

Web Mail Overview



Inbox

A fully-featured web-based e-mail client that allows you to access your mailboxes from anywhere in the world.



Address Book

Easily create and manage your contacts.



Calendar

A Powerful web-based calendar application, allows you to manage event scheduling.



Tasks

Complete task management including task assignments, group tasks, response tracking and status reports.



Journal

Keeps track of a wide variety of information and events such as phone calls and meetings.



Notes

Useful web-based notepad with multiple views and color codes.



Bookmarks

Store your bookmarks on a centralized location which can be accessed by multiple browsers, anywhere in the world.



Discussion Forums

Create group and global discussion forums to discuss issues with your guest users.



File Storage

A web-based file storage application allowing you to store and share files securely.



Photo Album

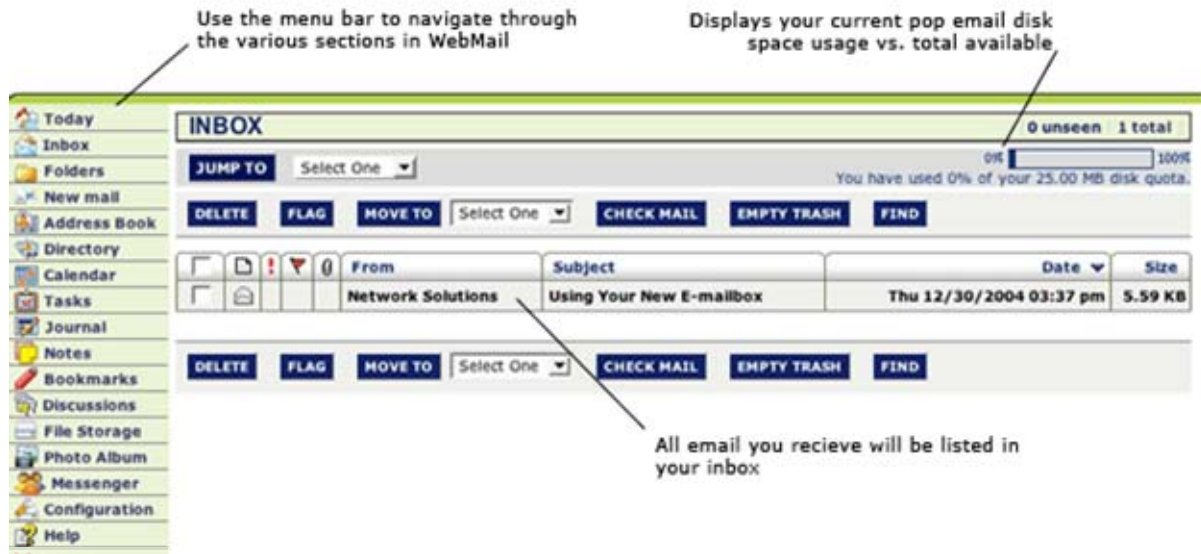
The photo album software that allows you to create and share online digital photo albums and thumbnail galleries quickly and easily. It includes automatic thumbnail creation, image resizing, ordering, captioning, searching and more.



Instant Messenger

Instant messaging allows you and your guests to have real-time conversations.

WebMail Inbox View



Today Page

The 'Today' page is the first page displayed after logging in. On this page you will see a summary of the different messages, Calendar entries and Tasks.

Inbox

The inbox displays all the messages. The number of read and unread messages is displayed at the upper right portion of this window. Below this is a summary of your disk usage. Please note that if your mailbox becomes full, additional incoming messages will be rejected and returned to the sender if possible. We recommend deleting unnecessary messages often.

- To read a message, click on the sender name or subject. Unread messages are displayed in bold text.
- To empty your trash, click 'Empty Trash'.
- To open a folder where other messages may be stored, select it from the drop down menu and click 'Jump to'.
- To change the field by which your messages are sorted, click a column header. Click it again to reverse the current sort order. Messages may be sorted by any of the columns.

- To delete messages, select the checkbox next to the appropriate messages and click 'Delete'.
 - To move messages to another folder, select the appropriate checkboxes, select the destination folder from the drop down menu, and then click 'Move to'.
 - To toggle the flag of messages, select the appropriate checkboxes and click 'Flag'. This is used to let you know there is something special about a particular message.
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Drafts Folder

When composing messages, you may click 'Save Draft' in order to save your message in its current state. This will allow you to continue working on it at a later date. Drafts of messages are stored in the Drafts folder.

- To open a draft message and continue working on it, click the message name.
 - **IMPORTANT:** Drafts MUST be either saved or sent each time they are opened. If you open a draft and then do not save or send it, it is lost.
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Trash Folder

When messages are deleted they are moved to the Trash folder. They remain there until you click 'Empty Trash'. You should regularly empty your trash in order to help prevent your mailbox from becoming full. You may also choose to have your trash automatically emptied whenever you log out by selecting 'Empty trash at logout' in the configuration section.

- To empty the trash immediately, click 'Empty Trash'.

Read Messages

The Read Message screen displays your e-mail messages.

- To move between your messages in the listing, use the 'Previous' and 'Next' buttons.
- To delete the message, click 'Delete'.

- To move a message to another folder, select the destination folder and click 'Move'.
- To print the message on your printer, click 'Print'.
- To reply to the sender of the message, click 'Reply'.
- To reply to the sender of the message and to all other recipients of this message, click 'Reply All'.
- To forward the message to another email address, click 'Forward'.
- To add the sender to your address book, click 'add to contacts'.

Folders

The folder list displays your current folders and subfolders. Folders are used to organize your messages and can be arranged to suit your needs. To open a folder click on the folder name.

- To create a new folder, click 'New folder'.
 - To delete a folder, select the checkbox next to the file name and click the 'Delete' button. If that folder contains messages, they will also be deleted without warning
 - To rename or move a folder, click on the '[move]' link.
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Folders » New Folder

This screen allows you to create new folders for organizing your messages. Folders may be nested and you may create any number of levels of nesting of folders. Folder names are limited to 20 characters. To create a new folder, click 'New Folder' and enter a name and a location for the new folder.

Folders » Move

This screen allows you to rename and/or move a folder.

- To rename a folder, enter the new name and click 'Save'.
- To move a folder to another location, select the new location from the popdown menu and click 'Save'.

Composing Message

The compose message screen allows you to compose and send e-mail. The **To:** field will contain the email address of the recipient of your message, the **Cc:** field the people that will receive a carbon copy of the message, and the **Bcc:** field the people that will receive a blind carbon copy of the message. Multiple recipients must be separated by commas, not spaces.

- To send a message click 'Send'.
- To save a draft copy of the message to continue working on it later, click 'Save Draft'. Note that even if your message has been previously saved as a draft, you will need to save it again if you do not send it. If you do not save or send a draft message, it will be lost.
- To check the spelling of your message, select the message language and click 'Spell Check'.
- To search for recipients in your address book, click the 'To:', 'Cc:' or 'Bcc:' links.
- To add or change your message stationery, select it from the drop down menu and click 'Add Stationery'.
- To add your signature, select it from the drop down menu and click 'Add Signature'. This should be done prior to composing your message since the signature is added to the beginning of the message text.

NOTE: To add a new stationery, please go to the Configuration section and select Stationery. To add a new signature, please go to the Configuration section and select Signatures.

- To add or remove attachments, click 'Attach(s)'. You may attach multiple files to your message, however, there is a limit to the total size of the attachment. You can send attachments up to 20MB.

Compose E-mail Options

This screen allows you to set options for the specific message that you are currently composing.

- To save a copy of this message in the 'Sent Items' folder, check the 'Add this message to Sent Items' checkbox.

Address Book

The address book displays your contacts and any mailing lists that you have created.

- To display a contact or contact list, click on the name.
 - To delete a contact, click on the Trash icon.
 - To create a new contact, click on the 'New Contact' button.
 - To address a message to people and lists, select them using the 'To', 'Cc' and 'Bcc' buttons, then click 'Compose'.
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Calendar

The Calendar is a reminder system that can be used in many ways.

- To open an event, click on the event name. From here you can edit the event including setting reminders as well as other options specific to this event.
 - To delete an event, click on the Trash icon next to the event name.
 - To create a new event, click 'New Event'.
 - To use the Day view, click 'Day'.
 - To use the Week Grid view, click 'Week: Grid'.
 - To use the Week List view, click 'Week: List'.
 - To use the Month view, click 'Month'.
 - To use the Year view, click 'Year'.
 - To go to today, click on the 'Today' link.
 - To search for events, use the Quick Find feature on the menu bar or click on 'Advanced Search'.
 - To return to the webmail, click 'Webmail'.
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Calendar » New Event

The screen allows you to create and add events to your calendar. To create a new event, enter the Title, Description, Date, and Time of the event. Optionally you may also click 'Recurrence', 'Reminder', and 'Attendees' tabs to add more information.

- In the Appointment tab you can enter or edit the Title, Description, Dates and Times, Category, Location, and display status.
 - In the Recurrence tab you can setup whether or not the event repeats as well as when it repeats.
 - In the Reminder tab you can choose whether or not you would like to be reminded prior to the event. You may choose from the reminder types that you have setup in the configuration pages.
 - To delete the event from your calendar, click 'Delete'.
 - To delete the event from your calendar and send a notice to all attendees on your list, click 'Delete and send Meeting Cancel'. This notice is sent in vCalendar format to allow recipients to import the information into software that supports the vCalendar format.
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Calendar Options

The Calendar Options allows you to customize your calendar to fit your needs.

- To import or export calendar events, click 'Import' or 'Export'.
 - To edit the preferences for your calendar, click 'Calendar Preferences'.
 - To import a set of holidays, click 'Holidays'.
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