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Advanced Options

- **Settings for a New Message**
- **Message Display**

Accessing WebMail

How can I get my Mail?
Here is the instant three step guide…

1. Start your web browser - e.g. Netscape, Internet Explorer etc.

2. Point it at the WebMail page - your Internet Service Provider (ISP) or Computer Department will have told you the URL to use, e.g. http://your.email.provider.here/cgi-bin/webmail.cgi

3. Depending on how they have setup WebMail you might see a login page; if so enter your username and password, (then click the 'Login' button) - again you will probably have been given a username and password to use.

Bingo - you're at your Mail!
It's that simple but for more details read on…

Logging in

When you run WebMail you will be presented with the login page:

To login you must first supply a valid username and password.
In the **User Name** field, type your user name (the first part of your email address before @161.29.2.41).
Next type in your password in the **Password** field.
This username and password should have been supplied to you by your computer service center. The WebMail Administrator will have assigned a Default Mail Server for use with WebMail. So, as a user, as long as you use the correct URL in your web browser then you will automatically login to the correct location.

Cookie Login.
Checking this box will make WebMail store a cookie on your machine so you will be automatically logged in without having to enter a username and password. You should NOT use this feature on public machines.

Then click **LOGIN** or press Enter.

If you are a first time user of WebMail, you will be presented with the Configuration Options screen as shown below:

Your Details

Signatures
Edit or create email signatures.

Change Password
It is recommended you regularly change your password.

Spam Control
Verify that Email sent to you is coming from a person, not unwanted advertising (recommended).

Personal Profile
Change your name, reply address, current timezone ...

Setup Options

Exceptions
Use exceptions and filtering rules to organise your incoming mail.

Message List Settings
Change the options used when displaying a list of emails

Holiday Settings
Setup an "out of the office" autoresponder or have your email forwarded to another account.

SurgePlus Windows Client
For faster access to your filestore, photos, calendar...

Advanced Options
Use the more advanced options available in WebMail test.

You can change your configuration settings as you see necessary. (see "Options" and "Advanced Options"). Not all setups of WebMail will have all the above options, as some are ONLY available with Our Mail Server (SurgeMail).

Main Mail Screen

Once you are logged in, WebMail will check the Mail server and will display the EMail messages that are available.

This is the default view in WebMail.

The screen is divided into four portions: the Menubar (across the top), the Folders bar (on the left), the EMail List, and beneath that the current message.
After logging in, you will be viewing your INBOX folder, and the most recently received message will be showing in the preview panel below the message list.

Menubar

   This deletes all the messages from your Trash folder.

   This will download any new EMail you have received since you logged in and will return you to the INBOX.

   This opens the "New EMail Message" window.

   To reply to the message, select a message and then click on the Reply icon. You can then compose and send your message.

To reply to all of the recipients of a message, click on the Reply All icon. This replies to all the people in the To: and Cc: fields in the message currently being viewed.

This will send the message on to a new address, using your address as the from and reply-to address. Either type in the email address of the person or people you would like to forward to, or choose from the 'Address Book' and/or 'Recent Addresses'.

This will send the message on to a new address and will keep the original from and reply-to address.

This will delete the selected message(s).

To print a message, click on the Print icon.

Select the destination folder, then click "Move" to move the selected message(s), or 'Copy' to create a copy in the selected folder.

This will open your address book for editing.

This will open your options page so you can customize your WebMail.

This will open the folders page. Here you can create, delete and edit folders, and also check the number and size of messages held in each folder.

This will open the User Manual in a new window.

This will end your WebMail session.

Folder Bar

This will take you to your Bulletins folder so you can view messages broadcast by the admin.

This will take you to your Todo list. Reminder messages can be stored here.

This will take you to the search page so you can easily search through your messages. For more details, see 'Search' under 'Reading Messages'.

This will take you to your inbox folder. This folder cannot be deleted. (Note: this will not check for new messages)

Personal Folders. These will take you to the folders you have created yourself using the folders page.

Drafts. This folder is for draft messages and cannot be deleted

Spam. This folder is for spam messages and are flagged as spam

Sent. This will take you to your sent messages or outbox folder

This will take you to your Trash folder. Delete messages from other folders and they will be in here until you 'Empty Trash'

Main Mail Screen

Message List

This is the list of messages in the selected folder, or folder page. The name of the displayed folder is at the top and is also highlighted in the Folder Bar. The number of messages per page can be configured in 'Options' - 'Message List'.

- **Sorting** - You can sort your messages by sender name (From), Subject, Date, Attachment (Attach) or by size by clicking on From, Subject, Date, Attach and Size respectively. Clicking on one of these links once will sort the messages in an ascending order and clicking on the links another time will sort them in a descending order.

- ☒ - This shows the message has not been read. If you click here you can manually mark a message as read or unread.

- ∥ - This shows the message has one or more attachments.

- ← - This shows the message has been replied to. If there is an arrow icon showing in this column next to a message, the message has been replied to.

- **Select** - This column lets you select or deselect messages in the list. Clicking on "Select" will select or deselect all the messages.

- **From** - This column shows who sent you this message. If you are in the Sent folder then this column is headed **To**, and shows who the message is addressed to. Clicking on 'From' or 'To' will sort the list alphabetically on this column. Clicking messages in the column will open the message for viewing.

- **Subject** - This column shows the subject of each message. Clicking on "Subject" will sort the list alphabetically on this column. Clicking messages in the column will open the message for viewing.

- **Date** - This column shows the date and time the message was sent. Clicking on this column will sort the messages on the date they were sent.

- **Attach** - This column shows how many attachments each message has.

- **Size** - This columns shows the size of each message in bytes. Clicking on 'Size' will sort the messages on size.

- **Navigating between pages** - If there are more messages in the folder than the number of messages per page setting (in the options), then the messages will be split up into more than one page. The pages are displayed beneath the folder when it is selected. Click on the page icon to display it.

Mail Preview

This will view the previous message in the list

This will view the next message in the list

This will add the address of the person who sent this message to your recent addresses list. A confirmation message will appear when the address is successfully saved.

Add to Address Book — This will take you to the Add Addresses screen. The 'Full Name' and 'EMail' fields will be filled out. Add a Nickname and any other details you wish to keep, then click "Add Address' to save.

Reject This Sender — This will delete this message and automatically delete all messages you recieve from this person in the future. Use this feature carefully!

If you would like to change your message viewing options, check one or more of the following, then click, 'Set View".

- Raw - This forces the body of the message to be display as it is is stored on the IMAP or POP server.
- Headers - This forces the complete headers of the E-Mail to be displayed.
- Variable width font - This will display the body of the message in a variable width font instead of a fixed width font.
- Inline images - This will display common types of image file attachments in the body of the message.
- Enable attached scripts etc. - When viewing HTML inline, WebMail, for security reasons automatically removes scripts, forms and applets. Checking this box will stop these from being removed. This setting, unlike the others, will not be saved and you need to check this each time you want to see the script, forms and applets.
- Show both 'alternative' parts - This will make WebMail display both the plain text and the HTML parts of a multi-part message.

Reading Email

To read or view a message, single click on the message 'subject' or 'from'. It will then be displayed in the preview panel. Double click, to display it in a new 'read message' window.

Delete · **Reply** · **Reply All** · **Forward** · **Redirect** · **Print** · **Move** · `INBOX ▼`

Prev · **Next**

Add to Recent Addresses

Add to Address Book

Reject This Sender

Accept This Sender

This is Spam

To:	lynden@161.29.2.41	**Date:**	Mon, 13 Dec 2004 09:17:03 +1300
Subject:	Text Style	**Status:**	normal
CC:		**From:**	"lynden" <lynden@161.29.2.41>
Reply-to:	lynden@161.29.2.41		

Attachments:

Display Alternative Part

How **about** TextStyle **messages**

All sorts of text

`Set View` ☐ Raw   ☐ Headers   ☐ Variable width font

Save to disk   ☐ Inline Images ☐ Enable Attached Scripts etc ☐ Show Both 'alternative' parts

Delete — This will delete the message currently being viewed.

Reply — To reply to the message, select a message and then click on the Reply icon. You can then compose and send your message.

Reply All — To reply to all of the recipients of a message, click on the Reply All icon. This replies to all the people in the To: and Cc: fields in the message currently being viewed.

Forward — This will send the message on to a new address, using your address as the from and reply-to address. Either type in the email address of the person or people you would like to forward to, or choose from the 'Address Book' and/or 'Recent Addresses'.

Redirect — This will send the message on to a new address and will keep the original from and reply-to address.

Print — To print a message, click on the Print icon.

Move — Select the destination folder, then click "Move" to move the current message, or 'Copy' to create a copy in the selected folder.

Prev — This will view the previous message in the list

Next — This will view the next message in the list

Add to Recent Addresses — This will add the address of the person who sent this message to your recent addresses list. A confirmation message will appear when the address is successfully saved.

Add to Address Book — This will take you to the Add Addresses screen. The 'Full Name' and 'EMail' fields will be filled out. Add a Nickname and any other details you wish to keep, then click "Add Address' to save.

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- Inline images - This will display common types of image file attachments in the body of the message.
- Enable attached scripts etc. - When viewing HTML inline, WebMail, for security reasons automatically removes scripts, forms and applets. Checking this box will stop these from being removed. This setting, unlike the others, will not be saved and you need to check this each time you want to see the script, forms and applets.
- Show both 'alternative' parts - This will make WebMail display both the plain text and the HTML parts of a multi-part message.

Searching

To search for messages, click on the SEARCH icon, choose the folder or folders that you would like to search in, and then set the search criteria. (To select multiple folders, press and hold Ctrl and then select your folders using the left mouse button).

- **From** - You can search by the sender's full email address, part of their email address, and by the nickname or full name of those in your address book.
- **Subject** - You can search based on any text in the subject of the message.
- **Message Body** - You can search based on any text in the message body of the message.
- **To** - You can search by the recipient's full email address, part of their email address, and by the nickname or full name of those in your address book.

If you have filled in more than one field, then WebMail will search using the AND rule. For example; if you fill in 'csmith@domain.com' in the 'From' field and the word 'jelly' in the Subject field, then the search function will search and display messages received from csmith@domain.com and has the word 'jelly' as the Subject.

However, you can check the "OR" check box to use the OR rule instead of the AND rule. Using the same example above, when you use the OR rule, instead of searching and displaying messages that were received by csmith@domain.com **and** have the word 'jelly' in the Subject, it will return any messages received from csmith@domain.com **or** messages that have the word 'jelly' in the Subject.

Wildcard searching is another feature that you can use when searching for messages. There are two methods for wildcard searching:

- **Using '*'** - '*' represents more than one character. For example, if you would like to search for all messages that have originated from @domain.com, just type in *@domain.com in the From field. This will return all of the messages that have been received from @domain.com
- **Using '?'** - '?' represents a single character. For example, if you would like to search for a message with the Subject jelly but was not sure if jelly ended with a 'y' or an 'i', just type jell?.in the 'Subject' field and it will return the message or messages that have jelly as the Subject. However this will also include messages that have jello as the Subject.

Please note that the search function is not case sensitive, e.g. searching for jelly will also find JELLY or Jelly

| From: | lynden | eg. lynden |
| Subject: | | eg. workers |

EMail Search

Message Body: | | eg. test message

INBOX
Sent
Drafts
Trash
Contacts
Sent Items
Spam

☑ Match the Body words as is.
When ticked it will search for 'test message'
When unticked it will search for 'test' and 'message'.

To: | | eg. lynden

Charset: | US-ASCII (Default) |

search

Note: When searching the body of Email messages, searching my take longer.

Folder	Subject	From	Date	Time	Bytes	Attach
INBOX	read	lynden	11/30/04	02:18 pm	979	0
INBOX	RCPT: read	lynden	11/30/04	02:46 pm	1032	0
INBOX	testing gif images uploading	lynden	12/03/04	08:43 am	19461	1
INBOX	max yest	lynden	12/03/04	09:26 am	54031	1
INBOX	test	lynden	12/07/04	09:15 am	888	0
INBOX	testing rcpt	lynden	12/13/04	08:43 am	2586	1
INBOX	RCPT: testing rcpt	lynden	12/13/04	08:43 am	1070	0
INBOX	Text Style	lynden	12/13/04	09:17 am	1611	0

Please note that the search function cannot search through attachments, e.g. picture files or Word documents.

Sending a new message

To send a new message, just click on the "New" icon on the top tool bar. A new browser window will then appear to allow you to compose and send the message.

New

- **To** - Here, type in the recipient's email address, or choose an email address from your Address

  Book or Recent Addresses (using the Address icon **Address** on the top tool bar). **The "To": field must be completed before sending the message.**
- **Reply to** - This is the address that the recipient will use when replying to your message. This field shows your email addresses.
- **CC** (Carbon Copy) - Use this field to send a copy of the message to one or more email addresses. Please note that each recipient of a carbon copy will be able to see the other email addresses in the To and CC fields.
- **BCC** (Blind Carbon Copy) - This field is very similar to CC, but the e-mail addresses of those in the BCC field will not be seen by other recipients. BCC is used to confidentially copy recipients on a message.
- **Attached** - This field shows if there are attachments with this message.
- **Subject** - In this field, type in a brief description of the message. This should give an indication of what the message is about.
- **Priority** - If your message is an urgent one, you can set the priority to urgent by using the drop down box. Please note that this is merely an indicator for the recipients, and does not send the message any faster.
- **Signature** - You can choose to include one of your signatures at the bottom of your message, using the drop down box.
- **Content/Type** - This lets you select the type of message you are sending. For plain text messages use "Plain Text". For HTML messages use "text/html"
- **Keep Copies** - Tick this check box if you would like a copy of this message to be kept in your Sent folder.
- **Request Confirm** - This allows you to request a confimation that the person you have sent the message to has opened your message (Note: this does not guarantee that they have read your message, just that they have opened it).

- **Clear** - Use the clear button Clear to clear the contents of the selected field.

Address book

Instead of manually typing the email addresses in the To, CC and BCC fields, you can also choose to select them from your Address Book or Recent Addresses.

Just click on the "Addresses" icon of your new message and choose which addresses you would like to send the e-mail to, and which fields you would like them to appear in.

Address

Address Book   **Recent Addresses**

Edit Address Book: default ▼ Clear Done

To:	CC:	BCC:	Nickname	Email Address	Full Name
☐	☐	☐	12	12	12
☐	☐	☐	Fred1	fred1@fred1.com	Fred One
☐	☐	☐	Fred2	fred2@fred2.com	Fred Two
☐	☐	☐	Fred_3	fred3@fred3.com	Fred Three
☐	☐	☐	test10	test10@▓▓.▓▓.▓.▓	
☐	☐	☐	test2	test2@▓▓.▓▓.▓.▓	test 2
☐	☐	☐	test	test@▓▓.▓▓.▓.▓	testing account

Distribution List

Firstly, select an email address from either Address Book or Recent Addresses, and then click on either To, CC or BCC, depending on which field you would like the address appear in.

Once you have finished selecting your addresses, click on the "Done" button. This will take you back to your message.

Alternatively, you can click on the "Clear" button to clear the To, CC and BCC fields. This is also the only way of removing addresses from these fields within this screen/form. If you would like to remove one or more addresses but NOT all, you will have to click on the Done button and do it in the new message window.

Spelling

ABC
Spelling

Once you have completed composing your e-mail, you can click on the Spelling icon to have your message checked for any spelling mistakes. This will bring you to a screen as shown below.

The spelling function only checks for spelling mistakes in the body text of your new message.

There were **3** words not in my dictionary out of a total of **6** words. Click on highlighted words to change, or to add to Personal Dictionary

Done

Edit Dictionary

Just a few **missspelled** words in **thsi letted**
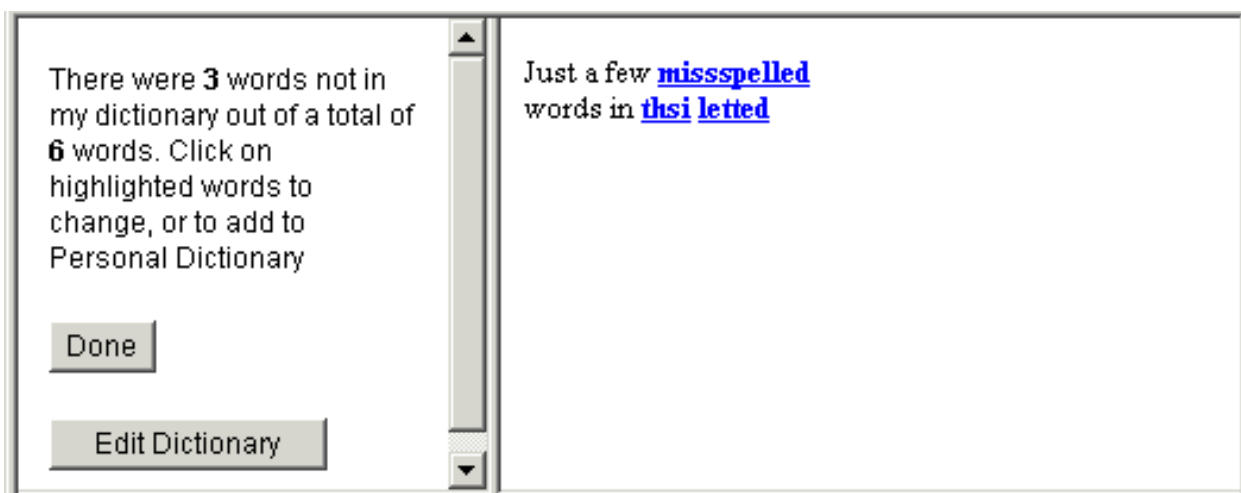
The left panel of the window tells you how many spelling mistakes or words that are not in the dictionary. The right panel shows the message body text with the misspelled words highlighted / linked. The bottom panel shows the message body.

To correct the words that have been misspelled, just click on them in the right window panel. This will take you to the 'Correct Word' screen. In here, you can select one of the possible suggestions presented to you. When you have selected a word, this word will be placed in the 'Change Word' field, click on 'Change' to have your misspelled word changed to this. This will take you back to the previous screen and you will notice that the misspelled word has been changed to your chosen selection. Please note that not all words will have suggested corrections.

You can change the word manually by editing it in the 'Change Word' field and clicking on the Change button.

Correcting
'missspelling'

missspelling

Change | Add

Cancel

microphoning
minneapolis
minstrel's
minstrels
miscegenation
misconception
misconceptions
misdemeanors

Lynden wrote this
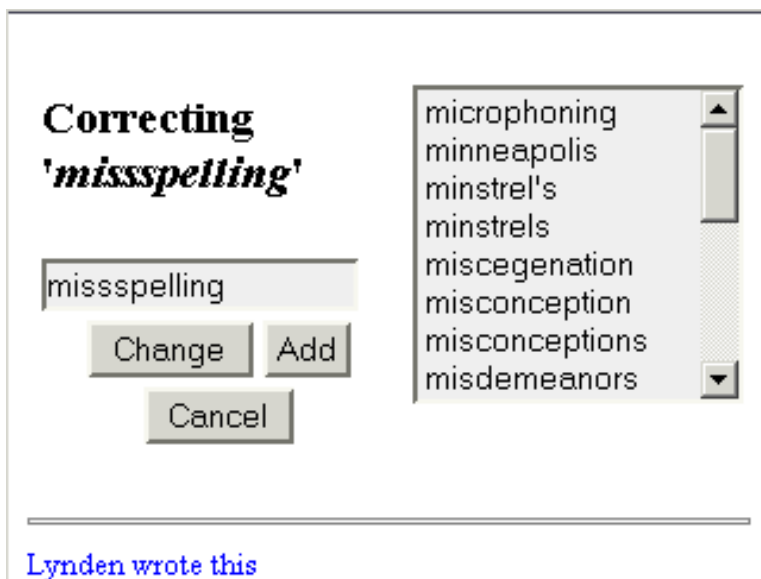
However, if the word is not misspelled but is not in the WebMail dictionary, click on the Add button to add

it to your personal dictionary.

Alternatively, you can manually add words to your personal dictionary by clicking on the Edit Dictionary button shown below.

This will take you to your Edit Personal Dictionary screen.
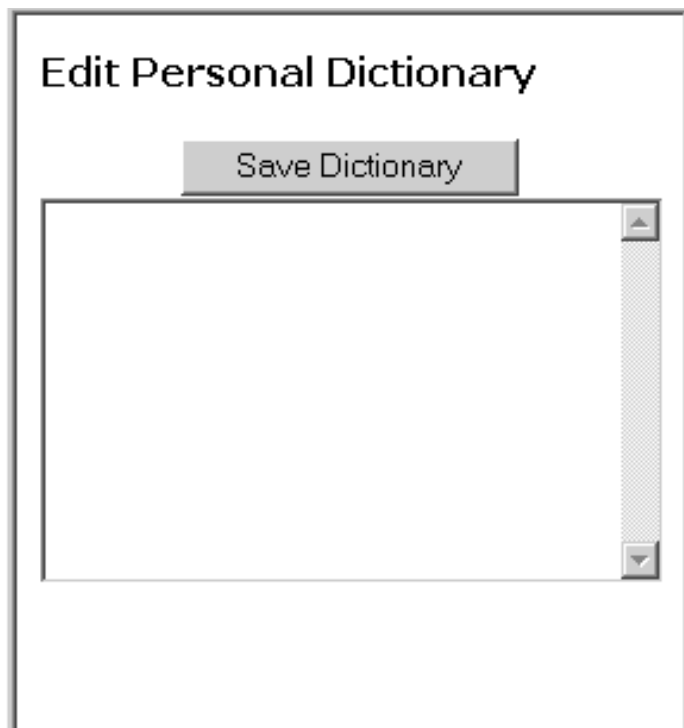
Here you can type in any word that you would like to add to this list. Just type in the word in the 'Add New Word' field and click the Save button. To delete a word from the list, just select a word and click on the 'Delete Selected' button.

When you are finished, click on the Done button.

Attaching files

To attach files to your message such as documents or pictures, click on the "Attach" icon. This will take you to the Manage Attachments screen.
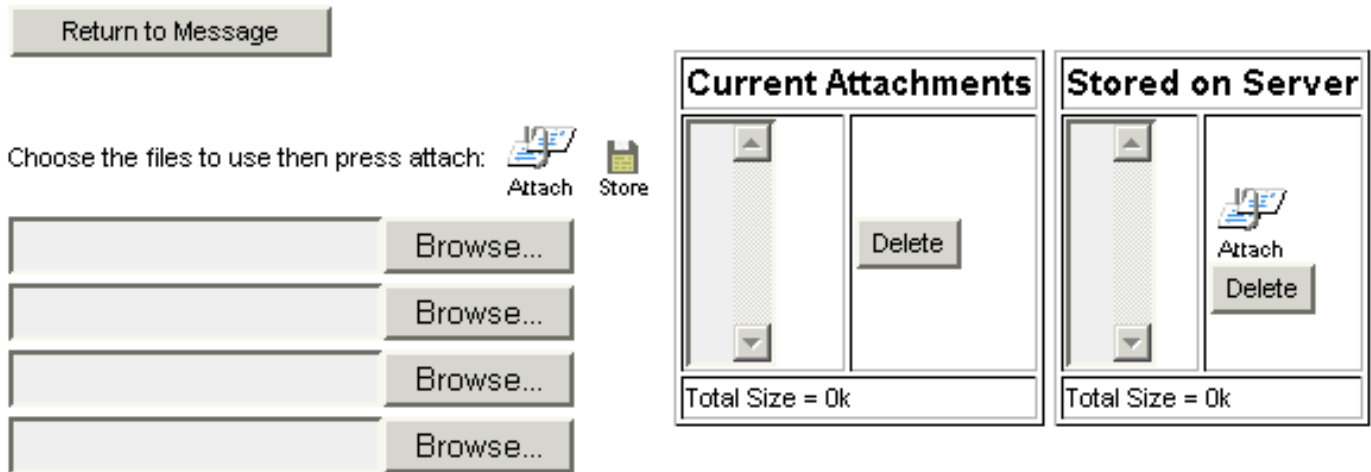
Click on the Browse button to browse to the location of the file that you would like to attach. Once you have located the file, select the file, then click on the 'Add' button to attach the file to the message.

When the file is successfully attached, it will appear in the Current Attachments list. The size of the file will also be indicated in brackets beside the filename.

You can attach more than one file to the message. As more files are selected, the total size of your attachments will be displayed at the bottom of the 'Current Attachments' list.

To remove an attached file, select the file and click on the Delete button.

To store a file on the server (to save you uploading each time you send it), click on Store button. If you want to attach a file Stored on Server, in your current message, select file from the 'Stored on Server' list, click on the attach icon to the right and it will appear in 'Current Attachments'. Stored files will remain on Server until you delete them.

Once you have finished attaching all of your files, click on RETURN TO MESSAGE to finish composing your message, or to send it.

Send Message

Once you have finished composing your EMail message, click on 'Send' to send your message.

Styletext Window

You can compose your message in an alternative window.

The StyleText window's toolbar lets you easily add more styles to your message. You can add color to your text or background, use different fonts, make tables, insert links, align text, and more. Use the tools to design your message the way you want it to look.

You can click on the Plaintext icon **ABC** Plaintext Window to return to the simple email screen.

Save Message

Save EMails that you plan to use over and over again, or those which you do not have time to finish. Saving the message will store the message as a draft on the Mail Server until you are ready to send it. You need to select a folder from the droplist to store the draft message in.

Managing Addresses

The Address Book is a handy place to store e-mail addresses of people you regularly contact. To access the address book, click on the Address icon on the top tool bar.

Address

Address book

Clicking on the 'Address' button will cause the following screen to be displayed.

Address Book - This is where you save email addresses and other attributes of people that you regularly correspond with.

There are two ways to add addresses to your address book. One is to manually type in all the attributes that you want to add, and then click "Add Address". Or you can click on the ADDRESS BOOK icon

Add to
Address Book

(Address Book) of the message you are reading, then click on 'Add Address' when the Address Book appears with the email address of the sender.

To change an existing address in the Address Book, just click on the Nickname of the address that you would like to change. Once you have clicked on the Nickname, the Address Book fields will show the current information for that address. Change the details that you wish to, and then click on the 'Update

Address' button to save your changes. If you have made changes to the Nickname a message will appear asking you if you would like to replace the existing address entry. Click on the OK button to update the address. Please note that if you click on the Cancel button, a new address will be created.

Recent addresses

Recent Addresses - This is a list of 30 most recently used email addresses. When the check box 'Add addresses automatically' is checked, then for any message that is viewed, the From, CC, and BCC fields of the message will be automatically added to the recent address list. When the "Add addresses you email" check box is checked, any email address that you send messages to, will be automatically be added to this list if it does not exist already. Also when you view any message, there is also the RECENT

icon (Recent Addresses). When you click on this icon the "From" address of the message is added to the recent address list.

To delete any address in your Address Book or Recent Addresses, just select and click "Delete" in the "Edit Address Book Entry" window.

Distribution lists

The Group List lets you save time in retyping multiple E-Mail address. If you have a group of people that you are continually sending E-Mail to, you can setup a label (e.g. 'work'), where you just have to type this in instead of everyones E-Mail address every single time. You can also have associated address book names in distribution lists.

Managing Folders

There are four default mail folders:

- **INBOX** - This is the folder that new messages are delivered to.
- **Trash** - This folder contains all of your messages that you have deleted. Please note that all messages in the Trash folder will be permanently deleted when you log out of WebMail. You can also manually empty this folder by clicking on the EMPTY icon in this folder.
- **Drafts** - This folder contains all of your messages that you have saved but not sent.
- **Sent** - This folder contains all of your messages that you have sent. Please note that only messages that have the Keep Copies field ticked (in the new message window) before the message is sent will be kept in the Sent Items folder.

Click on the Folders icon Folders to open the Manage Folders screen as shown below.

Manage folders

Create a New Folder

Rename Selected Folder   Delete Selected Folder

Select	Folder Name	Messages	Size (kb)	Unread	Draft
○	bobobobb	0	0	0	0
○	bob	0	0	0	0
○	dfgsdg	0	0	0	0
○	Done	0	0	0	0
○	Drafts	2	1.00	0	1
○	farley	0	0	0	0
○	foo	0	0	0	0
○	moo	1	0.96	0	0
○	Sent Items	8	28	7	0
○	Trash	0	0	0	0
○	zed	0	0	0	0
	Total	11	30	7	1

Displayed here are your folders. Beside each folder is listed the the number of messages in the folder, the total size of messages in the folder, the number of unread messages and the number of draft messages. The totals for all folders are along the bottom.
To open a folder, click on the folder name.

You can also create new folders, rename folders that you have created in the past, and delete folders.

- **Create a New Folder** - Click this button to bring up "Create New Folder" screen. Type name of folder in Folder Name field, then click add.Click "Done" to return to Manage Folders screen.
- **Rename Selected Folder** - Select a folder then click 'Rename Selected Folder' and type in new folder name to change it. Click 'Done' to return to Manage Folders screen.
- **Delete Selected Folder** - Select a folder by clicking on radio button, then click 'Delete Selected Folder'.You will be asked to confirm that you would like to delete that folder. BE WARNED, when you delete a folder, you will also delete all the messages contained in the folder. Click on the "Done' button to proceed or the "Cancel" button if you do not wish to delete the folder. Remember that the default folders cannot be removed.
- **Default Folders**The default folders cannot be renamed or deleted. They are required for WebMail to operate.If you try to select a popup will tell you it can't be selected.

Options

When you click on the Options icon this screen will be displayed. See below for an explanation of each option.

Your Details

Signatures
Edit or create email signatures.

Change Password
It is recommended you regularly change your password.

Spam Control
Verify that Email sent to you is coming from a person, not unwanted advertising (recommended).

Personal Profile
Change your name, reply address, current timezone ...

Setup Options

Exceptions
Use exceptions and filtering rules to organise your incoming mail.

Message List Settings
Change the options used when displaying a list of emails

Holiday Settings
Setup an "out of the office" autoresponder or have your email forwarded to another account.

SurgePlus Windows Client
For faster access to your filestore, photos, calendar...

Advanced Options
Use the more advanced options available in WebMail test.

Signatures

A signature is a sign off text that appears at the end of your messages, normally containing your contact information, addresses, phone numbers etc.
To create a new signature, click on the Options icon and then click "Signatures".

Here you can Name, Compose, Delete and Save signatures.

- **Signature Name** - In this field, type in what you would like to call the signature, e.g. Work or Home.
- **Signature** - In this field, type in what you would like to appear in the signature. For example:
  Chris Jones
  Johnson Rd,
  Northcote, Auckland
  555 387 5839
- **Save** - When you have finished, click on the Save icon and this signature will appear in your Signatures list. If you have changed the "Signature Name", a new signature will be added to the list without deleting the original signature.
- **Default** - If you have more than one signature, you can choose a default signature using the drop down menu.

- - To delete a signature, select signature name from 'Name' list, or type the signature name into 'Signature Name' field, then click on the "Delete" icon.

- . - Click the Styletext Window icon to use Text Style for your signature.

- **Done** - The Done button returns you to the Options page without saving your changes, so save any changes first.

Friends Settings

The Friends only system allows users to opt to receive messages only from friends. Non friends (unknown senders) are automatically questioned to determine if they are human. All mail from non friends is held pending, on the server until the user has decided what to do with it. Status reports are emailed to the user on a regular basis to provide information on the Friends system and any mail pending delivery.

Friends settings

| Global | Friends | Message | Pending | Incoming | Outgoing |

The Friends system allows you to maintain a list of Friends. It automatically holds email from unknown senders, awaiting a reply to a confirmation message. This checks they are a real person and not just a spam robot. See here for more details.

○ Disable Friends.

○ Kid safe - only accept mail from known senders.

⊙ Keep track of Friends but don't block anything or request confirmation.

○ Request confirmation from unknown senders.

○ Request confirmation if smite score is: [1] or greater. (Recommended)

[Save]

Send me the status of pending messages not more than once every [3 ▼] days
[Save]

If in mode "Request confirmation from unknown senders":
☐ Automatically add incoming email addresses to list. (Only use this temporarily - it lets all mail through)
☐ Automatically add outgoing email addresses to list. (Recorded during smtp-authentication)
[Save]

[Un-Block] This allows you to allow all mail for 3 hours. Use it when expecting an urgent email from an unknown person, robot or mailing list

[Help]

Global

- **Disable Friends** - This allows all mail through.
- **Kid safe** - This is the highest level of safety. Mail is only allowed through if the inbound email address is in your list of known friends. If this is not the case, the inbound message is bounced with a notification that you are not accepting mail from unknown senders. The Friends system may be temporarily disabled if an urgent message is expected from an unknown address using the "Un-Block" button. This will effectively turn either the "Request confirmation mode" or the "Kids safe mode" into "Allow all mail through" for a period of three hours.
- **Keep Track** - this mode is the same as confirmation mode (see below), except that it never sends confirmation messages.
- **Request confirmation from unknown senders** - In this mode, if a message is received that is not from a known user, an email (composed by you in the "Message" section at the top), is sent to the sender, requesting them to respond and confirm that they are human. When they respond, the original message will be delivered.
  On a regular basis a status report message is sent to you, providing information of the friends system and any mail pending delivery.
- **Request confirmation if Smitespam score is exceeded.** - In this mode, if a message is received that is from an unknown user, and it gets a smitespam rating of more than that selected, then a request confirmation message is sent as per the 'request confirmation mode' above.
- **Save** - Select your Friends level then 'Save'.

- **Send me the status of pending messages** Set how often you wish to receive an email showing the status of your pending confirmation messages, then save your setting.

- **Unblock** The Friends system may be temporarily disabled if an urgent message is expected from an unknown address using the "Un-Block" button. This will effectively turn either the "Request confirmation mode" or the "Kids safe mode" into "Allow all mail through" for a period of three hours.

Full Name/Template Set

Your Name and EMail Address are shown here, and you can check and change the Time Zone.

Personal Profile　　　　　　　　　　　　　　　Back　Save

Your Name　　　　john

Default reply address　　john@161.29.2.13

Cookie Login　　☐

Time Zone　　New Zealand Daylight (nzdt) ▼

Auto Adjust Time Zone
for Daylight Savings?　　Yes ⦿　　No ○

Select Template Set　　　　　　　　　　　　　　Save

Different template sets can give WebMail a completely
different look and feel. Choose your favourite one.

Select Template Set:　　Panel ▼

- **Cookie Login** - Checking the 'Cookie Login' checkbox will make WebMail store a cookie on your machine so you will be automatically logged in without having to enter a username and password.
  You should NOT use this feature on public machines.
- **Time Zone** - Select the appropriate time zone from the drop down list.
- **Save** - Save your settings.

- **Select Template Set** - You may have the option to change the template set. Select from the dropdown list and change the look and feel of WebMail. Use the template set you prefer.
- **Save** - Save your choice.

Filtering Rules

You can set up filtering rules to identify particular messages, and then move, copy, forward, or delete them.

New Mail Filtering Rules

Save

You can setup filtering rules to identify a particular message. Eg. if the "Subject" containg the word "Coffee" or if the message comes "From" the address "myfriend@home.com".
Once a message has been identified you can get the action to "Move" or "Copy" the message to the "Destination Folder" or "Forward" the message to the "Destination Address".

If Header	Contains	Action	Destination Folder	Destination Address	Case Sensitive
From	coffee	Move	angie		☐
(No Rule)		(No action)	Drafts		☐
(No Rule)		(No action)	Drafts		☐
(No Rule)		(No action)	Drafts		☐

- **If the -- section contains** - Select the part of the Email you want to filter on. If the section selected contains whatever you put in the text field then it will be filtered.
- **Move to folder** - Select folder to receive filtered Email. Message will be not appear in the INBOX.
- **Copy to folder** - Select folder to receive filtered Email. Message will also appear in the INBOX.
- **Forward to Email address** - Message will be forwarded to the Email address entered here. Check "Delete forwarded Email" to delete message from your message list.
- **Delete** - Delete the identified message before you even see it.
- **Add Filter** - Select the position of your filter (see below).The default will add filter after the last one in list.
- **Position** - Filters are processed according to position (1 then 2, etc). Therefore if an Email matches more than one filter (e.g. From "myfriend@home.com" with the subject of "Coffee"), the matched filter with the lowest Position number will be processed first. If an Email has been moved or deleted, no more filters will be applied to that Email.
- **Filter** - Description of the filter. Clicking on the filter allows you to modify it.
- **Up/Down arrows** - This moves the selected filter up or down 1 position.
- **Delete** - This link will delete the filter.

Message List Settings

Here you can customize features of your main email list screen.

- **Auto Refresh** - You can set this field to make WebMail automatically check for new mail. Make this field blank to turn this feature off.
- **Number of messages per page** - This sets how many messages you would like to view per page.
- **Don't display preview panel** - Check this check box if you would like to disable the message preview panel.
- **Rebuild Folders** - Tidy up and optimize your folders. Only needed if you are having some trouble with one or more of your folders.

Holiday Settings

Set up automatic forwarding of and/or responding to your incoming email.

Forwarding settings

Forward to [   ]

This deletes the original message after forwarding or responding.

☐ Delete orignal message

Automatic response to incoming mail

☐ Enable responder

☐ Only respond to messages addressed specifically to this account

○ Only send to a particular address once

○ Only send once per month max

◉ Send every time (more than 2 minutes apart)

Message subject [   ]

Message body [   ]

[Save]

- **Fowarding Settings** - Type the EMail address you wish to forward to.
- **Delete Original Message** - Check box if the original message is to be deleted after it has been forwarded or responded to.

  Note- If you check this when setting up an automatic response, the message will not be kept.
- **Automatic Response** - Set up your automatic responses.
  - Check "Enable responder", to start automatic responding to sender.
  - Check "Only respond to messages", to only respond to messages that are specifically addressed to you and not to multiple addresses.
  - Select an option for how often you want reponses sent.
  - Type in Message subject and your message.
  - Then save your settings. Remember to change these settings when you wish to stop automatic responses.

Options

Advanced Options

Advanced Options are less commonly used settings for WebMail

Advanced Options

Back

Mailbox Settings
Create Rules to deal with your email once a day.

SMS Messages
Have important email sent to your cell phone as a text message.

Trusted Sites
Any EMail which has references to images which are not on your trusted list are removed when being displayed.

Aliases
Create and manage other email addresses for this email account.

Check Other Email Accounts
Setup WebMail test to check your other email accounts.

Settings for New Messages
Change the options used when creating a new email.

Message Display Settings
Change the options used when displaying an email.

Friends Settings
Verify that Email sent to you is coming from a person, not unwanted advertising (recommended).

Server Spam Settings
Hold, Bounce or make spam Vanish before it reaches you.

SPF Settings
Change your SPF spam control settings.

WebMail test Spam Options
Options to help deal with unwanted email.

WebMail test Filtering Rules
Setup filters to help you organise your email into folders.

Centipaid
Charge small amounts to people sending you email. Generally used to stop Unwanted Email
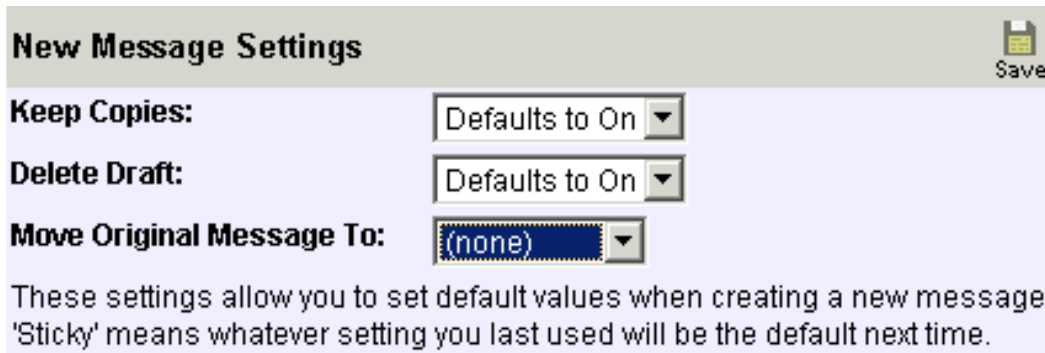
PGP Profile
Change your PGP settings and keys.

POP Folder Conversion
This will upload your POP folder to teh IMAP server.

Settings for New Messages

Click on 'Settings for New Messages' to change the options when creating a new EMail messages
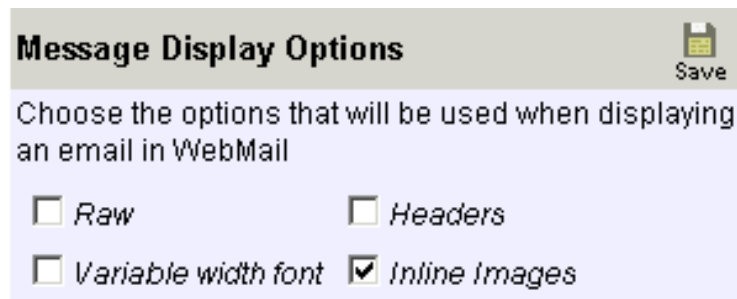
- **Keep Copies** - You can default to On, (copy of message will be put in Sent Items mailbox), Off, (no copy kept anywhere) or sticky. Sticky means whatever settings you last used will be the default next time.
- **Delete Draft** - You can default to On, (delete draft), Off, (don't delete draft) or sticky. Sticky means whatever settings you last used will be the default next time.
- **Move Original Message To** - Select folder you wish original message to be stored.

Message Display

Set the Message Display Options by ticking the checkbox corresponding to how you would like to view your Email.

- **Raw** - Displays all the raw data of message.
- **Headers** - Displays all EMail Headers.
- **Variable width font** - Uses the variable width font.
- **Inline Images** - If checked, common images are shown directly after written text of message.

Server Spam Settings

This Spam screen shows your spam protection setup.

Spam settings

[Main] [Messages]

Based on the spam rating you can choose to hold*, bounce*, or vanish* a message before you even see it. Simply set the value below for each action.

Hold when rating is [NEVER hold ▼]

Bounce when rating is [NEVER bounce ▼]

Vanish when rating is [NEVER vanish ▼] (not recommended)

[Save]

Additional features

[SERVER DEFAULT (0*) ▼] Add spam indicator headers to the message body at this smite level. (required to filter messages if using Microsoft Outlook)

* SERVER DEFAULT is subject to change

[Save]

* Hold means the message is kept for 2 weeks, in which time you can view the message(s) and choose to receive specific messages.
* Bounce means send a message back to the sender, letting them know you didn't get it.
* Vanish means throw the message away, sender doesn't know you didn't get it.

Order of processing is:

- spam vanish setting
- spam bounce setting
- Friends system
- spam store setting

- **Message** - This list shows messages which received sufficient rating to be held. See "Hold".
- **Hold** - If a message is rated equal to or above the Hold message level you set, then it will be held (not admitted to your INBOX). Any messages held will be held for two weeks in the "Messages" section before being automatically deleted from the Server.
- **Bounce** - If a message is rated equal to or above the Bounce level you have set, then the message will be bounced back to the sender to let them know you haven't received it.
- **Vanish** - If a message is rated equal to or above the Vanish message level you set, then the message will be thrown away. Note: You may lose mail if this is set.
- **Additional Features** - If a email gets a smitespam rating higher than this setting, the email will have attached to it a 'SmiteSpam:' section at the top of the message so that any mail clients can use this section to filter emails that are likely to be spam. (this is only required if your email client cannot be set to filter using the "X-SpamDetect:" email header).
- **Save** - Save when you have finished.

Webmail Spam Settings

This screen allows you to setup the spam filtering that occurs when you press the "Check" button in WebMail.

Spam Options   Back   Save

Apply Spam Filter: ☐ 5* - Medium (recommended) ▼

(The more strict the filter, the greater the chance that a real email will be filtered as Spam)

Server Spam Settings: Advanced email filtering.

Let the Email Server intercept all of your unwanted email even before WebMail can download it (recomended).

Reject List: Any EMail you receive from addresses that are on your reject list will automatically be deleted.

Enter one address per line. You must have the '@' symbol in each address.

ie.   *@netwin.co.nz

☐ Keep Rejected Emails in my 'Trash' folder

Accept List: Any EMail you receive from addresses that are on your Friends list will not be deleted. Even if they are on your reject list

Enter one address per line. You must have the '@' symbol in each address.

ie.   *@netwin.co.nz

☐ Do not filter emails from my accept list.

- **Apply Spam Filter** - Check the checkbox, select the level and then "save" to turn this option on. If a message is rated equal to or above this setting then it will be moved into your Spam folder when you check mail.
- **Reject List** - When you check mail, if a message is from an email address in your reject list, it will be automatically destroyed, unless you have selected to keep these messages in your Trash folder (using the checkbox).
- **Accept** - If you've used the reject list to reject a group of email addresses (e.g., "*@hotmail.com"), then you can use the accept list to allow individual email addresses through that would otherwise be rejected, (e.g. "george123@hotmail.com").
- **Save** - Save when you have finished.

Check Other EMail Accounts

You can use this section to check other email accounts that you might have. The Email in these accounts will be displayed in your INBOX folder.

- **Host** - Enter the address of the POP3 or IMAP mail server for the account here.
- **Username** - Enter the username for the account here.
- **Password** - Enter the password for the account here.
- **Account Symbol** - The selected account symbol will be displayed beside messages that are from this account.
- **Add** - Use this once you've filled in all of the fields above, to save the information.
- **Done** - Return to the main options page (this will not save any information).

Centipaid

You can use this feature to charge a small fee to anyone sending you an Email. To find out more about Centipaid please visit http://www.centipaid.com/.

Mailbox Settings

This opens the 'Mailbox contents' screen as shown below.

Mailbox contents

[Mailbox]   [Archive]

This page show you the current contents of your INBOX.

Display [24]   [Refresh]

Sel	Number	Size (bytes)	From	Subject
☐	1	798	george@ally	Beautiful Day
☐	2	680	test1@ally	tree

Select all   2 out of 2, starting at 0

[Delete]

- **Mailbox** - You are in the 'Mailbox contents' screen.
- **Archive** - Set your daily rules for email messages here.
- **Display** - Set the number of emails displayed here.
- **Refresh** - Checks for new email messages.
- **Delete** - Select messages for deletion then press 'Delete'.

Mailbox options

[Mailbox]   [Archive]

Here you can configure 'archive' options for your IMAP mailbox.

Action	From	To			If	Than	
Move ▼	INBOX ▼	*	--DELETE-- ▼	--DELETE--	Bigger ▼		Bytes ▼
Add					Bigger ▼		Bytes ▼

☐ and...

* Rules that apply to folders other than INBOX will only take effect if you use IMAP.
* $date$ will insert a 6 digit yyyymm string.
* Rules are applied only ONCE per day.

Here you can set up daily rules to apply to your incoming email.

- **Main** - Return to 'Mailbox Contents'.
- **Archive** - You are in the 'Mailbox options' screen.
- **Action** - Set 'move' or 'copy'.
- **From** - Copy or Move message from this mailbox.
- **To** - Copy or Move message to this mailbox.
- **If - Than** - Set the variables for the action chosen; bigger or smaller than in bytes or kilobytes; older or newer than in days or months.
- **Add** - Add this setting to your list of rules.

PGP Profile

You can use these settings to encrypt your email and receive encrypted email from others.

SMS Settings

Have important email sent to your cell phone as a text message.
You can have as many rules as you like. If the Email header (e.g. "From", "Subject", etc) you've selected in any Email you receive matches the "text" for that rule, the Email will be sent to your cell phone as an SMS message (also known as a "Text Message"). Any Email sent to you as an SMS message will still be available in your INBOX.

SMS Settings

read this first

Phone number: [   ]

[Save]

Sel	Header		Text (wildcard or containing)
(example)	From		bestfriend@email.com
	--select--	[ ]	[ ]

[Add] [Delete]

- **Phone number:** - Enter the phone number to send SMS messages to.
- **Read this first** - Help with prefixing phone numbers and a list of country code numbers.
- **Select Headers** - Select which Emails should be sent to your cell phone as an SMS message. You can just type the header to look for in the text field, or you can use the select list beside it to choose a common header to use.