button (or select File, Read new Mail or Ctrl W).

**Sorting mail**

*Default order:* The mail will be sorted by default into date and time order, with the most recent at the top. The exception is that “urgent” (shown in red) messages will be at the top, however old they are! You can change this sort order, but in all cases any “urgent” messages will be kept in their own group at the top of the list.

- **By Date and Time:** To sort in order of date and time click on the button at the top of the last column.
- **By Subject:** To sort messages in alphabetical order of subject click on the button at the top of the subject column.
- **By name:** To sort messages by the name of the person who sent the message click on the button at the top of the column showing the name.
- **By size:** to sort by size click on the button.

**Note:** whichever heading you have chosen to sort by will change to bold.

**Changing the width of columns**

You can change the width of the From column and the Subject column by moving the cursor to the space at the right of each column button.

As you do this you will see the cursor change to and you can hold down the left mouse button and drag the cursor to the right to make the column wider, or to the left to make the column narrower.

**Note:** You can see how many new messages you have at the bottom right.

1. Open Pegasus Mail
2. Sort the messages by name of sender
3. Sort the messages by subject
4. Sort the messages by date and time
5. Make the From column wider
6. Make the From column narrower.
Task 2.

**Reading mail**

**Type of new mail**

*Urgent mail* is shown in red.
- This symbol means that there is a file attached to the message.

**Subject headings**

*Re:* before a subject indicates that this message is a reply to a message which you sent.

**Delivery failure notification:** this indicates the system has not been able to send one of your outward messages. Read the message to see what is wrong.

*Rept:* before a subject indicates that this message is an automatic message sent by the system to let you know that the message you sent has been opened by the recipient.

**Reading Mail**

To read any message click on the required message and either double click the left hand mouse button or single click on the Open button. Another window will open over the top of the *new mail* window with the message inside it.

List of new messages here
(note that the one you have opened now has a tick by it to show that it has been read)

Message contents here

Once you have read the message you can close it using the ✗ symbol at the top right of the window. You can then open another message and so on.

**Note:** Once a message has been read and the *new mail* folder has been closed it will move out of the *new mail* folder into a folder called *Main folder*. For work with folders see Table 13.

1. Read a message
2. Close the message
3. Read another message and close the window
4. Close the new mail window
Task 3.

Creating and sending a Message

To create a message click on the New Mail Message icon (or select File, New Message, standard message)

Address
You must type an address in the To: box
To send the message to more than one person type a comma after the first address and then type the second address.

Subject
Type some words that will give an indication to the recipient regarding what the message is about. Pegasus will let you carry on typing as many words as you like BUT only 64 characters will be shown to the recipient, and to see even that number they will have to widen the subject column! It is better to keep your subject to a maximum of about 20 characters.

CC:
This field equates to a carbon copy of your message being sent to someone. Type an address, or collection of addresses, as before.

Message
You can now type the message itself in the big white area at the bottom. Pegasus does not allow formatting (eg emboldening, italicising etc)

Sending
To send the message click on the Send button. You will be asked whether you want to keep a copy of the message you are sending. If you choose no you will have no record of your message. For important messages you may prefer to choose yes, but do remember that space for messages is limited!

Cancelling the message
If you realise (before sending!) that you do not wish to send the message then click on the Cancel button and confirm that you do want to discard the message

1. Create a new message addressed to we08, with a subject and message of your choice, and send it.
2. Create a new message addressed to yourself and we08, and copied to ugc40 and send it
3. Create a new message addressed to we08 but discard it before sending
Task 4.

Special options for sending messages

When you create a new message you may have noticed that there is a block of options below the address area. These allow you to define different things about the message, as detailed below:

Confirm reading
Click the box if you want to know when the recipient has read your message. The result is that you will receive an automatic message when the recipient opens (or deletes) the message. You can read this message to find out exactly what time the message was read (or deleted) by the recipient. This only works with messages sent within the University.

Confirm delivery
You can use this to check whether a message is arriving at the destination, for example, if you are unsure that you have the correct address you can check that the mail has arrived somewhere! You will receive an automatic message when the message arrives at the recipient’s mailbox.

Copy self
This option is “greyed out”, i.e. not available, because you are asked every time you send an email whether you want to keep a copy or not.

Urgent
If you click on this option the email will show in red in the recipient’s mailbox, and will always be listed in the top group of emails. It does not travel to its destination any faster than an ordinary message.

Encrypt
This will allow you to send a message that can only be opened when the correct password is typed in.
If you click on encrypt the box on the right will appear. Type in the password and click on the OK button.
When you have completed the message and sent it, the recipient must know the password in order to read it.
When the recipient tries to open the message the box shown below right will appear.
The correct password must be typed in before the message will open.

BEWARE: This will only work correctly when the message is sent to someone who also uses Pegasus to read their mail. If someone has, for example, Lotus Notes, the message will just appear as a mess e.g.

```
7n-E\{1^ "?URN\{A" $[a
```

The Rich text, Signature and spell checking options will be dealt with later

1. Send an encrypted message to your neighbour
2. Send an urgent message to yourself
3. Send a message, with “Confirm reading” on, to your neighbour
4. Read the encrypted message you have (hopefully!) received
Task 5.

Formatting and Rich text

Formatting

Pegasus allows you to add things like bold, italics, font changes and indenting to your text. This formatting is called **Rich text**. Click on the down arrow to select a **font** for the text. If you do this before typing anything you will be setting the default font for the whole message. You can highlight individual words, or groups of words, and change their font.

Click on the down arrow to select a **size** for the text. The bigger the number the bigger the text. Note that you can only select sizes from the list.

- **B** Turn bold text on or off
- **I** Turn italic text on or off
- **U** Turn underlined text on or off
- **R** Turn right-aligned text on or off
- **C** Turn centred text on or off
- **F** Turn fully-justified text on or off
- **L** Indent the current paragraph one tab stop at the left.
- **R** Indent the current paragraph one tab stop at the right
- **H** Add a "hanging" indent to the current paragraph

Note that when these are clicked on the button changes to show that it is on. Click again to switch off. Al three of these can be used at one, or any combination

Note that these buttons do not change to show they are on. Only one of these options can be used at once. To return to normal left justified text click again on the last option chosen in order to turn it off.

These buttons can be clicked multiple times to indent a paragraph by one tab stop per click.

To ‘undo’ the indentation (i.e. move the text one tab stop to the left) hold the **CTRL** key down while you click.

Rich text

If you format text as **Bold**, **Underline** or **Italic** Pegasus automatically sets the **Rich text** option so that the message will be sent with the formatting. You must remember that some mail packages cannot handle this formatting. If you are at all uncertain whether the person you are sending to has a mail package which can handle formatting you can tell Pegasus not to send the formatting by removing the tick from the **rich text** option. Not all text formatting can currently be stored in draft messages. Pegasus Mail can be told never to send rich text mail using the options on the Sending Mail preferences page.

Note that if you paste text which contains formatting into a message and you want that formatting sent then you may need to click on the **Rich text** option since Pegasus may not recognise formatting brought in this way.

Option never to use Rich text

You can tell Pegasus Mail that it should never send formatting in messages.

Select **Tools, Options** and click the **Sending mail** tab. If you click the **Always remove formatting** option then Pegasus will never send formatting.

Note The “help” screens imply that if you click the **For mail sent to local addresses, use MS-RTF formatting** option Pegasus will send messages containing formatting to addresses within the University, but not outside. This is not true. Our system does not send messages “locally” but always via the internet.

(Note you cannot send pictures without sending in **rich text** format)

1. Create and send a message containing formatting to your neighbour
Task 6.

Signature

One of the options for sending an email is **Create a signature**. This allows you to add an automatic “signature”, your name, address and telephone number, for example, to the end of your message. The option defines by default that you are using Signature 1. There are nine signatures for you to set up, so that you could have a signature for your post as “Chairman of Christmas Party Committee”, another for your post as “Manager of the help Desk” and yet another for your positions as “friend”!

Creating new signatures

To set up the signatures you need to select **Tools, Options** and click on the **Signatures** tab. You will see the area shown to the right.

(Note Click on the **Use by default** option for the signature which you wish to use for most messages)

You should click on the **Edit** button for the relevant signature

You will see the box below

Enter a name at the top so that you will be able to recognise the signature (e.g Christmas Party Committee)

Enter the text you require into the **centre** box (the other two are not used by our system)

It is advisable to leave a blank line before the signature so that it is automatically separated from the text of your message

Click on the **Save** button
Repeat for as many signatures as you wish.

Selecting a signature when sending a message

As stated previously, Pegasus assumes you want to use Signature 1. To use any other signature, click on the down arrow and select the required signature

Note You will never see the signature set which you have chosen. It is only added to the message at the point when you click the **Send** button

1. Create a new signature at signature set 3 for yourself
2. Send a message using signature set 3
Task 7.

To spell check a message you are sending click on the **Start check** button.

Click **Start check** to start checking.

Click on the **Skip** button if you wish to pass a word. Click **Skip all** if there are likely to be more than one occurrence.

Correcting a word.

If a word needs to be corrected, either make the correction in the box where the incorrect word is, or click on the correct word if Pegasus offers you a choice below.

In either case you must then click on the **Change** button to accept the change.

If the word which Pegasus does not recognise is in fact a word with which you are happy, you can add it to the dictionary so that Pegasus will recognise the word in future. To do this click on the **Add to dict.** button.

**Finishing the Spell Check**

(Note that Pegasus will not recognise when it has been through the message once)

Click on the **End check** button.

**Automatically starting the spell check**

Rather than having to click on the **Start check** button each time you can set the spell check so that it starts immediately you click the **Start check automatically** button. To do this, start the spell check and click on the option so that it is ticked.

**Automatic Spell check on sending**

To make sure all your messages are spell checked automatically when you click the **Send** button, select **Tools, Options** and click on the **Message Settings** tab.

Click on the option **Automatically check spelling before sending message** and click on the **OK** button.

**Note:** Once you have clicked on **Send** and the Spell Check has begun you can stop sending the message (for example to change the phrasing of something) by clicking the **Don’t send** button.

1. Create and new message, with spelling errors, and spell check it
2. Discard the message
3. Set Pegasus to automatically spell Check on sending
4. Create a new message with spelling errors and send it
5. Remove the **automatically check spelling before sending** option
6. Create a new message with spelling errors
7. Start the spell check and switch on the **Start check automatically** option.
8. End the spell check
9. Start the spell check again.
Task 8.

**Using Address Books**

If you wish to send a message to someone within the University and you do not know their address you can look it up in the address books. You can also find groups of staff (e.g. all staff within a particular department) or groups of students.

First create a new message and ensure that your cursor is in the To: field.

Then either click on the button, select **Addresses, Address books**, or press F3.

In each case you will see the box shown on the right, which list many different address books.

Double click with the left mouse button on the particular address book you wish to use.

The box on the left is the **all Staff** address book. To find the address for a particular person type their surname.

Do not pause between letters for too long or the search will begin again.

i.e. Typing **Wells** would find the first person with the surname **Wells**. If, however you type **We** and then pause before typing **lls** Pegasus will have found the first surname beginning with **we** but will then try to find the first surname beginning with **lls** (it will probably therefore stop at the first surname starting with **l**)

Once you have found the name double click on it and the name (with its underlying address) will be copied into the To field of your email.

You can repeat this for as many names as you require.

Click on the Close button when you have finished with the address book.

You can then open another address book if you wish and repeat the process to add more recipients.

**Copy field (CC)**

The above process will work in the Copy field too.

1. Create a new message and use the address book to send it to a friend within the University
2. Create a new message and add names from 2 different address books
3. Discard the message
Task 9.

Recently used addresses

When you are sending a message to someone to whom you have sent in the past you can find their address and save typing it again.

When creating a new message you will see a button at the right of the To field, and the Cc field. If you click on this button at the end of the To field you will see a list of "recently used addresses" as below.

You can then double click an address to add it to the To field.

Note this box records everything that was in the To field so some items may in fact include more than one address.

The same box will appear if your cursor is in the Cc box, but the address will go into the Cc field when you double click.

Updating recently used addresses

Note that there is a button at the bottom of the window. It is to your advantage to ensure that you remove addresses from the list if they have changed, or if you are never going to use that address, or combination of addresses, again.

1. Create a new message and view the list of recently used addresses.
2. Delete some recently used addresses
Task 10.

Replaying a Mail Message

Sometimes when you are reading a message you decide to send a reply. You can save time and effort by using the **reply** function. Either select the message in the list, or open the message and then click on the **Reply** button. You will see the box on the right, select the options as requires and click the **OK** button.

**Copy original CC field into reply**

This gives you the option of sending the reply to all the people who had a copy of the message to which you are replying. Click to remove the tick if you do not wish the original copy recipients to receive your reply.

**Reply to all original addressees**

The original message may have had more than one address in its To line, so that more than just you received the message. If you wish these original recipients to see your reply, click so that this option has a tick by it.

**Include original message in reply**

If there is a tick against this option then the text of the message to which you are replying will be copied into the body of your reply. You can then edit or delete it as you please.

**Mark the original text with ‘>’**

This works with the previous option. If you have included the original in your reply and you have a tick by this option Pegasus will place a > symbol at the beginning of each line. Where you insert text the line will not have that symbol and so will be seen more easily.

If you are including the original text in your reply but not inserting comments as shown above, it is best practice to put your reply above the text you have quoted, otherwise the recipient sees only the message they sent you and may think that something has gone wrong. They may never think to scroll down beneath their message to see your reply!

**Sending the reply**

A message window will appear which is identical to when you were sending a new message, the only difference being that the address fields and the subject field will be already completed. You can still add or remove addresses as you please. Note that the subject field has the original subject preceded by **Re:** which represents “regarding”

Type the message and click on the **Send** button as before

1. Send a reply to a message you have received
2. Prepare to send a reply, including the original message, add some comments
3. Discard the reply

Task 11.

Forwarding a Mail Message

You may receive a message that you wish to pass on to someone else.
Either click to select the message in the list, or open the message, and click on the Forward button

If only one message was selected then the box will show as on the right. If more than one message was highlighted the centre two options will be available (black!)

Simple forwarding
The first option will allow you to define a different address to send each selected message to

Forward all messages separately, but to the same address
This will allow you to define one address to which to send all selected messages

Create a MIME digest from the selected messages and then forward it.
This will combine all the message into one message, one after the other, and then ask for an address to which to send it

Start a new message with the selected messages as attachments
This will send the emails as attachments in a very unhelpful way. You would have to save the file and view it elsewhere.
The box on the right will appear and you can use the button to select a recently used address, or open an address book.

Using the address book
When you have located a name do not double click on it as this will just start up a new message. Paste will not work in this context either.
You must click on the name and drag it to the Forward to: field

Edit the message before forwarding
If there is no tick here then the message will be sent as soon as you click the Forward button. You will not be able to add comments to the message
If there is a tick here the message will open as normal. You can edit any field and then click send as usual.

If editing, wrap long lines in editor
This will make sure that you can read lines inside the window without having to scroll to the right to do so.

1. Forward, without changing, to your neighbour a message you have received.
2. Forward a message to your neighbour adding a comment to it before you send it.
Task 12.

Manipulating files attached to incoming mail

You may receive an email which has a file attached to it (remember the symbol!). To deal with this you must first open the email message containing the attachment.

Below the window which contains the text of the message you will see details of the message attachment (usually this will be binary data). It will have a file name of some description.

Click on this line to highlight it, then click on one of the option buttons to view, save and/or edit the attached file.

Do not use Open it doesn’t do anything useful!

Pegasus will start the application in which the file was created and open the file, so that you can read it. (This option is not available if Pegasus does not recognise the file type)

If you wish to alter the file, or send it on to someone else, you will need to save it.

When you click on the Save button you will see the box on the right. Under Save in select a drive, (usually your G:drive?) and a folder. You can also change the file name in the File name box.

Click the Save button

The file will now be saved and can be treated like any other file.

Allows you to choose where to save the document, saves it, and then opens the source application (e.g. Word) with that file so that you can edit it. (This option is not available if Pegasus does not recognise the file type).

1. Open a message with an attachment and view the attachment.
2. Close the attachment application
3. Save the attachment
4. Use Windows Explorer to see the saved file
5. Save and Edit the attachment
Task 13.

Attaching Files to Messages

First open a new message (File, New message, or click ). Complete the addressee and subject information and compose your message. Click on the Attachments tab (or press F7). The window below will be displayed. Click on the Add Attachment button.

Find the relevant file and click to select it. Click on the Open button (You can use the

You will return to the attachments window and should now see the file listed.

Removing attachments

If you add a file accidentally you can click on the file name in the attachments window and click on the Remove attachment button.

Send Enclosures instead of Attachments

Pegasus Mail can send each attachment (e.g. a document) as a separate email message or can encode the attachments onto the end of the message and send only a single transmission. This latter is known as sending an enclosure and is the recommended way of sending files by Pegasus Mail. To check this, choose Tools, Options, click on the Sending mail tab and under Advanced Settings ensure that the option Send enclosures instead of attachments is ticked.

1. Create a new message and attach a word file from your G: drive
2. Send the message
Task 14.

**Opening and Creating Folders**

Folders are useful ways of dividing up your emails into groups. You can create or delete folders, and you can also move files around from folder to folder. You will normally have one folder when you originally start Pegasus, called **Main Folder** but once you have saved a copy of a message you will also have a folder called **Copies to self** which is where those copies are kept, unless you define a different set-up.

**Note:** a folder can only contain messages. You cannot create a folder within a folder as you can in Windows

**Opening folders**

To see these folders, click **File** and choose **Mail Folders** or click on the icon. You will now see the folders listed.

Note that each folder may have a pair of numbers after it. The first number gives the total number of messages in the folder. The number after the colon defines the number which are **new**, that is have not yet been read. In the case on the right, the Main Folder has 163 messages, but none of them are new, i.e. all have been opened and read. (If no numbers the folder is empty)

To open a folder, click on the folder name and double click with the left mouse button (or click on the **Open** button). The folder will then open and you will see all the messages it contains and can open by double clicking on them as before.

**Closing a folder**

Close a folder by clicking on the \( \times \) symbol at the top right of the folder window

**Creating new Folders**

You can choose to save your E-mail messages in folders according to the message subject matter

To create a new folder click on the \( \text{New} \) button. Make sure the **Message folder** option is selected

Type the name which you want to see for the folder in the **Name for folder or tray** box.

Click on **OK**

**Rename a Folder**

Click on the folder name and click on the **Rename** button. Type the new name

Click on **OK**

**Delete a folder**

Click on the folder name and click on the **Delete** button. You will be asked to confirm that you really want to delete the folder and **all its contents**! Note that if you agree any messages inside the folder will also be deleted

1. Open the **Main Folder**
2. Open a message
3. Close the message and the **Main Folder**.
4. Create a new folder called Memos from John
5. Create a new folder called Fred
6. Rename the folder called Fred to Social Club
7. Delete the folder called Memos from Fred
8. Create a new folder called Christmas Party and make sure the file will be called Chrispar

**Task 15.**

**Filing trays**

Sometimes you would like to be able to create a folder within a folder. This cannot be done BUT you can create something called a **filing tray** which can contain folders or other filing trays, but **not** messages.

**Creating a filing tray**

Open the **Folder** window (click on the **button) and click on **New**, exactly as if you were going to create a folder.

Click so that the **Filing tray** option on the right has a dot in it.

Enter a name for the filing tray and click on **OK**.

Note that filing trays and folders are shown in different ways. **Copies to Self** is a folder, **Overseas** is a filing tray.

**Creating folders within the filing tray**

To use the filing tray you must now double click on the filing tray so that it opens and the symbol changes to **. Then click on **New** button to create a folder within the filing tray.

If you have done this successfully the new folder is indented beneath the filing tray, as shown with **letters** on the right.

**Closing a filing tray**

If the filing tray looks like this **it is open and you can double click on the folder to close it. The folder(s) it contains will appear.**

**Opening a filing tray**

If the filing tray looks like this **it is closed and you can double click on the folder to open it. The folder(s) it contains will disappear.**

1. Create a **filing tray** called Overseas
2. Create a **folder** called Japan within the Overseas filing tray
3. Create a **folder** called Nigeria within the Overseas filing tray
4. Create a new **filing tray** called USA within the Overseas filing tray
5. Create a **folder** called New Mexico within the USA filing tray
6. Create a **folder** called Alabama within the USA filing tray
7. Close the USA filing tray – look at what shows
8. Open the USA filing tray – look at what shows
9. Close the Overseas filing tray – look at what shows

**Task 16.**

**Selecting messages**

To select a message you click on it and it has a black background. You have probably discovered that already! However, there are times when you would like to select more than one message!

**Selecting a series of messages**

Click on the first message, hold down the key (above the key at the bottom left of the keyboard) and click on the last of the group of messages you wish to select.

**Selecting “odd” messages from a list**

Click on the first message, hold down the key and click on any other messages you require to select.

**Selecting a series and “odd” messages**

Click on the first message, hold down the key and click on the last message of the series, then hold down the key and click on any other messages you wish to select.

**Removing a selection**

Make sure you are not holding any keys on the keyboard down and click on a message.

1. Open the folder with the most emails in
2. Select a series of messages
3. Remove the selection
4. Select any 5 “odd” messages
5. Remove the selection
6. Select the first 3 messages and then 2 other messages
Task 17.

Moving and copying messages between folders

Moving a message
First open the folder containing the message you want to move
Click to select the message
Click on the button
You will see the box on the right.
Double click on the name of the folder into which you wish to move the message (or select the folder name and click the button).
The message will automatically then move out of the old folder into the new.

Note: If you realise that you need to create a new folder you can click on the button to create one at this stage. Then double click on the folder name as before.

Copying a message
First open the folder containing the message you want to move
Click to select the message
Click on the button and you will see the box shown above.
Double click on the name of the folder into which you wish to copy the message (or select the folder name and click the button).
The message will be copied into the new folder.

Note: You cannot copy or move into the New Mail Folder

1. Move a message from the Main Folder into the Japan folder (Japan is inside Overseas)
2. Copy a message from the Main folder into the USA filing tray – OK? Why?
3. Copy a message from the New mail folder into the Main Folder
4. Open the folder window and note the numbers after the Main folder
5. Move a message to a new folder called Rubbish
Task 18.

**Quick move/copy**

You may have several folders to which you often move or copy files. There is a short cut to this. Firstly you need to set-up the folders.

**Setting up Quick move/copy folders**

First make sure that you have a folder (any one!) open.

Select **Folder. Quick Move/Copy. Define Quick folders**

Click on the **button** and double click your most frequently used folder (other than the main folder since messages are moved here automatically!)

**Note:** the description to the right of the button will change to reflect the folder you chose

Choose whether you want messages to be moved or copied when you use the short cut method

You can repeat this process for up to six folders.

Click the **OK** button when you have finished.

---

**Using the Quick Move/Copy**

When you have a folder open, select a message, or messages and press **Ctrl 1** to move or copy them (depending on what you defined) to the first folder you defined. **Ctrl 2** will move or copy them to the second folder and so on.

1. Set up two quick folders
2. Use the shortcut keys to move some messages from the *New mail* folder to your **Quick Folders**
Task 19.

Deleting messages

It is very important that you remember on a regular basis to delete messages that you do not require. Emails are stored within your home area (G: drive) and the more emails you save the less space you will have to save files. In fact, if you do not delete emails you can come to a situation where you have no more space available. This can cause severe problems with, for example, logging in.

To delete messages, select all the messages in a folder which you wish to delete and click the delete button. You will then need to confirm that you really do want to delete the messages. The standard situation is that once they are deleted you cannot get them back, but this can be changed.

Saving deleted messages until exit

You can set Pegasus so that when you delete a message it is stored until you close Pegasus and then deleted.

Select Tools, Options
Click on the General tab
Click on the option Preserve deleted messages until end of session so that it is ticked.

Click the OK button

This means that any files which you delete will be moved to a folder called Deleted Messages and will remain there until Pegasus is closed. If you wish to bring back a message you have deleted you can open the Deleted Messages folder and use the Move button to move the message to a different folder.

Once you have set Preserve deleted messages until end of session it will stay in action, even when you close and re-open Pegasus, until you go back into the options to switch it off.

1. Switch on the Preserve Deleted messages option
2. Delete two messages (note which ones you have deleted!)
3. Open the deleted Messages folder and move one of the messages to a different folder
4. Close Pegasus
5. Open Pegasus and note what has happened to the messages you deleted.
Task 20.  

Your own address book

Earlier we used the built-in address books to find addresses for University staff and students. You can also create your own address book for external addresses, or for staff to whom you write frequently. The first step is to create a new address book.

Creating

Select Addresses, Address book (or click on the button)

Click on the button.

Type a name in the Long name for item box and click the OK button.

(Note that to see your address book at the top of the list you should start the name with “1 “)

You should now see the new (empty) address book listed. We need to add some names and addresses!

Adding names

Click on the address book which you wish to add to, and either double click, or click the button.

Click the button.

Type a name in the Name (alias) box. It is useful to type the name surname first then firstname, separated only by a space.

The only other box you must complete is the E-mail address box.

Click on the OK button.

Repeat this for as many names as you wish to add to the address book.

Changing details

To change details of an address, click on the relevant name and click on

(Note: don’t be tempted to double click on the name – if you do Pegasus assumes you want to send a message to that person and opens a new message)

Deleting names

To delete an entry in the address book, click on the relevant name and click the button.

1. Create an address book called 1 External Contacts

2. Add two names and addresses to the address book you have just created
3. Close the address book
4. Start a new message and use your address book to add an address
5. Discard the message
6. Go back to the new address book and change the address for one of the names you added
Task 21.

**Distribution Lists**

A distribution list is a collection of addresses which can be used to send an email to a group of people. For example, if you are Chairperson of the Christmas Party Committee you are likely to send emails to the other members of the committee, so you could create a distribution list containing all the addresses of people on the committee.

**Creating**

Select Adresses, Distribution Lists or click on the button

Click on the button

Type a name for the distribution list (e.g. *Christmas Party Committee*) in the Long name for distribution list box.

Click the OK button.

The new (empty) distribution list should be shown in the list. We now need to add names.

**Adding names**

Click on the relevant distribution list name and click the button.

Normally the people receiving the email will see a list of all the people contained in the distribution list. If you put something in the To: field: (e.g. *Christmas party committee*) the recipients will see only that description

To add the names, open an address book and click on the name you require. Hold down the left mouse button and drag the cursor to the address area. Release the mouse button. The address should now be listed in the white area. Continue with as many addresses as you need.

You can also add addresses by typing them. Make sure that there is **one** address per line. If you are typing an address press the Enter key to start a new line

Once you have added all the names click on the button.

**Deleting names**

Highlight the name, or address and press the delete key on the keyboard

1. Create a distribution list called *Management committee*

2. Use the address books to add 4 names
3. Delete the previous 4 names and add ugc 41, ugc 42, ugc43, ugc44, ugc45, ugc46, ugc47, ugc48, ugc49.

4. Send a message to the distribution list Management committee

5. Edit the distribution list: include another name and change the To: field to read “management committee

6. Send another message to the distribution list.

7. Look at two message you have received from the same student and compare the way the addresses are handled

**Task 22.**

**Saving a message to use again**

There are two ways of doing this, with different purposes.

1. If you have not finished the message but have to do something else then you can save it as a draft so that you can come back to it and send it.
2. If you have created a standard message which you are going to want to send over and over again you can save it as stationery.

You can also save existing messages to disk, but this will be covered in the next task.

**Saving as a Draft**

Create the message, and with the message window open:

Select Message, Save message, or press Ctrl S

Give your message a name in the Description box (by default then name is the recipient and subject)

Click the OK button and close the message window.

**Saving as Stationery**

Create the message, and with the message window open:

Select Message, Save message, or press Ctrl S

Give your message a name in the box as before.

Click on the Save as mail stationery so that there is a tick

Click the OK button and close the message window.

**Opening a Draft or a stationery Message**

Select File, Open Saved messages

Click on the required message and either double click or click on the button

You can now change the message, if required, add addresses, etc., and click on the button.

**Note:** the difference between these two methods is that if you save the message as a draft, when you open and send it the saved version is deleted. However, if you save the message as stationery when you open the message and send it the saved version is kept so that you can open it again and send it again. In the case of stationery, make sure that you delete them when you are never going to require them again.

**Deleting stationery**

Select File, Open Saved Messages, click on the relevant message and click on the button

**Note:** Not all text formatting can currently be stored in draft messages.

1. Create a new message addressed to your neighbour.

2. Save the message as a draft.

3. Close the message window.
4. Open the draft message you saved
5. Send the message
6. Try to open the draft again – find it? Why?
7. Create a new message addressed to your neighbour
8. Save the message as stationery
9. Close the message window
10. Open the stationery message you saved
11. Send the message
12. Try to open the stationery again – find it?

**Task 23.**

### Saving emails outside Pegasus

You have a limited space in which to save files and messages. When you need to keep old messages “in case” you need to refer to them again, you can save them to a floppy disk, or your hard disk (if they are not confidential!) The messages will be saved to a *text* file which can then be viewed in Word.

Open the folder containing the message(s) and click to select the message(s).

Select **Folder, Save messages to disk** or press **Ctrl S**

Select the necessary options (see below) and click **OK**. You will then be asked for the file name(s) and location(s). Note that the messages still exist so you must now delete them (when you’re sure they’re saved!)

**Note:** Remember to add an extension if you want to as this will not be added automatically. – If you want to read the file in Word it would be a good idea to add [.DOC] to the end of the filename.

**Extract them all to a single file**

This will save all selected messages to one file. Pegasus will ask where to save it and what to call it.

Use A: for the floppy drive

**To separate files, asking for names for each**

Each message will be saved to a different file and before it saves each one Pegasus will ask for the location and name of the file.

**To separate files, creating unique names.**

Each message will be saved to a different file and before it saves the first one Pegasus will ask for the location and name. Beware because each succeeding file will have the same location and the same name, but a different extension. E.g. if you define the name **Fred.doc** the following files will be **Fred.001, Fred.002** etc

**Append data when files already exist**

One way of saving files is by subject. So any messages on the *Christmas Party* are saved in a file called ChrisPar.doc. Having done that you may receive more messages on that subject. You can use this option to add messages to a file already created.

1. Save a selection of 3 messages to one file called *archive.doc* on your G: drive
2. Open Word and view the file
3. Close Word
4. Save a selection of 2 messages to separate files, asking for names (note the names you use!)

5. Open Word and view the files (if you forgot the .DOC extension you will need to select **all files** under **Files of type**)

6. Close Word

7. Save a selection of 2 messages to separate files, creating unique names

8. Open Word and view the files

9. Close Word

10. Select a message and append it to the **archive.doc** file

11. Open Word, view the file, and close Word

**Task 24.**

<table>
<thead>
<tr>
<th>Other Useful Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use last setting</strong></td>
</tr>
<tr>
<td>When you are sending a message, if you select the <strong>Confirm reading</strong> option for that message you will find that when you open a new message it has the <strong>confirm reading</strong> option on. If you forget to switch it off this can cause problems. The reason for this is that under <strong>Tools, Options</strong>, and the tab <strong>Message Settings</strong> they are set by default to <strong>Use last setting</strong>. You can make life easier for yourself by changing this to <strong>Off</strong> which means that whenever you start a new message the option is off. You can switch it on for one message but it will be off when you start another message. This also applies to <strong>confirm delivery</strong>.</td>
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<thead>
<tr>
<th>Choosing a folder for copies to self</th>
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</thead>
<tbody>
<tr>
<td>Also under <strong>Tools, Options, Message Settings</strong> is if making a copy to self, ask which folder to put it in. If you tick this option it will enable you to place your copies in the folder alongside messages you have sent out on the same subject, instead of all copies being stored in the <strong>Copies to self</strong> folder</td>
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<tr>
<th>Change personal name etc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Some people are not called by their full name, or are known by a second name etc. To avoid confusion you can change the “official” name to the name by which you are known, and this name will be shown in the recipients mail boxes. Select <strong>Tools, Options, General</strong>, change <strong>Personal name</strong></td>
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</tbody>
</table>

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<tr>
<th>Leave read new mail in new mail folder</th>
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</thead>
<tbody>
<tr>
<td>It may be that you want to manually file your messages in folders of your choice, rather than having them transferred automatically to the <strong>Main Folder</strong> once you have read them. In this case you can select <strong>Tools, Options, General</strong> and tick the option <strong>Allow messages to stay in the new mail folder</strong>. Messages will now remain in the <strong>New mail</strong> folder until you move them out.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Quoted text colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sometimes people send you a message which quotes what you said to them. Each line of these quotations is usually preceded by a &gt;. You can choose to have this quoted text shown in a different colour, and/or <strong>italics</strong> so that the reply stands out. Select <strong>Tools, Options, Reader settings</strong> and select a colour and/or click the italic option.</td>
</tr>
</tbody>
</table>