WebMail 4.0
User's Guide

LEGEND

 = **Important Notes**

 = **Technical Information**

 = **Feature Specifications**

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OVERVIEW

WHAT IS WEBMAIL 4.0?

WebMail 4.0 is an online email client which runs in your web browser. WebMail 4.0 allows you to access your email, contact list, and calendar from any computer with an internet connection and a web browser.

WHERE CAN I ACCESS WEBMAIL 4.0?

To log into WebMail 4.0 you will need to input your full email address and your email password (Figure 1). Click the "Login" button to access WebMail 4.0.

Figure 1
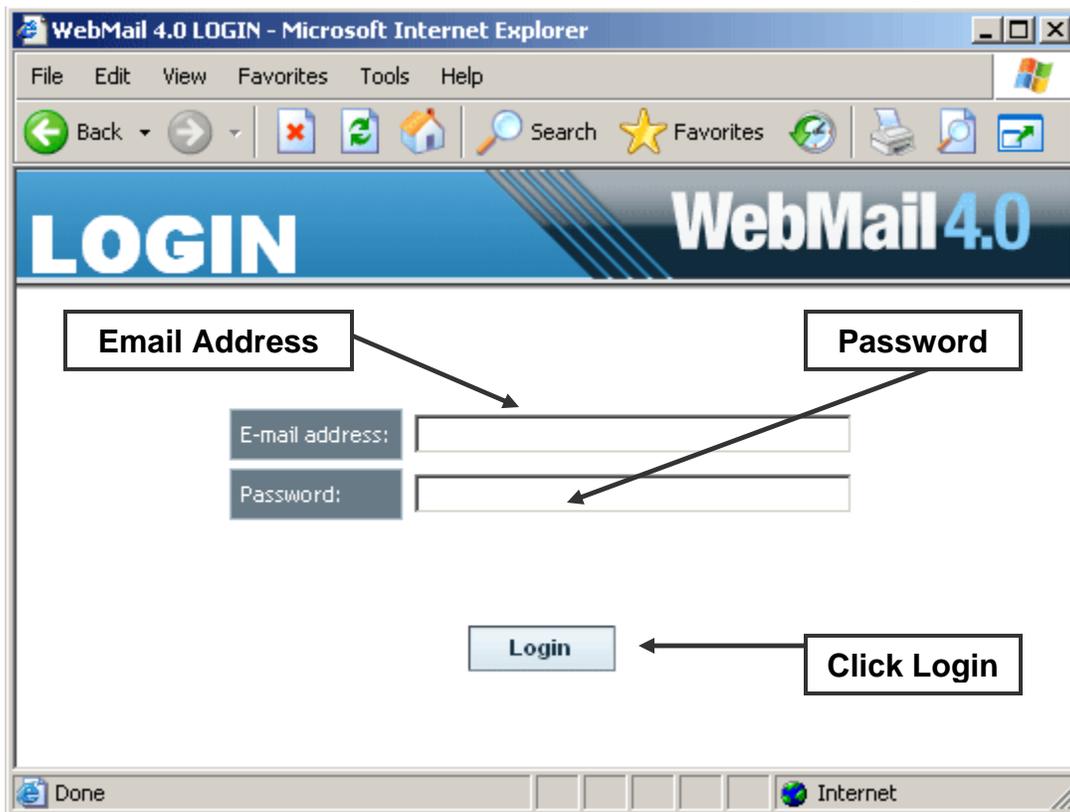
If your user information is incorrect, the login page will be re-displayed stating: "Incorrect username/password. Please try again." Please verify that you are using your full email address such as johndoe@domain.com and that you have the correct password.

THE WEBMAIL 4.0 MAIN SCREEN

After logging in, the WebMail 4.0 Main Screen (Figure 2) will be displayed. Your email address will be displayed on the top right. To log out of WebMail at anytime, you may click the "X" at top right corner of the WebMail 4.0 interface. From the Main Screen, you may access the help menu by clicking the question mark on the welcome message on the left side of the screen.

WebMail 4.0 Main Screen — **Figure 2**

The WebMail 4.0 interface has the following function icons on the Main Menu (Figure 3) at the top left of the screen:

- New…
- Mailbox
- Contacts
- Calendar
- Preferences
- Home

Main Menu — **Figure 3**

You may access any one of these functions at anytime by clicking the icon on the Main Menu bar.

Clicking the "Home" icon from any feature screen will take you back to the WebMail 4.0 Main Screen.

Below the Main Menu is the Secondary Menu (Figure 4). On the Main Screen, this displays "Welcome to WebMail 4.0." In other windows, buttons and tools specific to that window will be displayed.

Figure 4
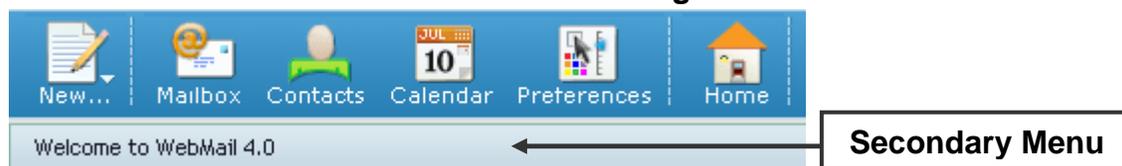
QUICK START

If you are familiar with email clients, you may quickly start using WebMail 4.0 by choosing one of the following options:

- Create a New Message, Contact, or Event
- Quick Links

A more in-depth description of these features and their options is provided under the Feature Details section of this user's guide.

NEW…

From any WebMail 4.0 feature screen, clicking the "New…" button from the Main Menu will display a drop down menu (Figure 5). The drop down menu options will start one of the following functions (described through this document):

1. New Message
2. New Contact
3. New Event

Figure 5
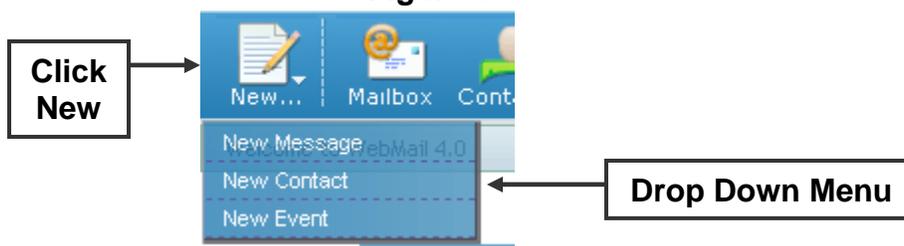
1. New Message

Click this option to open a new Compose Message window. Here you will be able to compose an email message and send it to selected recipient(s).

2. <u>New Contact</u>

Click this option to go to the Contact Management window and display a blank Contact Creation form. Here you can enter your contact's information to create a record for them.

3. <u>New Event</u>

Click this option to open a new Calendar Event window. Here you will be able to create and edit events.

QUICK LINKS

From the WebMail Main Screen, you may select an option from the "Quick Links" box displayed in on the right side of the screen (Figure 6). The quick links will take you to the following screens (described through this document):
1. Compose a new message
2. View my inbox
3. View my contact list
4. Find a message
5. Configure mail options
6. Import previous WebMail data

Figure 6
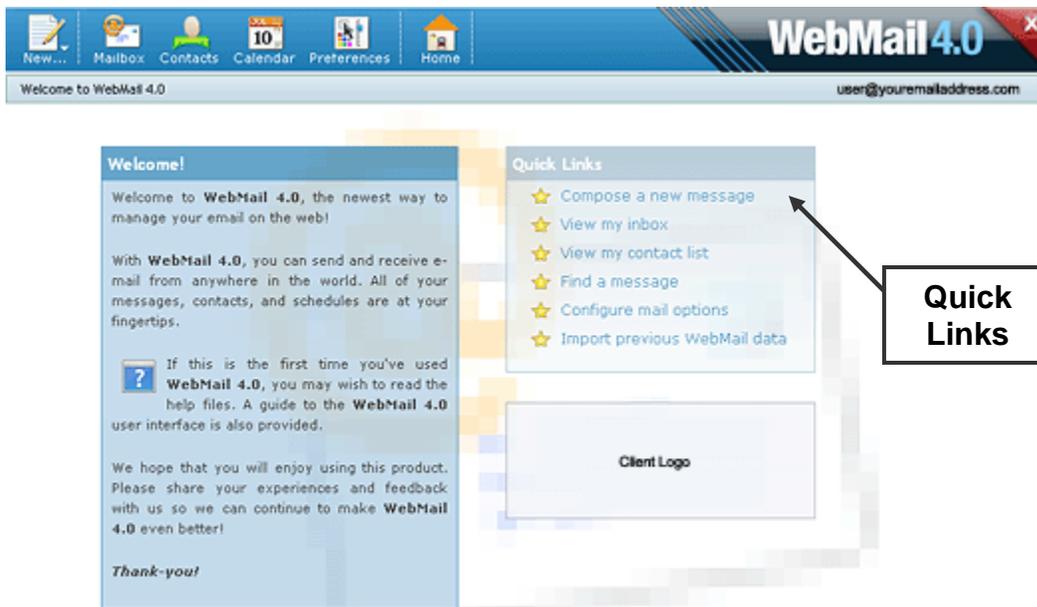
1. Compose a new message

Click this option to open a new Compose Message window. Here you will be able to compose an email message and send it to selected recipient(s).

2. View my inbox

Click this option to go to the Mailbox window and display the Inbox folder in the Mail Listing Panel. Here you can view all messages in your inbox, including any new messages.

3. View my contact list

Click this option to go to the Contact Management window and display All Contacts in the Contact Listing Panel. Here you can view and edit all you contacts, groups, and lists.

4. Find a message

Click this option to utilize Advance Search Options. Here you can specify specific search criteria to be used by the email message search function.

5. Configure mail options

Click this option to go to the Email Preferences window and display the list of available preferences options. Here you can set various WebMail 4.0 preferences.

6. Import previous WebMail data

Click this option to open a new Importer window. Here you will be able to import your old mail, contacts, and calendar events from WebMail Classic or WebMail Advanced.

FEATURE DETAILS

WebMail 4.0 has the following main functional areas:
- Mailbox
- Contacts
- Calendar
- Preferences

Each section is described in detail below.

MAILBOX

The Mailbox feature is used to view, send and manage email messages.

With the Mailbox feature, you may perform the following tasks:
1. Organize Mailbox Layout
2. View Messages
3. Compose Messages
4. Check Mail
5. Delete Mail
6. Find Messages
7. Manage Personal Folders
8. Move or Copy Messages

1. **Organize Mailbox Layout**

The layout of the WebMail 4.0 Mailbox interface is comprised of 3 Panels (Figure 7):
   a) Mail Folders Panel: situated on the left of the screen.
   b) Mail Listing Panel: situated at the top right of the screen.
   c) Mail Preview Panel: situated at the bottom right of the screen.
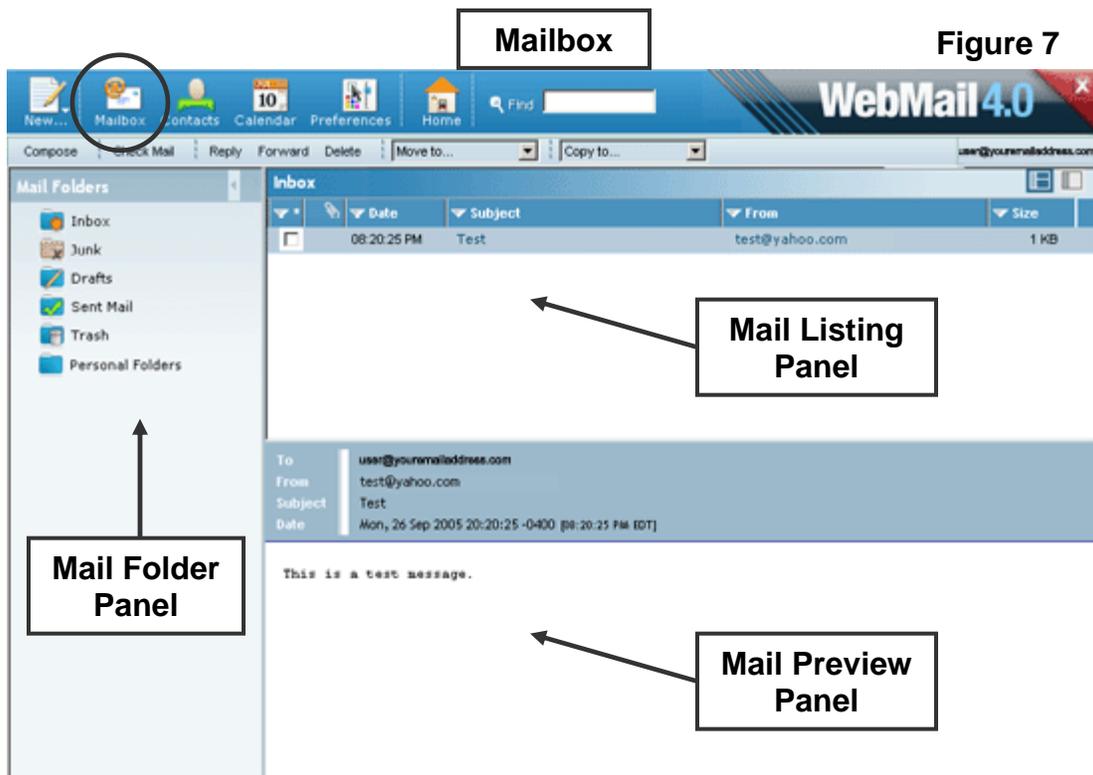
Figure 7

By default, the three Panels are displayed.

Secondary Mailbox Menu					Figure 8

Compose	Check Mail	Reply Forward Delete	Move to... ▼	Copy to... ▼

a) *Mail Folders Panel*

The Mail Folders Panel (Figure 9) displays the following default folders:

- Inbox
- Junk
- Drafts
- Sent Mail
- Trash
- Personal Folders

Figure 9
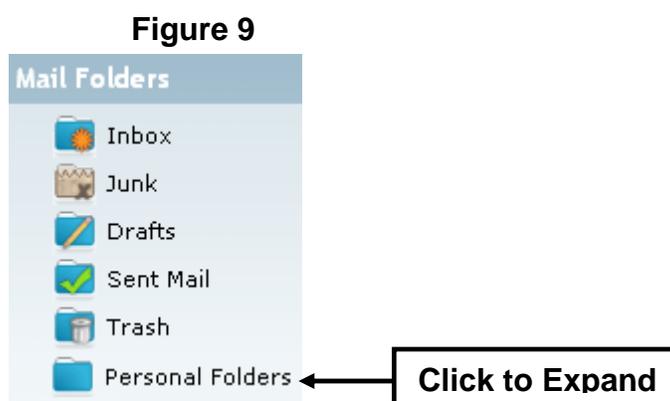
The messages contained in the selected folder will be displayed in the Mail Listing Panel. To switch to a different folder, click the folder icon or name.

You can significantly increase the loading speed of your WebMail account by limiting the size of your Inbox. To do this you may delete unwanted messages from your Inbox or place them in personal folders (see section 7 of this User's Guide).

To display the folder options, right-click the folder icon or name (Figure 10). For all folders except Personal Folders (see section 7 of this User's Guide), the following options will be displayed:

- Mark All Messages As Seen
  This option will mark all messages in the folder, including any new messages, as having been viewed.
- Mark All Messages As Unseen
  This option will mark all messages in the folder, including any old messages, as not having been viewed.
- Empty Folder
  This option will move all messages into the Trash folder. You may still view and recover the messages from the Trash folder.

Figure 10

Right-Click
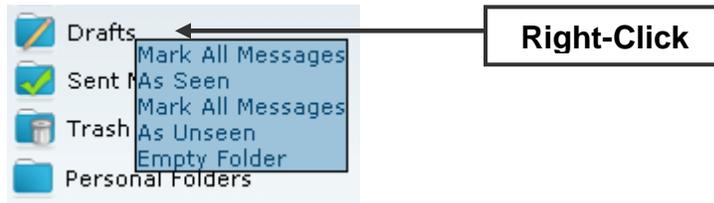
It is possible to hide or show the Mail Folders Panel (Figure 11):

- To hide the Mail Folders Panel, click the left-pointing arrow in the Mail Folders Panel Title Bar. This will hide the Mail Folders Panel to the left.
- To show the Mail Folders Panel, click the right-pointing arrow in the Mail Folders Panel Title Bar. The arrow will be at the far left of the screen where the Panel has collapsed. This will show the Mail Folders Panel on the left of the screen.

Figure 11

Click to Hide

Click to Show
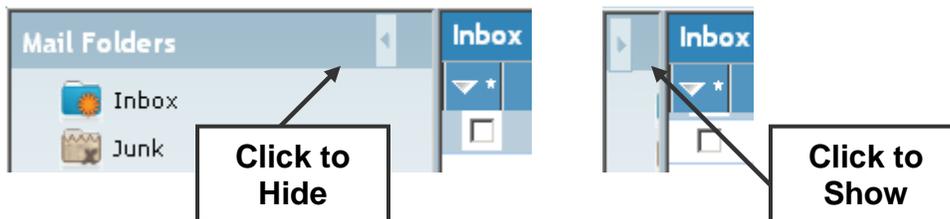
b) Mail Listing Panel

The Mail Listing Panel displays a list of the messages contained in the selected folder. For each message, the following information is displayed in the Message Listing Bar (from left to right, Figure 12):

Message Listing Bar

Figure 12

Selection Status

Attachments Indicator

Date

Subject

From

Size
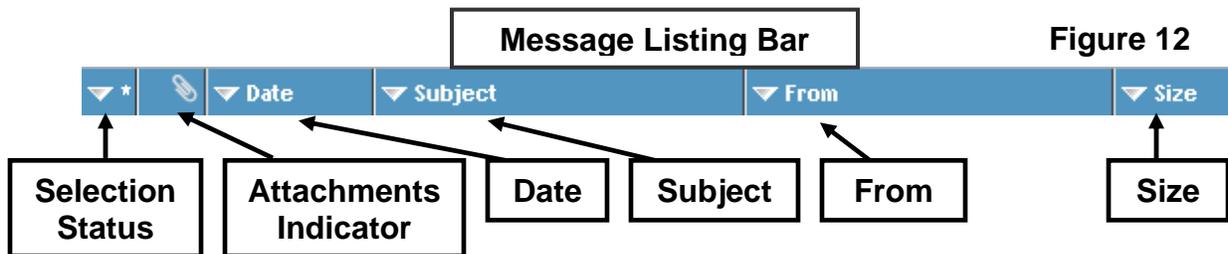
- Selection Status

  The selection status of the message will be displayed in the checkbox. If it is checked, the message has been selected for further tasks. If it is unchecked, the message has not been selected. To select all messages at once, click the asterisk (*) above the message listing. This will place a check in boxes to the left of all messages.

- <u>Attachments Indicator</u>
  The message status will be indicated with an icon in the second column.
  The following icons may be displayed:
  - **None** o Seen: indicates the message has been seen.
  - ✉ o Unseen: indicates the message has not been seen
  - 🗑 o Deleted: indicated the message has been deleted
  - 📧 o Answered: indicated the message has been replied to.
  - 📝 o Draft: indicated the message has been saved as a draft.
  - ✎ o Attachment: indicates the message contains an attachment.

- <u>Date</u>
  The date the message has been received by the server will be displayed
  in this column
- <u>Subject</u>
  The subject line of the message will be displayed in this column.
- <u>From</u>
  The sender of the message will be displayed in this column.
- <u>Size</u>
  The size of the message, including all body text and attachments, will be
  displayed in this column.

It is possible to sort messages in the Mail Listing Panel in category specific
ascending or descending order by clicking the chosen category from the Message
Listing Bar. To switch between ascending and descending, click the category again.
It is possible to sort according to the following categories:
- Date
- Subject
- From
- Size

The listing of the currently selected message will be highlighted in blue and its
content will be displayed in the Mail Preview Panel (Figure 13, also see section 1c).

Figure 13

9
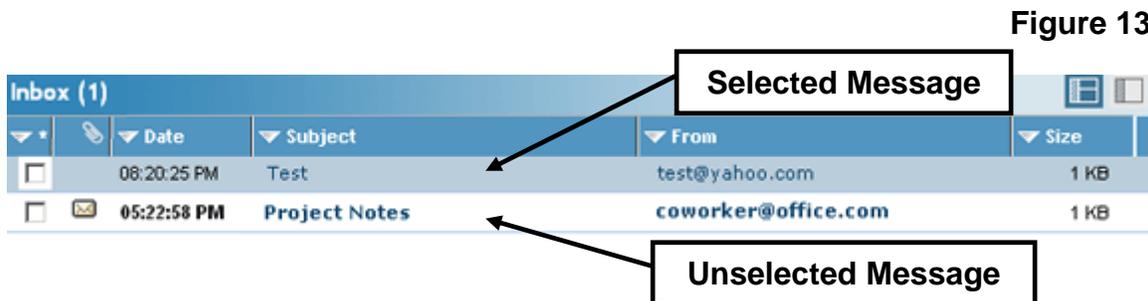
c) Mail Preview Panel
The Mail Preview Panel (Figure 14) displays the contents of the highlighted message. For the selected message, the following information is displayed:

- To Field
- From Field
- Subject Field
- Date Field
- Attachments
- Message Body
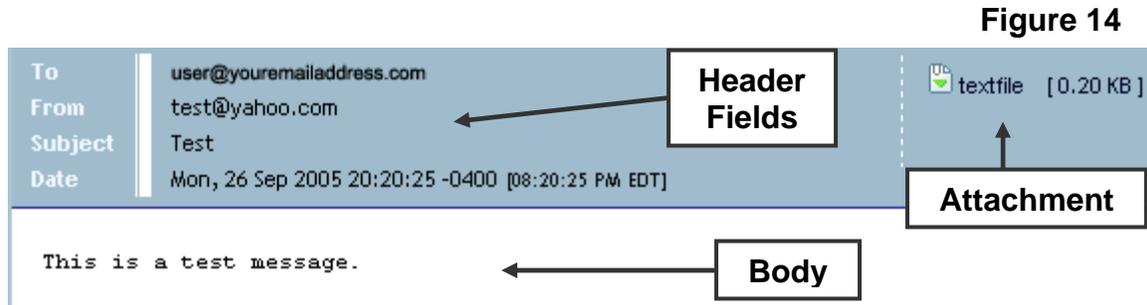
Figure 14

You can choose to hide or show the Mail Preview Panel (Figure 15):

- To hide the Mail Preview Panel, click the Hide Preview Panel icon at the top right of the Mail Listing Panel title bar.
- To show the Mail Preview Panel, click the Preview Panel icon at the top right of the Mail Listing Panel Title Bar.
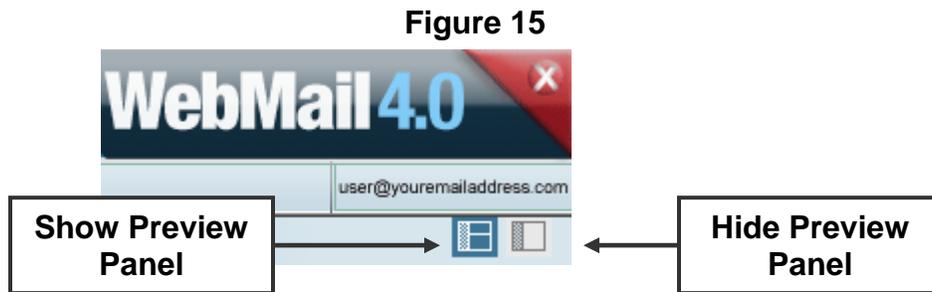
Figure 15

You man change the size of the Panels by dragging the bars that separate them (Figure 16).

Figure 16

10
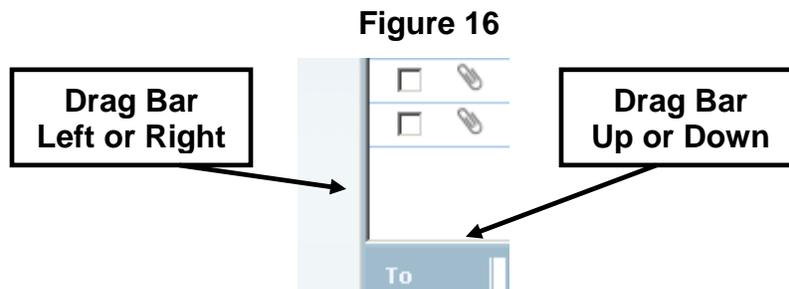
2. <u>View Messages</u>

To view a message, click on any part of the message listing in the Mail Listing Panel. This will display the message in the Mail Preview Panel.

To view a message in a new window, double click any part of the message listing in the Mail Listing Panel. This will open a new window and display the message.

To view or save message attachments, click the attachment link icon in the top right of the Message Preview Panel while the message is displayed.

3. <u>Compose Messages</u>

From the Secondary Menu (Figure 17), you may select one of three ways to begin composing a message:
   a) Compose
   b) Reply
   c) Forward
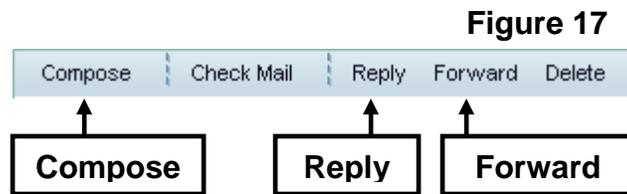
Figure 17

a) Compose
To compose a new message, click "Compose" from the Secondary Menu. This will open a blank Compose window (Figure 18) to create a new message.

b) Reply
To reply to a received message, you must first select the message from the Mail Listing Panel (section 1b). Once a message is selected, click the "Reply" button in the Secondary Menu. This will open a Compose window (Figure 18) with the following fields completed:
   - The To field will contain the sender's email address
   - The Subject field will contain the message's subject line preceded by "Re:" for "Reply"
   - The Body field will contain the message's body indented to the right

c) Forward
To forward a received message to other recipients, you must first select the message from the Mail Listing Panel (section 1b). Once a message is selected or displayed, click the "Forward" button in the Secondary Menu. This will open a Compose window (Figure 18) with the following fields completed:
   - The Subject field will contain the message's subject line preceded by "Fw:" for "Forward".
   - The Body field will contain the message's body indented to the right.

The Compose window (Figure 18) allows you to perform the following tasks:
  a) Select Recipient(s)
  b) Type Subject
  c) Select Message Format
  d) Save Message Copy
  e) Type Body
  f) Spell Check
  g) Include Attachment(s)
  h) Save Draft
  i) Send Message

Compose Window   **Figure 18**
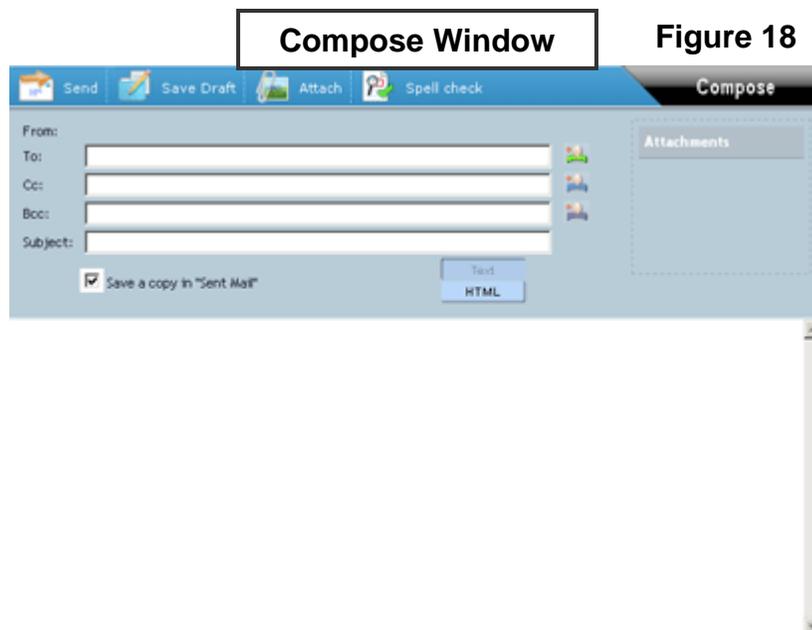
a) Select Recipient(s)
There are three locations where you can place the email addresses of your recipients:

  • The "To:" Field
    In the textbox to the right of the "To:" field, place the email address of your recipients.
  • The "CC:" Field
    In the textbox to the right of the "CC:" field, place the email address of the recipients you would like sent a copy of your message to.
  • The "BCC:" Field
    In the textbox to the right of the "BCC:" field, place the email address of the recipients you would like sent a copy of your message to without the other recipients (To: or CC:) seeing the addresses placed in this field.

To select recipients from your contact list, click the Add Contact icon to the right of the "To:", "CC:" or "BCC:" field (Figure 19). This will open a bubble listing all you contacts as well as any lists created in the Contacts window. Select a contact or a list to populate the field. Click the "X" to close the bubble.

Figure 19
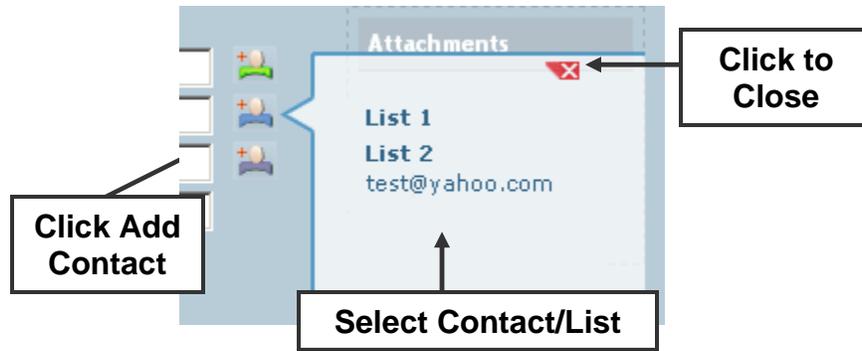
b) Type Subject
Type the subject of your message in the textbox on the right of the "Subject:" label.

c) Select Message Format
There are two formats in which you may compose your message:
- Text
  This option allows you type your message in plain text without any special formatting.
- HTML
  This option allows you to type your message using HTML code to specify special formatting. You may change the font face, size, color and weight as well as include bullets, indents, text justification and background color.

d) Save Message Copy
To save a copy of the message you are sending, check the "Save a copy in 'Sent Mail'". This will place a copy of your message in the Sent Mail folder.

e) Type Body
In the main text area, type the content of your message.

f) Spell Check
Click the "Spell Check" icon to verify the spelling of the text in your message body (Figure 20). This will open the Spell Check functionality to verify the spelling within your message.

If there are no spelling errors detected, the Spell Check will state "Spell check complete - No spelling errors" and display the examined text. You may click "Done" or "Cancel" to return to the Composing window.

Figure 20
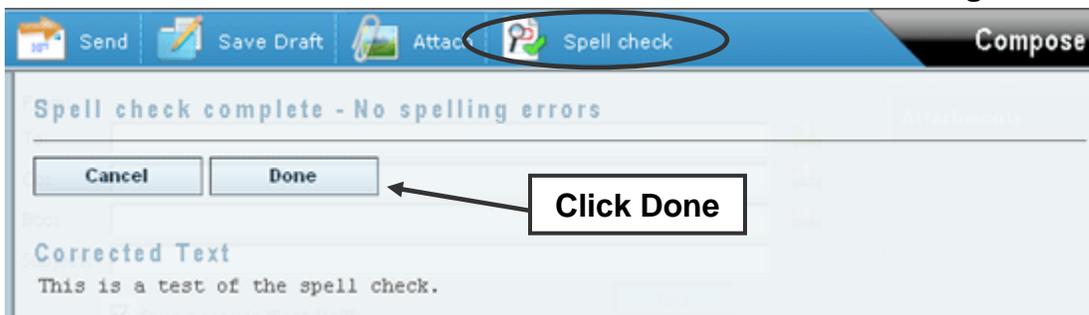
If a spelling error is found, the suspected incorrect word and the text portion it appears in will be listed to the right of the "Correct" label (Figure 21). The incorrect word will appear in red. To the right of the "Suggestions" label, you may select a suggested correction from the drop down list or you may enter your own correction in the textbox. You can choose to apply the corrections as follows:

- "Change" the current occurrence of the word
- "Change All" occurrences of this word
- "Ignore" the current occurrence of the word
- "Ignore All" occurrences of this word

Click "Next" to continue spell checking the email content.

Figure 21
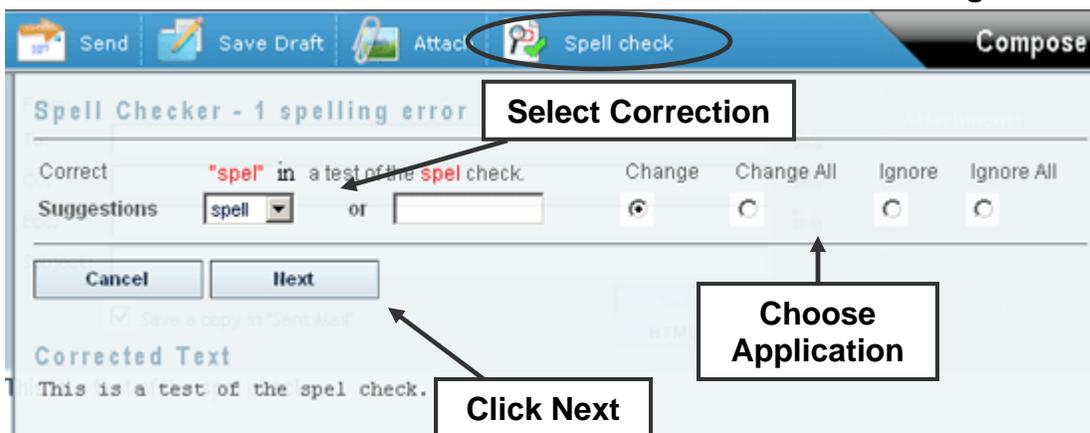
If you have entered your own correction instead of choosing a provided suggestion, the Spell Check will resume spell checking the email content at that word. If the word contains another spelling mistake, you will be prompted to correct the word. If the word you have entered is correct but is not contained in the dictionary, you may select ignore and click "Next" to continue.

Once the Spell Check has examined the entire content, the "Spell check complete - No spelling errors" will be displayed. You may click "Done" or "Cancel" to return to the Composing window.

g) *Include Attachment(s)*
To attach a document to your message, click the "Attach" icon (Figure 22). This will display the "Upload Attachment" menu. Click "Browse" to the select the document from your computer. Click "Attach" to attach the document to the message or click the "Attach" icon again to cancel the attachment process.

Figure 22
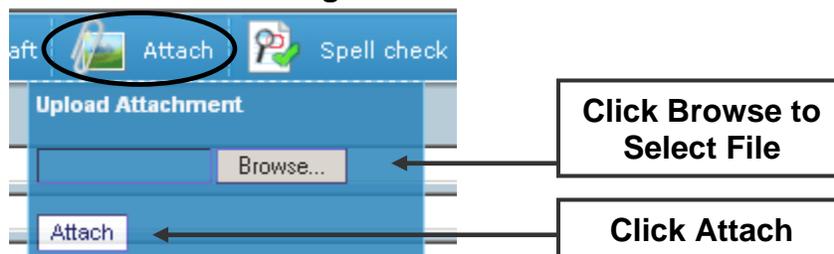
If a file has been attached, the "Upload Attachment" menu will close and the path to the document will appear in the "Attachments" window (Figure 23).

Figure 23
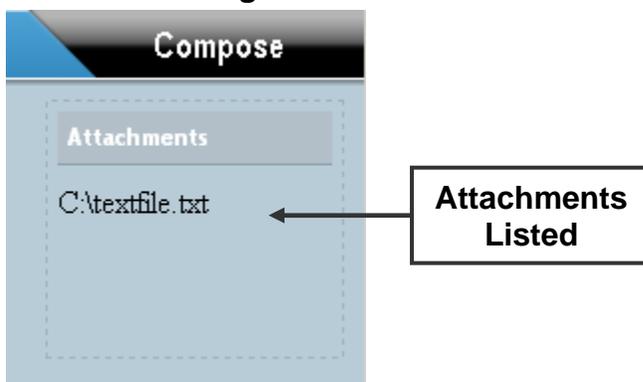
To remove an attachment, click the path of the attached file from the "Attachments" window. You will be prompted to remove the attachment. Click "Ok" to remove the attachment.

h) *Save Draft*
To save your message without sending it, click the "Save Draft" icon at the top of the Compose window. The message will be placed in the Drafts folder.

i) *Send Message*
To send your message, click the "Send" icon at the top left of the Compose window.

4. __Check Mail__

Click the "Check Mail" button on the Secondary Menu (Figure 24) if you are already logged into WebMail 4.0 and would like to see if you have received any new messages since you logged in. This will reload the interface and display the Inbox Folder in the Mail Listing Panel. New messages will be displayed in the Inbox's Mail Listing Panel.

Check for New Mail

Figure 24

| Compose | Check Mail | Reply | Forward | Delete |

5. __Delete mail__

To delete messages, you must first select the message(s) by checking the checkbox to the left of the message in the Mail Listing Panel. Once one or more messages are selected, click the "Delete" button in the Secondary Menu.

You will be prompted to confirm the deletion of the chosen messages. Deleted messages will be sent to the Trash folder. Messages sent to the Trash folder can still be viewed and recovered by displaying the contents of the Trash folder.

To permanently delete messages, right click the Trash folder and select "Empty folder.

Permanently deleted messages from the Trash folder cannot be recovered.

Messages in the Trash folder will be automatically deleted every 30 days.

6. __Find Messages__

It is possible to conduct a keyword search of your email messages. To perform a search, type the keyword in the "Find" textbox located in the Main Menu of the Mailbox window (Figure 25).

Figure 25

Home   Find

Type Keyword

Hit "Enter" to perform the search.

Messages containing the specified keyword will be displayed in the Mail Listing Panel. If no messages contain the keyword, the Mail Listing Panel will state "No messages matched your search."

To perform an advanced search, click the "Find" icon. You may refine your search according to the following criteria:
   a) Message matches
   b) Message fields
   c) Message flags

a) Message matches
Select how your search uses the specified search queries:
- Match Any Query
   If any of the specified search criteria matches a message, that message is returned as a search result.
- Match All Queries
   Only messages matching all specified search criteria are returned as search results.

b) Message fields
You may select one or multiple fields in which to perform your search. The message fields are as follows:
- From
   Type the sender's email address of the message you are searching for. To display all messages which were not sent by a specific sender, check the "Do NOT match" checkbox.
- To
   Type the receiver(s) email address(es) of the message you are searching for. To display all messages which were not received by a specific recipient, check the "Do NOT match" checkbox.
- CC
   Type the receiver(s) email address(es) that received a copy of the message you are searching for. To display all messages which were not received by a specific recipient, check the "Do NOT match" checkbox.
- BCC
   Type the receiver(s) email address(es) that received a blind copy of the message you are searching for. To display all messages which were not received by a specific recipient, check the "Do NOT match" checkbox.
- Subject
   Type the keyword appearing in the subject line of the message(s) you are searching for. To display all messages which do not contain the specific keyword in their subject line, check the "Do NOT match" checkbox.
- Body
   Type the keyword appearing in the body of the message(s) you are searching for. To display all messages which do not contain the specific keyword in their body, check the "Do NOT match" checkbox.
- Received On
   Select the month, day, and year on which the message was received. You may also click the calendar icon to choose a date in calendar format.

- Received Until
  Select the month, day, and year before which the message was received.
  You may also click the calendar icon to choose a date in calendar format.
- Received Since
  Select the month, day, and year after which the message was received.
  You may also click the calendar icon to choose a date in calendar format.

To delete any of the chosen message fields, click the "Delete field" button to the right of the message field.

c) Message flags
Select the type of flagging the message currently holds. You may choose one option from each of the following message flags:
- Old messages, New messages or Both
- Answered messages, Unanswered messages or Both
- Important messages, Not important messages or Both
- Deleted messages, Not deleted messages or Both

By default, the "Both" option will be selected for all Message Flags categories.

7. Manage Personal Folders

In addition to the default folders, you may create your own folders to organize your messages. The Personal Folders feature allows you to perform the following tasks:
a) View Personal Folders
b) Create Personal Folders
c) Rename Personal Folders
d) Delete Personal Folders

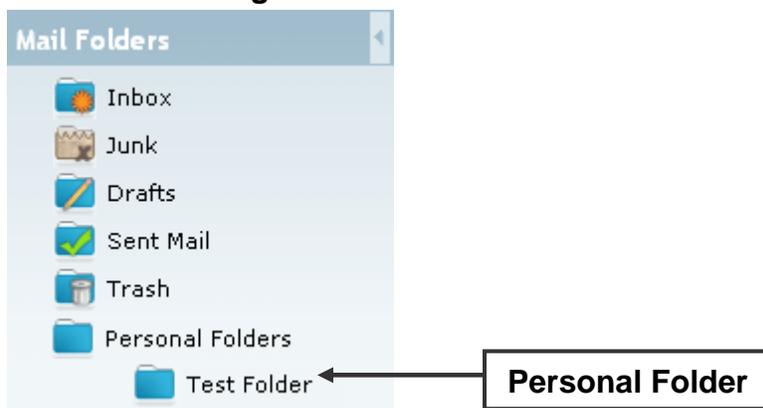*a) View Personal Folders*
The personal folders you create will appear below the main Personal Folders icon.

To display your personal folders, click the Personal Folder icon or name (Figure 26). This will display all your personal folders below the main Personal Folder icon.

To hide your personal folders, click the Personal Folder icon or name. This will hide your personal folders from view.

Figure 26

Personal Folder

b) Create Personal Folders
To create a personal folder, right click the Personal Folder icon or name (Figure 27).
This will display a menu. Select "New Folder" from the menu.

Figure 27

Right-Click

Select New Folder
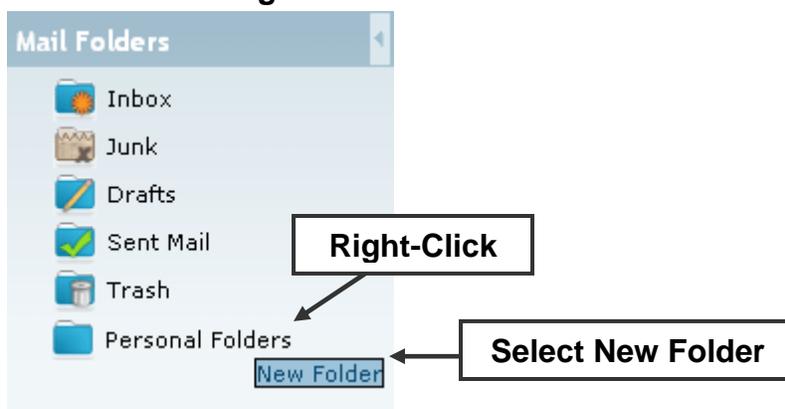
You will then be prompted to enter a folder name. Enter the folder name and click
"Ok". The new folder will be placed below the main Personal Folders icon.

c) Rename Personal Folders
To rename a personal folder, right click the chosen folder in the Mail Folder Panel.
This will display a menu. Select "Rename Folder" from the menu. You will then be
prompted to change the folder name. Enter the new folder name and click "Ok".
The folder's new name will appear below the main Personal Folders icon.
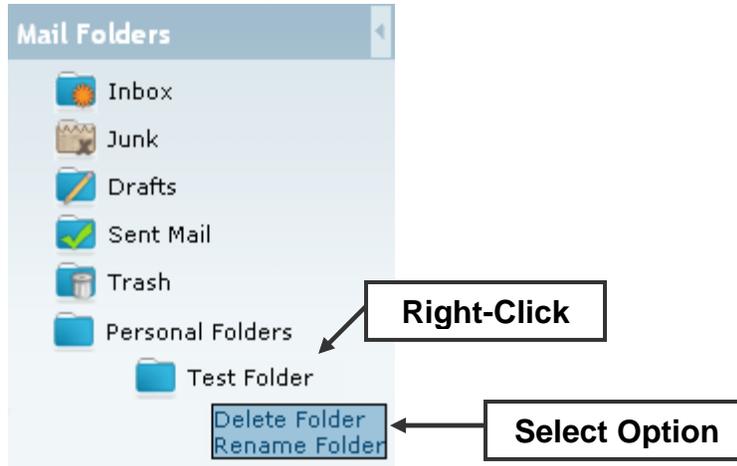
d) Delete Personal Folders
To delete a personal folder, right click the chosen folder in the Mail Folder Panel
(Figure 28). This will display a menu. Select "Delete Folder" from the menu. You
will then be prompted to confirm deletion of the folder. Click "Ok" to continue. You
will be prompted a second time. Click "Ok" to delete the folder.

Figure 28

Deleting a personal folder will permanently delete all messages contained in the folder. These messages cannot be recovered once deleted.

8. Move or Copy Messages

To move or copy a message from one folder to another, you must first check the message's checkbox in the Mail Listing Panel. Once a message is selected, you can do one of the following:
   a) Move the Message
   b) Copy the Message

a) Move the Message
Click the "Move to…" drop down list from the Secondary Menu to select one of the default folders or one of you personal folders. This will move your selected message to the chosen folder.

b) Copy the Message
Click the "Copy to…" drop down list from the Secondary Menu to select one of the default folders or one of you personal folders. This will copy your selected message to the chosen folder.

CONTACTS

The Contacts management feature allows you to perform the following tasks:
1. View Contacts
2. Create Contacts
3. Edit Contacts
4. Delete Contacts
5. Create Groups and Lists
6. Edit Groups and Lists
7. Delete Groups and Lists
8. Sort Contacts in Groups and Lists

1. **View Contacts**

The layout of the WebMail 4.0 Contacts window is comprised of 3 Panels (Figure 29):
   a) Contacts Panel
   b) Contacts Listing Panel
   c) Preview and Editing Panel

Contacts   Figure 29

Contacts Listing Panel

Preview and Editing Panel
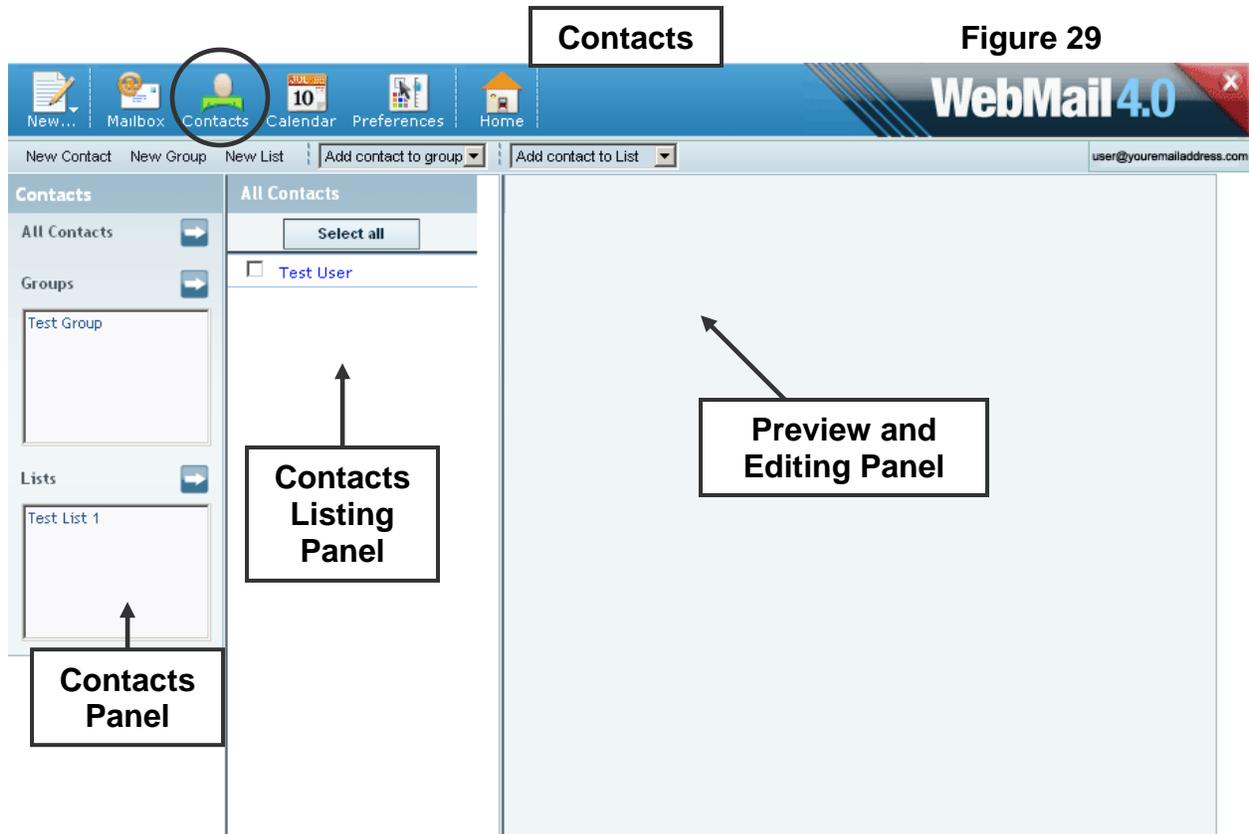
Contacts Panel

Secondary Contacts Menu   Figure 30

21

Contacts Panel

The Contacts Panel allows you to choose which contacts to display in the Contacts Listing Panel. There are three options to choose from:

- <u>All Contacts</u>
  This will display all contacts that you have created in the Contacts Listing Panel. This includes all contacts which belong to any group or list or those that are unfiled. To display all contacts, click "All Contacts" and all contacts will load in the Contacts Listing Panel.

- <u>Groups</u>
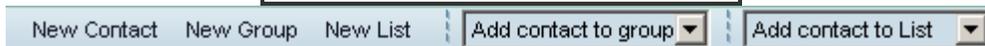 This will display only the contacts belonging to the selected group in the Contacts Listing Panel. To display the contacts from a specific group, select that group name from the selection box and its content will load in the Contacts Listing Panel.

- <u>List</u>
  This will display only the contacts belonging to the selected list in the Contacts Listing Panel. To display the contacts from a specific list, select that list name from the selection box and its content will load in the Contacts Listing Panel.

Groups are used to sort and manage your contacts for easy reference. You can create groups for such acquaintances as "Friends", "Coworkers", "Family", etc.

Lists are used to define collections of contacts to which you want send the same email message at once. This collection can include contacts from any group or unfiled contacts. For example, a list can be used to quickly populate the To, CC, or BCC fields with a collection of contacts when composing an email message.

b) Contacts Listing Panel

The Contacts Listing Panel (Figure 31) displays the contacts from the selected Contact Panel option. The contact's name will be displayed with a checkbox on the right.

To select a contact, check the box to the right of the contact. To select all contacts, click the "Select all" button at the top of the Contact Listing Panel. Once all contacts are selected, this button will become an "Unselect all" button. Click "Unselect all" to deselect all the contacts.

Figure 31
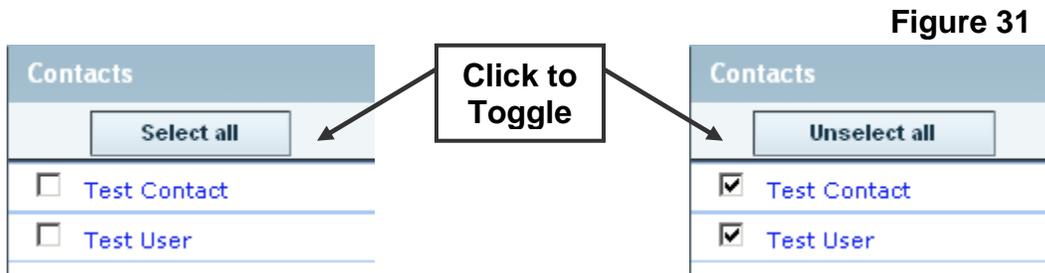
c) Preview and Editing Panel
The Preview and Editing Panel allows you to display, create, and edit contact, group, and list information.

By default, a new contact is not placed in any group and classified as "unfiled". An unfiled contact will only be listed when choosing to display "All Contacts" from the Contacts Panel. For instructions on how to create groups, see section 5.

2. Create Contacts

To create a contact, click the "New Contact" icon in the Secondary Menu. This will display a blank New Contact form (Figure 32) in the Preview and Editing Panel. You must provide a Name and Email Address for your new contact. All other contact information is optional. The contact information you may provide is as follows:

Name	State/Province
Group	Home ZIP/Postal Code
Email	Country
Alias	Home
Home Phone	Email 2
Work Phone	Email 3
Mobile Phone	Pager
Fax	Department
Title	Office
Company	Birthday
Notes	Work City
Address1	Work ZIP/Postal Code
Address2	Work State/Province
Office Address 1	Work Country
Office Address 2	PGP Public Key
City	S/MIME Public Certificate

Figure 32

At the bottom of the New Contact form, click "Save" to create the contact or "Reset to Defaults" to erase any editing.

3. <u>Edit Contacts</u>

To edit an existing contact, click the contact from the Contacts Listing Panel. This will display the Edit Contact form in the Preview and Editing Panel. This is the same as the New Contact form however the contact's current information will be displayed in the fields. You may edit any of the contact's information fields.

At the bottom of the Edit Contact form, click "Save" to apply the change to the selected contact. Click "Reset to Defaults" to erase any editing and restore the contact's original information.

4. Delete Contacts

To delete a contact, click the "Delete Contact" button at the top right of the Edit Contact form. This will prompt you to delete the contact. Click "Ok" to permanently delete the contact.

⚠️ **Permanently deleted Contacts cannot be recovered.**

5. Create Groups and Lists

To create a group, click the "New Group" icon from the Secondary Menu. This will display a blank New Group form (Figure 33) in the Preview and Editing Panel. You must specify the Group Name. Click "Save" to create the group or "Reset" to erase any

Figure 33

editing.

To create a list, click the "New List" button from the Secondary Menu. This will display a blank New List form (Figure 34) in the Preview and Editing Panel. You must specify the List Name. Click "Save" to create the group or "Reset" to erase any editing.

Figure 34

6. Edit Groups and Lists

To edit a group, click the group from the Contact Panel. This will display the Edit Group form in the Preview and Editing Panel. This is the same as the New Group form however the group's current name will be displayed. You may edit the name. Click "Save" to apply the change to the selected group. Click "Reset" to erase any editing and restore the group's original name.

To edit a list, click the list from the Contact Panel. This will display the Edit List form in the Preview and Editing Panel. This is the same as the New List form however the list's current name will be displayed. You may edit the name. Click "Save" to apply the change to the selected list. Click "Reset" to erase any editing and restore the list's original name.

7. Delete Groups and Lists

To delete a group, click the "Delete Group" button at the top right of the Edit Group form. This will prompt you to delete the group. Click "Ok" to permanently delete the group.

To delete a list, click the "Delete List" button at the top right of the Edit List form. This will prompt you to delete the list. Click "Ok" to permanently delete the list.

8. Sort Contacts in Groups and Lists

To add contacts to a group or a list, you must first check the contact's checkbox in the Contacts Listing Panel. Once a contact is selected, you can do one of the following:
   a) Add contact to Group
   b) Add contact to List

   a) Add contact to Group
   Click the "Add contact to Group" drop down list from the Secondary Menu to select one of the groups you have created. This will add your selected contact to the chosen group.

   b) Add contact to List
   Click the "Add contact to List" drop down list from the Secondary Menu to select one of the lists you have created. This will add your selected contact to the chosen list.

CALENDAR

With the Calendar feature, you may perform the following tasks:
   1. View the Calendar
   2. Create Events
   3. View Events
   4. Edit Events
   5. Delete Events

1. <u>View the Calendar</u>

There are three Calendar views. You may access these from the secondary menu (Figure 35). These views are:
   a) Month View
   b) Week View
   c) Day View

Secondary Calendar Menu	Figure 35

a) <u>Month View</u>
The Month View (Figure 36) displays all days of the selected month in grid format.

Calendar Month View	Figure 36

Weekdays appear in white.
Weekends appear in blue.
The current day appears in yellow.
Days from the preceding and following month appear in grey.

You may click the following in the Month View (Figure 37):
- Number
  Click the number of a specific day to go to the Day View for that date.
- Plus (+)
  Click the plus sign (+) of a specific day to enter an event for the chosen date.
- Work Week
  Click the Work Week link to go to the Week View for that week. The Work Week link appears on each Monday and displays the work week number from 1 to 52 beginning on the first week of January for that year.
- Event Title
  Click the title of a listed event to view that event (if an event appears that day).
- Event Edit
  Click the pencil icon to the right of the event title in a listed event to edit the event (if an event appears that day).
- Event Delete
  Click the red "X" icon to the right of the event title in a listed event to delete the event (if an event appears that day).
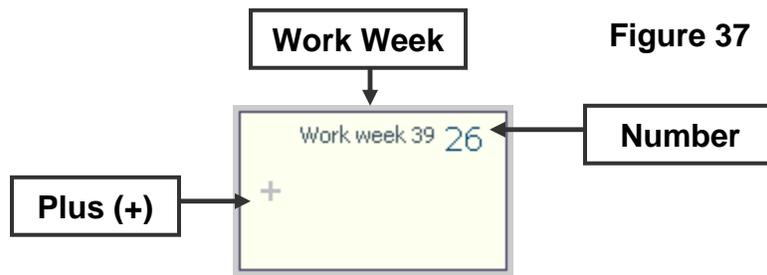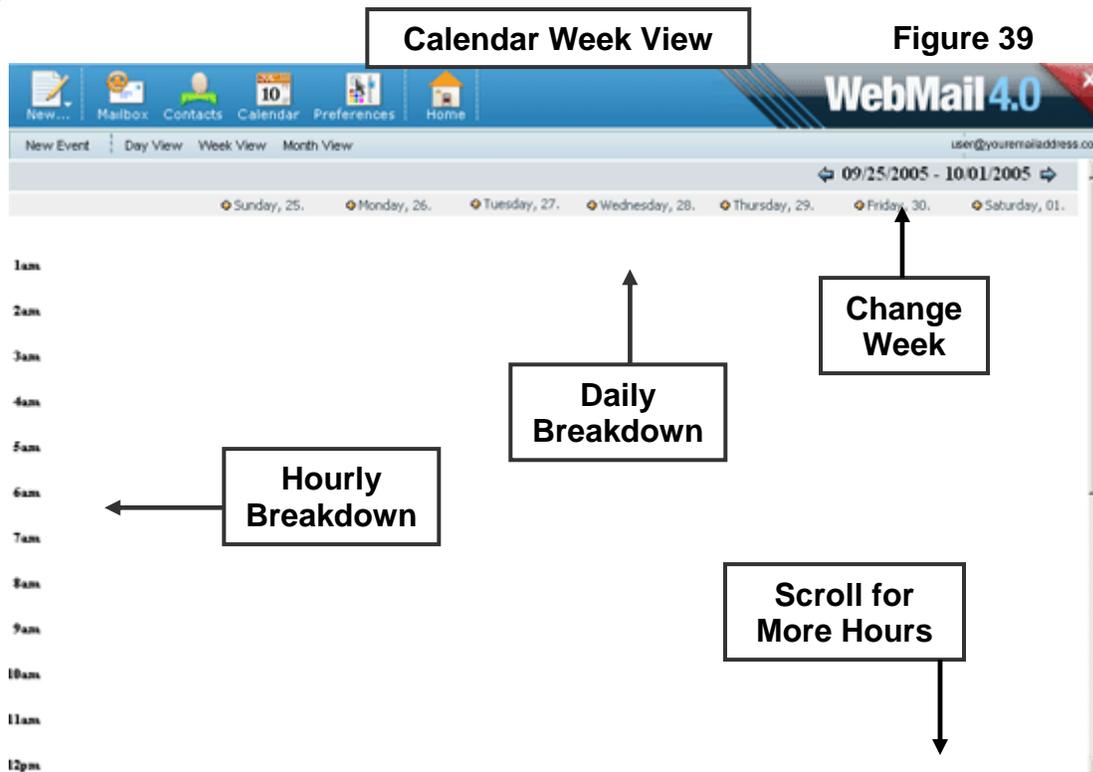

Figure 37

The currently displayed month is listed at the top right of the calendar (Figure 38). On the right and left of the month are navigation arrows. To advance to a future month, click the arrow pointing to the right. To go back to a preceding month, click the arrow pointing to the left.

Figure 38

b) Week View
The Week View (Figure 39) displays all days of the selected week in a more detailed grid format.

Calendar Week View   Figure 39

Change Week

Daily Breakdown

Hourly Breakdown

Scroll for More Hours

Events scheduled for specific days and specific times will be displayed as colored blocks on the grid.

You may click the following in the Week View (Figure 40):
- Date
  Click the date listed at the top of the calendar to go to the Day View for that date.
- Plus (+)
  Click the plus sign (+) of a specific date to enter an event for the chosen date.
- Event Title
  Click the title of a listed event to view that event.
- Event Edit
  Click the pencil icon to the right of the event title in a listed event to edit the event.
- Event Delete
  Click the red "X" icon to the right of the event title in a listed event to delete the event.

Figure 40

The currently displayed week is listed at the top right of the calendar (Figure 41). On the right and left of the week are navigation arrows. To advance to a future week, click the arrow pointing to the right. To go back to the preceding week, click the arrow pointing to the left.

Figure 41

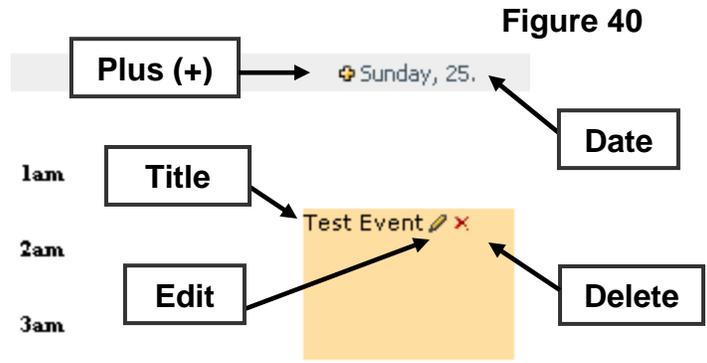*c) Day View*
The Day View (Figure 42) displays all hours of the selected day in a detailed grid format.
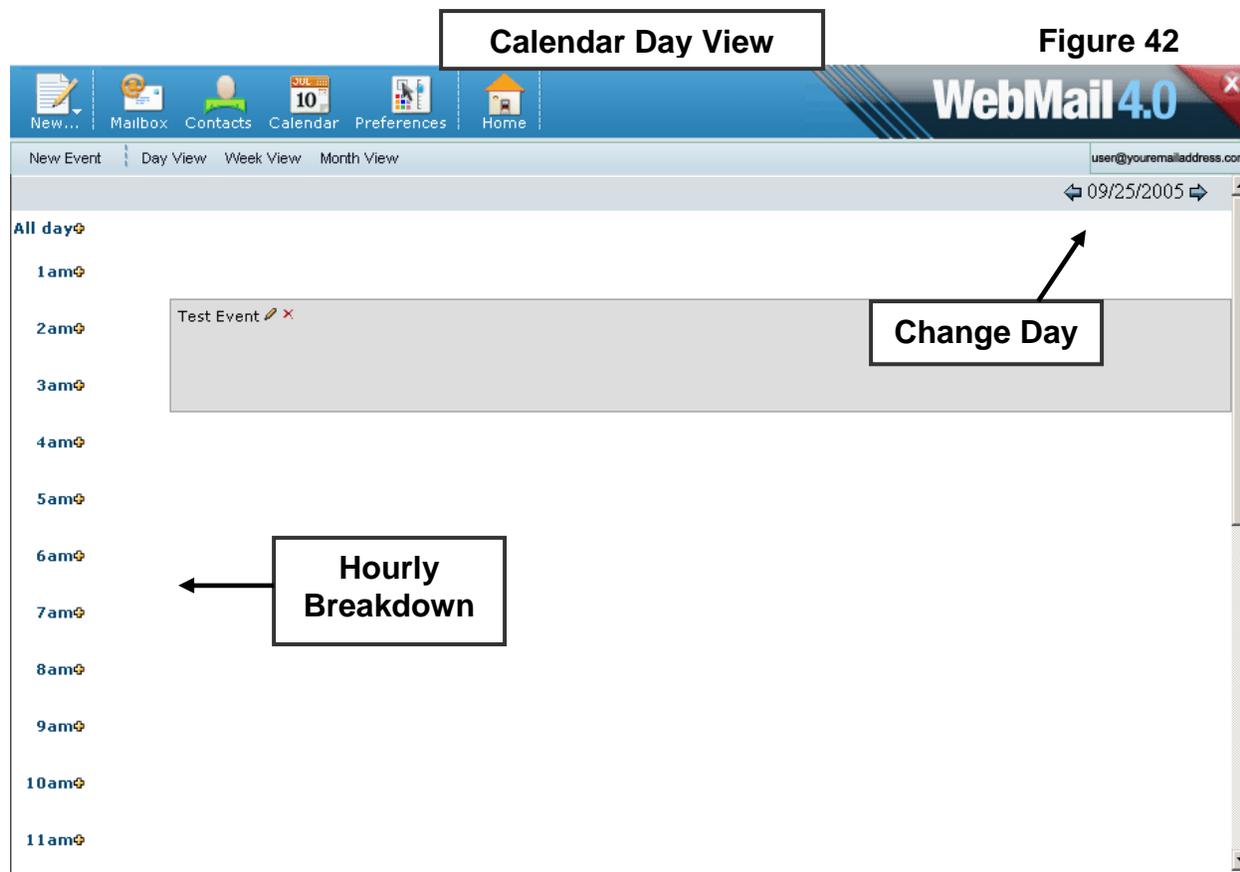
Calendar Day View   **Figure 42**

Events scheduled for specific hours will be displayed as colored blocks on the grid.

You may click the following in the Week View:

- Plus (+)
  Click the plus sign (+) of a specific time to enter an event for the chosen date and time.
- Event Title
  Click the title of a listed event to view that event.
- Event Edit
  Click the pencil icon to the right of the event title in a listed event to edit the event.
- Event Delete
  Click the red "X" icon to the right of the event title in a listed event to delete the event.

The currently displayed day is listed at the top right of the calendar (Figure 43). On the right and left of the day are navigation arrows. To advance to a future day, click the arrow pointing to the right. To retreat to the preceding day, click the arrow pointing to the left.

Figure 43

By default, the calendar will open on Month View for the current month.

2. Create Events

There a four ways to add an event to your calendar:
- Month View
  In Month View, click the plus (+) in the square of a specific day to add an event.
- Week View
  In Week View, click the plus (+) next to the date listing at the top of the calendar to add an event.
- Day View
  In Day View, click the plus (+) next to the time listing on the left side of the calendar to add an event.
- New Event Button
  Click the "New Event" button on the left of the Secondary Menu to add and event.

Any one of these methods will display the New Calendar Event window (Figure 45).

Figure 44

The New Calendar Event window allows you to perform the following tasks:
  a) Select Title
  b) Select Location
  c) Type Description
  d) Select Category
  e) Select Status
  f) Select Begin and End Date and Time
  g) Select Attendees
  h) Send Notice to Attendees
  i) Select Recurrence

a) Select Title
Select the title for the new event.

b) Select Location
Select the location for the new event.

c) Type Description
Type a description of the new event.

d) Select Category
Select a category for the new event. By default, events are placed in "unfiled". To create a category, select "New Category" from the drop down menu. You will be prompted to enter the new category name.

Filed events will be displayed in white in the Day View.
Unfiled events will be displayed in grey in the Day View.

Figure 45
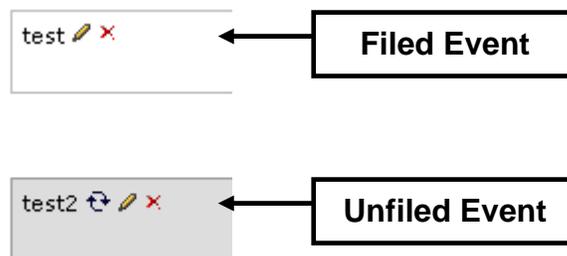
e) Select Status
Select a status for the new event. There are three possible options for the event status:

- Tentative
- Conformed
- Cancelled

A cancelled event will still appear on the calendar. The event title will be stricken-out to indicate that the event has been cancelled.

f) Select Begin and End Date and Time.
Select the date and time at which the event will begin and end.

g) Select Attendees
Click the "Add Contact" icon to add an attendee from your contact list to this event (Figure 46). This will open a bubble listing all your contacts as well as any lists created in the Contacts window. Select a contact or a list to attend the event. Click the "X" to close the bubble.
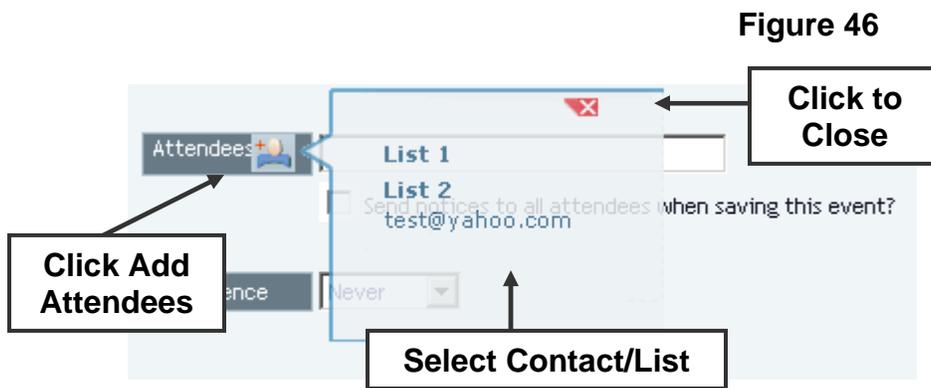
Figure 46

h) Send Notice to Attendees
To send an email to the attendees to advise them of the event, check the "Send notices to all attendees when saving this event?" checkbox.

i) Select Recurrence
Select how often the event will reoccur. If an event is set to reoccur, an icon of two arrows forming a circle will be displayed next to the event title in the Weekly View and Daily View (Figure 47).

Figure 47
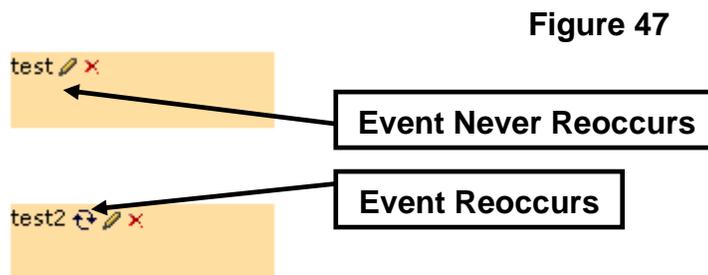
There are five options for the event reoccurrence status:
- Never
  The event will occur only once, as specified but the time and date.
- Daily
  After selecting this option, you will need to enter the number of days between the repeated events.
- Weekly
  After selecting this option, you will need to enter the number of weeks between the repeated events as well at the day of the week the event will occur.

- Monthly
  After selecting this option, you will need to enter the number of months between the repeated events. The event will occur on the same day each month.
- Yearly
  After selecting this option, you will need to enter the number of years between the repeated events. The event will occur on the same day each year.

Click "Save" at the top left of the New Calendar Event window to save the event.

3. View Events

There a two ways to display a calendar event information on the screen (Figure 48):
- Week View
  In Week View, click the title of a listed event to view that event.
- Day View
  In Day View, click the title of a listed event to view that event.

Figure 48
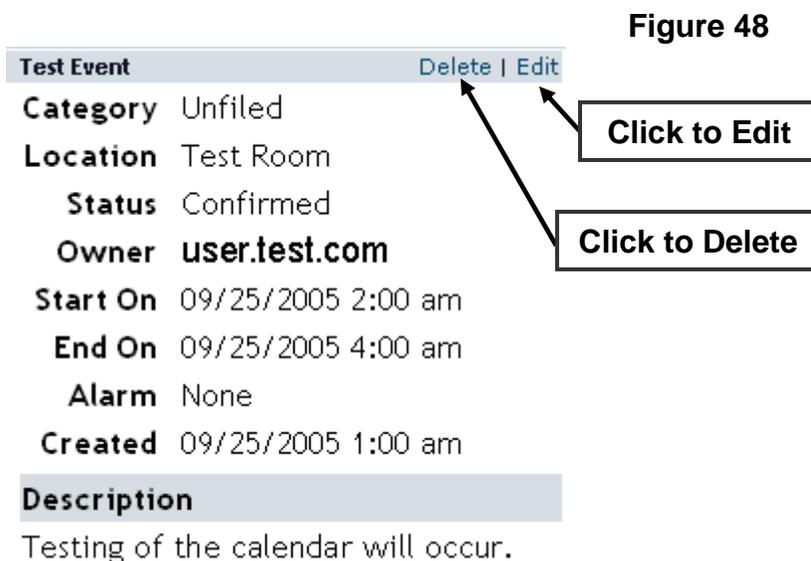
If an event is set to reoccur, the reoccurrence pattern and the date the reoccurrence will end will be displayed below the description window.

4. <u>Edit Events</u>

There are three ways to view an event into your calendar:
- <u>Week View</u>
  In Week View, click the pencil icon to edit an event.
- <u>Day View</u>
  In Day View, click the pencil icon to edit an event.
- <u>Event View</u>
  In Event View, click the "Edit" link at the top right corner.

Any one of these methods will display the Edit Calendar Event window. This is the same as the New Calendar Event window however the selected event's information will be displayed. You may edit any of the event's information.

Once you have edited the event, you may select to one of two saving options from the top of the window (Figure 49):
- <u>Save</u>
  The "Save" option updates the current event with the new information.
- <u>Save as New</u>
  The "Save as New" leaves the original event as it was prior to editing and creates a new event with the edited information.

Figure 49

5. <u>Delete Events</u>

There a three ways to delete an event from your calendar:
- <u>Week View</u>
  In Week View, click the red "X" icon to delete an event.
- <u>Day View</u>
  In Day View, click the red "X" icon to delete an event.
- <u>Event View</u>
  In Event View, click the "Delete" link at the top right corner.

Any one of these methods will display the deletion confirmation screen (Figure 50). Click "Ok" to delete the Event. Click "Cancel" to save the event.

Figure 50

![warning triangle icon] **Permanently deleted Events cannot be recovered.**

If an event is set to reoccur, you may choose to delete the following occurrences (Figure 51):

- The current event only
- This occurrence and all future occurrences
- All occurrences of the event.

Figure 51

Delete Test Event

Delete the current event only, this occurrence and all future occurences, or all occurences?

| Current | Future | All | Cancel |

PREFERENCES

With WebMail Preferences (Figure 52), you can manage the following options:

1. Mail Preferences
2. Language Preferences
3. Filtering Preferences
4. Change Password
5. Setup Mail Forwarding
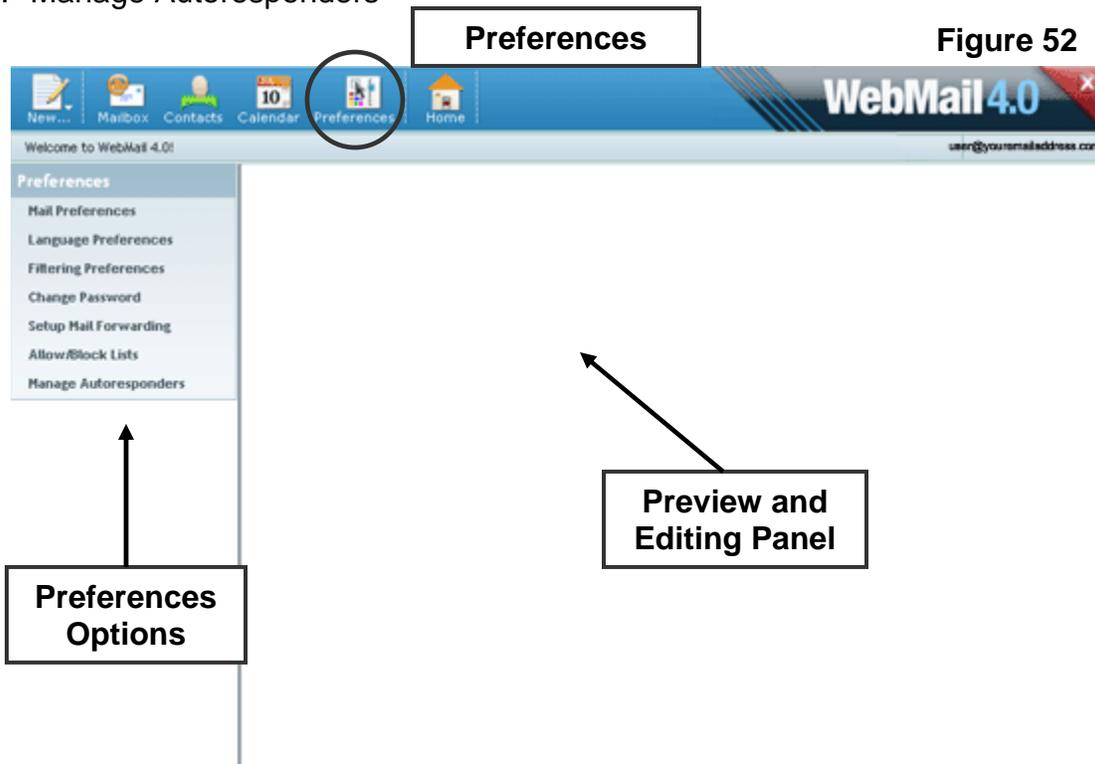6. Allow/Block Lists
7. Manage Autoresponders

Preferences

Figure 52

Preview and Editing Panel

Preferences Options

1. **Mail Preferences**

With Mail Preferences (Figure 53), you can set the following options:
   a) Full Name
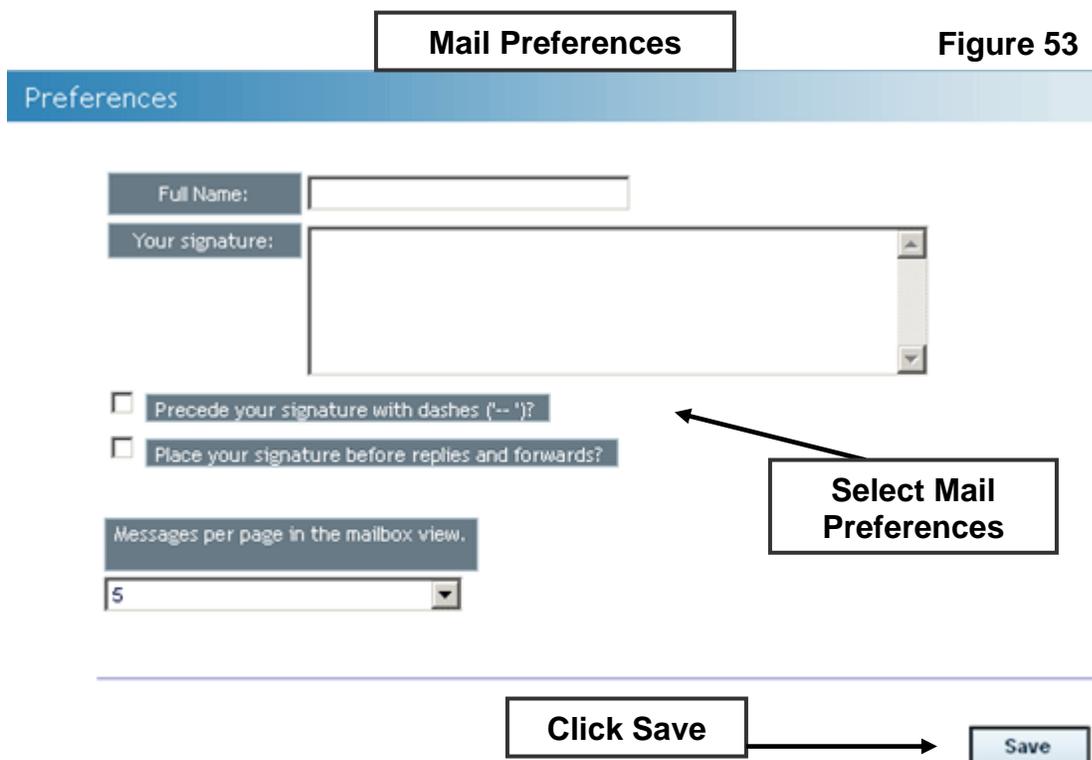   b) Your signature
   c) Precede your signature with dashes ('-- ')?
   d) Place your signature before replies and forwards?
   e) Messages Per Page

a) *Full Name*
Your Full Name is what is displayed in the "To" field of messages you send.

b) *Your signature*
Your Signature is the text that appears at the end of each message you compose. You may place your name and any contact information which may be useful to the recipients of your email messages in your signature.

c) *Precede your signature with dashes ('-- ')?*
Check this option if you would like a line of dashes to be automatically inserted before your signature in email messages you compose to visually separate the signature from the body of the email message.

*d) Place your signature before replies and forwards?*
Check this option if you would like the appended text from a reply to appear below your message and signature. Unchecking this option will place your signature after all appended text in a reply.

e) Messages Per Page
The Messages Per Page option sets the number of messages to display on one page in the Mail Listing Panel. Additional messages will appear on following pages. You may select to display the following number of messages per page: 5, 10, 15, 20, 30, 50, 100.

2. **Language Preferences**

With Language Preferences (Figure 54), you can select your Preferred Language. The Preferred Language option sets the language in which to display the WebMail 4.0 interface. Available languages are: English, Français, Español, Italiano, Português, Deutsch.
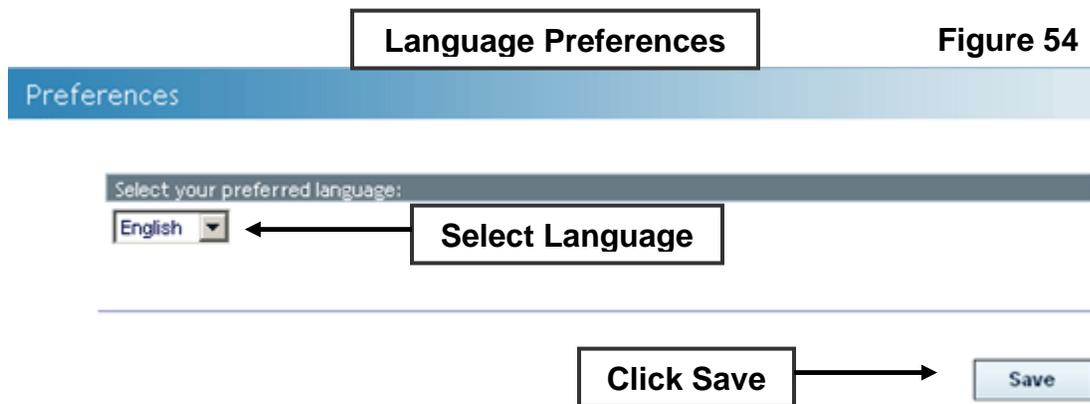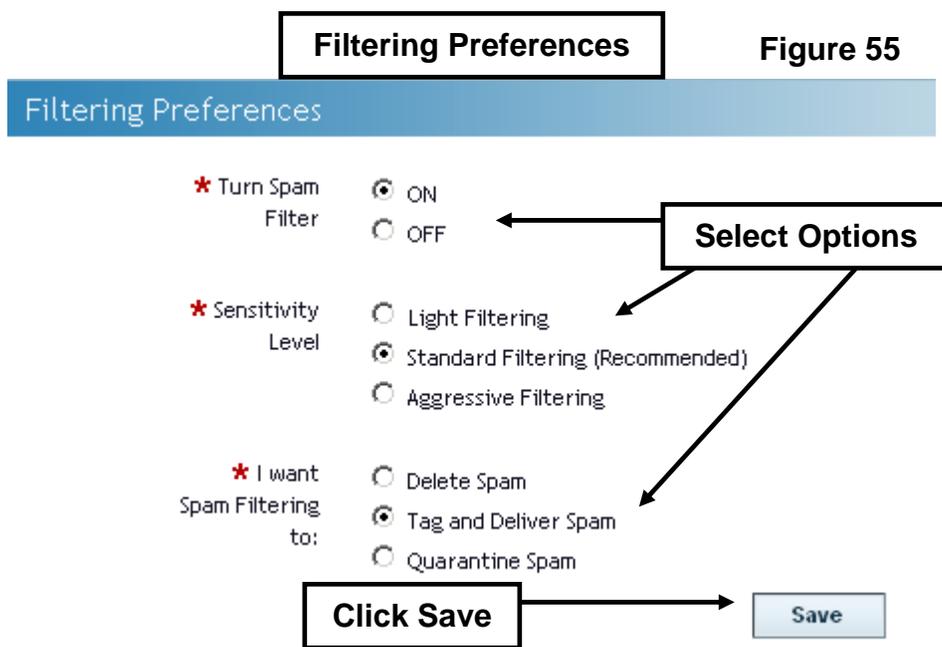

Figure 54

3. **Filtering Preferences**

Filtering Preferences (Figure 55) set spam filtering options for your email account. With Filtering Preferences, you can set the following options:
   a) Spam Filtering
   b) Sensitivity Level
   c) Delivery Option

Filtering Preferences

Figure 55

a) *Spam Filtering*

- Turn Spam Filter ON
  By enabling spam filtering for an account, every email which enters your inbox is evaluated and assigned a point value by an automated filter, based on the message headers and each email's content. If the point total is over a specific value, the email is categorized as spam. The subject, message formatting, and message headers are all examined for "spam-like" features.

  While the Spam Filter is an excellent method to limit spam, there is the potential for legitimate emails to be classified as spam and deleted, if this feature is enabled.

- Turn Spam Filter OFF
  No messages are evaluated for "spam-like" features.

  By disabling spam filtering for an account, all email will bypass the spam filter and be delivered directly to your mailbox.

b) *Sensitivity Level*

- Light Filtering
  Light Filtering sets the spam filter to a low sensitivity level. This setting will let through more spam, but is less likely to accidentally identify legitimate email as spam.

- Standard Filtering (Recommended)
  Standard Filtering sets the spam filter to a high sensitivity level. This
  setting has a typical 95% to 99% success rate for discriminating between
  spam and legitimate email. This is the default setting.
- Aggressive Filtering
  Aggressive Filtering sets the spam filter to a very high sensitivity level.
  This setting increases the chances that legitimate email will be classified
  as spam.

c) *I want Spam Filtering to*
  - Delete Spam
    This option automatically delete all email flagged as spam. Emails
    classified as spam will not be delivered to your inbox and will be
    irretrievable once automatically deleted.
  - Tag and Deliver Spam
    This option deliver all email flagged as spam to your inbox with
    "*****SPAM*****" added to the start of the subject line. You may sort these
    messages into another folder and delete them after review.
    *Tag and Deliver is the default setting.
  - Quarantine Spam
    This option automatically place all email flagged as spam into a "Junk"
    folder. These messages will also be accessible through the email
   configuration tool in your web hosting control panel.

4. Change Password

With Change Password (Figure 56) you can change your current password by typing
the current password once and typing the new chosen password twice – to confirm
you've accurately entered your new password.
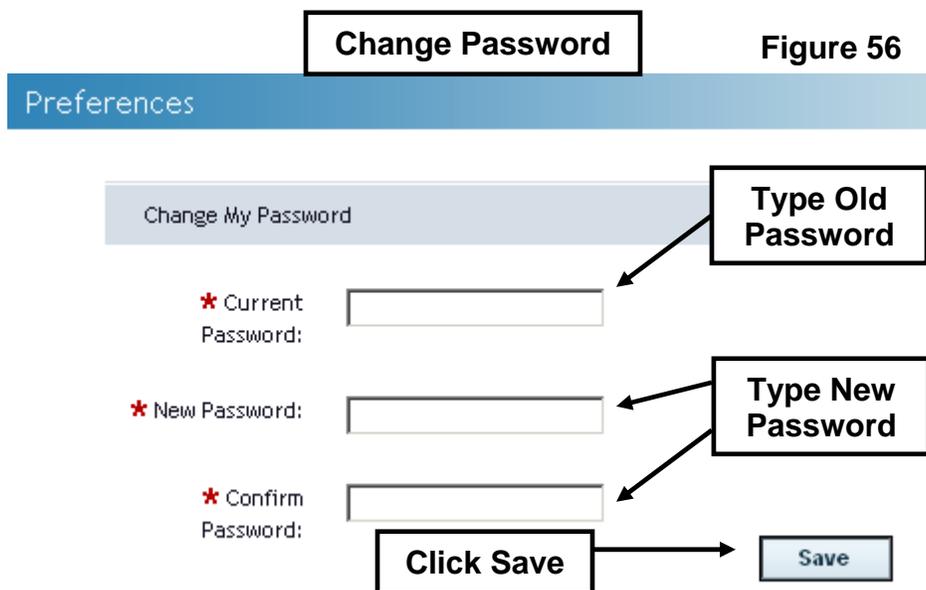
Figure 56

5. <u>Setup Mail Forwarding</u>

With Setup Mail Forwarding (Figure 57), you can set the forwarding address by typing the full email address in the textbox to the right of "I want to forward mail to:" This will send all your messages to the specified account. You may also select to "Keep a copy of forwarded mail in my inbox:" by checking the checkbox. If this option is checked, mail will be delivered both to your account and the forwarding account.
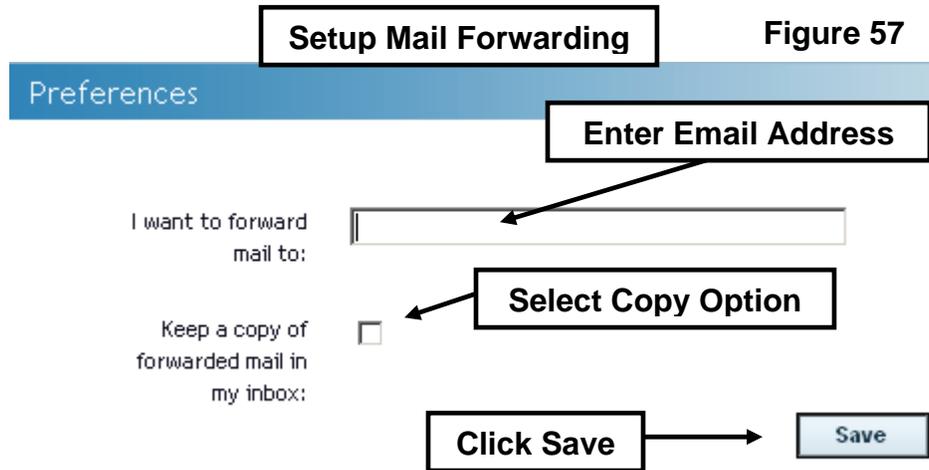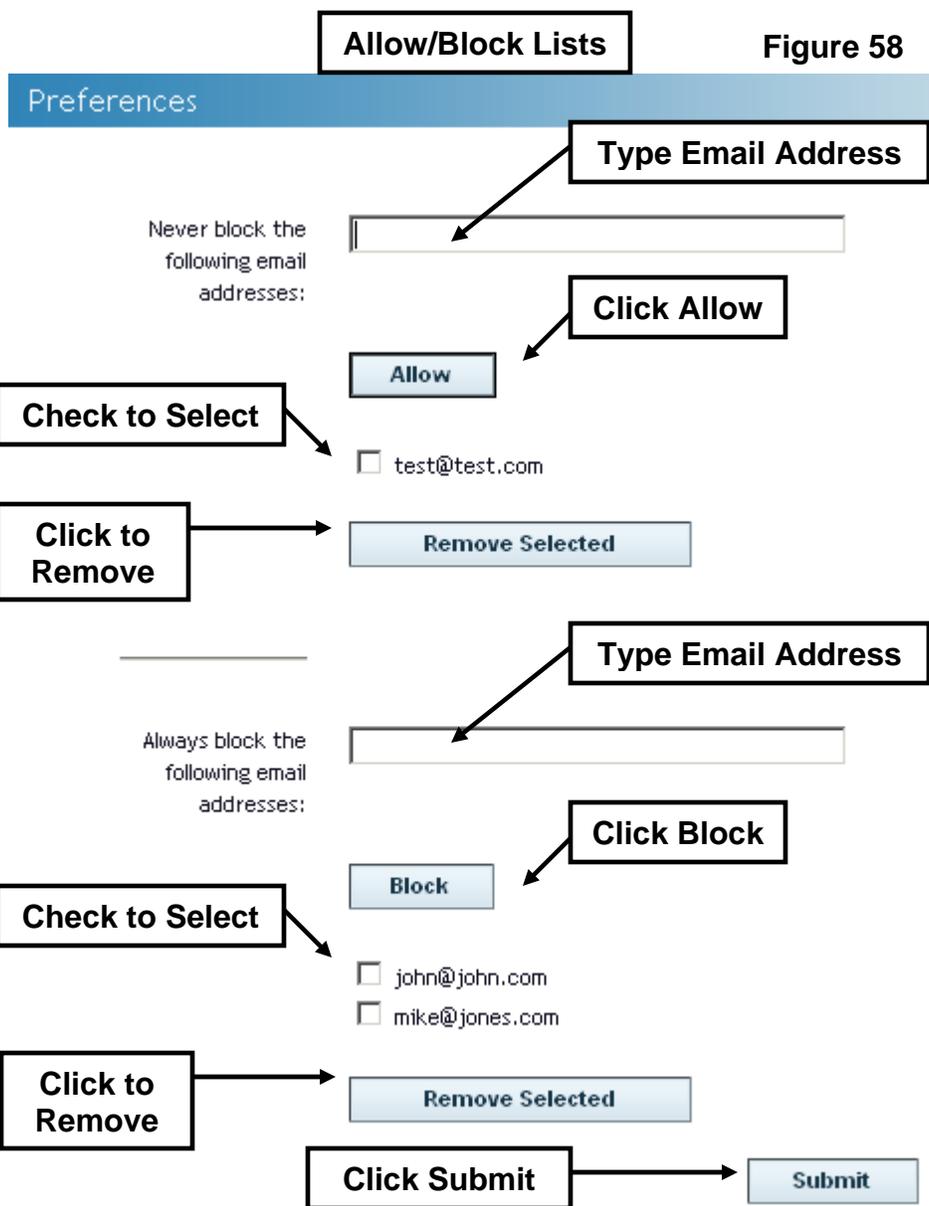

6. <u>Allow/Block Lists</u>

When an email is received from an address placed on the "Always Allow List" it is delivered to your inbox as regular email, despite anything the spam filter may find. Add email addresses to this list you wish to be certain you receive e-mail from, no matter how you have configured the spam filter.

When an email is received from an address placed on the "Always Block list" it is treated as spam, despite anything the spam filter may find. Add email addresses to this list if there are addresses you wish to be certain you never receive email from, no matter how you have configured the spam filter.

With Allow/Block Lists (Figure 58) you can perform the following actions:
  a) Add an Always Allow/Block List entry
  b) Remove an Always Allow/Block List entry

Figure 58

a) *Add an Always Allow/Block List entry*

To add to the Always Allow list, type the full email in the text box to the left of the "Never block the following email addresses:" and click the "Allow" button. The added email or domain will display in the box below the textbox along with any other allowed entries.

To add to the Always Block list, type the full email in the text box to the left of the "Always block the following email addresses:" and click the "Block" button. The added email or domain will display in the box below the textbox along with any other blocked entries.

b) *Remove an Always Allow/Block List entry*
To remove an entry for the Always Allow List or the Always Block List, check the checkbox to the left of the entry and click "Remove Selected" button for the current list.

Entries in your block will be handled according to the filtering settings. For example if you current have your spam filter set to 'Tag & Deliver', all entries in your block list will be automatically marked as spam regardless of their spam score, and delivered into your mailbox in the same fashion as other email determined to be spam.

7. Manage Autoresponders

With Manage Autoresponders (Figure 59), you can automatically reply with a pre-written message to all or certain email messages sent to your email account. For example you could set up an autoresponder when you are out of office for a few days which could alert those emailing you that you are away.
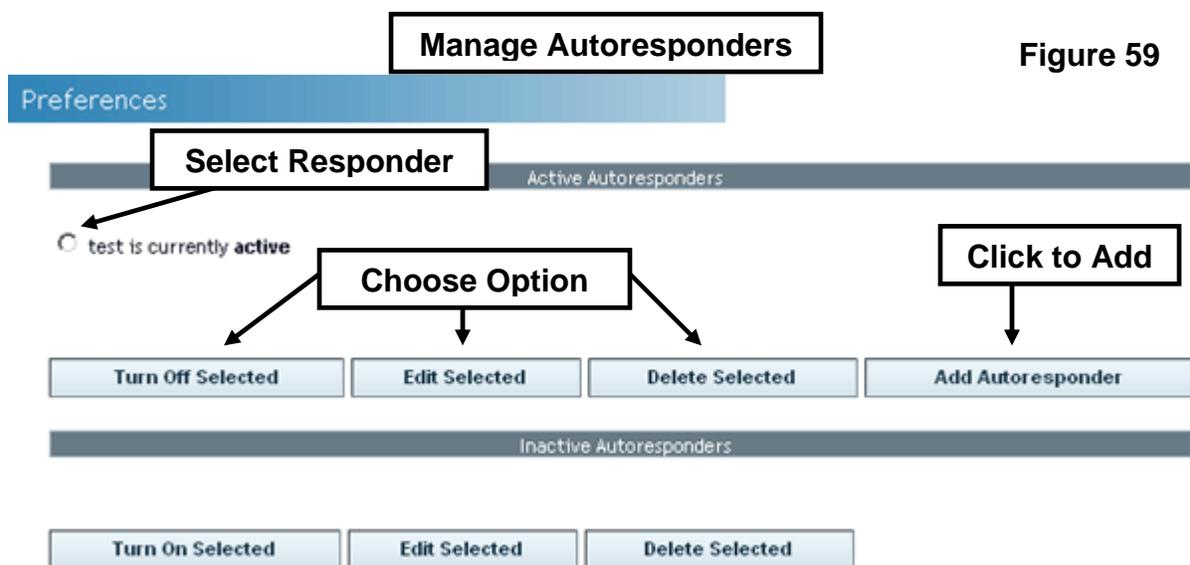

Figure 59

With Manage Autoresponders you can perform the following actions:
a) View Active and Inactive Autoresponders
b) Create Autoresponders
c) Activate or Deactivate Autoresponders
d) Edit Autoresponders
e) Delete Autoresponders

a) View Active and Inactive Autoresponders
Active responders will be displayed in the top box below "Active Responders".
Inactive autoresponders will be displayed in the bottom box below "Inactive
Responders".

b) Create Autoresponders
To create an autoresponder, click the "Add Responder" icon. This will take you to
the Add Responder screen. Here you may set the following options:

- Condition
  You may specify to respond only to specific messages sent to your
  account as opposed to all messages. This can be set by choosing a
  condition from the drop down box and filling in a Condition Text. To reply
  to all email messages sent to you, set this option to none. You may select
  one of the following email header fields in which the Condition Text will be
  applied:
    - None
    - From
    - To
    - CC
    - Subject
- Condition Text
  Specify the text which an incoming message must contain in its Condition
  email header field for you autoresponder to be sent.
- Message
  In the large textbox to the right of "Message:" type the messages you
  would like the autoresponder to email as a response.

At the bottom of the Add Responder screen, click "Save" to create the
autoresponder or "Cancel" to exit the Add Responder screen without creating the
autoresponder.

**By default, a newly created autoresponder will appear in the Inactive
Responder list.**

c) Activate or Deactivate Autoresponders
To activate an autoresponder, check the check box to the left of the autoresponder
in the "Inactive Responder" box and click the "Turn on Selected" icon.

To deactivate an autoresponder, check box to the left of the autoresponder in the
"Inactive Responder" box and click the "Turn off Selected" icon.

d) Edit Autoresponders

To edit an autoresponder, check the check box to the left of the autoresponder in either the "Active Responder" or the "Inactive Responder" box and click the "Edit Selected" button. This will display the Edit Responder form in the Preview and Editing Panel. This is the same form as the Add Responder form however the autoresponder's current information will be displayed in the fields. You may edit any of the autoresponder's information fields.

At the bottom of the Add Responder screen, click "Save" to apply the change to the autoresponder or "Cancel" to exit the Edit Responder screen without saving the changes to the autoresponder.

e) Delete Autoresponders

To permanently delete an autoresponder, check box to the left of the autoresponder in either the "Active Responder" or the "Inactive Responder" box and click the "Delete Selected" button.

 Permanently deleted Autoresponers cannot be recovered.