

WebMail

Quick Start Guide

Main Window

Your Inbox

When you login to WebMail, the first window to appear is your Inbox. From your Inbox you can create, send, read, respond, forward and delete mail, plus access all of your mail folders. You can create and organize events, tasks, and notes and access other personal preferences and settings.

Standard Menu Bar: From the menu bar, you can: Create a message, event (appointment), task or note; Forward or redirect mail to another email addresses; Delete mail; Copy or move mail to another folder; Access your Spam Quarantine plus Allow and Deny Lists; Search and filter messages; and the Options section for personal settings and preferences.

Add Folder: Keep your messages, contacts, events, tasks and notes organized for easy access by creating multiple folders.

Folders: Here you can organize and store your information for quick access.

Contacts: This folder is your address book. You can create, view or update addresses. You can also create multiple contact folders and contact groups.

Notes: Create notes to track information you wish to store for future reference.

Tasks: Create tasks for items that are assigned to other people or require further action by yourself. View tasks as a list or in a calendar view.

Calendar: Displays your calendar and appointments. You can create multiple calendars for multiple schedules.

Message Status: Mark messages as read, unread, flagged, or for deletion.

Settings: Settings allow you to delete or rename your folders, delete all folder items and indicate the mailboxes that can share access to a folder. You can also import and export items for task, calendar and contact folders.

Search and Filter Messages: Search allows you to search all components of a message based on your criteria. The Filter option allows you to filter messages based on either the Subject or From address.

The screenshot displays the WebMail interface. At the top, there is a navigation bar with options like 'Create: Message | Event | Task | Note' and 'Spam Quarantine | Allow/Deny lists | Folders | Options'. Below this is a toolbar with actions like 'Delete', 'Copy to:', 'Move to:', 'Select Mail Folder', 'Redirect to:', and 'Forward to:'. The main content area shows the 'Inbox' with a table of messages. The table has columns for 'Status', 'From', 'Subject', 'Size', and 'Date Received'. The messages listed are:

Status	From	Subject	Size	Date Received
<input type="checkbox"/>	test1@newwebcal.org	Sales Team Briefing	1286	10-Dec
<input type="checkbox"/>	Susan Farwood	Catalog and samples	2403	10-Dec
<input type="checkbox"/>	Jim Kone	Re: Status update -- take two	1052	10-Dec
<input type="checkbox"/>	Jim Kone	Status update	611	10-Dec
<input type="checkbox"/>	Robert Wren	New contract and representation request	640	10-Dec
<input type="checkbox"/>	Allan Spark	Construction cost	618	10-Dec

Below the table, there are options to 'Mark as:' (read, unread, flagged, delete) and a 'Report As Spam' button. At the bottom, there is a search bar and a filter dropdown set to 'Filter by Subject/From'. On the left side, a folder list is visible, including 'Inbox (4)', 'Calendar', 'Contacts', 'Tasks', 'Notes', 'Design Work', 'Drafts', 'News', 'Samples', 'Sent Items', 'Business Contacts', 'Sales Demo Calendar', 'Jackie's Tasks', 'Sales Team Tasks', 'Birthday List', 'Personal Notes', 'Work Notes', and 'Trash Can [Empty]'. Storage information at the bottom left shows 'Storage Used: 44K' and 'Storage Capacity: 15M'.

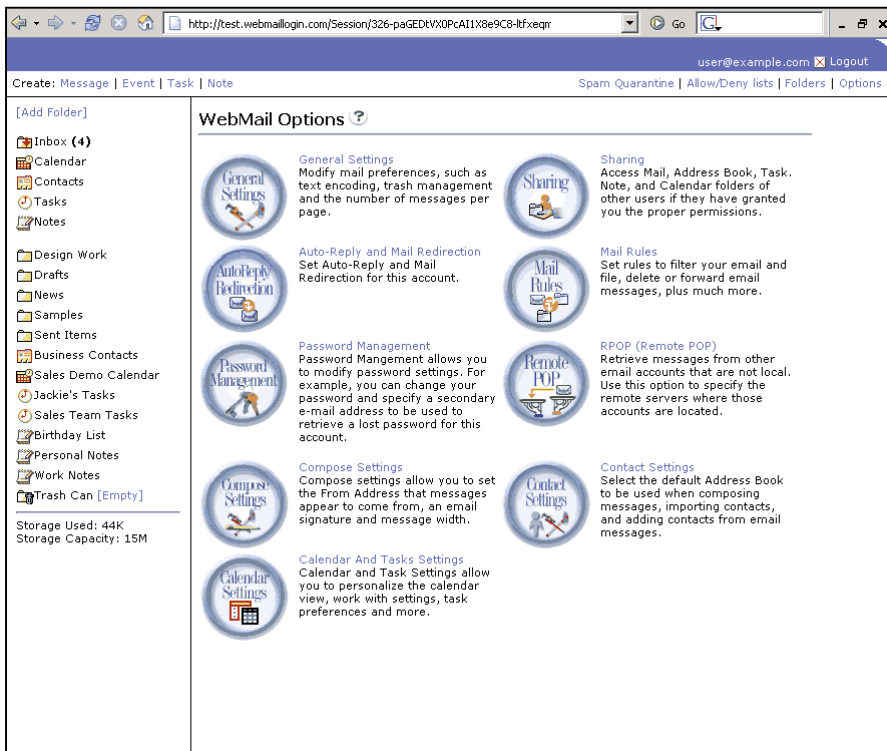
Report As Spam: If spam has made its way into your mailbox, please report these messages to ensure filtering rules are updated to help fight spam. Simply check the checkbox adjacent to the messages and select Report As Spam. The messages will be redirected to the Email Defense Threat Center for analysis.

Storage Information: View the amount of storage currently used and the total available.

Personalize Your WebMail

WebMail Options

Using the Options link you can configure your WebMail preferences and settings.



Here you can:

- Set an auto-reply when you are away or unavailable
- Redirect messages to another email address
- Change your password and set a password recovery email address
- Set the from address for your outbound messages
- Personalize your contacts, mailbox, calendar and task settings
- Access the shared mail folders, calendars, contacts, tasks and notes of other user that have granted you permission
- Set rules to automatically filter and manage your email
- Retrieve mail via POP from other email accounts you may use
- Set your time zone

How to Create

Message

Click on the Message link in your menu bar. The Create Message screen will appear.

1. Enter the email address(es) of the message recipient(s) in the To, Cc, and Bcc fields by typing their address or selecting the addresses from your contacts folder.

To select an address from your contacts folder or another source, select the appropriate folder from the drop down menu. Select the recipient's email address and click on the To:, Cc: or Bcc: button to have the email address inserted.

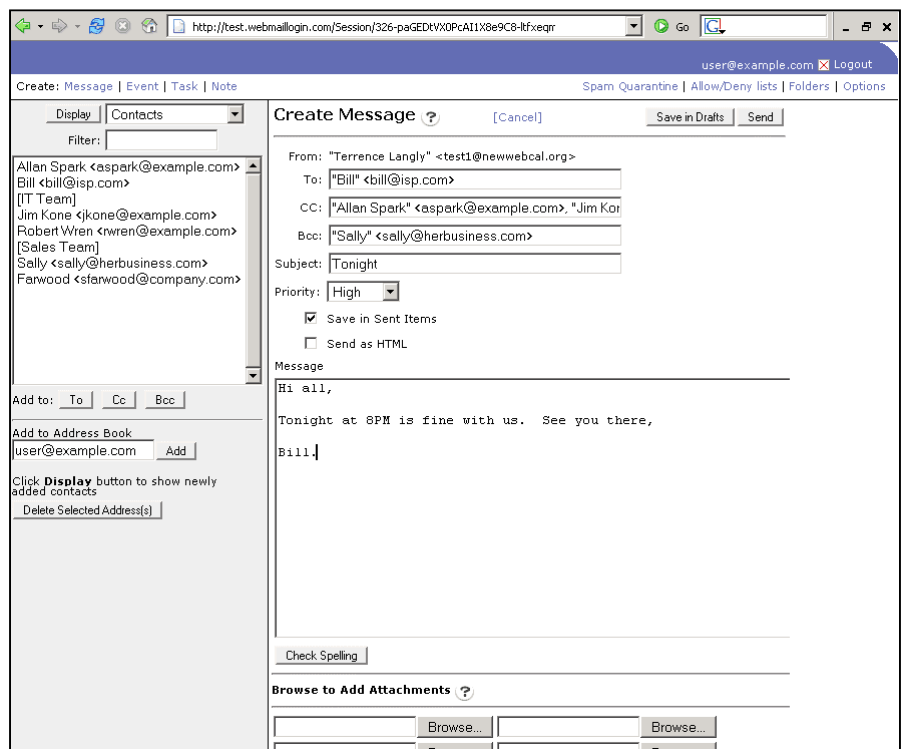
You can also add a new address to a contact folder or delete an existing address.

2. Type the message subject and content. You can set the message priority. Optionally, you can send HTML content in your message.

3. Add up to 4 file attachments to your message.

4. Before sending, you can perform a spell check.

5. Click Send, Save in Drafts (to complete or send at a later time) or Cancel the message.



Task

Click on the Task link in your menu bar. The Create Task screen will appear.

The screenshot shows the 'Create Task' interface. On the left, there is a 'Contacts' list with names like Allan Spark, Bill Chilli, Jim Kone, Robert Wren, and Sally. The main form has the following fields: Organizer: "Terrence Langly" <test1@newwebcal.org>; Assign to: "Jim Kone" <jkone@example.com>; Subject: "Provide feedback"; Start: Mon, 13-Dec 15:00; Due: Thu, 16-Dec 15:00; Complete: 0%; Priority: Normal; Private Task: unchecked; Send Requests: checked. The 'Details' text area contains: "Hey Jim, As discussed, can you please provide feedback on the presentation. Thanks, Terrence." Below the details are 'Check Spelling' and 'Browse to Add Attachments' buttons.

1. To create a task enter the subject and task details. Tasks can be created for yourself or assigned to other people. If you assign a task to another person, enter their email address in the Assign To field by either typing their address or selecting their address from a contacts folder.

2. You can set the start and due date and times. If the date is outside of the range provided in the drop-down menu, use the Expand and/or Earlier/Later options to select a different date. The priority level of a task can also be set.

3. As you or the assignees progress in completing a task, the percentage complete option can be updated.

4. As with creating a Message, you can Check Spelling, Add Attachments, Cancel or Save.

NOTE: If you have assigned the task to someone a task request email will be sent. This email will allow the assignee to respond by accepting or declining responsibility. They can also provide details of what percentage of the task they have completed.

Note

Click on the Note link in your menu bar. The Create Note screen will appear.

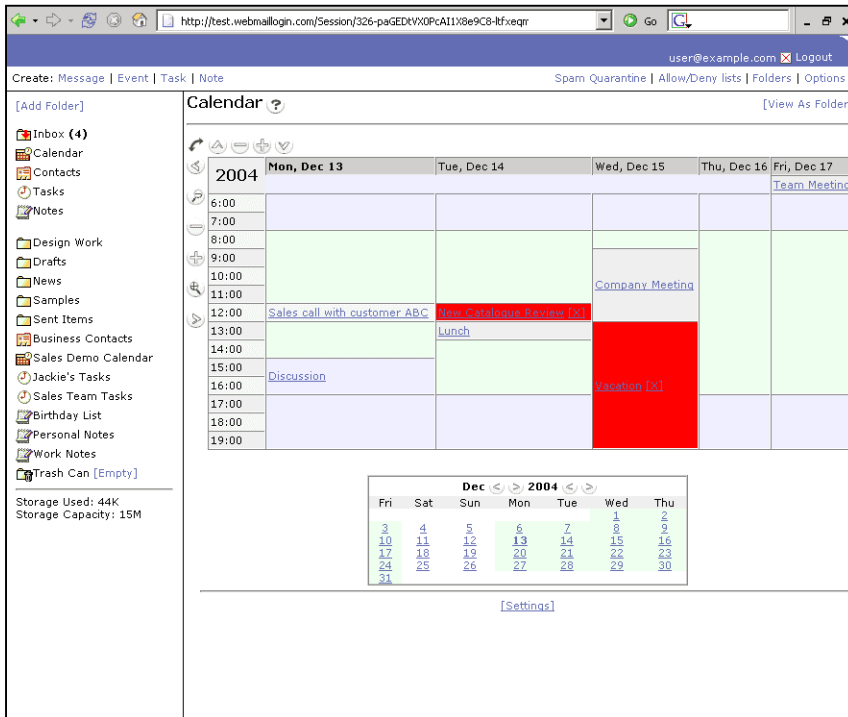
The screenshot shows the 'Create Note' interface. On the left, there is a folder list including 'Inbox (4)', 'Calendar', 'Contacts', 'Tasks', 'Notes', 'Design Work', 'Drafts', 'News', 'Samples', 'Sent Items', 'Business Contacts', 'Sales Demo Calendar', 'Jackie's Tasks', 'Sales Team Tasks', 'Birthday List', 'Personal Notes', and 'Work Notes'. The main form has the following fields: Subject: "Personal info"; Details text area containing: "login details: www.example.com username: terrancel To access account, select access and enter username and password". Below the details are 'Check Spelling' and 'Browse to Add Attachments' buttons.

1. Create a note by entering the subject and the details of your note.

2. As with creating a Message, you can Check Spelling, Add Attachments, Cancel or Save.

Scheduling Calendar Folder

Your calendar is where you can share and manage events (e.g., meetings, appointments, vacation days, etc).



From the calendar page, you can easily:

- View your schedule and events
- Change the number of days and the time frame displayed in the calendar by using the various options.
- Select which axis the date and time is on by using the curved arrow button in the corner of the calendar.
- View a specific day within a month or move to another month by using the monthly calendar.
- Open a calendar event by selecting the event in the calendar.
- Access shared calendars by selecting a shared calendar folder from your folder list
- Use the Settings option to allow you to delete or rename your calendar, delete all calendar events and to indicate which mailboxes you wish to share the calendar.
- Import and export a calendar.

How to Create: An Event

Click on the Event link in your menu bar. The Create Message screen will appear.

1. When creating an event, you can enter a subject and/or location. You may also invite other people to attend or simply create it as a personal event. If you invite another person, enter their email address in the Required, Optional or Inform field by either typing it in or by selecting their address from a contacts folder.

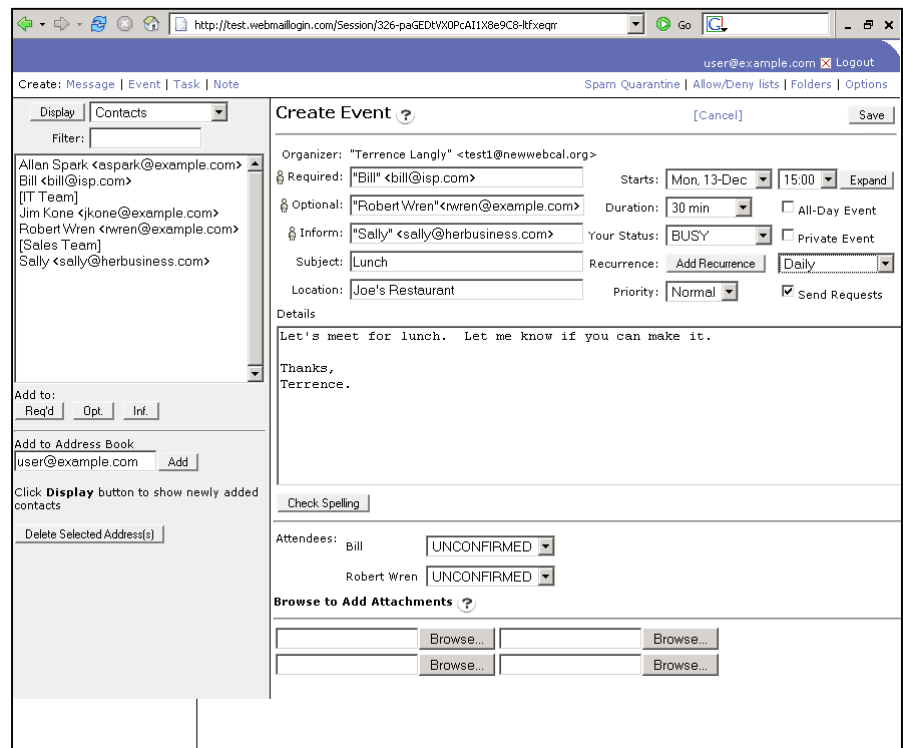
If you have invited another person, an invitation can be emailed to them. This email will allow them to accept, decline or indicate they are tentative for the event.

2. Type the event information in the Details field.

3. Select the start date, time and duration. If the start date is outside of the range provided in the drop-down menu, use the Expand option to select a different date. You can also set the priority level of a task.

4. To make the event recur daily, weekly, monthly or yearly, select the Add Reoccurrence button.

6. As with creating a Message, you can Check Spelling, Add Attachments, Cancel or Save.



Managing Your Contacts

Contact Folder

Your contact folder is where you store the contact information of your friends, family, co-workers, partners and others. Information such as email addresses, phone numbers, mailing addresses, and more can be included. There is no limit to the number of Contact folders you create. Each can serve a different purpose. For example, you can have one for business contacts and one for personal contacts.

How to Create A Contact

Select the Contact folder you would like to add your new contact to. Then click on Create Contact from the tool bar.

Create Contact

File As
Terry Mellon

EMail
1 tmellon@isp.com
2 terry@work.com
3

Note: Only first email shown when displaying address book contacts

Full Name
Title: Mr
First: Terry
Middle: Randy
Last: Mellon
Suffix:

Work Info
Organization: Company ABC
Job Title: CEO
Profession:
Web Site: www.exampleabc.com
Notes: Met at conference

Telephone
Work: 565 555 1212
Home: 565 666 1546
Cell: 565 889 8998
Fax: 565 888 8994
Assistant:

Address
P.O. Box:
Street: Wilson Street
Apt/Suite: 101
City: Wagon
State/Prov: CA
Postal Code/Zip: 90210
Country: USA
Postal Label:

1. Enter as much or as little contact information as you want. Options include:

- Name under which it information will be filed
- Email address (up to 3 may be entered, although only the first one will be displayed)
- Full contact name
- Work information including job title and website url
- Space for up to five telephone numbers including fax and assistant
- Mailing address

2. Once you have entered all your contact's information, you can:

- Save, which adds the contact to your folder
- Save and Open New, which adds the contact to your folder and allows you to create another contact in the same Contact folder
- Cancel creating the contact

How to Create A Group

Creating a contact group is useful if you regularly email the same group of individuals. For example, you may want to group together email addresses of an entire

department or a group of friends. Select the Contact folder to which you would like to add your new contact group. Then click on Create Group from the menu bar.

1. Type the name of the Contact Group.

2. Select a contact from one of your contact folders by selecting the appropriate address book from the drop down menu. Select the email address you would like added and click on the Add To Group button. Continue to do this until you have added all members to the group.

3. You may also wish to add a new address to a contact folder or delete an existing address. If you want to add an address that is not in a contact folder, simply enter the email address below the Add To Group button and click Add to Group. You may also delete group members by using the Delete button.

4. You may add an optional note regarding the group.

5. Once you have entered all your contact group information, you can:

- Save, which adds the contact group to your folder
- Save and Open New, which adds the contact group to your folder and allows you to create another contact group in the same Contact folder

Create Contact Group

Group Name: IT Team

Add To Group: user@example.com

Members:
<bonny@example.com>
<Jim Kone <jkone@example.com>>
<rick@hotmail.com>
<Robert Wren <rwren@example.com>>

Delete

Note: This is the internal IT team member list.

[Cancel] Save Save and Open New

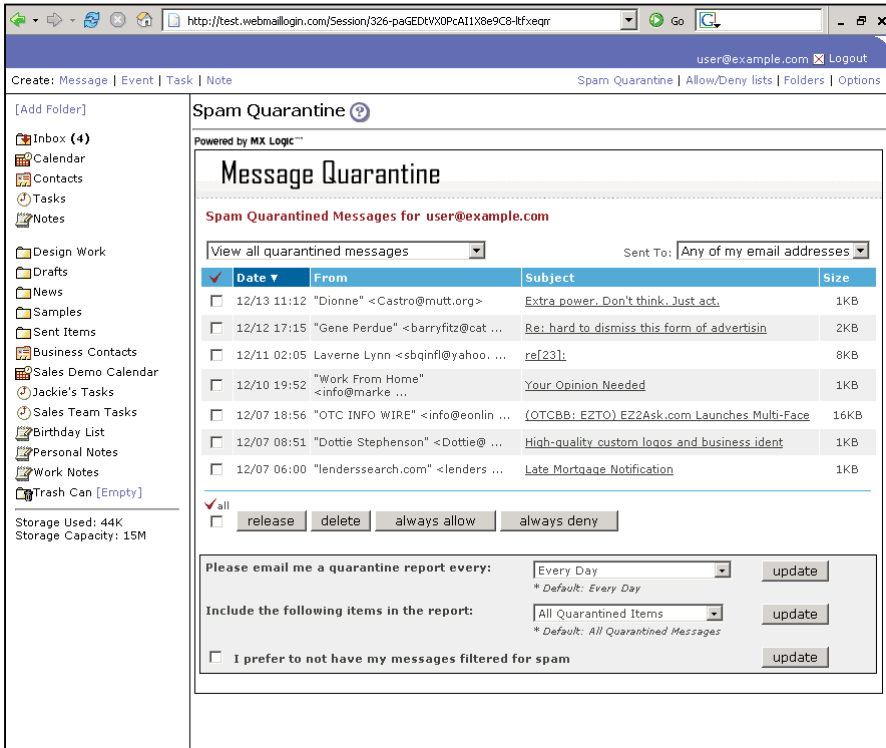
- Cancel creating the contact group

NOTE: You can create as many contacts or groups as you like. To edit a contact or group, open the contact folder it is located in, select it from the list and click on the edit button located on the top right hand side.

Controlling Your Spam

Spam Quarantine

You can access your Spam Quarantine directly via WebMail. To view your quarantined messages, simply click on the Spam Quarantine link located in the top right hand corner of your menu bar.



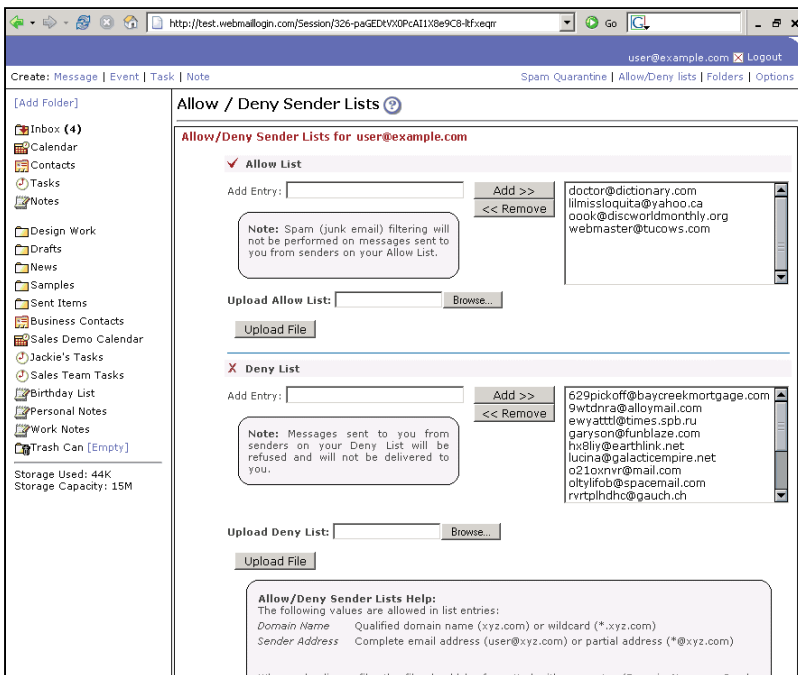
You can then choose to:

- Open and safely read the messages within the Spam Quarantine
- Release the message to your inbox
- Delete the message
- Allow (i.e., whitelist) or deny (i.e., blacklist) messages from a specific sender
- Modify your Spam Report preferences

IMPORTANT: You will only be able to view the Spam Quarantine option if you are subscribed to the Email Defense service.

Allow/Deny Sender List

It is easy to control your allow and deny list via WebMail. Click on the Allow/Deny link located in the top right hand corner of your inbox.



Email addresses or domains that you add to your allow list will not be filtered. These messages will automatically arrive to your inbox.

Email addresses or domains that you add to your deny list will have their messages automatically blocked and these messages will not be delivered to your inbox.

IMPORTANT: You will only have the allow/deny sender list option if you are subscribed to the Email Defense service.