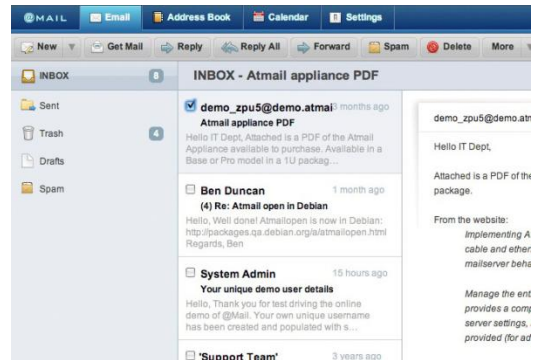


WebMail 6 User Guide

Folder Navigation

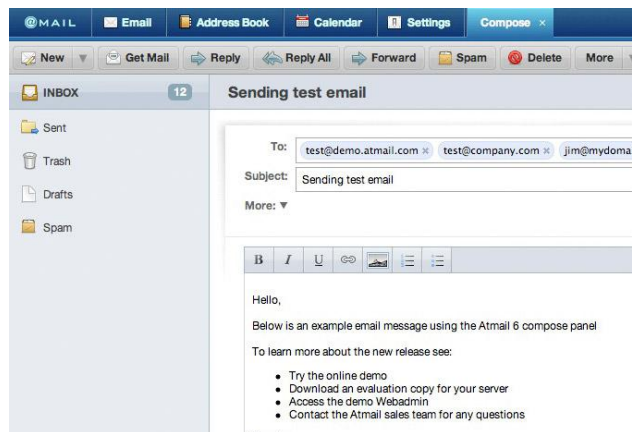
WebMail 6 offers a new 3-pane email interface (you can switch back and forth using the “Pane View” buttons in the top right corner). 3-pane mode displays your email folders in the left pane, emails in the currently selected folder in the middle pane, and the contents of the selected email in the right pane. Simply click on a folder or message to select it.



In 2-pane mode, the left pane will display a list of your email folders, and the right pane will display the contents of the selected folder or email. Click on a folder or message to select it; selected emails will be displayed with a tab at the top of the WebMail interface. Use these tabs to close emails by clicking on the “X” next to the message subject. The folder contents will be displayed in the right pane when the last email is closed.

Reading Messages

WebMail displays email in the right-side pane. To read a message, just click the message preview in either 2- or 3-pane view to read the full message. Email Threading



Email threading lets you keep track of email replies automatically. WebMail displays the selected message along with a list of prior emails from the same conversation - no need to search through months of old messages to find important information. Click on the sender's email address in the list above the current message to view the email; click again to hide the email. You can also click the “Toggle Threads” and “Collapse Threads” buttons to expand or collapse all emails in a conversation thread.

Message Reply

WebMail 6 offers new options for answering email - you can now reply directly from the message preview. Just type your reply in the field below the displayed message, add attachments or formatting if desired, and click “Send my Reply”. You can also reply and forward mail using the “Reply”, “Reply All” and “Forward” buttons above the email interface.

Reply All

When replying to an email with multiple recipients, you can automatically send your reply to all recipients by checking the “Reply To All” box in the email preview pane before sending your reply, or click the “Reply All” button while reading the preview. Click on “Show Recipients” to see a list of email addresses the message will be sent to.

Adding Attachments

You can add attachments to emails by clicking the “Attach File” button above the email composition interface. This will bring up a file selection interface so you can browse for the file you want to attach.

Drag'N'Drop Messages

Sort messages into folders by clicking and dragging them to the desired folder. You can delete emails by dragging them to the Trash, mark messages as Spam by dragging to the Spam folder, or save important emails in your archive folders without clicking through multiple menus.

Emptying Your Trash

Click the “Trash” option on the left menu. In the menu bar across the top is a “More” button. Using the pull down arrow, click “Select All”. This will select every message in your trash. Click the “Erase” button to delete all trash.

FYI – when you send a message, a copy is kept in the “Sent” folder. Clear that out using the same procedure as outlined above (instead of “Erase”, you’ll see a “Delete” button – this will move all items from this folder to the Trash folder).

Viewing Your Used Quota

Click the “Settings” button on the top menu bar. One of the first lines you’ll see is “Quota” which is the same used for all folders in your account. Once this reaches 100%, you will not be able to send or received message.

Adding New Contacts

To add a new contact, click the “New Contact” button and type the contact's information in the appropriate fields. Click the “Save Contact” button to save the contact to the selected address-book.

Adding a Picture to a Contact

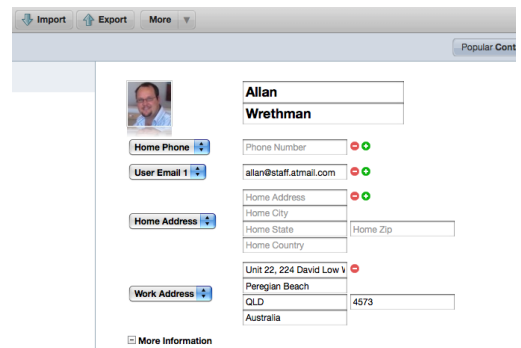
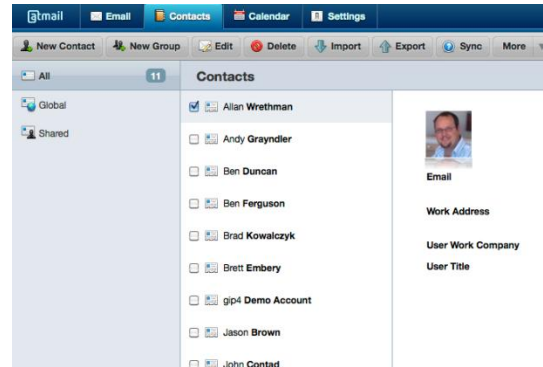
Click the silhouette icon by the contact's First Name field to open a file selection dialog. Browse your computer for the picture you want to add, then click “OK” to add the picture to the contact. Click on “Save Contact” when finished. Adding more fields

You can create fields for multiple email addresses, phone numbers, and other information using the green “+” (plus sign) buttons by each input field. Click the green “+” button to create a new field, enter the appropriate information, and select options from the drop-down menus. You can remove fields from a contact by clicking the red “-” (minus sign) next to the field. Click on “Save Contact” when finished to save the additional information.

Adding a New Group

Click the “New Group” button to create a new Address-Book group. You can add contacts to groups by dragging their names from the contact list in the middle pane to the group's folder in the left pane. vCard import/export

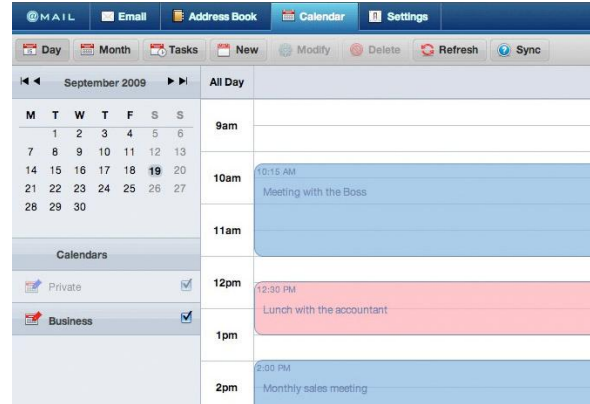
WebMail now supports vCard format for address book import and export. To save your contacts to a vCard file, select the check-boxes next to the contacts you'd like to export, then click the “Export” button. Select the name and location to save your .vcf (vCard) file and confirm. To import contacts from a vCard file, click “Import” and choose the .vcf file from the file selection dialog.



Navigating the Calendar

The calendar appears as a day view, displaying the current day's schedule in the right pane. The left pane displays a month view and a list of available calendars. Calendars selected with a check-box here will display events on the schedule in the right pane; uncheck the box next to a calendar to hide its events in the schedule display. You can see the schedule for a different day by clicking the desired date in the left pane's month display. To view a different month, click the "<" or ">" buttons above the month display.

To view a different year, click the "|<" or ">|" buttons above the month display.



Month View

You can also click the "Month" button for a month view in the right pane, with an overview of each day's events displayed in the monthly calendar. Click on a day to edit the day's schedule (the right pane will switch back to day view for editing).

Making a New Calendar

Click on the "+" (plus sign) button below the list of calendars in the left pane to add a new calendar. Type the name of the new calendar over "Untitled" and click the green "check" (check sign) to create the calendar. You can delete calendars that you have access to by highlighting them in the list and clicking the "-" (minus sign) button.

Adding a New Event

You can add a new event by double-clicking on the schedule in the right pane, or click-and-drag your mouse cursor over the schedule to select a block of time for your event. You can also drag-and-drop the buttons at the top and bottom of the event's schedule to change the scheduled time. The new event will be created in the calendar that's currently highlighted in the left pane; the schedule in the right pane displays events from all calendars whose check-box is checked.

Editing an Event

Click the "*" (gear sign) button on an event to edit. Enter the appropriate subject, time, date, reminder time, location, and other information for the event, then click "Save Settings" to save your changes.

Sharing an Event

When editing an event on a Shared calendar, you can choose participants for the event from a list of your contacts who have access to read the calendar. Add participants for your event, and click "Save Settings" to save your changes and send an email invitation for the event to each participant.

Webmail Settings

Account Name

Displays your email account name – this will be your email address (the field will not be available to edit).

Quota

This lists the same you have been given on our email server and how much is being used. Once this reaches 100% you will be unable to send or receive message.

Real Name

This will appear in the “Sender” field of emails you send before your email address. You can make this anything you’d like, i.e. Joe Customer, Joe’s Family Account, etc.

Reply To

Here you can specify an email address for replies to be sent to, instead of the email address you use to log in.

Thread Support

Check this box to display email conversations as threads. This is push all of the “reply” messages together into one message, instead of separate messages. The “Thread Limit” will determine how long old messages stay on the server as part of your thread.

Change Theme

Default theme is Blue Steel with an option for Granite, which will change the color scheme for the Webmail interface.

Default View

The 3 pane view will be set by default – you can change that here or from your inbox, use the buttons at the top right side of the window.

Interface Language

Select your preferred language for the Webmail interface. English is set by default.

Messages per page

Select the number of simultaneous messages to display in the Webmail interface. You may want to reduce this for slow connections.

Timezone

Specify the time-zone for your location. Pacific Standard Time is set as default.

Signature

Here you can specify a message that will be added to the end of every email you send from Webmail. You can use plain text or HTML for your signature.

FYI – to save settings, press the “Save Settings” button at the upper right corner before moving to a new screen.

Contact Settings

To create a link to an external calendar, enter the server address and username/password for the addressbook where the data is stored.

Calendar Settings

CalDAV server URL

Enter the address of the CalDAV server your calendar is stored on. By default this will be the local calendar server.

External Authentication

If your calendar is not on the Atmail server or uses a different Username or Password than your email account, you may have to check this box and specify the correct Username and Password for your calendar server.

Anti-Spam Settings

Spam Filter Sensitivity

Select the sensitivity level of the built-in Spam filter from the drop-down menu. Default is “Normal”, but you may move it to any sensitivity you feel will help block spam.

Message Classification

Select the action to take when a message is determined to be Spam from the drop-down menu. The message can be marked as Spam, moved to the Spam folder, or purged (deleted).

Spam Tag

Specify the text to add to the headers of messages marked as Spam.

Whitelist senders

Specify email addresses or domains to trust email from. Email from the specified senders will not be classified as Spam.

Blacklist senders

Specify email addresses or domains to reject email from. Email from the specified senders will automatically be classified as Spam.

Mail Filters

Create new filters/rules for incoming mail – i.e. any message from spam@mydomain.com move to Trash.

Mail Options

Enable Forward

Check this box to enable forwarding of your emails to another email address.

Forward mail

Specify the email address to forward incoming email to.

Enable Autoreply

Check this box to enable automatic (“Vacation”) reply to incoming messages.

Autoreply message

Specify the message to send to the senders of all incoming email.

Change Password

Current Password

Specify the current password for your email account.

New Password

Specify the new password for your email account.

Confirm Password

Specify your new email account password again (to avoid misspellings).