

WebMail is a web based mail application - This Walk Through will show you the common functions that are available.

Click on the headings to jump to screenshots, or use the next button to guide you through screen by screen.

If you require more information, or have any other questions please email our WebMail Support team at:

support-webmail@netwinsite.com

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Sending Email



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restman Pending Held Bulletins Manage Folders												
Contacts												
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Log out												
Quota used												

This is the default view in WebMail. Along the top is the Menu Bar and down the left hand side is the Folder Bar which shows your folders. As you can see in the Folder Bar, the Inbox has 5 pages. The default in WebMail is to have 20 EMails per page.

The list of emails are below the menu bar and the selected message is also displayed.

Clicking the message subject changes the displayed message.

Double clicking will Pop up the EMail in a separate window.

Pop Up EMail

Reading E	Mail [notes]	[previous][nex					
< Prev	Message Reply Forward Delete Reply All	Redirect Resend Next Message >					
From	"lynden" <lynden@161.29.2.41> (Add to address book) (Add to recent addresses) (Add to blacklist)</lynden@161.29.2.41>	Headers 🗖					
Date	05/03/04 11:34 am	Enable Scripts					
То	lynden@161.29.2.41	Enable Offsite Images 🔛					
Subject	ラ ザ&ビ?	change view					
ラブ&t did thi	? s work?						
	Save email to disk as a text file						

Mail window

Double clicking on the message will Pop up the EMail in a separate window. This will allow you to have multiple messages displayed at one time.

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Sending EMail
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Sending EMail	[notes]	[previous][ne
To show cc/bcc From "lynden" <lynden@161.29.2.41> Subject</lynden@161.29.2.41>		Urgent Read receipt Attach file Check spelling Save to drafts Html text
Select your signature (none) 💌		Click here to SEND

xt]

This screenshot is the compose message screen.

On this screen you can add Attachments, use the Addressbook, check your spelling, and add a signature here before sending your EMail message.

Since the compose message screen is a popup, this allows you to compose more than one message at a time.

Using StyleText [notes]	[previous][ne
To show cc/bcc From "lynden" <lynden@161.29.2.41> Subject □ ※ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</lynden@161.29.2.41>	Urgent Read receipt Attach file Check spelling Save to drafts Plain text
Select your signature (none)	Click here to SEND

ct l

A feature of WebMail is the is the StyleText window. This allows you users to add color, change the font, align text, bold, italics, underline, and more.

WebMail converts these messages into 'multipart/alternative' EMails. The EMail will have a plain text section; for mail clients who do not support HTML; and an HTML section with all the formatting for those who do.

Attaching File	[]	notes]	[previous][next			
Attach Files to this message Return to message						
Select the files to upload/a (You can select up to 3 files a	ittach t a time)	Attached Files Total attached size 65k	Files stored on server Total file size 38k			
File 1:	Browse	_missthis.jpg (65k)	jusnk.doc (19k) xjusnk.doc (19k)			
File 2:	Browse					
File 3:	Browse					
Attach File(s) Upload File	e(s)	Delete	Delete Attach			

WebMail supports two types of attachments; one off attachments which most people use, and stored attachments. Stored attachments are files which the user has uploaded, that they send often, e.g. family pictures.

Address Book

Address Boo	ok	[notes]	[previous][next]
Address Bo	iok	New Address Book	
test	Delete		Create Import an Address Book
Nickname	Full Name	Email Address	Phone Mobile Fax
test		test@test.com	email edit delete

	Add a	new conta	act to Address Book			
Alert me by	Alert me by SMS if I receive an email from this person. The first 160 characters of the email will be forwarded by SMS to your phone - view SMS settings					
Nickname			Postal Address			
Full Name						
Email Address						
Phone						
Mobile						
Fax						
Notes						
		Sav	ve entry			

This as a screenshot of the AddressBook.

WebMail supports public address books, multiple addressbooks and importing from various mail clients (Outlook, Netscape, Pine, etc).

Us

S E

advertising.

Personal Profile

Change your name, reply address, current timezone

System and Holiday Settings.

There are many settings that can be set up by the user.

ser Options	[notes]	[previous][next]
E	Edit your options	
Your Details	Setup Options	
Signatures Edit or create email signatures.	Exceptions Use exceptions and filtering rules to organise your incoming mail.	
Change Password It is recommended you regularly change your password.	Message List Settings Change the options used when displaying a list of emails.	
Spam Control Set levels of spam control to avoid recieving unwanted	Holiday Settings Setup an "out of the office" autoresponder or have your email for	warded to

another account.

Some of these setting options are only available with our SurgeMail Mail Server, like the Friends

Advanced Options

Use the more advanced options available in WebMail.

Advanced Options

[notes]

[previous]

Advanced Options

Back to options

Mailbox Settings

Create Rules to oganize or archive 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 to check your other email accounts.

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.

WebMail Spam Options Options to help deal with unwanted email.

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

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Centipaid Charge small amounts to people sending you email. Generally used to stop Unwanted Email.

For the more adventurous there are the 'Advanced Options'.

Some of these setting options are only available with our **SurgeMail** Mail Server, like **Sever Spam Settings**, **Centipaid** and **SMS Messages**.

The **PGP** feature requires third party software (gnu-pgp).