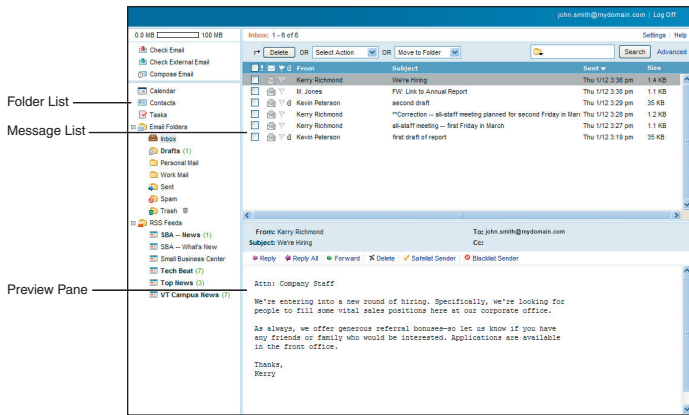


Using Webmail

The Webmail Window



Logging In and Logging Off

From the webmail login page, enter your entire email address in the [Email Address](#) box and your password in the [Password](#) box. Click the [Log-In](#) button.

To log off of webmail, click the [Log Off](#) link, located in the upper right corner of the window.

Checking for New Email

To check for new email, click the [Check Email](#) link, located in the upper left corner of the window.

To set up webmail to regularly check for new email automatically, click the [Settings](#) link, located in the upper right corner of the window. Click the [Folder List Options](#) link, select an interval from the [Auto-refresh folder list](#) drop-down menu, and then click the [Save](#) button.

Opening and Closing a Message

- To open a message in a separate window, double-click the message, as it appears in the message list.
- To close a message, click the [Close](#) button, located in the upper corner of the message window.

Note: When the preview pane is hidden, you can open a message in a separate window by single-clicking the message.

Previewing a Message

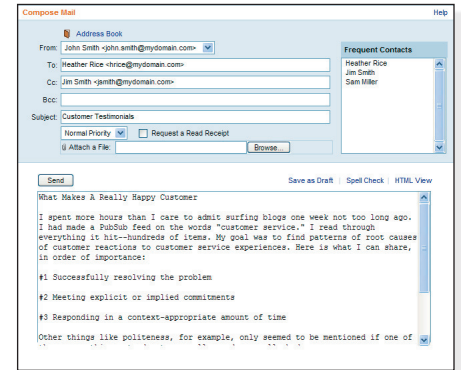
When you are in an email folder (Inbox, Drafts, Sent, etc.), you can use the preview pane to view a selected message without opening it in a separate window.

- To turn the preview pane on or off, click the [Settings](#) link, located in the upper right corner.
- Click the [Display Preferences](#) link.
- Check or clear the [Display the preview pane by default](#) box to display or hide the preview pane, respectively.
- Click the [Save](#) button.

Composing Email

Composing a New Message

- Click the [Compose Email](#) link, located in the upper left corner.
- Select an identity from the [From](#) drop-down menu, if available. (The [From](#) drop-down menu will only appear if you have more than one identity.)
- Enter recipient email addresses in the [To](#) box, separating multiple email addresses with a comma or semicolon.
- To send a carbon copy (Cc) or blind carbon copy (Bcc), enter recipient email addresses in the [Cc](#) or [Bcc](#) boxes.
- Enter a description of the email message in the [Subject](#) box.
- Enter the text of your message in the message body.
- Click the [Send](#) button.



Note: If you do not have time to finish composing your message, click the [Save as Draft](#) link to save the message in the Drafts folder.

Replying to a Message

- Select or open the message to which you want to reply.
- Choose one of the following:
 - To reply to the sender only, click the [Reply](#) link.
 - To reply to all recipients of the message, click the [Reply All](#) link.
- Enter your reply message in the message body.
- Click the [Send](#) button.

Forwarding a Message

- Select or open the message you want to forward.
- Click the [Forward](#) link.
- Enter recipient email addresses in the [To](#) box, separating multiple email addresses with a comma or semicolon.
- To send a carbon copy (Cc) or blind carbon copy (Bcc), enter recipient email addresses in the [Cc](#) or [Bcc](#) boxes.
- Enter any accompanying text in the message body.
- Click the [Send](#) button.

Resending a Message

1. To resend a message, click the [Sent](#) folder, located in the folder list.
2. Select or open the message you want to resend.
3. Click the [Re-Send Email](#) link.
4. Make changes to the message, as desired.
5. Click the [Send](#) button.

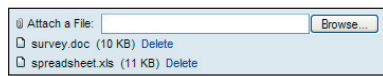
Using HTML Format

When you use the HTML editing format for creating your message, you have access to advanced formatting tools. For example, you can use a variety of fonts and colors and create bulleted and numbered lists.

To switch between HTML and Plain Text formatting while you are composing a message, click the [HTML View](#) and [Plain Text View](#) links, located above the message body. Note that HTML formatting information is not retained if you switch to Plain Text View while composing a message.

Working with Attachments

Attaching a File



1. To attach a file to a message you are composing, click the [Browse](#) button, located beside the [Attach a File](#) box.
2. Locate and select the file you want to attach.
3. Click the [Open](#) button. The attached file name will appear in the Attachments area, below the [Attach a File](#) box.

Note: To remove an attachment, click the [Delete](#) link, located next to the attachment name.

Opening or Saving an Attachment

When someone sends you a message that contains an attachment, the attachment name will appear in the Attachments area, above the message body.

To open or save an attachment, click once on the attachment name, and then open or save the attachment according to your web browser's directions.

Working with Messages

Deleting a Message

To delete a message, choose one of the following:

- Select or open the message and then click the [Delete](#) link.
- Check the box next to the message(s) you want to delete and then click the [Delete](#) button.

By default, messages you delete are stored in the Trash folder. You can, however, adjust your Folder List Options settings ([Settings / Folder List Options](#)) so that deleted messages are permanently deleted, bypassing the Trash folder.

Note: To move a message out of the Trash folder, check the box next to the message and then select a destination folder from the [Move to Folder](#) drop-down menu.

Flagging a Message

Use the flag tool to mark messages that need your attention.

- To flag a message, click the [Flag](#) icon, which appears next to the message in the message list.
- To remove the flag, click the [Flag](#) icon again.
- To flag several messages, check the box next to each message you want to flag, and then select [Add Flag](#) from the [Select Action](#) drop-down menu.

Marking as Read or New

- To mark a message as “read” or as “new,” click the envelope icon, which appears next to the message in the message list.
- To mark several messages as read or new, check the box next to each message, and then select [Mark as Read](#) or [Mark as New](#) from the [Select Action](#) drop-down menu.

Moving a Message to a Folder

1. In the message list, check the box next to the message(s) you want to move into another folder. To select all messages, click the uppermost check box.
2. Click the [Move to Folder](#) drop-down menu.
3. Select a folder from the resulting list. The selected message(s) will be moved from the active folder into the folder you specified.

Note: When viewing a message in its own window, you can select a folder from the [Move to Folder](#) drop-down menu, located in the upper right corner. This will automatically move the active message to the selected folder.

Navigating and Printing Messages

Navigating Open Messages

When you view a message in its own window, you have access to navigation and printing tools that are not available in the preview pane. To open a message in its own window, double-click the message as it appears in the message list.

Previous & Delete | Next & Delete

Use the [Previous & Delete](#) and [Next & Delete](#) links to delete the active message and then view the previous or next message in the folder. Depending on your Folder List Options settings ([Settings / Folder List Options](#)), the deleted message will either move to the Trash folder or be permanently deleted.

Previous | Next

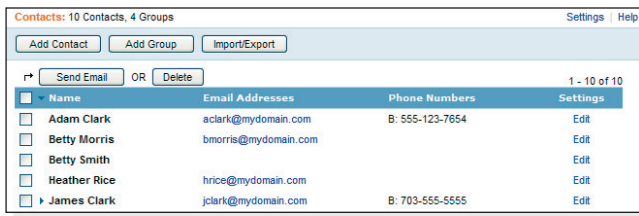
Use the [Previous](#) and [Next](#) links to navigate to the previous or next message in the folder.

Printing a Message

1. Double-click the message to open it in a separate window.
2. Click the [Print](#) link, located in the upper right corner of the window.
3. Your browser's [Print](#) window will appear. Make changes to the print options, as desired, and then click the [OK](#) or [Print](#) button.

Contact List

Opening the Contact List



The contact list contains information about your contacts, including their names, email addresses, phone numbers, etc.

To open the contact list, click the [Contacts](#) link, located in the folder list. To view more information about a contact, click the arrow that appears to the left of the contact, or click the [Edit](#) or [View](#) link. (Note: If no arrow appears, then no additional information is available for that contact.)

Creating a New Contact

1. In the contact list, click the [Add Contact](#) button.
2. Enter information about the contact in the fields provided.
3. If you want to add this contact to your Frequent Contacts list (which appears in the Compose Email window), check the [Add to the Frequent Contacts box in the Compose Email window](#) box.
4. When you are done, click the [Save](#) button, located at the bottom of the window. Your contact will appear in the contact list.

Contact Information	
First Name:	Last Name:
<input type="text" value="James"/>	<input type="text" value="Clark"/>
Email Address:	
<input type="text" value="jclark@mydomain.com"/>	

Creating a New Group

1. In the contact list, click the [Add Group](#) button.
2. Enter a name for the group in the [Group Name](#) box.
3. In the [Contacts](#) box, click once on the contact you want to add to your group. Or, to select several contacts at one time, choose one of the following:
 - To select several names, hold the **Ctrl** key as you click on each name.
 - To select a range of names, click on the first contact in the range, hold the **Shift** key, and then click the last contact in the range.
4. Click the [Add](#) button to add the selected contact(s) to the group.
5. If you want to remove a name from the [Group](#) box, click the name and then click the [Remove](#) button.
6. When you are done, click the [Save](#) button. Your group will appear in your groups list.

Note: To edit a contact or group, click the [Edit](#) link, which appears in the contact or group's [Settings](#) column.

Adding a Sender to the Contact List

When you receive an email message, you can add the sender's name and email address information to the contact list.

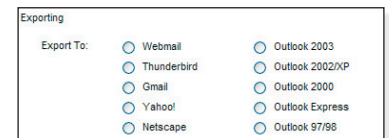
1. Double-click the message to open it in a separate window.
2. Click the [Save Email Address](#) link, located beside the sender's name. (If the sender's email address is already saved in your contact list, the [Save Email Address](#) link will not appear.)
3. Make changes to the sender's information, as desired.
4. Click the [Save](#) button.

Importing a Contact List

1. Create a Comma Separated Value (.csv) export file from your email application (e.g., Yahoo, Netscape, Outlook).
2. In the webmail contact list, click the [Import/Export](#) button.
3. In the [Importing](#) section, click the [Browse](#) button.
4. Locate and select the .csv file you created in Step 1.
5. Click the [Open](#) button. The path for the .csv file will appear in the [Select File](#) box.
6. Click the [Continue](#) button.
7. To ensure that your contact information is imported correctly, make changes to the field name assignments, as needed.
8. Click the [OK](#) button.

Exporting the Contact List

1. In the contact list, click the [Import/Export](#) button.
2. In the [Exporting](#) section, select the email application into which you want to import your contact list.
3. Click the [Export](#) button. Depending on your web browser settings, you may need to choose one of the following:
 - If your browser prompts you to save or open the .csv file, click the [Save](#) button.
 - If a new browser window appears, displaying the contact list information, select [File / Save As](#) to save the file.
4. Select the location where you want to save the .csv export file.
5. Click the [Save](#) button.



Using the Company Directory

If your email administrator has created a company directory, you can view up-to-date contact information about other users in your company and/or partner companies.

The company directory is located in the contacts list, below the [Groups](#) section.

To keep your own contact information up-to-date, locate your name in the company directory list, click the [Edit](#) link, and then make changes, as desired. (Note: Depending on your email administrator's settings, the [Edit](#) link may not be visible.)

Addressing Messages

Addressing a Message

To address a message from the Contacts window, check the box next to the contact(s) and/or group(s) to whom you want to send an email, and then click the [Send Email](#) button.

Or, to address a message from the Compose Email window:

1. Click the [Contacts](#) link, located above the addressing area.
2. Select the contact(s) and/or group(s) to whom you want to send the message.
 - To select several names, press and hold the **Ctrl** key as you click on each name.
 - To select a range of names, click the first contact in the range. Hold the **Shift** key and then click on the last contact in the range.
3. Click the arrow next to the [To](#) box to add the recipient(s) to the [To](#) field.
4. To send a carbon copy or blind carbon copy, select the contact(s) and/or group(s) and then click the arrow next to the [Cc](#) or [Bcc](#) box.
5. If you need to remove a contact from the [To](#), [Cc](#), or [Bcc](#) box, click the name and then press the **Delete** key on your keyboard.
6. Click the **OK** button. The addresses will appear in their corresponding [To](#), [Cc](#), or [Bcc](#) boxes.

Using the Frequent Contacts Feature

You can have quick access to your frequently used contacts by adding them to the Frequent Contacts section of the Compose Email window.

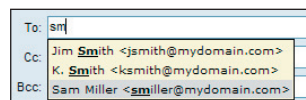


1. Click the [Contacts](#) link, located in the folder list.
2. In the contact list, locate the contact you want to add to the frequent contacts list.
3. Click the [Edit](#) link, which appears in the contact's [Settings](#) column.
4. Check the [Add to the Frequent Contacts](#) box in the [Compose Email](#) window box.
5. Click the [Save](#) button.

When you are addressing a message, click once in the [To](#), [Cc](#), or [Bcc](#) box, and then click the frequent contact's name, as it appears in the [Frequent Contacts](#) box. (If the [Frequent Contacts](#) box is not displayed, click the [Settings](#) link, click the [Display Preferences](#) link, and then check the [Display the Frequent Contacts](#) box box.)

Using Address Auto-Complete

As you type a name or email address in the [To](#), [Cc](#), or [Bcc](#) box, webmail will attempt to complete the address with a matching address in your contacts list. Use your arrow keys to select a suggested match, and then press the **Tab** (or **Enter/Return**) key on your keyboard.

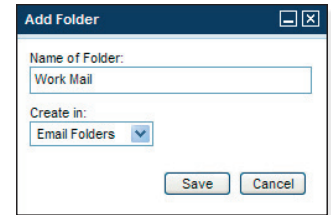


Using Folders

Creating a Folder

You can create folders to organize your email messages.

1. Click the [Email Folders](#) link, located in the folder list.
2. Click the [Add Folder](#) button.
3. Enter a name for the folder in the [Name of Folder](#) box.
4. To place the folder inside of an existing folder, select a folder from the [Create in](#) drop-down menu.
5. Click the [Save](#) button.

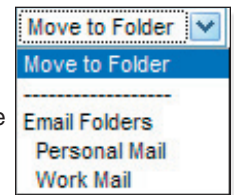


Renaming a Folder

1. To rename an existing folder, click the [Email Folders](#) link, located in the folder list.
2. Click the [Edit](#) link, located in the folder's [Settings](#) column.
3. Make changes to the folder name, as desired.
4. Click the [Save](#) button.

Moving a Message

1. In the message list, check the box next to the message(s) you want to move into another folder. Or, to move all messages, click the uppermost check box.
2. Click the [Move to Folder](#) drop-down menu.
3. Select a folder from the resulting list. The selected message(s) will be moved to the folder you specified.



Viewing Folder Size

1. To view the file size of each folder, click the [Email Folders](#) link, located in the folder list.
2. Click the [Update Sizes](#) button. The total file size for each folder will appear in the [Size](#) column.

Purging or Deleting a Folder

1. Click the [Email Folders](#) link, located in the folder list.
2. Choose one of the following:
 - To delete the messages contained in a folder, click the [Purge](#) link, located in the folder's [Purge](#) column.
 - To delete the entire folder and its messages, check the box next to the folder and then click the [Delete](#) button.

By default, messages you delete are stored in the Trash folder. You can, however, adjust your Folder List Options settings ([Settings / Folder List Options](#)) so that deleted messages are permanently deleted, bypassing the Trash folder.

Viewing

Using Page Links

Top News: 1 - 50 of 155 First Previous Next Last

In your display preferences ([Settings / Display Preferences](#)), you can indicate the maximum number of messages that should be displayed in the message list at one time. For example, you may indicate that you only want to see 20 messages at one time. When more than that number of messages is stored in your folder, you will see a navigation bar containing links to the first, previous, next, or last page of messages.

Sorting Messages

From	Subject	Sent ▼	Size
------	---------	--------	------

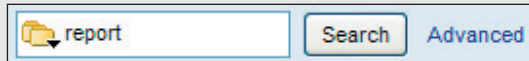
In the message list, click the [From](#), [Subject](#), [Sent](#), or [Size](#) column to sort according to the sender's name, message subject, the date the message was sent, or the message size.

Displaying and Hiding the Full Header

Every message you receive includes several lines of information about the message and how it was sent and received. By default, this information is hidden.

1. To view full header information for a message, double-click the message to open it in a separate window.
2. Click the [Full Header](#) link, located in the upper right corner of the window. To hide the header, click the [Hide Header](#) link.

Using the Search Tool



When you are in an email folder (Inbox, Drafts, Sent, etc.), the Search box will appear above the message list. From the Search box, you can search for email messages within the active folder or all folders, or you can run a Google web search. Or you can click the [Advanced](#) link to run a detailed search.

To search for an email message using the Search box:

1. Click once on the [Search](#) box and indicate whether you want to search the active folder or all folders.
2. Enter the word(s) you want to search for in the [Search](#) box.
3. Click the [Search](#) button.
4. A list of messages that contain that search criteria will appear in the message list. You can then refine the search by selecting a different folder, viewing only the messages that contain attachments, or changing the search terms altogether.

To run a Google web search:

1. Click once on the [Search](#) box and select [Google](#) from the drop-down menu.
2. Enter the word(s) you want to search for in the [Search](#) box.
3. Click the [Search](#) button. The Google results window will appear, displaying your results.

Tools

Requesting a Read Receipt

Read Receipts display a confirmation request when recipients open your message. You will receive an email message as each recipient opens and confirms receipt of your message.

To attach a return receipt to a message you are composing, check the [Request a Read Receipt](#) box, located below the addressing area of the [Compose Email](#) window.

Note: Not all email programs support this feature, and recipients can also ignore or refuse to send a confirmation receipt.

Indicating Message Priority

By default, a message's priority is set to [Normal](#). When you are composing a message, you can click the [Priority](#) drop-down menu (located below the addressing area) to assign the message a [Normal](#), [High](#), or [Low](#) priority.

This will not affect how your message is sent or received; it simply acts as a visual indicator that the message is a high, normal, or low priority item.

Checking Spelling

When you are composing a message, click the [Spell Check](#) link (or the [Spell Check](#) button when in HTML mode) to check your message for possible spelling errors.

To search for a message using the advanced search tool:

1. Click the [Advanced](#) link, which appears to the right of the [Search](#) box.
2. Enter search criteria in the fields provided. You can also indicate a page range, or narrow down the search to only messages that contain attachments.
3. Click the [Search](#) button.
4. A list of messages that contain that search criteria will appear in the message list. You can then refine the search by selecting a different folder, viewing only the messages that contain attachments, changing the date range, or changing the search terms altogether.
5. To minimize the [Advanced Search](#) area while retaining your search results, click the “-” button, located in the upper right corner of the search area. Or, to close the search and clear your results, click the “x” button.

Note: In Advanced Search, you can use “*” and “?” wildcards in the [Subject](#) and [Body](#) fields.

Spam

Using Spam Filtering Preferences

Spam filtering tools work to detect and filter out spam. The changes you make to your spam filtering preferences will be in effect regardless of your email software; even if you use Outlook, Netscape Mail, Eudora, etc., your spam will be filtered, according to your preferences, before the email reaches your inbox.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Spam Filtering Preferences](#) link.
3. In the [Spam Filtering Levels](#) section, indicate your desired level of spam filtering.
4. In the [Spam Handling](#) section, indicate how the spam filter should handle incoming spam.
 - Deliver to Spam folder - Spam messages will be delivered to your Spam folder.
 - Delete the email immediately - Spam messages will be deleted automatically.
 - Deliver to this alternate email address - Spam messages will be forwarded to the email address you indicate.
 - Add this text to the beginning of the Subject line - Spam messages will be delivered to your Inbox, but will include text (e.g., "[SPAM]") in the Subject line.
 - Ignore - Spam messages will be delivered to your Inbox.
5. If your spam messages are being delivered to your Spam folder, you may want to limit the amount of spam that is stored in the folder. Indicate how often your Spam folder should be purged automatically - after a specific number of days or specific number of email messages. Or, to turn off the automatic cleanup, select [Never automatically delete email](#).
6. Click the [Save](#) button.

Note: If you are using email software with a POP3 connection, you will need to log in to webmail to view your Spam folder.

Adding a Sender to the Blacklist

When you add a sender, domain, or IP to your blacklist, you ensure that email from those senders is always handled as spam.

When you receive email from a sender you would like to add to your blacklist, click the [Blacklist Sender](#) link, located above the message.

To manage your blacklists:

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Spam Filtering Blacklists](#) link.
3. In the [Domain & Email Blacklist](#) box, you can add or remove blacklisted email addresses or domains.
4. In the [IP Blacklist](#) box, you can add or remove blacklisted IP addresses.
5. When you are done, click the [Save](#) button.

Adding a Sender to the Safelist

When you add a sender, domain, or IP to your safelist, you ensure that email from those senders is never handled as spam. This ensures that you will always receive email from those senders.

When you receive email from a sender you would like to add to your safelist, click the [Safelist Sender](#) link, located above the message.

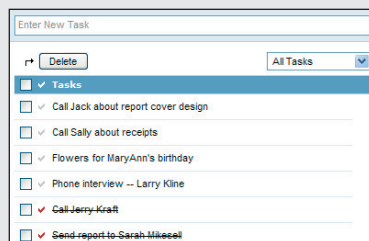
To manage your safelists:

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Spam Filtering Safelists](#) link.
3. In the [Domain & Email Safelist](#) box, you can add or remove safelisted email addresses or domains.
4. In the [IP Safelist](#) box, you can add or remove safelisted IP addresses.
5. When you are done, click the [Save](#) button.

Tasks

Viewing Tasks

You can view your tasks by clicking the [Tasks](#) link, located in the folder list. Your tasks will also be displayed alongside the calendar in Day and Week view.



Creating a Task

There are several ways to add a new task to your task list:

From the Tasks window:

- Click the [Add Task](#) button. Enter information about the task, and then click the [Save](#) button.
- Or, enter a task in the [Enter New Task](#) box, and then press the [Enter/Return](#) key on your keyboard.

From the Calendar window (in Day and Week view):

Enter a task in the [Enter New Task](#) box and then press the [Enter/Return](#) key on your keyboard.

Working with Tasks

- To edit a task, double-click the task.
- To mark a task as complete, click the checkmark icon, located to the left of the task name. Or, double-click the task and check the [Completed](#) check box.
- To delete a task, click the box next to the task, and then click the [Delete](#) button. To delete all tasks, click the uppermost check box, and then click the [Delete](#) button.

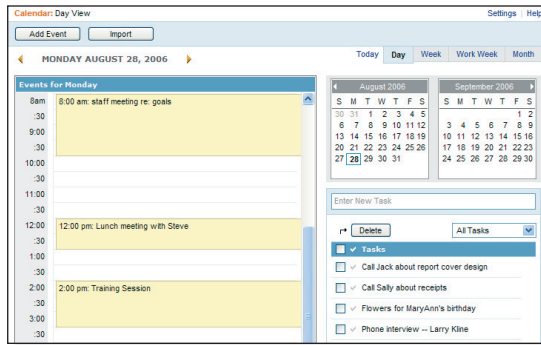
Viewing Completed and Incomplete Tasks

When you are viewing your tasks, click the drop-down menu, located above the task list, and select [All Tasks](#), [Completed Tasks](#), or [Incomplete Tasks](#), as desired.

Calendar

Opening the Calendar

To open the calendar, click the [Calendar](#) link, located in the folder list.



Adding an Event

1. In the Calendar, click the [Add Event](#) button. Or, double-click the time/day on which you want to add an event.
2. In the [Subject](#) field, enter a description of the event.
3. In the [Location](#) field, enter the location of the event, if desired.
4. Enter a start and end date, or click the [Day Chooser](#) icon to select a day from the calendar.
5. Enter a start and end time, or click the [Time Chooser](#) icon to select a time from the menu.
6. If the event is an all-day event, click the [All Day Event](#) box.
7. If the event will occur periodically, click the [Set Recurrence](#) link. (For detailed information about recurring events, see the “Creating a Recurring Event” help topic.)
8. Enter notes about the event, as desired, in the [Notes](#) field.
9. To receive an email reminder before the event, check the [Email Notification](#) box, and then indicate how soon before the event you want to be reminded.
10. To receive a pop-up alert reminder before your event, check the [Alert](#) box, and then indicate when you want to be reminded. Please note that you must be logged in to webmail to use the pop-up alert feature.
11. Click the [Save](#) button.

Note: To edit an event, double-click the event, as it appears in the calendar.

Creating a Recurring Event

1. In the Calendar, click the [Add Event](#) button. Or, double-click the time/day on which you want to add an event.
2. Enter information about the event, as desired. (For detailed information, see the “Adding an Event” help topic.)

3. Click the [Set Recurrence](#) link.
4. At the top of the window, you can adjust the date, start time, and end time, if desired.
5. Click the [Daily](#), [Weekly](#), [Monthly](#), or [Yearly](#) tab to create a daily, weekly, monthly, or yearly recurrence, respectively.
6. In the resulting tab, indicate how often the event should occur.
7. At the bottom of the window, indicate when the recurrence should end.
8. When you are done, click the [Set Recurrence](#) button.
9. Click the [Save](#) button.

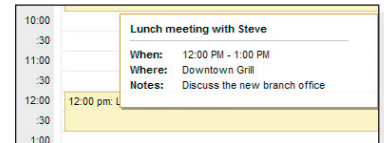
Editing a Recurring Event

To edit a recurring event, double-click the event, as it appears in the calendar. You will be prompted to select whether you want to edit the occurrence or the entire series. If you edit the occurrence, the changes will only apply to that one occurrence. If you edit the series, the changes will apply to all events in the series.

Calendar Viewing Options

To change the calendar view, click the [Day](#), [Week](#), [Work Week](#), and [Month](#) tabs, located in the upper right corner of the calendar.

Also, any time you want to view details for an event, hover over the event as it appears in your calendar. A hover window will appear, displaying information about your event.



Navigating the Calendar

Use the orange arrow icons, located above the calendar (on either side of the active date/week/month), to navigate to the next or previous day, week, or month.

After navigating, you can return to the current day, week, or month by clicking the [Today](#), [This Week](#), or [This Month](#) links, located to the left of the [Day](#) tab.

Importing a Calendar

You can import a calendar from any calendar application that can create a .csv export file.

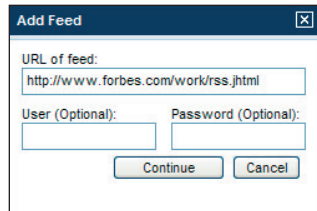
1. Create a Comma Separated Value (.csv) export file from your calendar application.
2. In the webmail calendar, click the [Import](#) button.
3. Click the [Browse](#) button to locate and select the .csv file created in Step 1.
4. Click the [Open](#) button.
5. If you want to allow webmail to import duplicate events, check the [Allow duplicate events](#) box.
6. Click the [Import](#) button. Your calendar events will be imported into your webmail calendar.

RSS Feeds

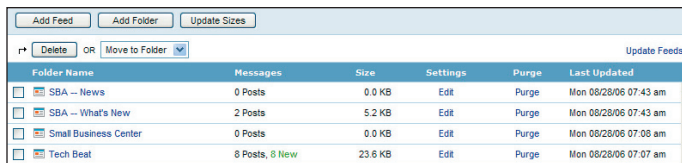
Adding a Feed

Use the RSS Feeds folder to view, store, and manage postings to your favorite feeds.

1. Click the [RSS Feeds](#) folder, located in the folder list.
2. Click the [Add Feed](#) button.
3. In the first box, paste the URL of the feed to which you want to subscribe. (You can find a feed's URL by right-clicking the orange RSS or XML icon (or other feed link) and then copying the shortcut/link.)
4. If the feed requires a username and password, enter your username and password in the fields provided.
5. Click the [Continue](#) button.
6. In the next window, you can make changes to the name of the feed, if desired.
7. If you would like to organize your feed by storing it in a folder, click the [Create in](#) drop-down menu and select a folder from the resulting list. (Only folders contained in the RSS Feeds folder will appear in the menu.)
8. Click the [Save](#) button. Your feed will appear in the [RSS Feeds](#) list. Feeds will also appear in the folder list, under the [RSS Feeds](#) folder.
9. Click once on the feed name to view its posts. Note that it may take a few minutes for new feeds to display their posts.



Working with Posts



Folder Name	Messages	Size	Settings	Purge	Last Updated
SBA -- News	0 Posts	0.0 KB	Edit	Purge	Mon 08/28/06 07:43 am
SBA -- What's New	2 Posts	5.2 KB	Edit	Purge	Mon 08/28/06 07:43 am
Small Business Center	0 Posts	0.0 KB	Edit	Purge	Mon 08/28/06 07:08 am
Tech Beat	8 Posts, 8 New	23.6 KB	Edit	Purge	Mon 08/28/06 07:07 am

You can work with posts the same way you work with email messages you have received. You can forward, flag, move, and delete a post the same way you would an email message.

Moving a Feed into a Folder

1. To organize your feeds by moving them into folders, click the [RSS Feeds](#) folder, located in the folder list.
2. Check the box next to the feed(s) you want to move.
3. Click the [Move to Folder](#) drop-down menu.
4. Select a folder from the resulting menu. (Only folders contained in the RSS Feeds folder will appear in the menu.)

Note: To create a new folder, click the [Add Folder](#) button.

Deleting a Feed

In the [RSS Feeds](#) folder, check the box next to the feed(s) you want to delete, and then click the [Delete](#) button.

Editing Feed Settings

In the [RSS Feeds](#) folder, click the [Edit](#) link, located in the feed's [Settings](#) column, to make changes to the feed name, URL, and username/password settings.

Updating Feeds

The RSS Feeds folder will regularly check for new posts automatically. You can, however, manually check for new posts by clicking the [Update Feeds](#) link.

Showing Feed Storage Sizes

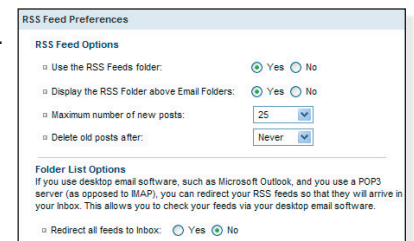
In the [RSS Feeds](#) folder, click the [Update Sizes](#) button to see the file size of each feed folder.

Purging a Feed Folder

You can empty a feed folder by clicking the feed's [Purge](#) link. When you purge a feed folder, all of the feed's previous posts will be deleted.

Feed Preferences

1. To make changes to your feed preferences, click the [Settings](#) link, located in the upper right corner.
2. Click the [RSS Feed Preferences](#) link.
3. Make changes to the preferences, as desired. You can indicate:



Folder Name	Messages	Size	Settings	Purge	Last Updated
SBA -- News	0 Posts	0.0 KB	Edit	Purge	Mon 08/28/06 07:43 am
SBA -- What's New	2 Posts	5.2 KB	Edit	Purge	Mon 08/28/06 07:43 am
Small Business Center	0 Posts	0.0 KB	Edit	Purge	Mon 08/28/06 07:08 am
Tech Beat	8 Posts, 8 New	23.6 KB	Edit	Purge	Mon 08/28/06 07:07 am

- Whether you want the RSS Feeds feature to be on or off.
 - Where the RSS Feeds folder should appear in the folder list.
 - The maximum number of new posts that should be displayed.
 - When you want old posts deleted.
4. If you are a POP3 user, and you want to view your feeds using your desktop email software (e.g., Microsoft Outlook), check the [Redirect all feeds to Inbox](#) box.
 5. When you are done, click the [Save](#) button.

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Settings

Changing the Password

Change Password

For best security practices, you should change your password periodically.

Current Password: [*****] New Password: [*****] Confirm New Password: [*****] [Change]

1. To change your password, click the [Settings](#) link, located in the upper right corner.
2. In the [Change Password](#) section, located at the top of the window, enter your old and new password and confirm your new password.
3. Click the [Change](#) button. You will see a confirmation message at the top of the window, indicating that your new password was successfully changed.

Identities & Signatures

Use the Identities & Signatures feature to make changes to your display name, email address, reply address, and signatures.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Identities & Signatures](#) link.
3. Click the [Current Identities](#) drop-down menu and select an existing identity or select [Create New Identity](#).
4. Enter or make changes to your display name and email address in the spaces provided, as needed.
5. In the [Reply To](#) box, enter the address you want recipients to use when they reply to a message you have sent.
6. Enter or make changes to your signature text in the [Signature](#) box, if desired. Signatures allow you to automatically attach your name and contact information to messages that you compose within webmail.

Identities & Signatures

Current Identities: John Smith (john.smith@mydomain.com) [Set as Default] [Delete]

Name and Address Options

Full Name: John Smith

Email Address: john.smith@mydomain.com

Reply To: john.smith@mydomain.com

Signature: John Smith
john.smith@mydomain.com
555-123-4567 (work)
202-555-5555 (mobile)

7. In the [Signature Options](#) section:
 - Click the [Yes](#) or [No](#) button to turn the signature feature on or off (for all identities).
 - Indicate whether you want to use a signature when replying to messages and, if so, where the signature should appear.
 - Indicate whether you want to use a signature when forwarding a message and, if so, where the signature should appear.
8. Click the [Save](#) button.

9. When you are composing a message, your identities will appear in the [From](#) drop-down menu (if you have more than one identity). Select an identity from the [From](#) drop-down menu to use the name, address options, and signature settings assigned to that identity.

Note: To indicate a new default identity, select the identity from the [Current Identities](#) drop-down menu, and then click the [Set as Default](#) button. Click the [Save](#) button when you are done.

Folder List Options

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Folder List Options](#) link.
3. In the [System Folder Options](#) section:
 - Indicate whether you want deleted items moved to the Trash folder or deleted permanently.
 - Indicate whether you want purged items moved to the Trash folder or deleted permanently.
 - Indicate whether you want to save a copy of messages you send. If you do, sent messages will be saved in the Sent folder.
4. In the [Folder List Options](#) section:
 - Indicate if or how often you want the folder list to be automatically refreshed.
5. Click the [Save](#) button when you are done.

Vacation & Email Forwarding

You can use the Vacation Message feature to automatically reply to messages you receive while you are on vacation or away for a period of time.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Vacation & Email Forwarding](#) link.
3. Enter a vacation message in the [Vacation Message](#) box.
4. To make the message active, check the [Vacation message is active](#) box. When this box is checked, all incoming email

Vacation Message

When your vacation message is activated, each person who sends you an email will automatically receive your vacation message, below. Note that each person will receive your vacation message only one time.

Vacation Message:
Thank you for your message. I will be out of the office until April 4. If you have an urgent need, please contact my assistant at susan@mydomain.com

Vacation message is active

will automatically generate a reply that contains your vacation message.

5. If you want to forward all incoming messages to another email account, enter that account in the [Forward email to](#) box.

Forward email to:
john.smith@mydomain.com

Note: Maximum 15 addresses, four of which can be outside of the domain.

Save a copy of forwarded email

6. To receive a copy of forwarded email messages, check the [Save a copy of forwarded email](#) box.
7. Click the [Save](#) button.

Note: You will need to uncheck the [Vacation message is active](#) box to turn off the Vacation Message feature. To stop email forwarding, remove the email address from the [Forward Email](#) to box.

Display Preferences

Use the display preferences to indicate how webmail should handle and display your messages.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Display Preferences](#) link.

3. In the [Language](#) section, select a default display language. After you click Save, the webmail interface will adjust to display your new language setting.

4. In the [Composing Email](#) section:
 - Use auto-complete when addressing email - Turn the address auto-complete feature on or off.
 - Display the Frequent Contacts box – Hide or display the Frequent Contacts box, which appears in the Compose Email window.
 - Compose email in HTML format - Indicate whether you want to compose messages in HTML format by default.
 - Default font in HTML format – Select a default font for HTML-formatted email.
 - Default font size in HTML format – Select a default font size for HTML-formatted email.
5. In the [Viewing Email](#) section:
 - Show HTML version by default - Indicate whether you want to view new messages in HTML format by default.
 - Display attached images within the message body - When a message contains attached images, the images will appear in the message body, by default. To turn this feature off, uncheck the box. Attached images will appear in the Attachments area, but not in the body of the message.
 - Display the preview pane by default - By default, the preview pane will be available when you are viewing email folders. To turn this feature off, hiding the preview pane, uncheck the box.
 - Number of messages listed per page - Indicate how many messages you want to display in the message list at one time. If you are using a slow connection, you may prefer to display only a few messages at a time (e.g., 10 or 20).
 - Your current time zone - Indicate your current time zone.
6. When you reply to a message, the original message will appear in the message body. In the [Replying](#) section, indicate how you want webmail to label the original message. If you select “User-Defined,” you can create your own label, which will appear at the start and end of the original message. Enter the label text in the [User-defined citation start](#) and [User-defined citation end](#) boxes.
7. Click the [Save](#) button.

Email Filtering Rules

When you create an email filter, webmail can automatically organize your incoming email.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Email Filtering Rules](#) link.
3. Indicate the types of messages you want to filter by completing the sentence: “If an incoming email [Contains, Begins With, Ends With, or Is Exactly] [the word(s) you want to search for] in [From, Subject, To, Cc, To or Cc, Body, Anywhere] ...”
4. Indicate what action you want the filter to perform on the messages that match the description you indicated.
5. Click the [Save](#) button. The filter will appear in the [Current Filters](#) section.

Note: If you are using email software (Outlook, Netscape Mail, Eudora, etc.) with a POP3 connection, your email software only downloads messages that are stored in your Inbox folder. If you use email filters to move messages into another folder, those messages will not be downloaded by your POP3 email software.

External Email (POP3) Settings

You can set up webmail to check for incoming email from other email accounts.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [External Email Accounts](#) link.
3. Click the [Add Account](#) button.
4. Enter your server, port, and username/password information for your account.
5. Click the [Store in Folder](#) drop-down menu and select a folder into which you want to store messages from this account. Or, select [New Folder](#) to create a new folder.
6. To leave a copy of messages on the server, check the [Leave email on server](#) box. This enables you to download the messages to another email client (Outlook, Netscape Mail, Eudora, etc.) at another time.
7. Click the [Save](#) button.
8. To make changes to an account, click the button next to the account and click the [Edit](#) button. Or, to delete the account, click the [Delete](#) button.

Note: To check messages, click the [Check External Email](#) link, which will appear in the upper left corner. This link does not appear unless you have set up an external POP3 email account.

Other Settings

Help topics for Spam Filtering Preferences, Spam Filtering Blacklists, and Spam Filtering Safelists can be found on page 6 of this guide. RSS Feed Preferences is located on page 8.