

**Waseda-net Mail**  
**(Web Mail for Mobile Phone)**  
**User's Manual**  
**March 9, 2011**

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# Section 1 Web Mail for Mobile Phone

## ●1.1 Overview

You may use the following functions.

Creating mail.....	Refer to ●1.4	Creating Mail
Reading mail.....	Refer to ●1.5	Reading Mail
Replying to incoming mail.....	Refer to ●1.6	Replying Mail
Saving mail as drafts.....	Refer to ●1.7	Saving Mail as Draft
Using draft mail.....	Refer to ●1.8	Using Mail Saved as Draft
Deleting mail.....	Refer to ●1.9	Arranging Mail
Finding mail.....	Refer to ●1.10	Searching for Mail
Consulting the address book.....	Refer to ●1.11	Viewing Address Book

## ●1.2 Restrictions

You cannot use some (PC version) Web mail functions in Mobile Phone. When using the following functions, adjust the settings prior to operation. (For details, refer to the Waseda-net Mail (Web Mail) User's Manual.)

Forwarding mail.....	Refer to Section 4.4	Forwarding Mail
File attached mail.....	Refer to Section 4.7	Using Attachment File
Managing the address book.....	Refer to Section 5	Using Address Book
Managing folders.....	Refer to Section 6.1	Using Folder
Mail rule.....	Refer to Section 6.2	Using Email Rules
Customizing settings.....	Refer to Section 6.3	Customizing Waseda-net Mail Favorably
Registering signatures.....	Refer to Section 6.3.4	Settings for mail creation

### Caution

- Terminals conforming to XHTML basic or XHTML are available from three carriers (docomo, au and SoftBank) .
- No descriptions on the operation of mobile phones are provided in this manual. Refer to the pertinent mobile phone instruction manual for your mobile phone.
- The screen images in this manual may differ from the actual screens depending on the model or operating system of your mobile phone.
- When creating mail using the pictogram function of your mobile phone, be careful of character corruption (garble) .
- Always save your login user ID and password as a memo or in a note because they are required whenever you log in.

## ●1.3 Introduction

This manual describes the common operations and screens for the use of mobile phone Web mail. When executing a basic operation, select the menu (reverse video) and press the [Done] button of your mobile phone. When a menu item has a prefix number, execute the function by selecting the number or symbol.

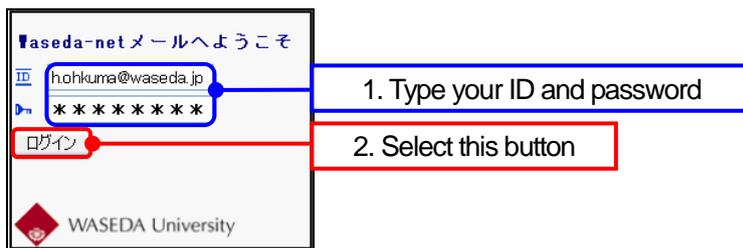
### ◆1.3.1 Login and logout

#### —1— Login

To use web mail for mobile phone, log in to Waseda-net Mail from your mobile phone.

#### Procedure

1. Type either of the following URLs on your mobile phone.  
http://post.waseda.jp/  
https://post.waseda.jp
2. The login screen is displayed.
3. Type your ID and password.
  - **The characters of your password are by \*\*\*\*\*.**  
(Note that the display varies from carrier to carrier.)
4. Select [Login] .



5. The top screen is displayed. (Refer to ◆1.3.3—1— Top page screen for details.)

#### Caution

When using a docomo mobile phone, the message “Site moved (301)” may be displayed depending on the system settings, but the mobile phone can be used normally.

## -2- Logout

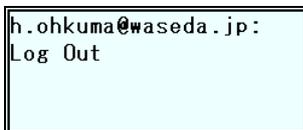
If you are finished using mobile phone Web mail, be sure to log out.

### Procedure

1. Select [Log Out] at the bottom of each screen.



2. The message "Log Out" is displayed.

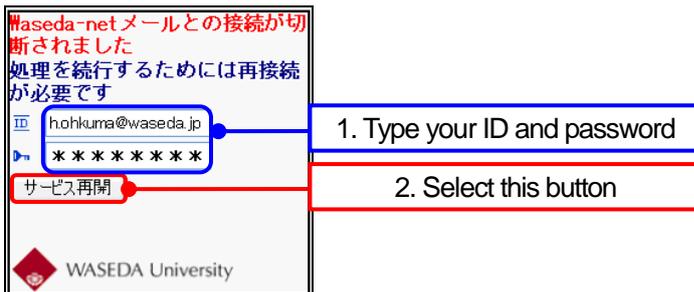


### ◆1.3.2 Session timeout

If you leave the screen without taking any action for 120 minutes or more during operation, the session with the server will automatically terminate. If this happens, you must log in again. When monitoring mail for several hours, we recommend saving the mail periodically.

### Procedure

1. The following screen is displayed at session timeout. Type your ID and password.
2. Select the [Restart service] button.



3. The following screen is displayed. Select the [Reconnect] button.



### ◆1.3.3 Description of screens

Here is a description of common operations on the basic screen.

#### —1— Top page screen

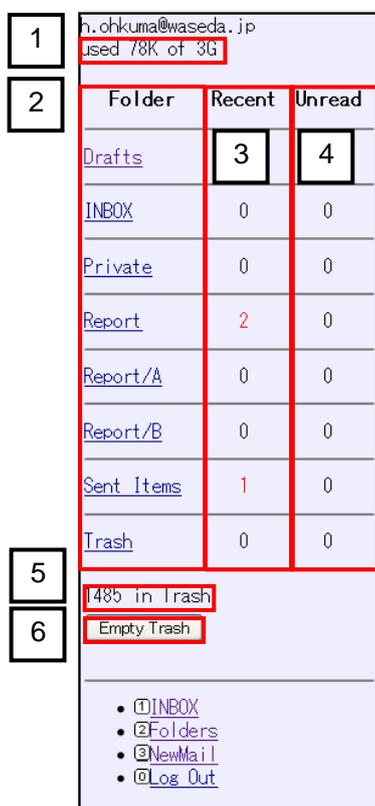
The following top screen is displayed after successful login. On this screen, you can perform various operations by selecting menu items or numeric keys. In addition, the following menus except for [1] are always displayed at the bottom of each screen.



No.	Menu	Operations possible
[1]	INBOX	Displays the mail list screen.
[2]	Folders	Displays the folder list screen.
[3]	NewMail	Displays the new mail creation screen.
[4]	Log Out	Quits operation and logs out.

#### —2— Folder list screen

Select [Folders] on the top screen, and the registered folders will be displayed.



No.	Item	Description												
1	Folder capacity used	Indicates a folder capacity used and a folder capacity available.												
2	Folder	Displays the name of each folder. Selecting a folder name causes all the files in the folder to be displayed in list form. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Folder name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Drafts</td> <td>Mail draft</td> </tr> <tr> <td>INBOX</td> <td>Receiving tray</td> </tr> <tr> <td>Sent Items</td> <td>Sent mail * Note that only the mail sent via the PC version of Web mail can be browsed.</td> </tr> <tr> <td>Trash</td> <td>Trash</td> </tr> <tr> <td>(Arbitrary folder)</td> <td>Arbitrarily created folder</td> </tr> </tbody> </table>	Folder name	Description	Drafts	Mail draft	INBOX	Receiving tray	Sent Items	Sent mail * Note that only the mail sent via the PC version of Web mail can be browsed.	Trash	Trash	(Arbitrary folder)	Arbitrarily created folder
Folder name	Description													
Drafts	Mail draft													
INBOX	Receiving tray													
Sent Items	Sent mail * Note that only the mail sent via the PC version of Web mail can be browsed.													
Trash	Trash													
(Arbitrary folder)	Arbitrarily created folder													
3	Incoming mail	Indicates the number of incoming emails in each folder.												
4	Unread	Indicates the number of unread emails in each folder.												
5	Capacity used in Trash	Indicates the capacity used in the trash folder. When only a numeric value is displayed, the unit is kilobytes (KB) . The value is displayed when the trash folder contains emails.												
6	Empty Trash	Selecting this button causes email in the trash folder to be deleted completely. This button is displayed only when the trash folder contains email.												

- Folder management (create, rename, and delete) can be performed in the PC version of Web mail. For details, refer to the Waseda-net Mail (Web Mail) User's Manual, Section 6.1 Using Folders.
- Only the mailbox folders are displayed. The address book folders are not displayed.

### -3- Mail list screen

When you select INBOX on the top screen or select any of the folders in the folder list screen, a list of emails saved in the folder is displayed.



No.	Item	Description															
1	Folder name	Displays the name of each folder in the list.															
2	No. of items	Displays the number of emails saved in the folder. The number of emails displayed on one screen is equal to the number of display lines set in the (PC version) Web mail.															
3	<- ->	Moves to the previous page or next page.															
4	Sort	Specifies that emails be sorted. Selecting this item switches the order from descending to ascending and vice versa. S indicates the status.															
5	Status	Displays the mail status (unread/read) and the presence or absence of an attachment file. <table border="1" data-bbox="794 846 1439 1079"> <tr> <td></td> <td>[Flag]</td> <td>Indicates mail with a flag set as a mark.</td> </tr> <tr> <td></td> <td>[Attachment]</td> <td>Indicates mail with an attachment file.</td> </tr> <tr> <td></td> <td>[Unread]</td> <td>Indicates unread mail.</td> </tr> <tr> <td></td> <td>[Read]</td> <td>Indicates read mail.</td> </tr> <tr> <td></td> <td></td> <td>Indicates incoming mail or mail newly moved into a folder.</td> </tr> </table>		[Flag]	Indicates mail with a flag set as a mark.		[Attachment]	Indicates mail with an attachment file.		[Unread]	Indicates unread mail.		[Read]	Indicates read mail.			Indicates incoming mail or mail newly moved into a folder.
	[Flag]	Indicates mail with a flag set as a mark.															
	[Attachment]	Indicates mail with an attachment file.															
	[Unread]	Indicates unread mail.															
	[Read]	Indicates read mail.															
		Indicates incoming mail or mail newly moved into a folder.															
6	Mail list	Indicates a mail sender, subject, and receiving date and time. Selecting a mail subject causes the details of the mail to be displayed.															
7	Search	Searches for mail in the folder according to keyword in a sender, subject, text, or address.															

#### —4— Mail browse screen

When you select mail on the mail list screen, you can browse the details of the mail.

1	<p>From: &lt;j.ohkuma@waseda.jp&gt;          Subject: 研究会の打合せについて          Date: Fri, 18 Feb 2011          17:17:00 +0900          To: "Hanako OHKUMA"          &lt;h.ohkuma@waseda.jp&gt;</p>
2	<p>花子さん</p> <p>来週火曜日の15時から、教室にて研究会の打合せをいたします。よろしくお願ひします。</p> <p>次郎</p>
3	<ul style="list-style-type: none"> <li>• <a href="#">INBOX</a></li> <li>• <a href="#">Next Unread</a></li> <li>• <a href="#">Reply</a></li> <li>• <a href="#">Reply to All</a></li> <li>• <a href="#">Delete</a></li> <li>• <a href="#">Set Flag</a></li> <li>• <a href="#">Close as Unread</a></li> </ul> <ul style="list-style-type: none"> <li>• <a href="#">@INBOX</a></li> <li>• <a href="#">@Folders</a></li> <li>• <a href="#">@NewMail</a></li> <li>• <a href="#">@Log Out</a></li> </ul>

No.	Item	Description
1	Mail information	Displays a sender, subject, date, and address.
2	Text	Displays the mail text. When there is an attachment file, the name of the file is displayed under mail text. Selecting the name causes the file to be displayed.
3	(Folder name)	Returns to the previous folder.
	Next Unread	Moves to the next unread message.
	Reply	Replies to the source of the current display mail.
	Reply to All	Replies to all members of the current display mail.
	Delete	Deletes the current display message.
	Set Flag / Reset Flag	Sets a flag for the current display mail or resets the flag.
	Close as Unread	Restores the current display mail to the unread status and returns it to the previous folder.

## ●1.4 Creating Mail

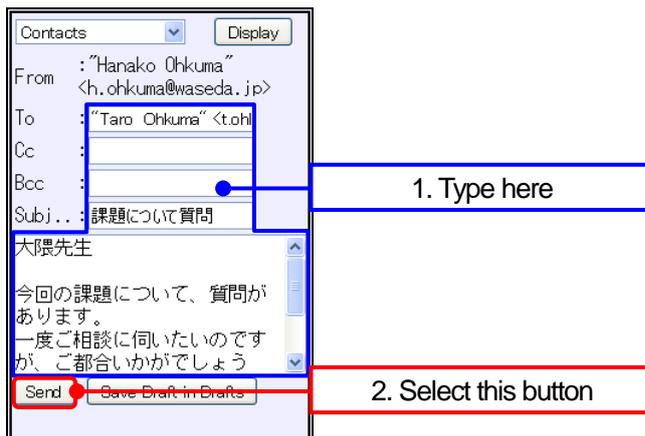
You may create and send your own mail.

### Procedure

1. Select [NewMail] or .



2. The mail creation screen is displayed.
3. Type an address, subject and text, and select [Send] .
  - You may select the address from the address book. (Refer to ●1.11 Viewing Address Book for details.) When registering the address book, use the PC version of Web mail. For details, refer to Waseda-net Mail (Web Mail) User's Manual, Section 5.1 Registering new contacts.



4. The message "Your message has been sent" is displayed.
  - You may save your mail as a draft. (Refer to ●1.7 Saving Mail as Draft for details.)



### Caution

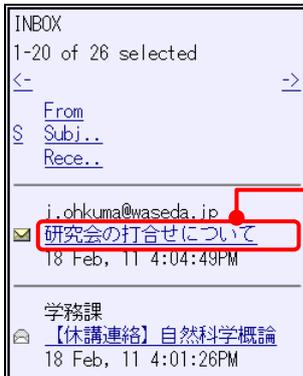
- The sent mail is not saved in Sent Items (Sent Mail Tray) .  
Type your own mail address in the Cc or Bcc field as necessary.
- The mobile phone Web mail does not permit you to send mail with an attachment.  
When attaching a file to email, use your PC.

## ●1.5 Reading Mail

You may read the mail received.

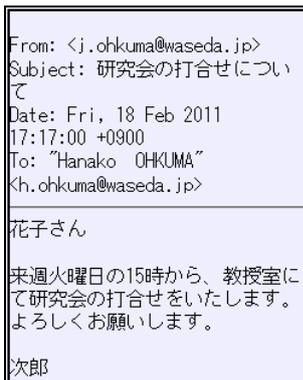
### Procedure

1. Select the email subject that you want to read.



Select this subject

2. The mail browse screen is displayed.



### Caution

After reading the email, close it by one of the following three methods.

- Selecting a folder..... Returns to the previous list screen.
- Selecting [Next Unread] ..... Moves to the next unread message in the folder.
- Selecting [Close as Unread] ..... Restores the current display mail to an unread one and returns to the previous list screen.

### Tips

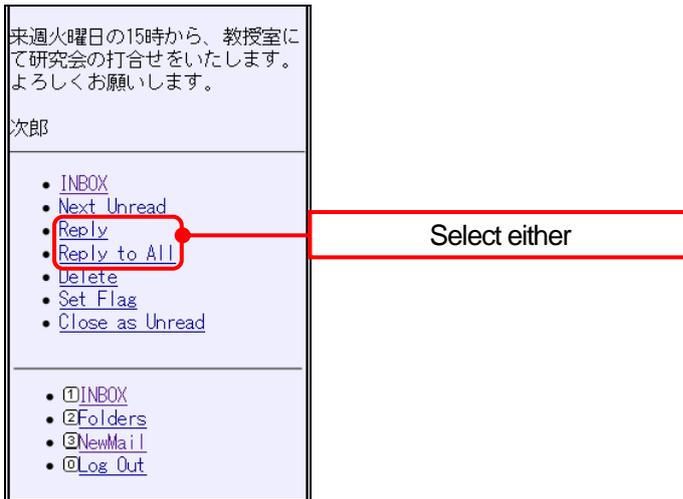
When incoming mail contains an attachment, open and read it so long as your mobile phone has a function for opening the file.

## ●1.6 Replying Mail

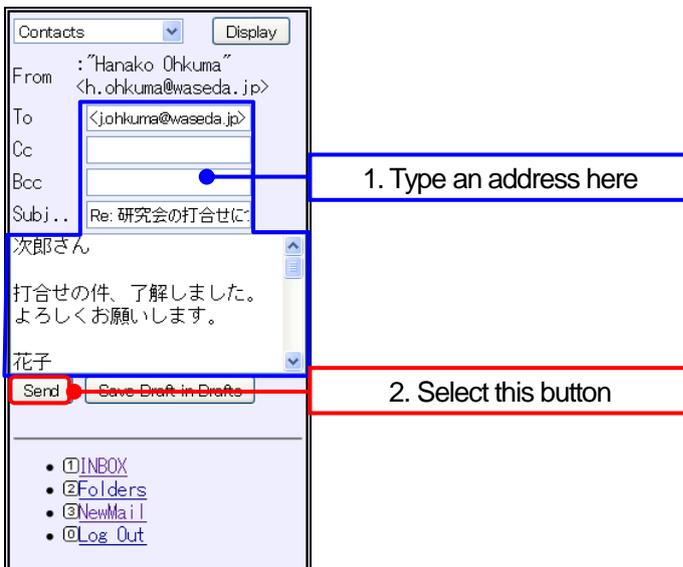
You may reply to the received mail.

### Procedure

1. Select the email you want to answer.
2. Select either [Reply] or [Reply to All] in the lower part of the displayed mail browse screen.



3. The mail edit screen is displayed.
4. Edit the part to be edited and select [Send] .
  - You can select the address from the address book. (Refer to ●1.11 Viewing Address Book for details.)



5. The message "Your message has been sent" is displayed and the previous message is displayed again.
  - You can save mail in the Drafts holder. (Refer to ●1.7 Saving Mail as Draft for details.)

Selecting [Reply] or [Reply to All] causes the following information to be automatically set in the address, subject and text fields.

■ [Reply]

To : Sender of original mail  
Subject : Re: subject of original mail  
Text : Date & time, sender, and text of original mail

■ [Reply to All]

To : Sender of original mail and To mail address  
Cc : Cc mail address of original mail  
Subject : Re: subject of original mail  
Text : Date & time, sender, and text of original mail

※ When adjusting the settings for automatically inserting a fixed reply phrase into the text of the email, be sure to use the PC version of Web mail.

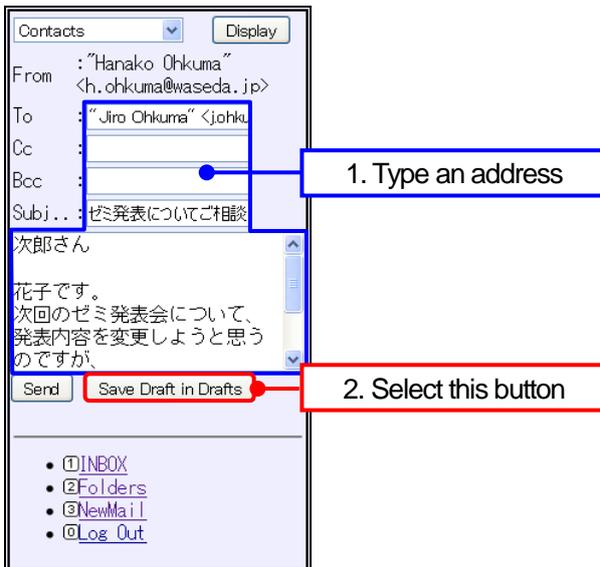
For more information, refer to Waseda-net Mail (Web Mail) User's Manual, Section 6.4.4 Settings for mail creation.

## 1.7 Saving Mail as Draft

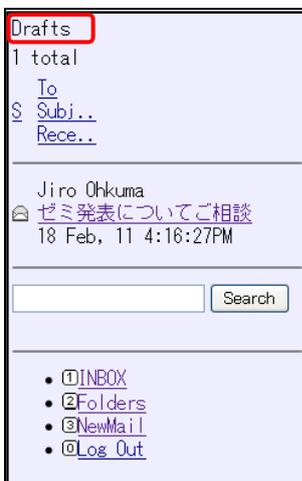
You may save mail in the Drafts folder without sending it for later editing or additions.

### Procedure

1. Open the mail creation screen and input an address, subject, and text.
2. Select [Save Draft in Drafts] .



3. The message "Your draft message has been saved" is displayed.
4. The draft mail is saved in the Drafts folder.

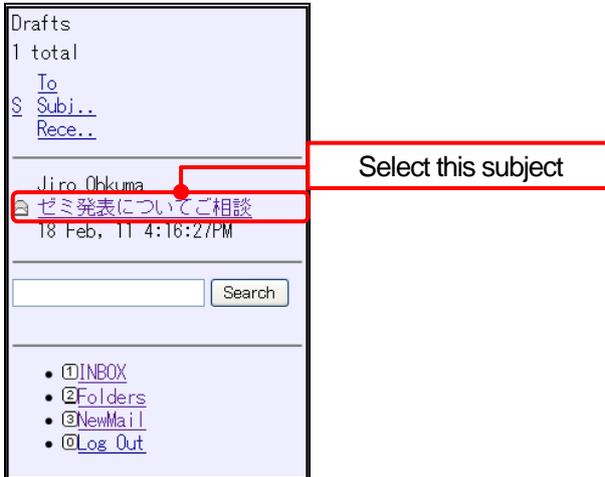


## 1.8 Using Mail Saved as Draft

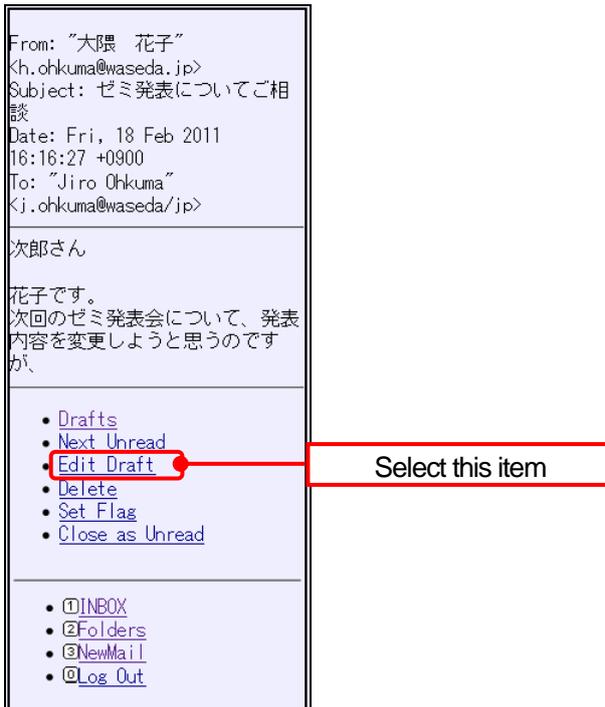
You may edit and send the saved mail (draft mail) .

### Procedure

1. Select the saved email you want to edit.

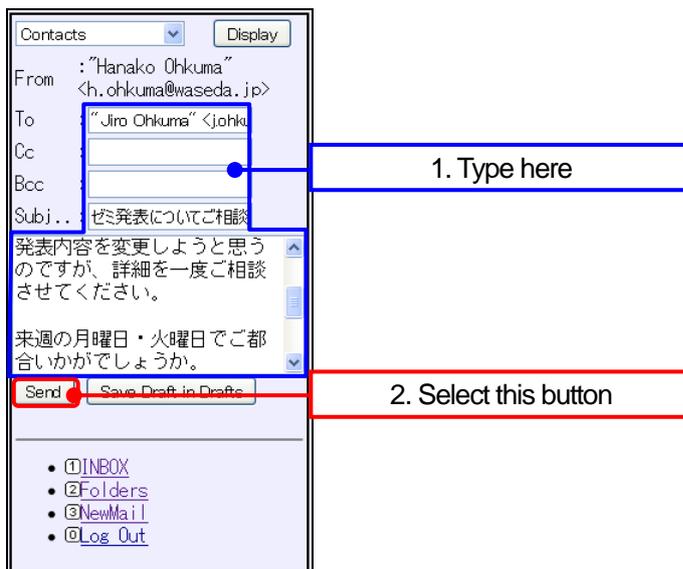


2. Select [Edit Draft] in the lower part of the displayed mail browse screen.



3. Edit the part to be edited and select [Send] .

- You can select the address from the address book. (Refer to ●1.11 Viewing Address Book for details.)



4. The message "Your message has been sent" is displayed.

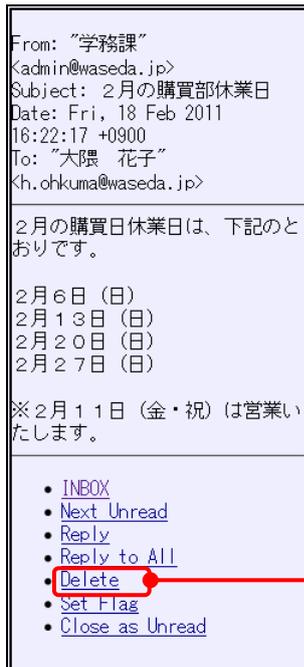
## 1.9 Arranging Mail

You may delete unnecessary mail.

- **When moving or copying email from one folder to another, perform the operation using the PC version of Web mail.**

### Procedure

1. Select the email you want to delete.
2. Select [Delete] in the lower part of the displayed mail browse screen



Select this item

3. The message is deleted and the message "Messages have been deleted" is displayed.
4. The deleted email is moved to the trash folder.



### Caution

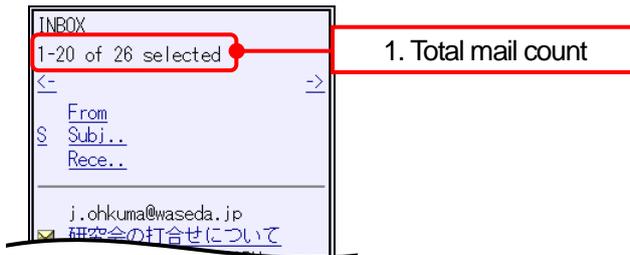
To completely delete emails moved to the trash folder, empty the trash. When the trash folder contains mail, the "trash capacity" used and the [Empty Trash] button are displayed. You can delete the emails saved in the trash folder by selecting this button.

## 1.10 Searching for Mail

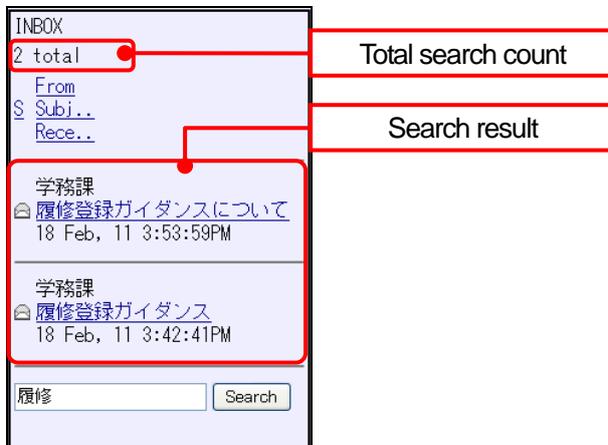
Search for mail with a matching subject, sender, text, or address by typing a keyword.

### Procedure

1. Open each folder (INBOX, Drafts, Trash, etc.) .
2. Type a keyword for a subject, sender, text, or address of the email to find in the textbox at the bottom of the screen. (For example, input “Curriculum” here.)
3. Select the [Search] button.



4. Only emails meeting the search condition are listed.



### Caution

- Partial match takes place using the keyword.
- When the keyword is displayed, all emails are not listed on the screen. To view all emails, first delete the condition and then select the [Search] button.
- Full-width and half-width characters are identified during searches, but upper-case and lower-case alphabetic characters are not identified.
- Folder names in Japanese cannot be searched.

## 1.11 Viewing Address Book

You may use any mail address registered in the address book in the To, Cc, and Bcc fields of your mail.

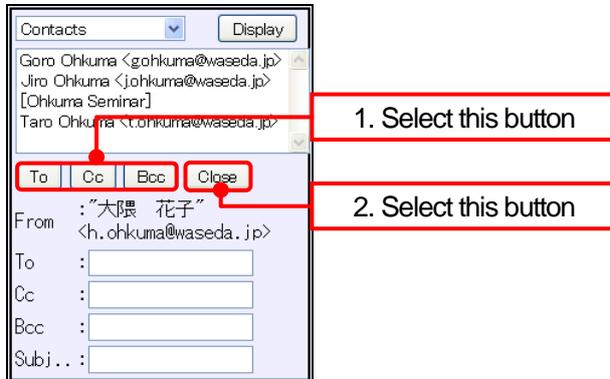
- **The address book must be registered on the PC version of Web mail. For details, refer to Waseda-net Mail (Web Mail) User's Manual, Section 5.1 Creating Contacts.**

### Procedure

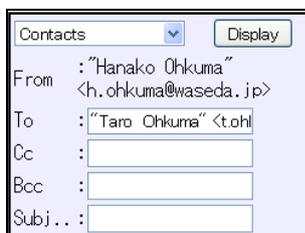
1. Select [NewMail] or .
2. The mail creation screen is displayed.
3. Select a target address to reference via the address book selection field at the top of the screen and then select the [Display] button.



4. The address book reference screen is displayed.
5. Select a contact for reference and select any of the To, Cc, and Bcc buttons.
  - **When the address book contains many contacts, scroll the screen as needed.**
6. After selecting the contact, select the [Close] button to quit the address book reference screen.



7. The specified contact is set in the To, Cc, or Bcc field.



 **Caution**

- When selecting multiple contacts from the address book, the operation method varies between the mobile phones.
- SoftBank
  - 1) Select an address book for reference via the address book selection field and then select the [Display] button.
  - 2) The address book reference screen is displayed.
  - 3) Use the [Down] button to move to the address book reference screen.
  - 4) Check a checkbox for a desired contact. (You may select multiple contacts.)
  - 5) Select the [OK] button on your mobile phone.
  - 6) Select any of the To, Cc, and Bcc buttons.
- docomo
  - 1) Select an address book for reference via the address book selection field and then select the [Display] button.
  - 2) Use the [Down] button to move to the address book reference screen.
  - 3) Select for a desired contact. (You may select multiple contacts.)
  - 4) Select the [Complete] ([CLEAR]) button on the mobile phone.
  - 5) Select any of the To, Cc, and Bcc buttons.
- au
  - 1) Select an address book for reference via the address book selection field and then select the [Display] button.
  - 2) The address book reference screen is displayed.
  - 3) Check a checkbox for a desired contact. (You may select multiple contacts.)
  - 4) Select the [Down] key to display the To, Cc and Bcc buttons.
  - 5) Select any of the To, Cc and Bcc buttons.

 **Tips**

An “Replied Addresses” displayed on the address book reference screen is referred to as a function that saves in list form the recipient’s mail address for automatic replies when the absence notification function is used. The setting for this function can be set on the PC version of Web mail. For more information, refer to Waseda-net Mail (Web Mail) User’s Manual, 6.2.2Setting absence notification mail.

# Revision History

Date	Version	Revision location	Description
2011/3/9	First version		First version created

«Notice»

- ◆ No part of the descriptions in this manual may be duplicated and transcribed without prior permission.
- ◆ The contents of this manual may be altered without prior notice for software upgrades.
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