Walk Through | Customizing

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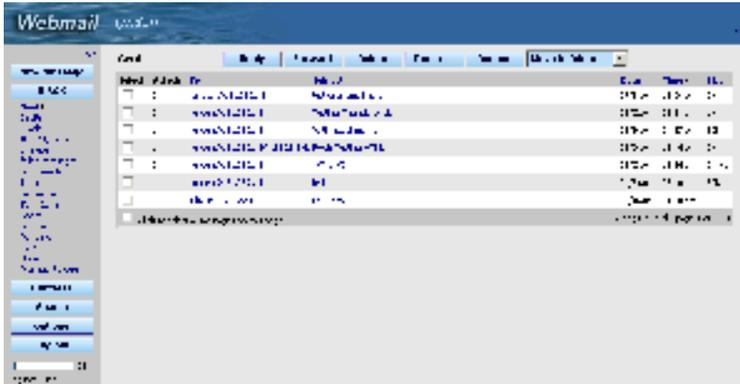➡ [WebMail Users Manual](#)

Contents

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:
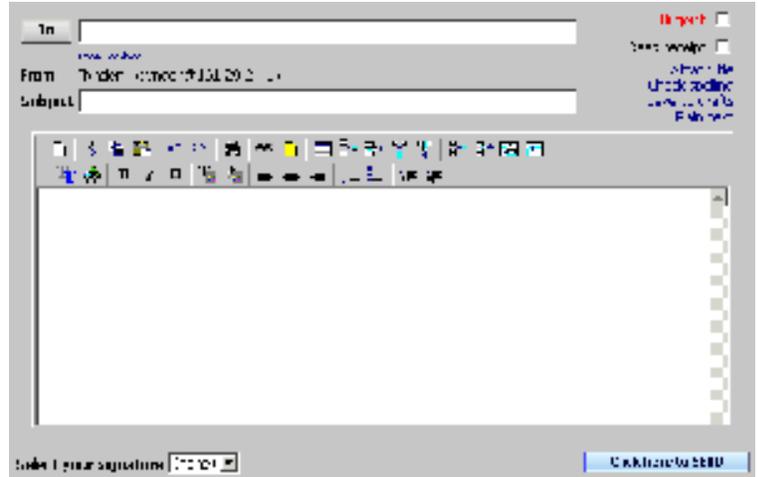
support-webmail@netwinsite.com

Email List

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Webmail *lynden*   ^^

<<

New Message

INBOX

Sent (7)
Drafts
Trash
INBOX/trash
chinese
failed-messages
html-emails
japan
largeemail
Sent Items
Spam
testmail
Pending
Held
Bulletins
Manage Folders...

Contacts

Search

Options

Log out

| | 2% |
Quota used

Sent   [Reply] [Forward] [Delete] [Redirect] [Resend] [Move to folder... ▼]

Select	Attach	To	Subject	Date	Time∨	Size
☐	2	testuser@161.29.2.41	test user email here.	07/28/04	12:06 pm	2k
☐	0	lynden@161.29.2.41	Testing Thunderbird.	06/02/04	08:38 am	1k
☐	1	lynden@161.29.2.41	With attachments	05/26/04	04:27 pm	90k
☐	1	lynden@161.29.2.41@161.29.2.41	Fwd: Testing HTML	05/06/04	12:44 pm	2k
☐	0	lynden@161.29.2.41	ラブ & ビ?	05/03/04	11:34 am	0.49k
☐	1	lynden@161.29.2.41	test	04/29/04	09:40 am	90k
☐	1	luke@161.29.2.41	PGP Key	02/16/04	11:20 am	2k
☐		Click to select all messages on this page		7 Msgs in total - page 1 of 1 - **1**		

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.

| < 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)

Headers ☐
Inline Images ☑
Enable Scripts ☐
Enable Offsite Images ☑

Date   05/03/04 11:34 am

To   lynden@161.29.2.41

Subject ラブ＆ピ?

change view

ラブ＆ピ?
did this 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.

To		Urgent ☐

show cc/bcc

From "lynden" <lynden@161.29.2.41>

Read receipt ☐

Attach file
Check spelling
Save to drafts
Html text

Subject

Select your signature (none) ▼

Click here to SEND

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.

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

Attach Files to this message

Return to message

Select the files to upload/attach
(You can select up to 3 files at a time)

| **Attached Files** | **Files stored on server** |
| Total attached size 65k | Total file size 38k |

File 1: [   ] Browse...

File 2: [   ] Browse...

File 3: [   ] Browse...

Attach File(s)　**Upload File(s)**

_missthis.jpg (65k)

jusnk.doc (19k)
xjusnk.doc (19k)

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

[notes]   [previous][next]

Address Book   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 contact to Address Book

☐ 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

Full Name   Postal Address

Email Address

Phone

Mobile

Fax

Notes

Save 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).

User Options

Edit your options

Your Details

Signatures
Edit or create email signatures.

Change Password
It is recommended you regularly change your password.

Spam Control
Set levels of spam control to avoid recieving unwanted advertising.

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.

Advanced Options
Use the more advanced options available in WebMail.

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

Some of these setting options are only available with our **SurgeMail** Mail Server, like the **Friends System** and **Holiday Settings**.

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.

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).