

University of Pretoria

## **IMP Web-Based E-Mail Client**

**Department of Information Technology  
User Support**

|                   |               |
|-------------------|---------------|
| <b>Reference:</b> | TRN0000       |
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## Title and Synopsis

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| <b>Title</b>     | IMP Web-Based E-Mail Client   |
| <b>Reference</b> | TRN0000   |
| <b>Version</b>   | 1.00  |
| <b>Date</b>      | November 2004   |
| <b>Synopsis</b>  | This document is used as course material for the IMP Web-Based E-Mail Client course.  |
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## Course Overview

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This course is designed to provide users with an alternative method of reading and sending e-mail, using a standard web browser such as Microsoft Internet Explorer.

A Web-Based E-Mail Client allows a user to access the mail account from any computer (home, overseas) connected to the World Wide Web.

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## Prerequisites

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- Ms Windows
  - Microsoft Internet Explorer
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## Objectives

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**After completing this course you should be able to:**

- Activate IMP.
  - Read and Compose new Messages.
  - File messages in folders.
  - Attachments.
  - Address Book.
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# IMP Web-Based E-Mail Client

## Introduction to IMP

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### Objectives

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**After completing this lesson, you will be able to –**

- Activate IMP (Web based E-Mail System).
- Read and Compose new messages.



## IMP Web-Based E-Mail Client

At the University of Pretoria, your computer is obviously connected to the Internet. With the installation of electronic mail (e-mail), the real value of networks and the Internet can be seen. There is no longer a need to run around with floppies or stiffies, or to print long letters and mail them overseas. All you have to do is send an e-mail message. You can send a short message, a long message, or attach files in any format, e.g. Ms-Word or GIF, to your message. .

## E-Mail Programs/Software



Different email systems/software is available on campus. The following two systems are generally used by the staff members and supported by IT.

- GroupWise
- IMP (Web based e-mail system)
- For the purpose of this course, we will use IMP to send and receive new mail.

## Application for a Staff E-Mail Address

- On the **Windows Desktop** double click on the **Ms Internet Explorer** icon.
- The **UP Homepage** will appear:
- In the **Address/URL** box enter the following address:  
<http://www.up.ac.za/services/it/email.html>.
- The following screen will appear:

[\[UP home\]](#) [\[Information Technology\]](#)


**Application for an E-mail Address**


University of Pretoria

Please enter all details and click on the **Submit** button.  
 If you make a mistake, click on the **Reset** button and start again.

Please note that fields marked with an asterisk (\*) are compulsory!

|                   |                                     |                                       |
|-------------------|-------------------------------------|---------------------------------------|
| Personnel Number* | <input type="text"/>                | Eg: P1297528                          |
| Surname*          | <input type="text"/>                | Eg: Van den Berg and NOT Van Den Berg |
| Initials*         | <input type="text"/>                | Eg: JPR and NOT J.P.R.                |
| Name Known By*    | <input type="text"/>                |                                       |
| Title*            | Dr <input type="button" value="v"/> |                                       |
| Phone*            | <input type="text"/>                | Eg: 420-3595                          |
| Cell Phone        | <input type="text"/>                |                                       |

- Please enter all the details and click on the **Submit** button.
- If you make a mistake, click on the **Reset** button and start again.

- Please note that fields marked with an asterisk (\*) are compulsory.

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## Before you start

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To enable you to use the **IMP** system, you must have the following information to be able to continue:

- the mail server on which you are registered
- your email username on the mail server
- email password on the mail server

Armed with this information, you can gain access to your e-mail from *anywhere* in the *world*

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## Activate the Web-based Email System (IMP)

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IMP (Internet Messaging Program) is a web-based e-mail client used by the Information Technology Services to provide users with an alternative method of reading and sending e-mail, using a standard web browser such as Microsoft Internet Explorer.

***A web-based e-mail account allows you to access the mail account from any computer connected to the Web.***

- On the **Windows desktop**, double-click on the **Ms Internet Explorer** icon.
- A Web browser window will appear with the homepage of the University set as the default location.
- It is important to open or activate the correct **IMP**.
- The IMP depends on the **mail server** at which you are registered:
  - **main** campus (**personnel**) - postino.up.ac.za/email
  - **main** campus (**students**) - student.up.ac.za/email
  - **medical** campus (**personnel**) - postillion.up.ac.za/email
  - **medical** campus (**students**) - medstud.up.ac.za/email
  - **Onderstepoort** campus (**personnel**) - op.up.ac.za/email
  - **Onderstepoort** campus (**students**) - vetstud.up.ac.za/email
  - **Groenkloof** campus (**personnel**) - yoda.up.ac.za/email
  - **Groenkloof** campus (**students**) - student.up.ac.za/email
  - **Kalafong** campus (**personnel**) - solo.up.ac.za/email
  - **Alumni** - student.up.ac.za/email
- The **Welcome to IMP** screen will appear.

## Login Instructions

- Having followed the correct link to IMP, you will be presented with the following login screen:

- Click in the **Username** box and enter your **e-mail user name**, as registered at the IT Department (not any of your aliases).
- Click in the **Password** box and enter your **email password**.
- Select a language in the **Language** box.
- Then click on the **Log In** button to be presented with your **Inbox**.
- The following screen appears.
- All messages will appear in the **Inbox**.



- As the login screen suggests, please set up and save your preferences as a first priority.
- These preferences are applicable **only to IMP** and saved on the relevant mail server - they have no effect on the settings of your Web browser (Internet Explorer) or normal e-mail client (GroupWise).
- You can **only** read your e-mail messages that are still on the **mail server**, and take note that the messages that you delete while using IMP are deleted.
- The common ground between all these e-mail reading programs is the mail server - there is no direct link between your normal e-mail client and IMP.

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## IMP Screens

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- The following is a list of the various screens and their related functionality:

| Screen             | Functionality  |
|--------------------|--|
| <b>Inbox</b>       | Lists all the messages in your inbox.  |
| <b>Compose</b>     | Write and send messages.   |
| <b>Contacts</b>    | An e-mail address book with an LDAP search facility to find e-mail addresses of people registered on the same mail server. |
| <b>Folders</b>     | Manage and create your own mail folders.   |
| <b>Preferences</b> | Set up all your e-mail preferences.  |
| <b>Logout</b>      | Log out of IMP when you are done using the system.   |

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## Read Messages

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- Double-click on a message in the **Inbox** to open and read the message.
- The message will be displayed in a new window.
- To refresh the **Inbox**, click on the **Refresh Inbox** icon.

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## Compose Messages

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- Click on the **Compose** icon in the left-hand pane of the window.
- The **Compose Screen** allows you to
  - enter the recipient names in the To, Cc, and Bcc fields
  - enter a subject in the **Subject** field
  - attach documents
- When addressing mail, use the recipient's full address or mail headers may show confusing information.
- Enter the body of your message in the main box.
- Click on **Send Message** to send or **Cancel Message** to close the **Message composition** window.
- After a message is sent, the **Message Composition** window sometimes remains open, but may be closed safely after the message is sent.
- It is not always clear if a message has been sent, but pressing the **Send Message** button repeatedly will result in multiple messages being sent.
- To confirm that a message has been sent, cc, or bcc the message to yourself.

Compose a message - Mon Sep 24 13:01:50 2001

Cancel Message Save Draft Send Message

From: enagel@it.up.ac.za <enagel@it.up.ac.za>

To:

Cc:

Bcc:

Subject:

Attachment: Browse... Attach

Options [Contacts](#)

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## Log Out

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- To logout of IMP, click on the **Logout** icon in the left-hand pane of the window.
- The **Welcome to IMP** screen appears.

*The End*