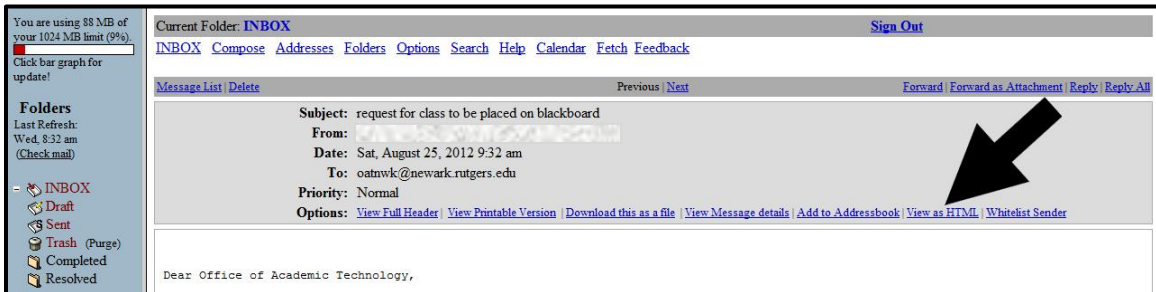


# Reading Emails Sent Through Blackboard

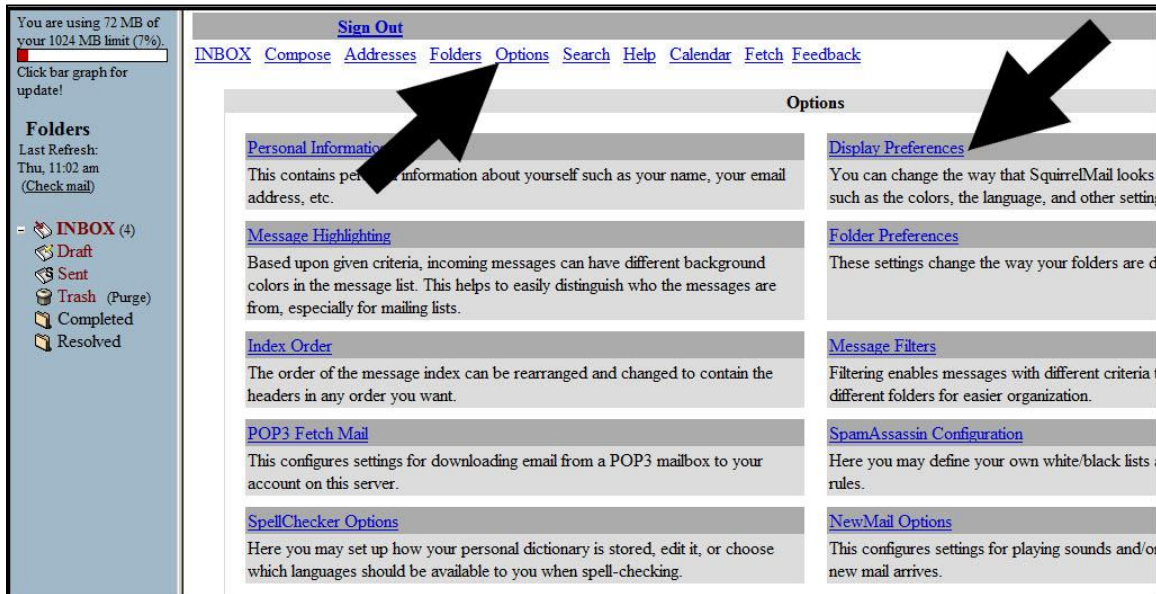
Emails sent through Blackboard are sent with formatting. Most email clients like Outlook, Mozilla Thunderbird, Yahoo and Gmail display the emails correctly.

However, some clients display the code with the plain buried in between making it difficult to read the message.

The default setting for the Webmail client for pegasus is to **not** display html but you can click the **View as HTML** option to display the message correctly:



You can also change your overall Webmail setting so that it automatically displays the email correctly for all messages. First click on **Options** and then **Display Preferences**.



Select the **Show HTML Version by Default** option and then scroll all the way down and click **Submit** at the bottom right.

You are using 72 MB of your 1024 MB limit (7%).  
 Click bar graph for update!

**Folders**  
 Last Refresh: Thu, 11:02 am  
 (Check mail)

- INBOX (4)
- Draft
- Sent
- Trash (Purge)
- Completed
- Resolved

[Sign Out](#)

[INBOX](#) [Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Calendar](#) [Fetch](#) [Feedback](#)

### Options - Display Preferences

**General Display Options**

Theme:

Custom Stylesheet:

Language:

Use Javascript:

**Mailbox Display Options**

Number of Messages per Page:

Enable Alternating Row Colors:

Enable Page Selector:

Maximum Number of Pages to Show:

Always Show Full Date:

Length of From/To Field (0 for full):

Length of Subject Field (0 for full):

Show Message Preview Pane:

Split Preview Pane Vertically:

Message Preview Pane Size:

Always Refresh Message List When Using Preview Pane:

**Message Display and Composition**

Wrap Incoming Text At:

Width of Editor Window:

Height of Editor Window:

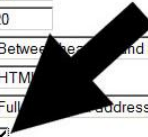
Location of Buttons when Composing:

Address Book Display Format:

Format of Addresses Added From Address Book:

Show HTML Version by Default:

Enable Forward as Attachment:



If you have any questions, please contact:

Newark Computing Services Help Desk  
 Location: Hill Hall 109  
 Phone: (973) 353-5083  
[help@newark.rutgers.edu](mailto:help@newark.rutgers.edu)