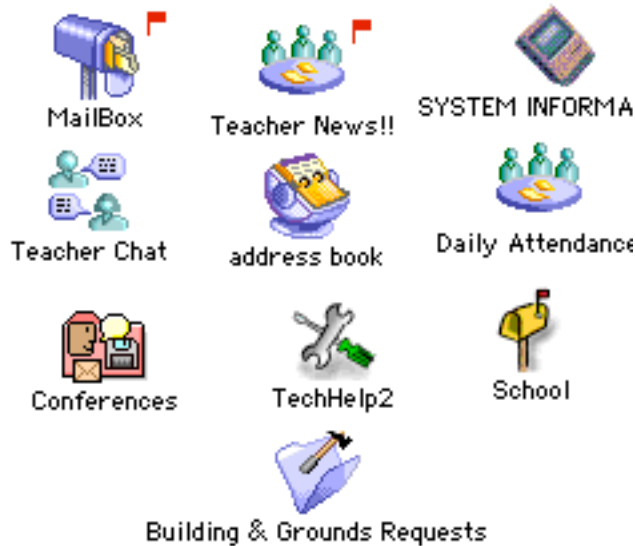


Looking At Conferences

After you've logged in, your desktop will contain a bunch of icons with different names. These represent your mailbox and all the conferences you can see. Double-click to see what's in each one.



- Think of conferences like bulletin boards... you can go put a note on the board, and later anyone else can go see what you wrote. Some conferences, like "Teacher News", are like bulletin boards in a locked room, where only certain people can go in and look at the board.
- Little red flags, like the one next to "Teacher News" above, indicate that there are messages you haven't yet read in this conference.
- "Conferences" contains general conferences, accessible to anyone with a Quantum account.
- "System Information" is where updates on Quantum's current status appear. If you're having a problem you might want to check here first to see if there's information on what's going on.

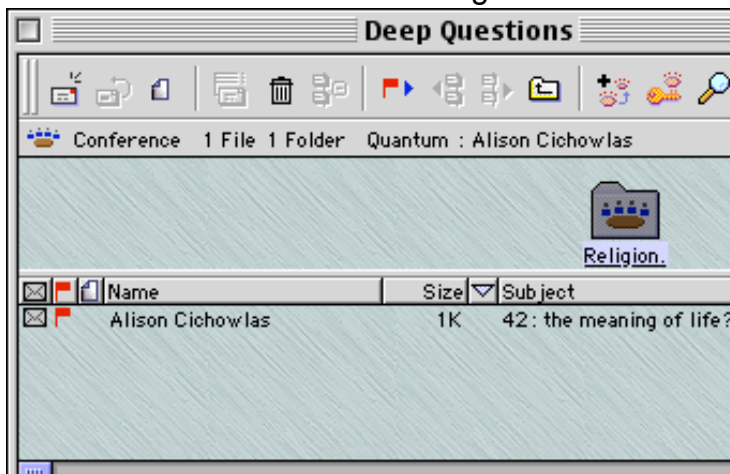
- Don't worry if you can't see anything in conferences like "TechHelp2". You can still send e-mail to this conference, you just don't need to see what's inside. This is known as a "drop-box": you can drop letters in, but you can't see what's in the box.
- Some icons will look slightly different between OS9 and OSX. When in doubt, look at the name and not the picture.

Writing To Conferences

- Writing to a conference is similar to writing an e-mail. The "Deep Questions" in the "To:" line below means that (after I send it) this e-mail will be sent to the "Deep Questions" conference, where it will be visible to anyone who opens that conference.



Here's that message showing up in the conference. Like regular e-mail, double-clicking on it will allow you to see the contents of the message.



- Keep in mind when writing to conferences that they are public. Before sending, think about whether your message is relevant to everyone in the conference, or if it would be better sent to just a few select people.
- **Mailing lists** are not the same as conferences. Instead, they're a shortcut to sending a message to a list of addresses. For example, the Computer Department mailing list will send an e-mail to everyone in the Computer Department. You can create your own personal lists, but in order for other people to be able to use them, lists must be created by the Computer Department.