



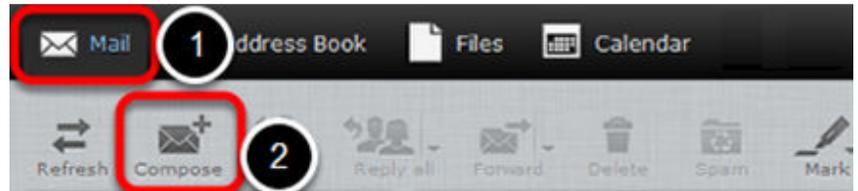
Using Your New Webmail

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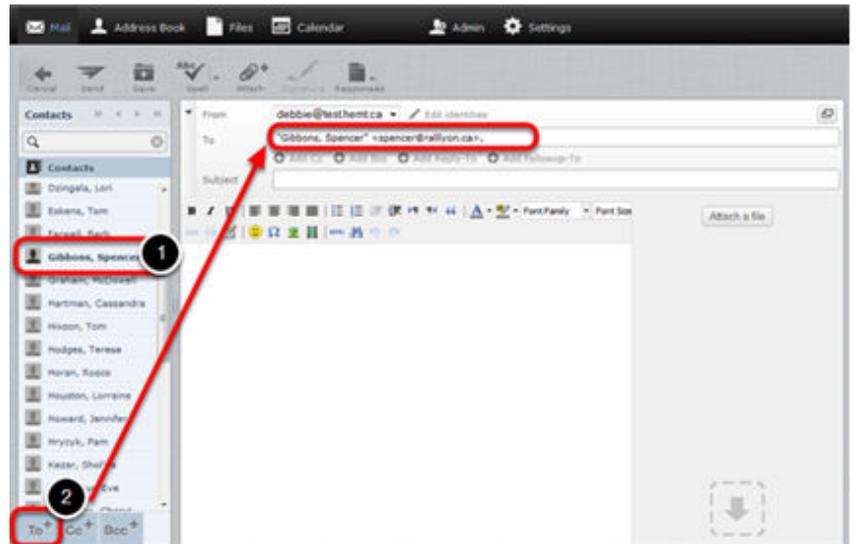
Compose a New Message

1. Click **Mail**, and then click **Compose**.



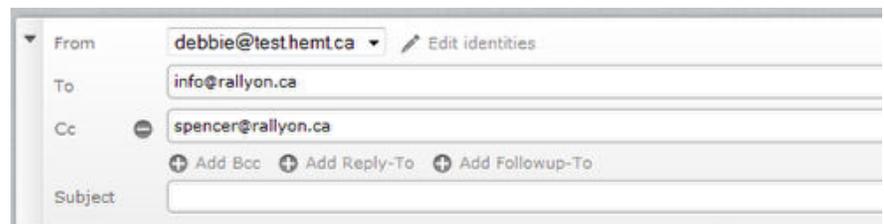
2. In the **To** field, enter the email address(es) you want to send the email to (separate multiple addresses with a comma).

Alternatively, in the **Contacts** pane on the left side, select one or more addresses from your saved contacts list, and then click the **To** button at the bottom of the pane.



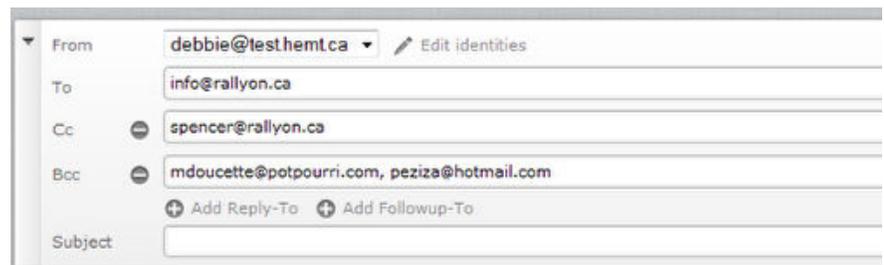
3. To include a carbon copy (CC) recipient click **Add CC** and enter the address(es) in the CC field as you did the To field in *Step 2*.

In the example, the message is addressed to "info@rallyon.ca". The CC recipient "spencer@rallyon.ca" will receive a copy of the email and will also be able to see that the email was sent to "info@rallyon.ca".

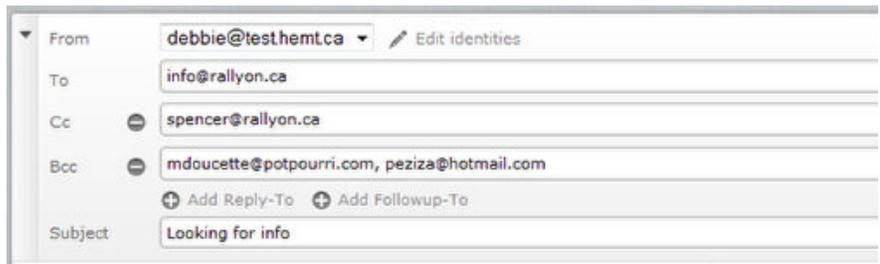


4. To include a blind carbon copy (BCC) recipient click **Add BCC** and enter the address(es) in the BCC field as you did in the To field in *Step 2*.

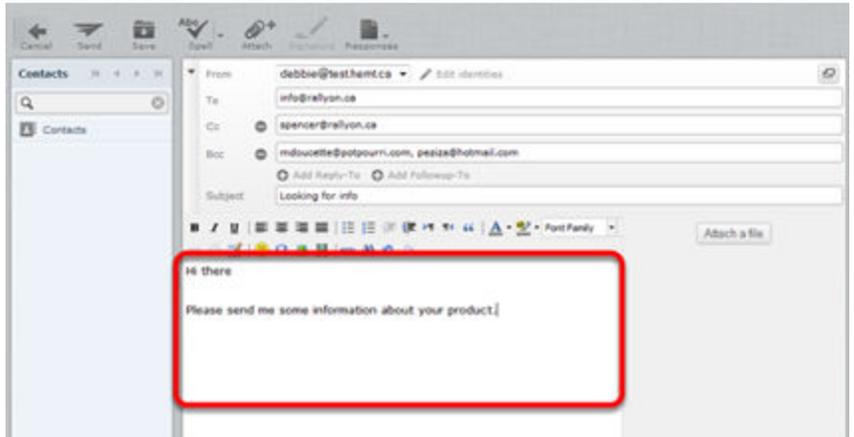
In the example, the email is addressed to "info@rallyon.ca". The BCC recipient "spencer@rallyon.ca" will receive a copy of the email and will also be able to see that it was sent to "info@rallyon.ca". However, none of the recipients (in the To, Cc or Bcc fields) can see that there were any BCC recipients.



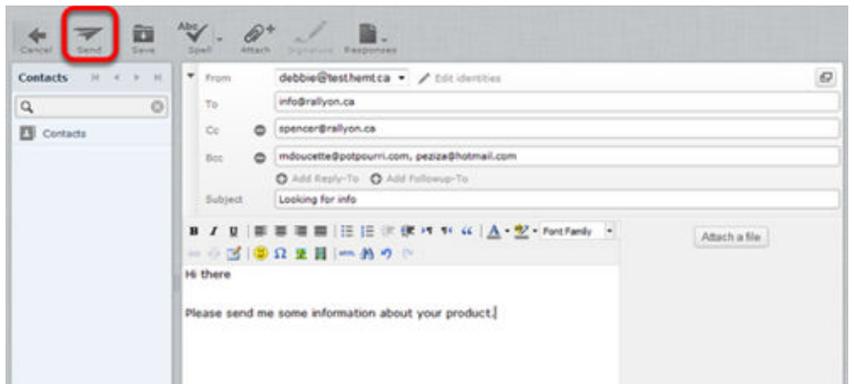
5. In the **Subject** field, enter a subject for your email message.



6. Type the body of your email in the text box.

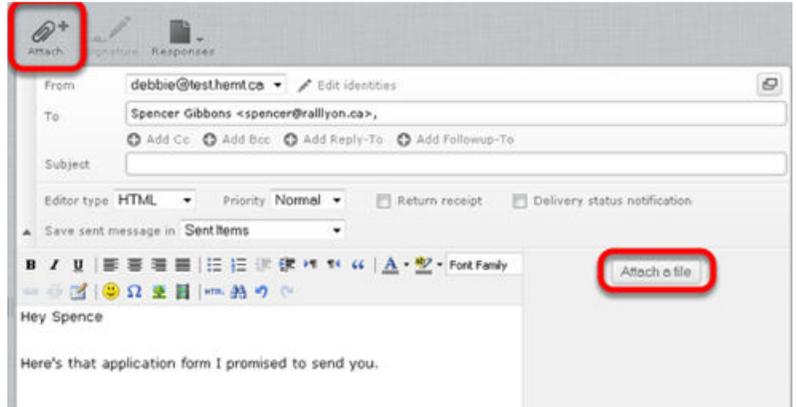


7. When finished, click **Send** to send your email.

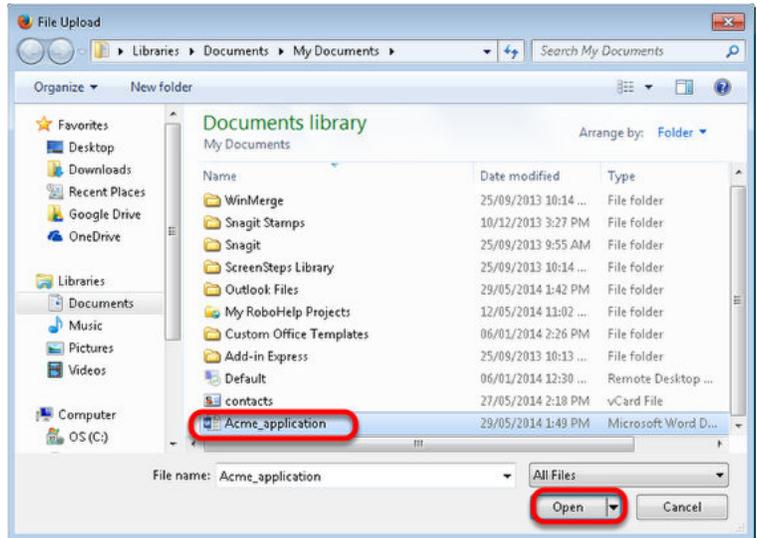


Add an Attachment

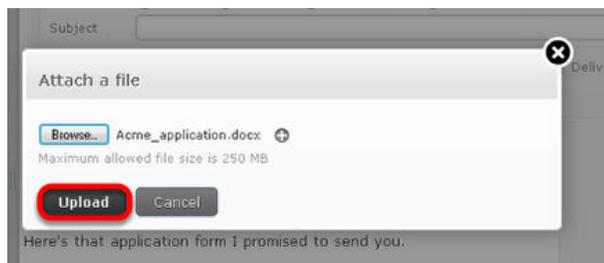
1. Prior to sending a composed email, click the **Attach** button at the top of the screen or the **Attach a file** button on the right side.



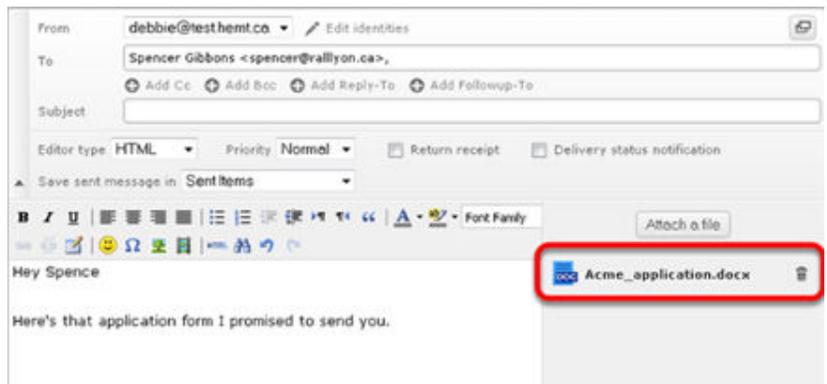
2. In the *File Upload* pop-up window, select the file(s) you want to attach, and then click **Open**.



3. Click **Upload**.



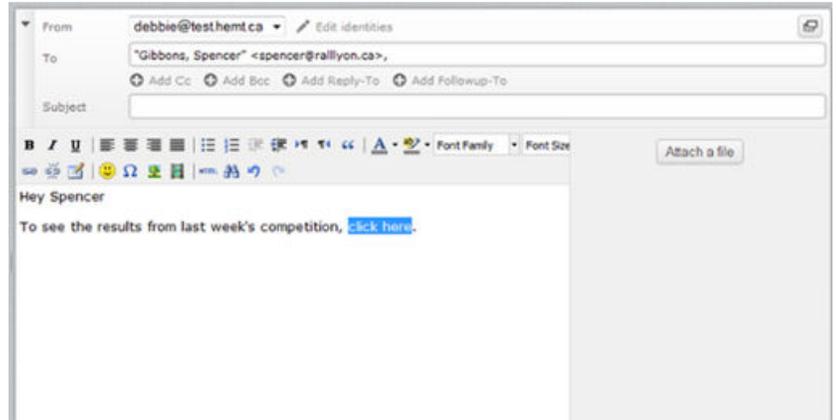
4. The attached files are now visible in the email.



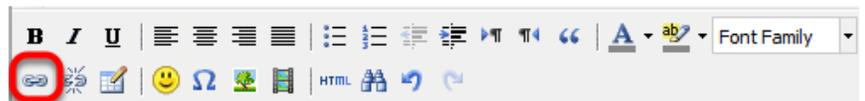
Insert a Hyperlink

1. In the body of email, enter the text that you want to make a hyperlink.
This can be the actual location or URL (such as <http://www.example.com>) or any text (such as [click here](#)).

2. Highlight the text that you want to make a hyperlink.



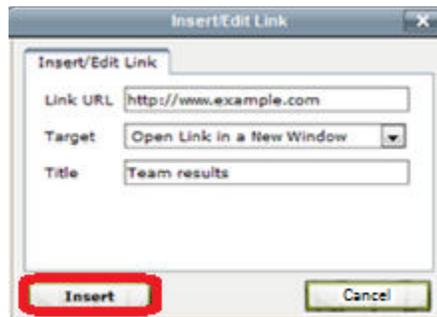
3. Click the **Insert/Edit link** button.



4. In the *Insert Link* pop-up window enter the link destination in the **Link URL** field.

For example, <http://www.example.com>.

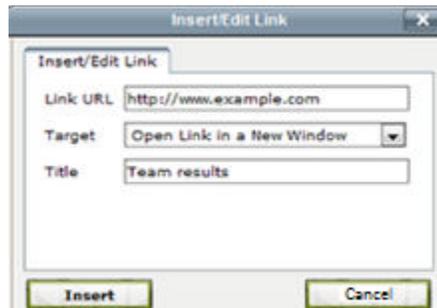
5. Click **Insert**.



Optional:

Select a **Target** option to open a new window when the hyperlink is selected or to open the link in the same window.

Enter a **Title** to display additional text when the cursor is hovered over the hyperlink.



Forward an Email

1. Click **Settings**.



2. In the **Settings** page, click **Mail Forwarding**.



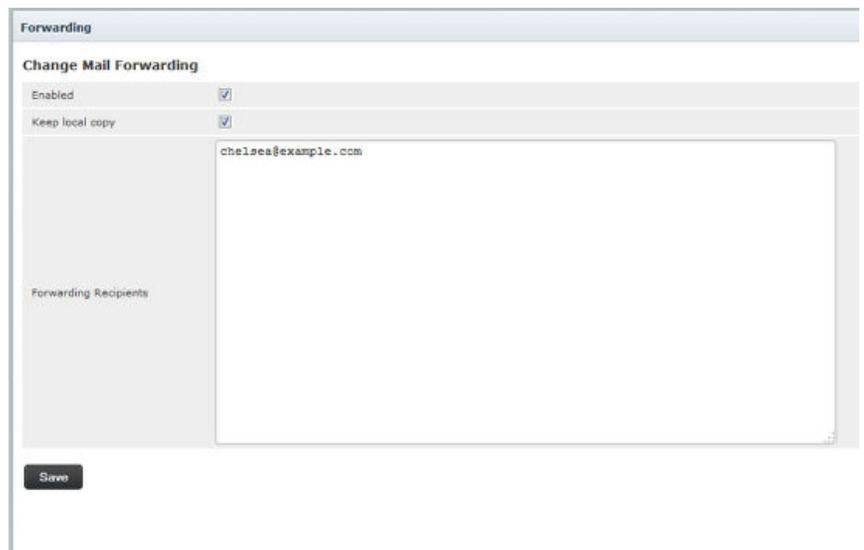
3. Enter the email address you want to forward to in the **Forwarding Recipients** text box.

(Separate multiple addresses with a comma.)

4. Select **Enabled** to activate the forward.

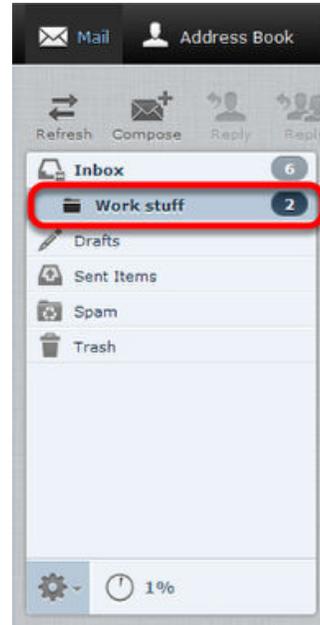
5. Select **Keep local copy** to store a copy of the forwarded email.

6. Click **Save**.

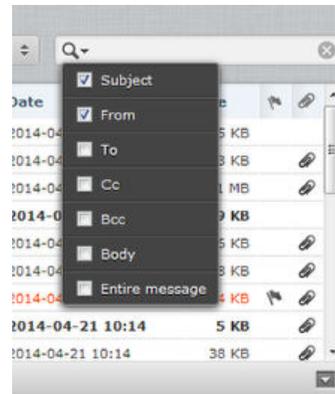


Search Email

1. In the *Mail folders* section, select the folder that you want to search.

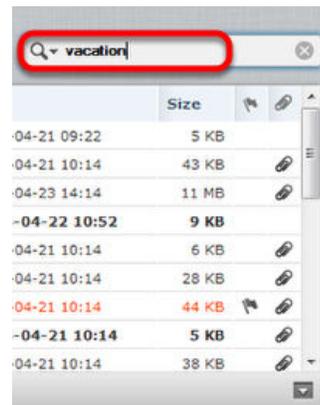


2. In the *search* drop-down list in the top-right corner of the window, select the search criteria type you want to use.



3. Enter the search criteria in the *search* field and press **Enter**.

Any messages in the selected folder that match your search criteria will display.

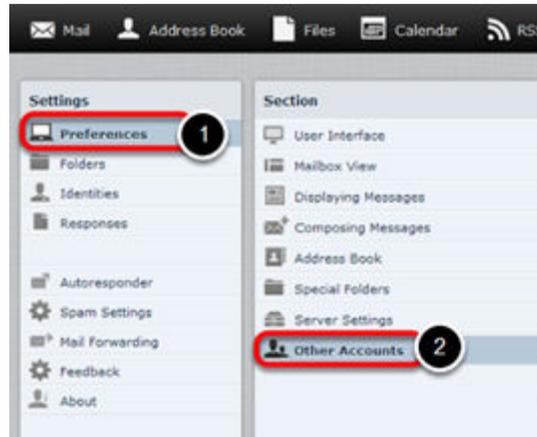


Download Email from an existing POP3 Account

1. Click **Settings**.



2. Click **Preferences**, and then click **Other Accounts**.



3. In the **Other Accounts** page, click **Add**.



4. Complete all fields in **Add POP3 Account**:

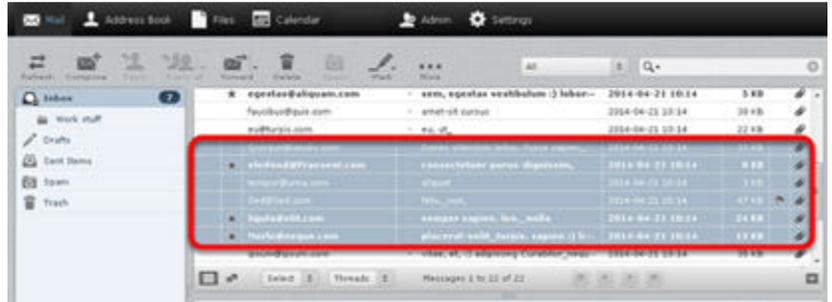
- Email – enter full email of POP3 account
- Username – enter POP3 account username
- Password – enter POP3 account password
- Provider – select account Provider from drop-down
- Server Address – enter POP3 account server address
- Server Port - Use port 110 if **Use SSL** is unchecked. Use port 993 **Use SSL** is checked.
- Use SSL – If selected will require an encrypted and secure connection to the Server Address.
- Leave Messages On Server – select to leave a copy of emails on the Provider's Server
- Default Folder – select a folder for emails to be downloaded from
- Test connection on save – select to test connectivity when configuration is saved
- Import old messages – select to import all emails from the POP3 account. If unselected only unread emails will be downloaded.

Move Emails to a Different Folder

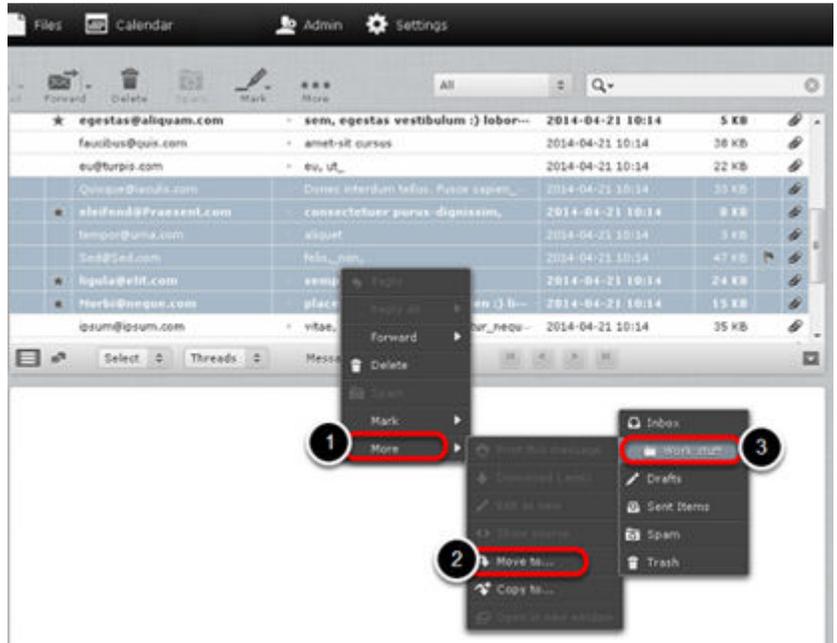
1. Click the folder that contains messages you want to move.

2. Select the messages that you want to move.

To select multiple items, hold down the **Ctrl** key, and click all desired messages.



3. Right-click and choose **More**, then **Move to**, and then choose the folder to which you want to move the files.

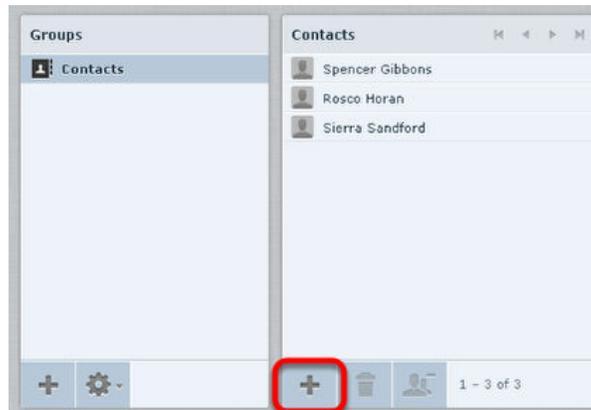


Manage Address Book and Contacts

1. Click **Address Book**

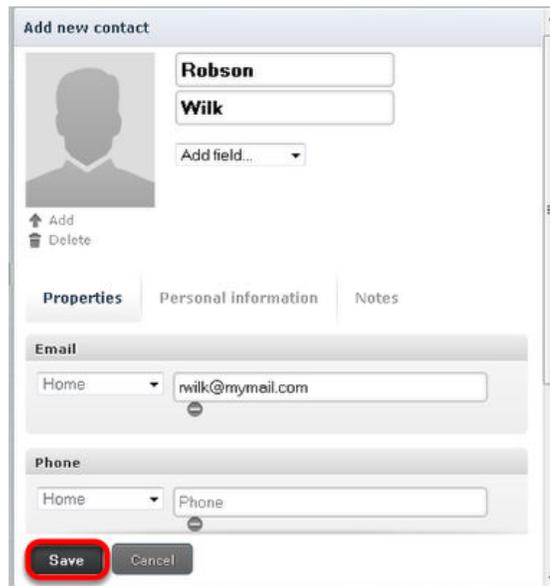


2. At the bottom of the *Contacts* page, click the *Create Contact* icon.



3. In the **Add new contact** page, enter the relevant contact information.

4. click **Save**.

A screenshot of the 'Add new contact' form. The form has a title bar 'Add new contact' and a sidebar with 'Add' and 'Delete' icons. The main form area has a 'Properties' tab selected, with sub-tabs for 'Personal information' and 'Notes'. There are input fields for 'Robson' and 'Wilk', and a dropdown menu labeled 'Add field...'. Below this, there are sections for 'Email' and 'Phone'. The 'Email' section has a dropdown set to 'Home' and an input field containing 'rwik@mymail.com'. The 'Phone' section has a dropdown set to 'Home' and an input field containing 'Phone'. At the bottom, there are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

Export Contacts

1. Click **Address Book**.

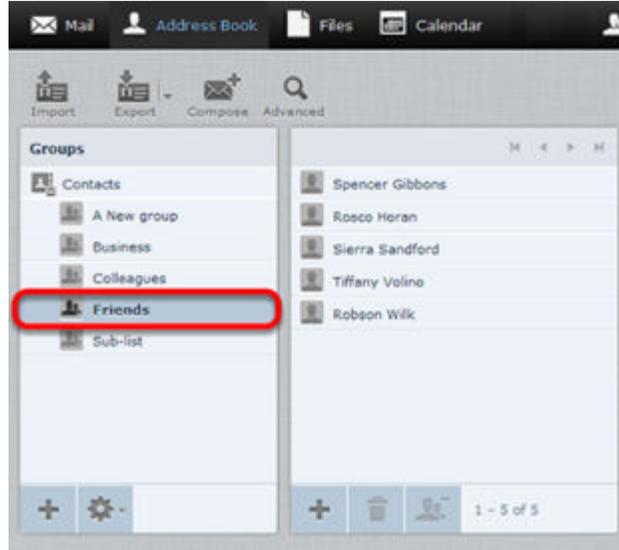


2. From the **Groups** page, choose the group that contains the contacts to export.

Select **Contacts** if you want to export all of the contacts in the Address Book.

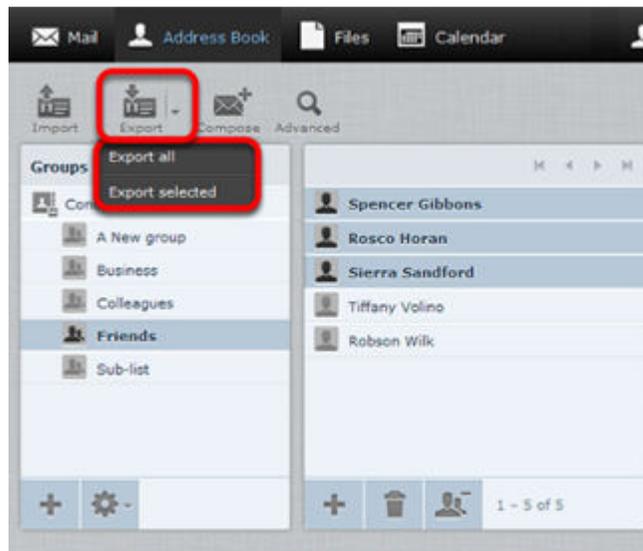
3. *Optionally*, click to select the individual contacts that you want to export.

To select multiple contiguous items, select the first item, hold down the **Shift** key, and then click the last item. To select multiple non-contiguous items, hold down the **Ctrl** key and click on each of the items that you want to select.



4. From the **Export** drop-down list, choose **Export all** or **Export selected**.

5. Specify where to save the exported file if prompted; otherwise, **contacts.vcf** will be in the **Downloads** folder on your computer.



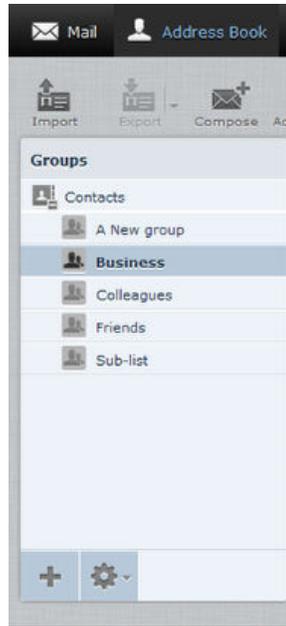
Import Contacts

1. Click **Address Book**.

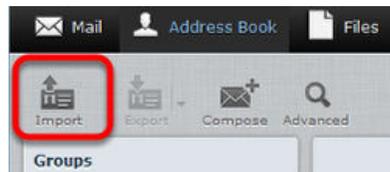


2. *Select a group* to add the imported contacts to.

If a group is not selected the new imported contacts will be added to the *Contacts* group only.



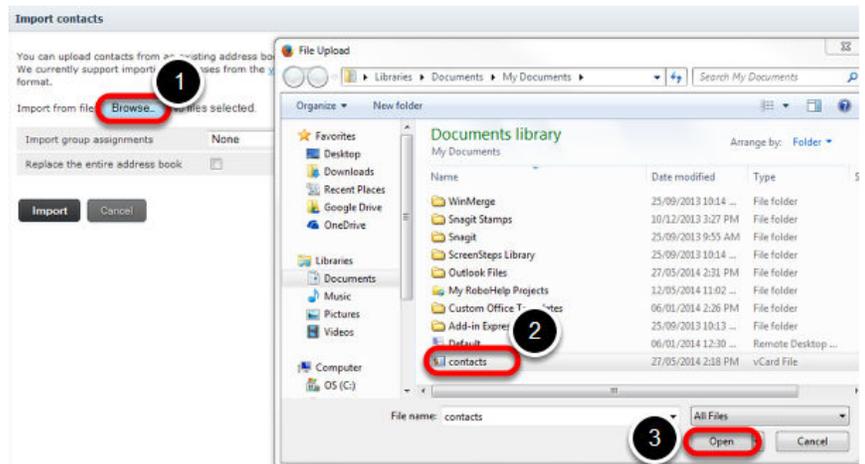
3. Click **Import**.



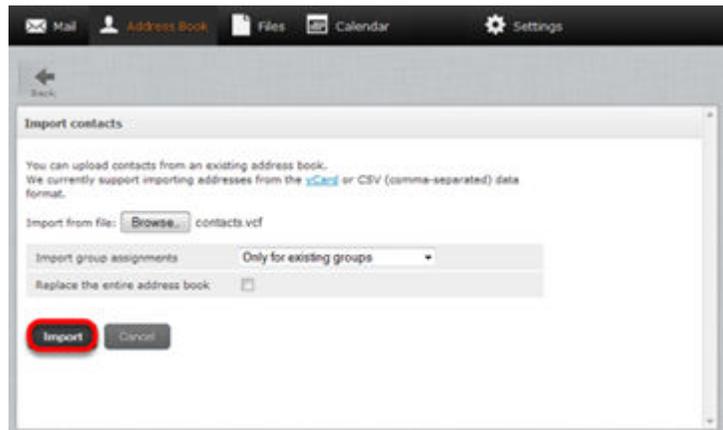
4. Click **Browse** and navigate to the contacts file that you want to import.

5. Select the file.

6. Click **Open**.



5. In the **Import group assignments** drop-down list, select which address book the contacts should be imported to. The **Replace the entire address book** checkbox will delete all contacts from the selected address book before importing. Be careful with this option; the deletion cannot be undone!
6. Click **Import**.



Allow or Block Senders

Webmail provides a tool that allows you to block or allow email from specific senders. You can add up to 1000 entries in the Blocked Senders list and 1000 entries in the Allowed Senders list.

Make sure that you enter the sender's email address or domain as it appears in the sender's "Return-Path." The return path is in the first line of the email headers. This may not be the same as the address that is displayed in the **From** field of the message.

1. Click **Settings**.

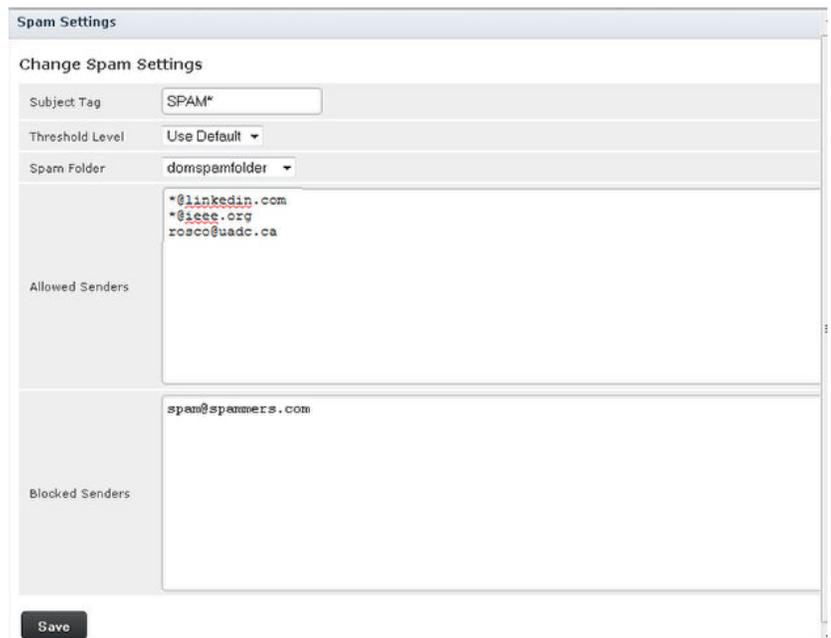


2. In the *Settings* page, click **Spam Settings**.



3. In the *Allowed Senders* or **Blocked Senders** text box, enter the email addresses that you want to allow or block.

4. Click **Save**.

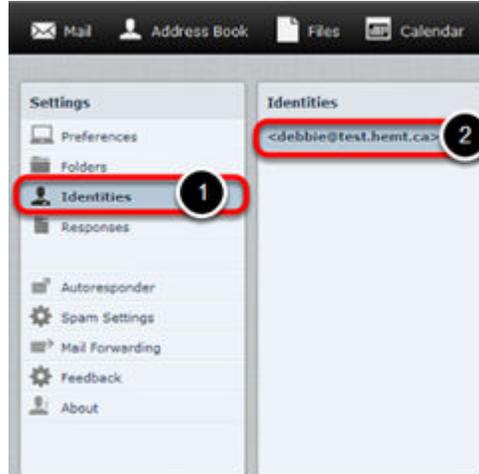
A screenshot of the Spam Settings page. The page has a title bar "Spam Settings" and a section "Change Spam Settings" with the following fields: "Subject Tag" (text box with "SPAM*"), "Threshold Level" (dropdown menu with "Use Default"), and "Spam Folder" (dropdown menu with "domspamfolder"). Below these are two large text boxes: "Allowed Senders" containing "*@linkedin.com", "*@igee.org", and "rosco@uadc.ca"; and "Blocked Senders" containing "spam@spammers.com". A "Save" button is located at the bottom left of the page.

Create an Email Signature

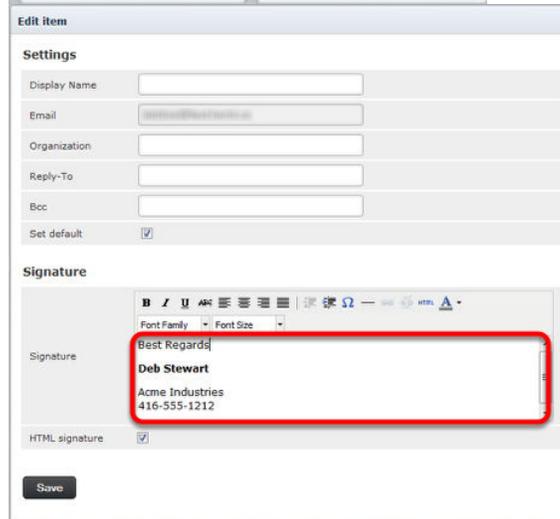
1. Click **Settings**.



2. In the *Settings* page, click **Identities**, and then click the account for which you to create a signature.



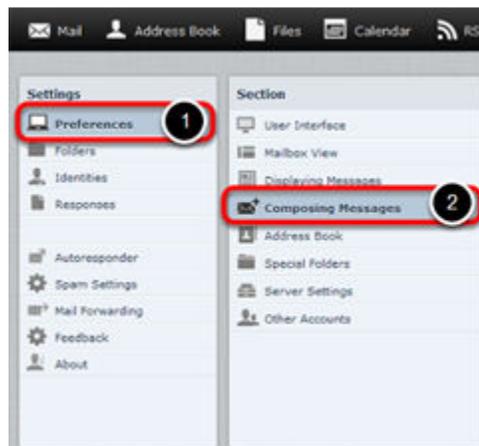
3. Enter your email signature in the **Signature** text box.



4. If you primarily send formatted (HTML) messages, you can enable the **HTML signature** option which allows you to add formatting of your signature; when **HTML signature** is selected, the **Signature** text box displays a formatting toolbar.

5. Click **Save**.

6. In the *Settings* page, click **Preferences** and then click **Composing Messages**.



7. In the **Signature Options** section, from the **Automatically add signature** drop-down list, choose the option to specify the way you want to display your signature:

never—Do not display the signature.

always—Display the signature on all messages, including new messages, replies, and forwards.

new message only—Display the signature on new messages, but no on replies or forwards.

replies and forwards only— Display the signature on replies and forwards but not on new messages.

8. Click **Save**.



Signature Options

Automatically add signature always

When replying remove original signature from message

Enable Auto-reply

1. Click **Settings**.



2. In the **Settings** pane, click **Autoresponder**.



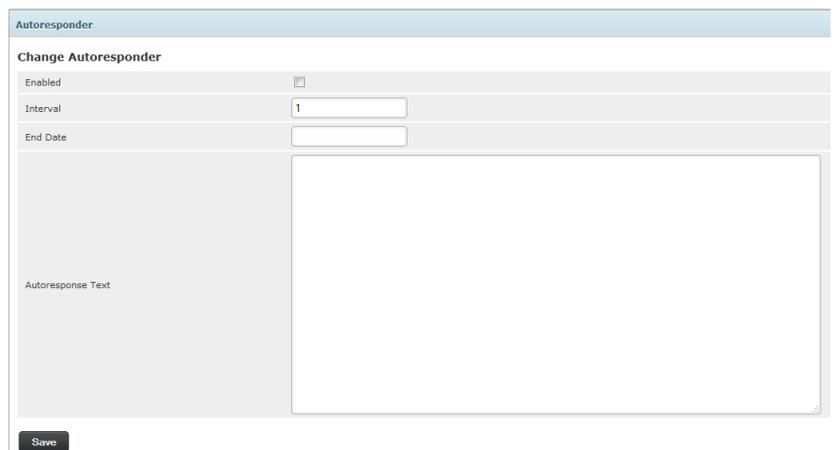
3. Complete the fields in the **Autoresponder** pane as follows:
Click to put a checkmark in the box next to **Enabled**.

In the **Interval** field, enter the number of days before the same recipient will receive the auto-response message again. If not specified, the interval defaults to one day.

Click in the **End Date** field, and select the date when you want to stop the autoresponse message from being sent.

In the **Autoresponse Text** field, type the message you want to be automatically sent in reply to all incoming email messages.

4. Click **Save**.

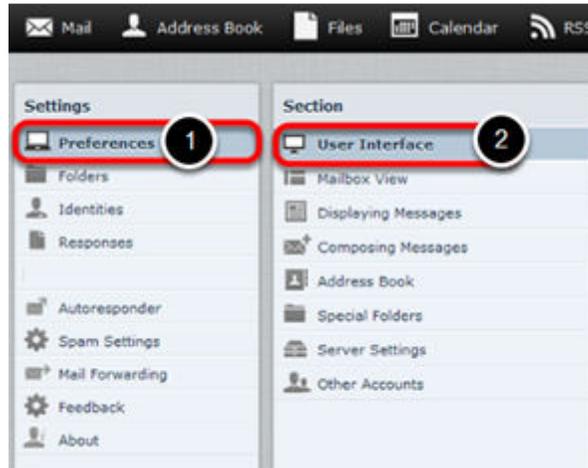


Change Webmail Language

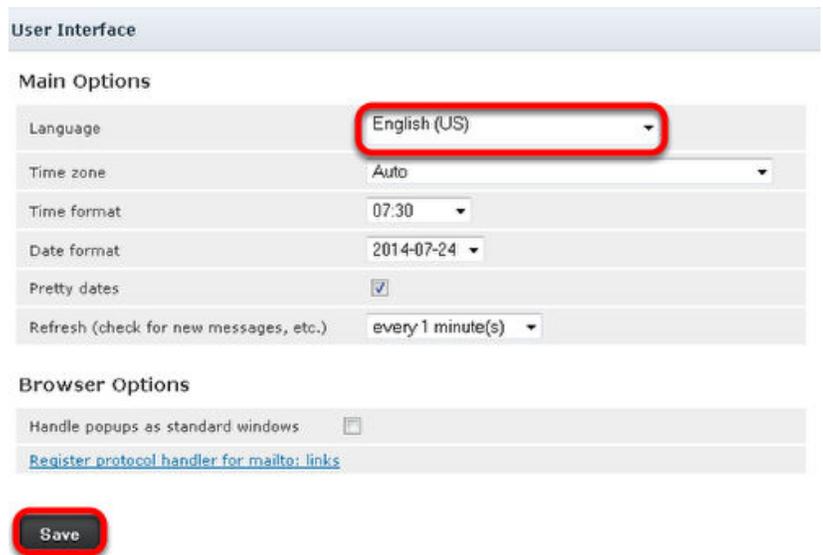
1. Click **Settings**.



2. In the *Settings* page, click **Preferences**, and then click **User Interface**.



3. From the **Language** drop-down list, choose your language, and then click **Save**.

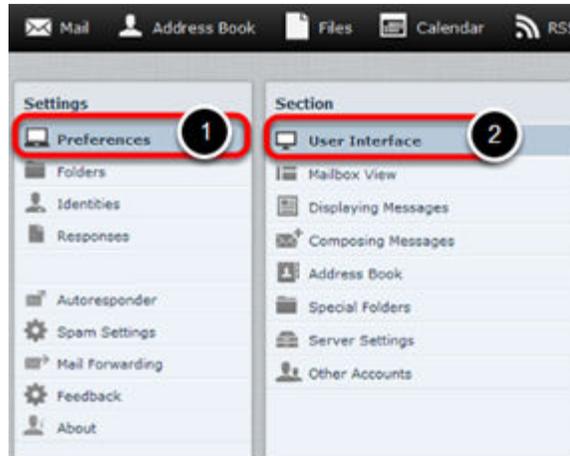


Set the Time Zone

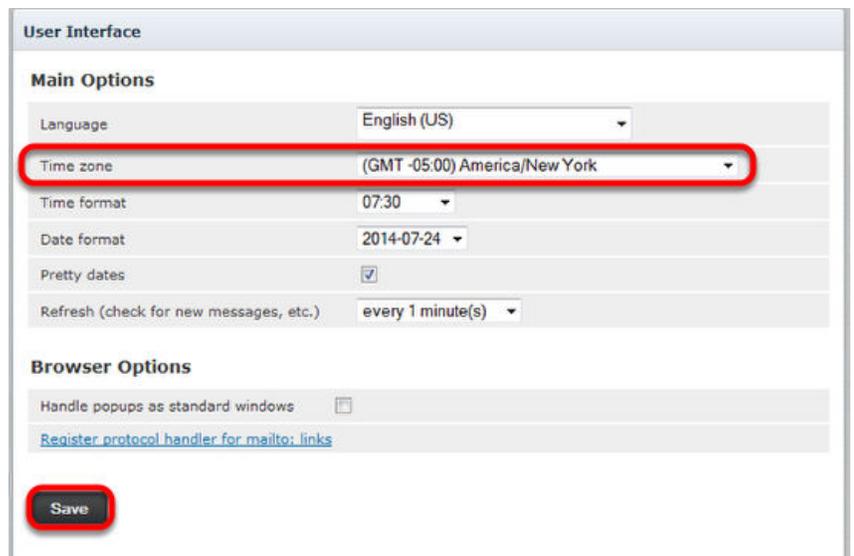
1. Click **Settings**.



2. In the *Settings* page, click **Preferences**, and then click **User Interface**.



3. Next to **Time zone**, choose your time zone from the drop-down list, and then click **Save**.

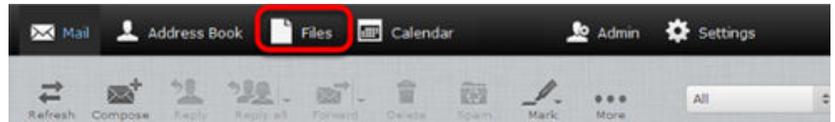


Upload and Share Files

File sharing allows you to share files outside of email. The largest file attachment you can send in your email is 25 MB. Using file sharing you can share or store a back-up copy of files larger than 25 MB.

Important: Files uploaded to Webmail count against your mail storage quota.

1. Click **Files**.

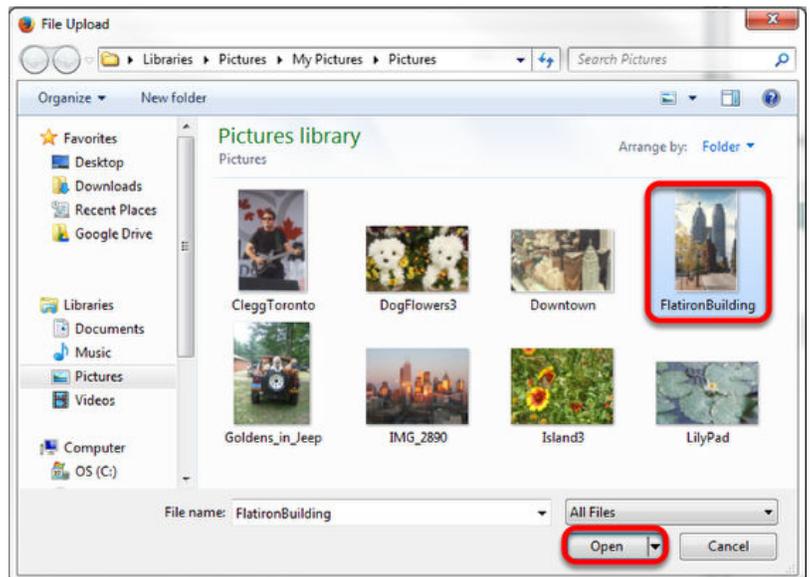


2. *Optionally*, select the folder where you want to store the file. If you don't select a folder, the file will be stored at the top level, also known as the root.

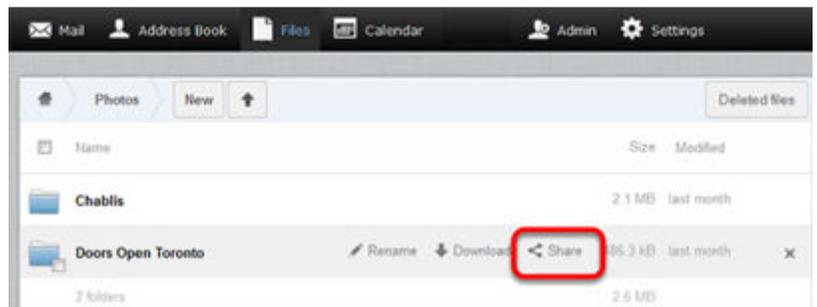


3. Click the upload icon

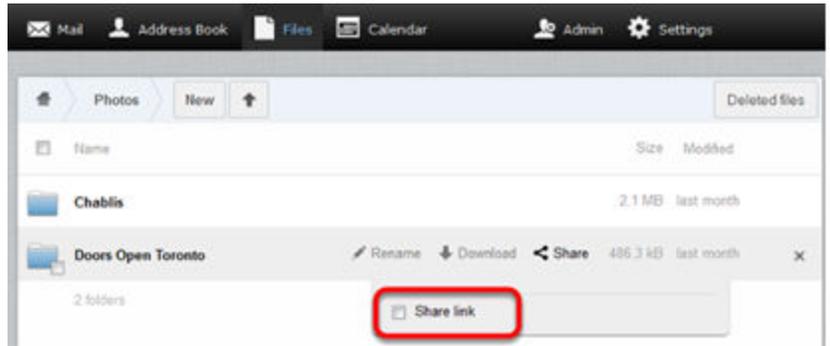
4. Browse to the file that you want to upload, select it, and then click **Open**.



5. Hover over the desired file or folder and click **Share**.

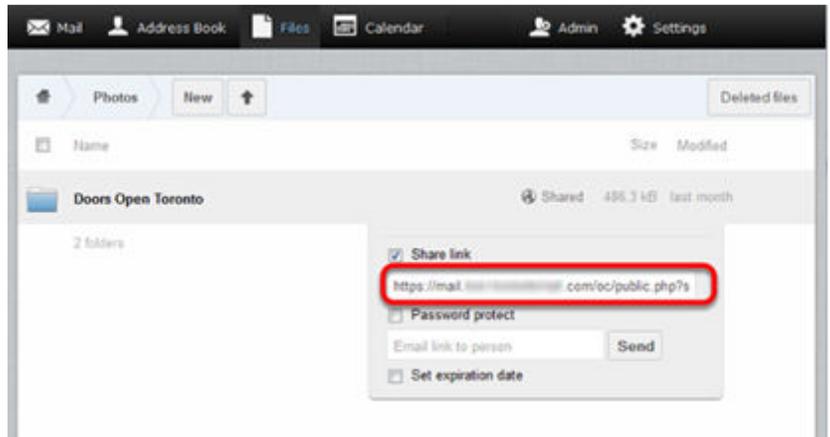


6. Select **Share link**.



7. Highlight and copy the link displayed.

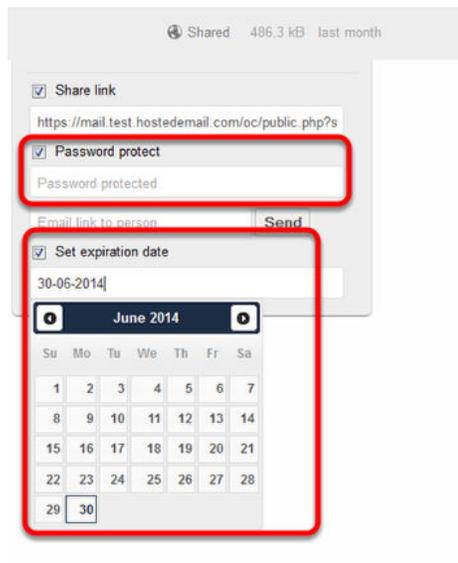
Paste this link in any online communications (email, IM, social networking, etc.) to share your file(s).



8. Enter an email address in the **Email link to person** text box and click **Send**.

Select **Password protect** to enter a password that the recipient must use to access the shared files.

Select **Set expiration** date to enter a date that the shared files will no longer be visible to the recipient.



Customize Spam Settings

By default, when a message arrives in your mailbox that Webmail identifies as spam, that message has a flag added to it, to indicate that it is spam. The spam flag is not visible to you, but if you add your own custom tag, then all incoming spam messages will have your custom spam tag added to their Subject line.

By default, incoming spam messages are sent to your Spam folder. However, you can change the destination folder of incoming spam.

1. Click **Settings**.



2. In the **Settings** pane, click **Spam Settings**.

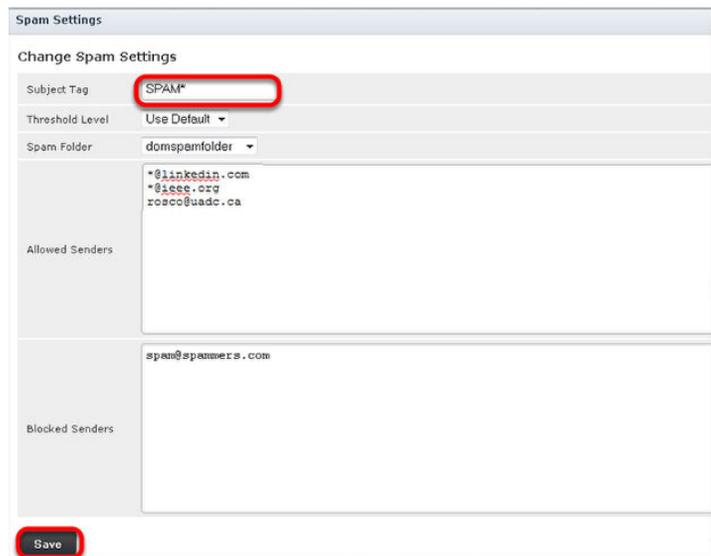


3. In the **Subject Tag** field, enter the custom spam tag that you want to use.

4. From the drop-down menu next to **Spam Folder**, select the folder where you want incoming spam messages to be delivered.

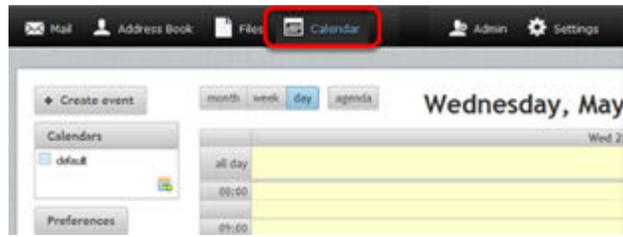
5. Choose the spam blocking level from the drop-down menu next to **Threshold Level**, and then

6. Click **Save**.

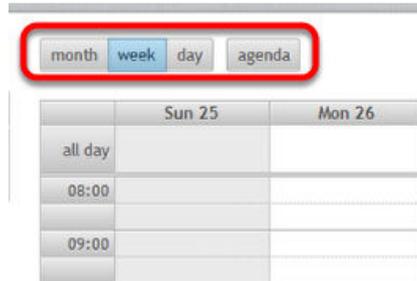


Use the Calendar

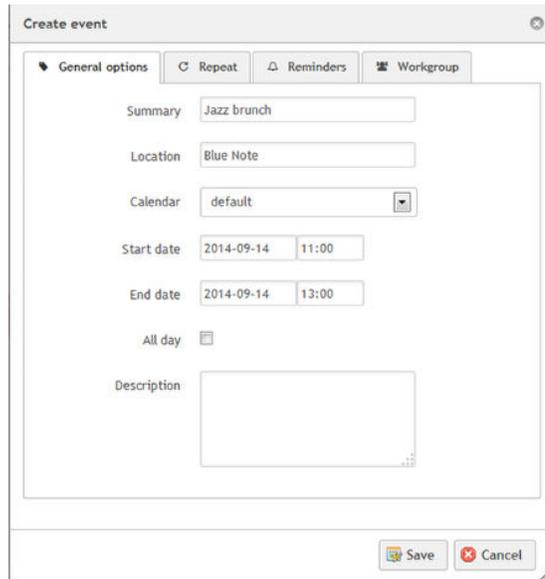
1. Click **Calendar**.



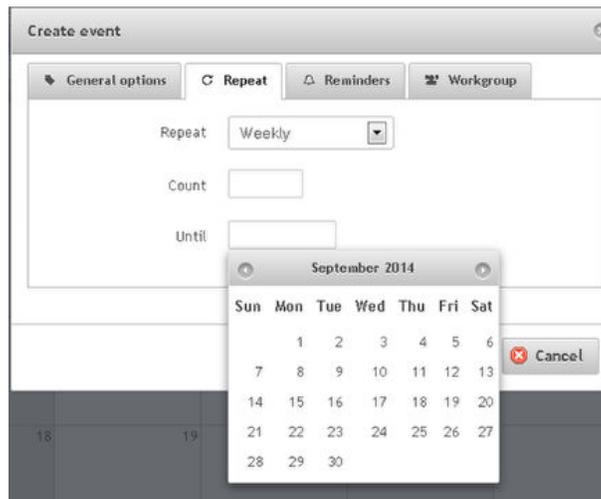
You can click **Day**, **Week**, **Month** or **Agenda** to view or add upcoming events.



To add events to the calendar, double-click a time slot. You can then set details such as the name of the event, the location, and the duration.



Click the **Repeat** tab to create a recurring event such as a weekly meeting.



You can also set reminders to appear when the event is coming up. You can have reminders that are set at a specific number of minutes, hours or days before (or even after) the start or the end of the event, and you can set a reminder for a specific date and time.

