



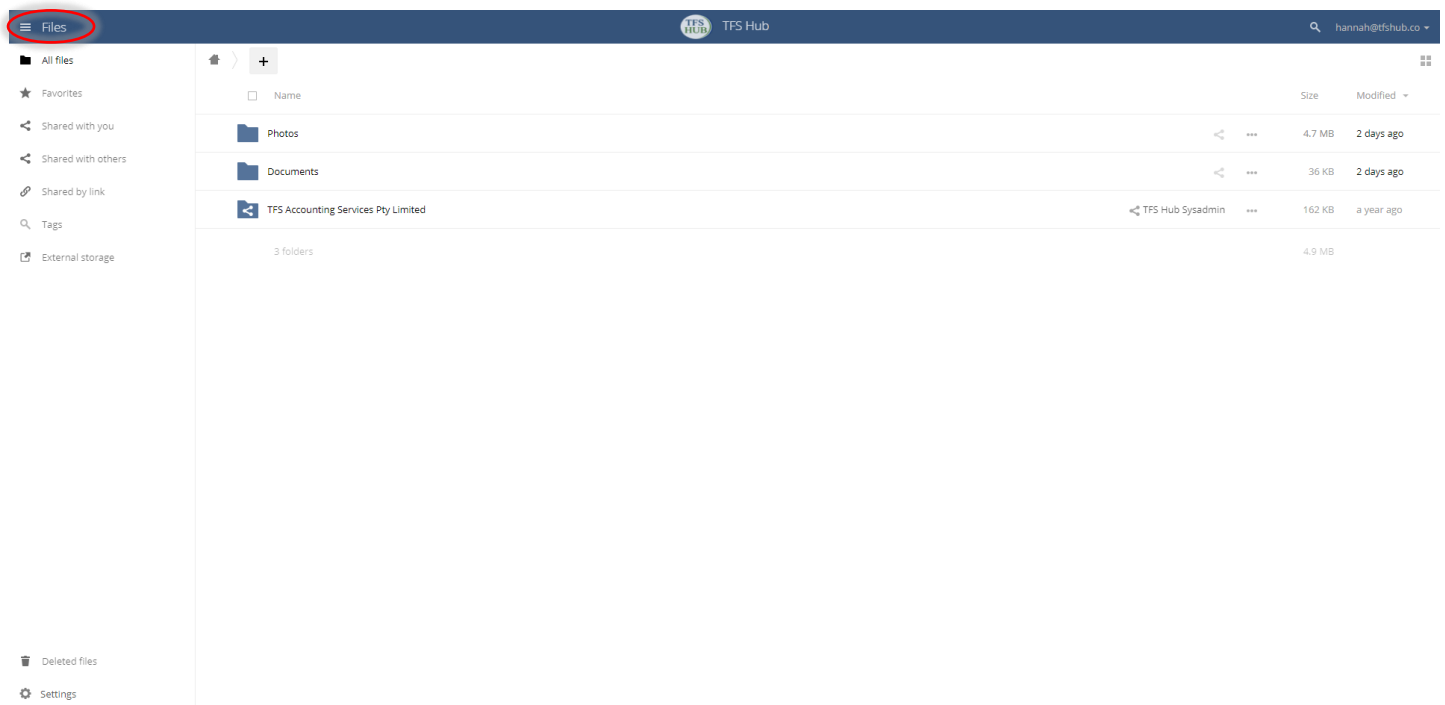
# My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

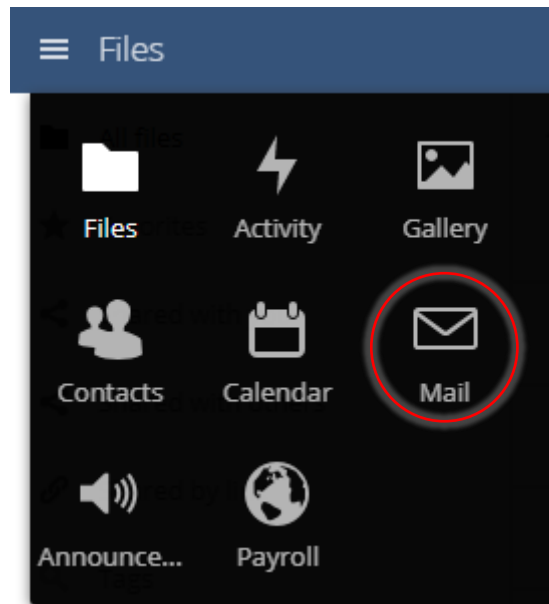
## **Section 5: Using Mail**

TFS Hub uses the built-in email services to send you information. It is important that you understand how to navigate this aspect of TFS Hub.

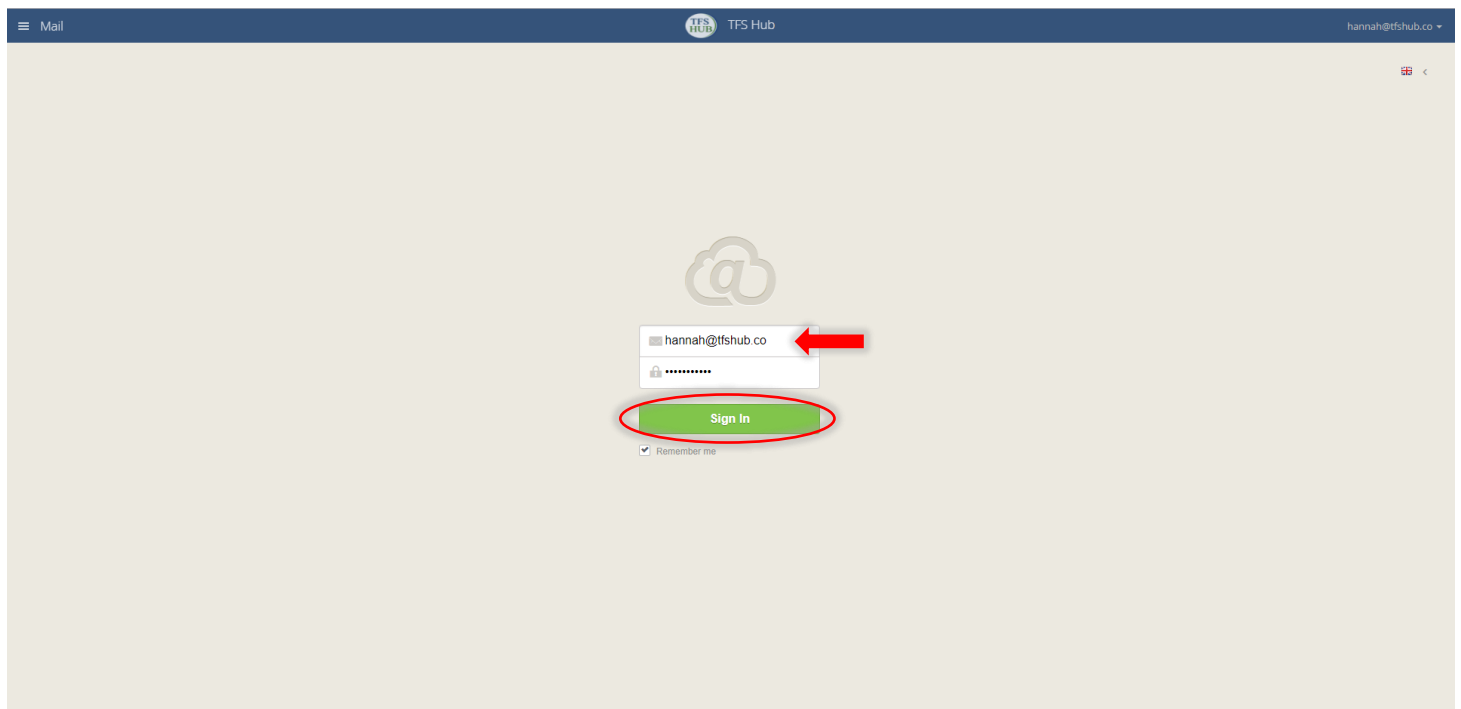
On the left-hand side of the main homepage, click on the uppermost banner, titled 'Files'. This is on the blue banner at the top of the homepage.



This will make a list of options appear in a grey box. The option for files will be lit up, showing that you are currently viewing your files. To go to mail, click on 'Mail'.

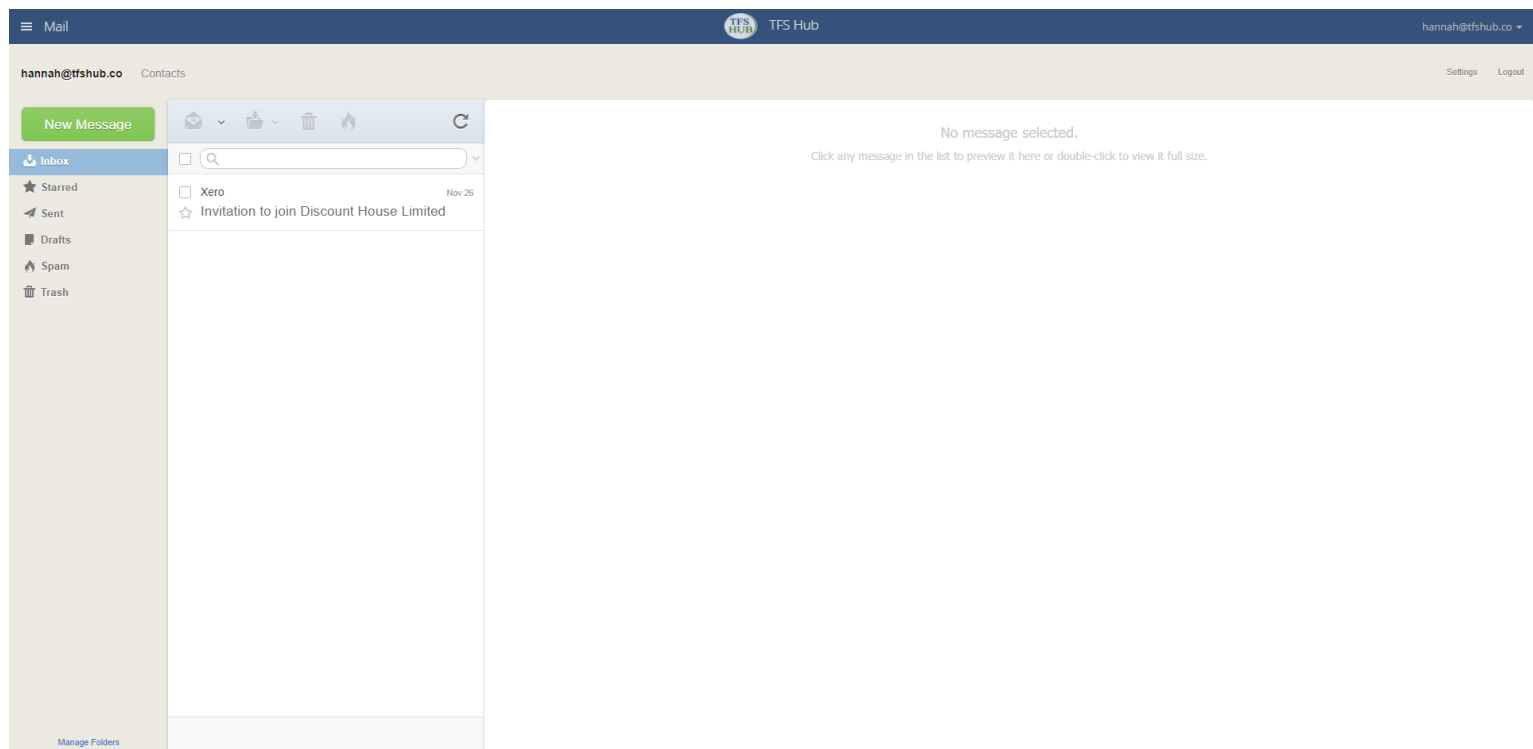


You will be taken to a page where you must log in. Use your TFS Hub email and password. Once they have been entered, click the green 'Sign In' button.

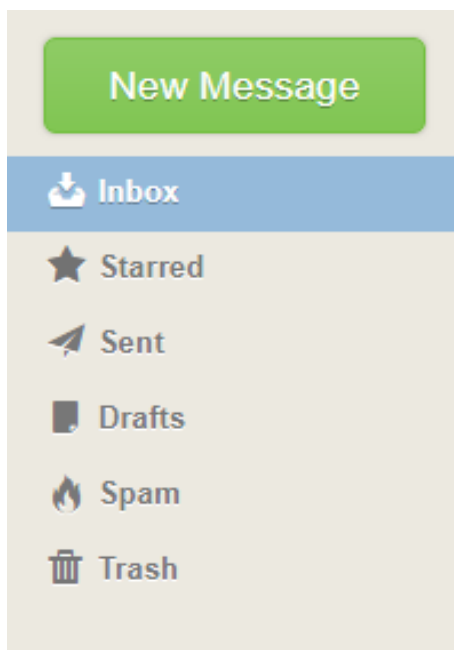


If you want TFS Hub to keep your log in details, tick the box under the 'Sign In' button that says, 'Remember me'. This will mean you won't have to enter your details every time you log in to your mail, TFS Hub will remember them for you and automatically fill them in for you.

The next page will be taken to is the mail interface.



Along the left-hand side is the folders that emails will be stored in.



The green 'New Message' button will allow you to compose an email.

Inbox will have all you're the emails sent to you.

Starred will only have emails you have selected the importance marking; the star.

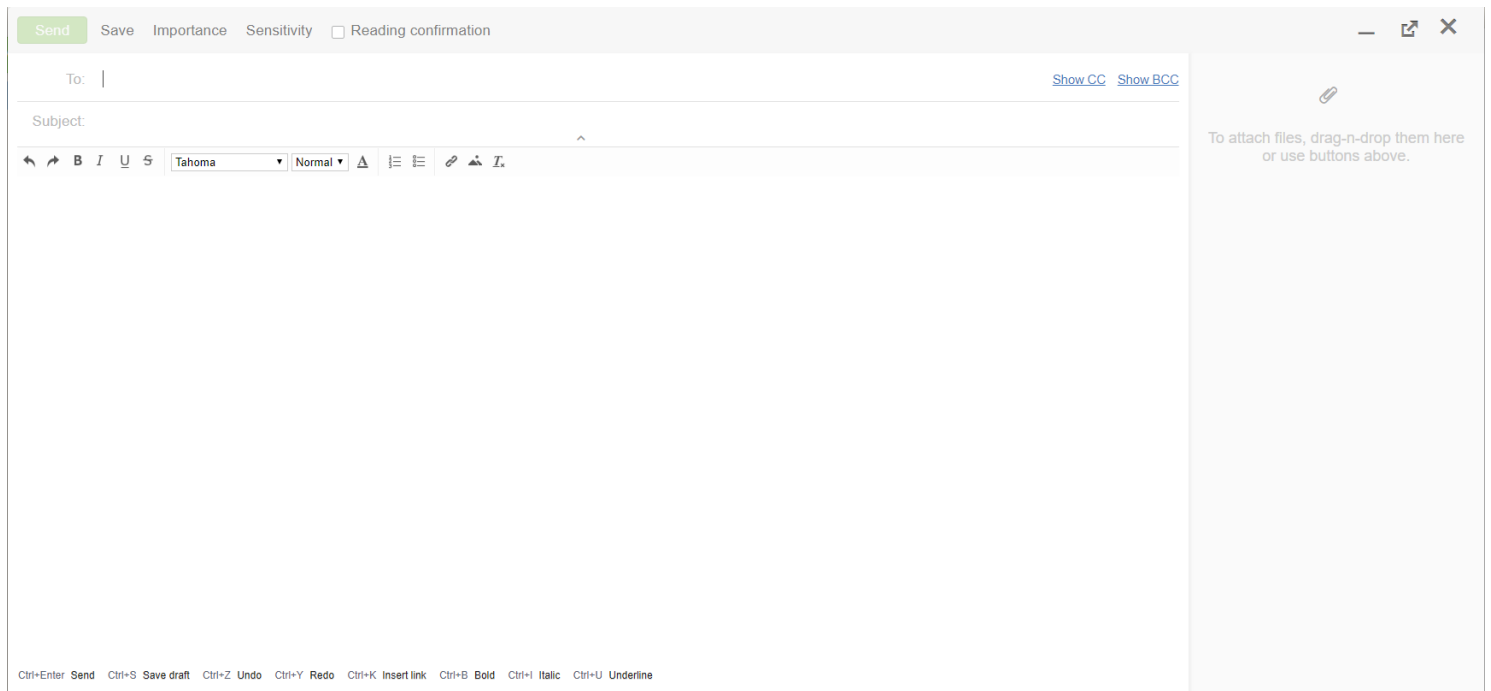
Sent has all messages you have composed and sent.

Drafts contains the messages you've composed but haven't sent yet. You can continue to edit these.

Spam has emails you have received but are marked as spam; mostly advertisements and the like.

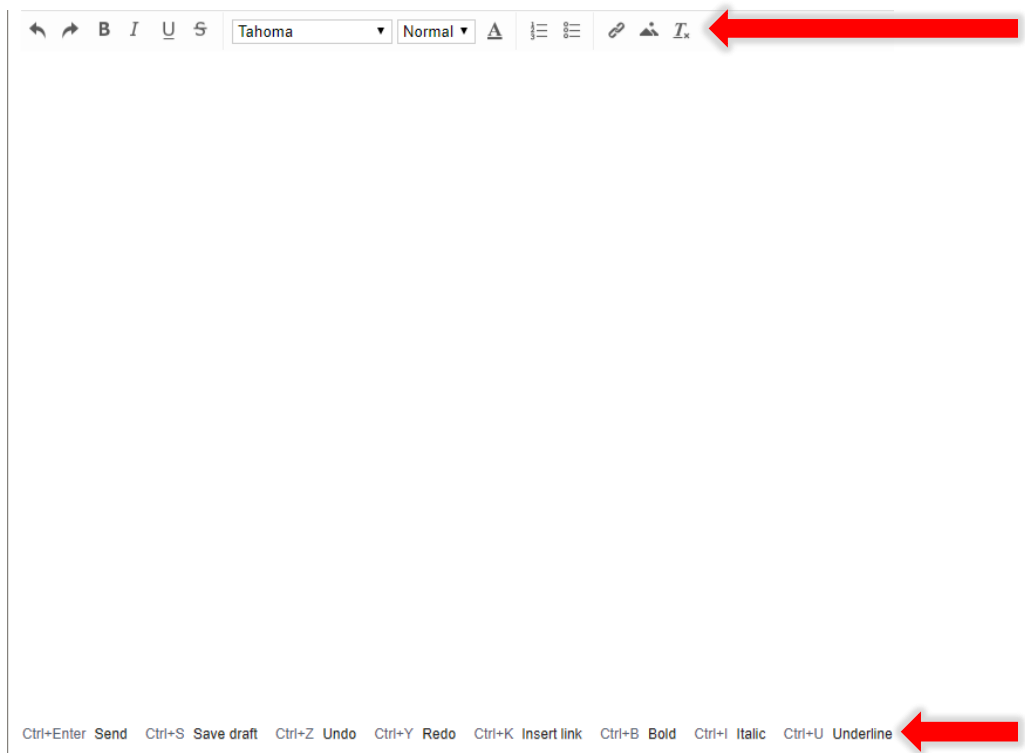
Trash has the messages you've deleted. You can permanently delete these in this folder.

If you click 'New Message', you will be taken to this screen.



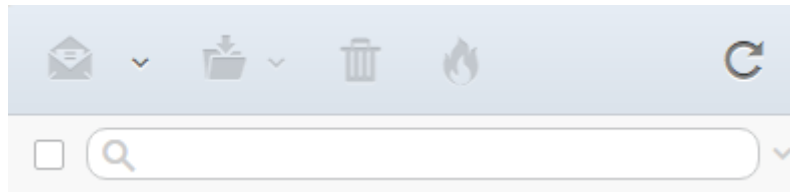
The screenshot shows the 'New Message' interface in TFS Hub. At the top, there is a header bar with buttons for 'Send' (highlighted in green), 'Save', 'Importance', 'Sensitivity', and a checkbox for 'Reading confirmation'. On the right side of the header are window controls (minimize, maximize, close). Below the header, there are fields for 'To:' and 'Subject:'. The 'To:' field has links for 'Show CC' and 'Show BCC'. Below these fields is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, font color, background color, link, unlink, and list. The font face is set to 'Tahoma' and the style to 'Normal'. The main body of the email is a large, empty text area. On the right side of the email body, there is a placeholder for attachments with a paperclip icon and the text: 'To attach files, drag-n-drop them here or use buttons above.' At the bottom of the screen, there is a row of keyboard shortcuts: Ctrl+Enter Send, Ctrl+S Save draft, Ctrl+Z Undo, Ctrl+Y Redo, Ctrl+K Insert link, Ctrl+B Bold, Ctrl+I Italic, and Ctrl+U Underline.

TFS Hub lets you manipulate the text, and you can use the buttons along the top of the email or the keyboard shortcuts listed along the bottom.



This image provides a close-up view of the email editor's toolbar and keyboard shortcuts. The toolbar at the top features icons for undo, redo, bold, italic, underline, strikethrough, font color, background color, link, unlink, and list. The font face is set to 'Tahoma' and the style to 'Normal'. A large red arrow points to the toolbar. At the bottom, a row of keyboard shortcuts is displayed: Ctrl+Enter Send, Ctrl+S Save draft, Ctrl+Z Undo, Ctrl+Y Redo, Ctrl+K Insert link, Ctrl+B Bold, Ctrl+I Italic, and Ctrl+U Underline. Another large red arrow points to this row of shortcuts.

If you are reading an email, the blue bar above the list of your email will be able.



The envelope can be used to mark the email as read or unread. You can use the arrow next to it to choose which one you want.

The folder with an arrow in it is used to move the email into another folder. The arrow next to it is to select what folder you want to move it to.

The trash can is to delete the email and move it to the trash folder.

The flame is to mark the email as spam.

The spiral arrow is to refresh your list of emails. If you are expecting an email, you can refresh the page to receive it. This can be done even if you aren't in an email.

You can search for a specific email using the search bar under the blue bar. This can be done even if not in an email.