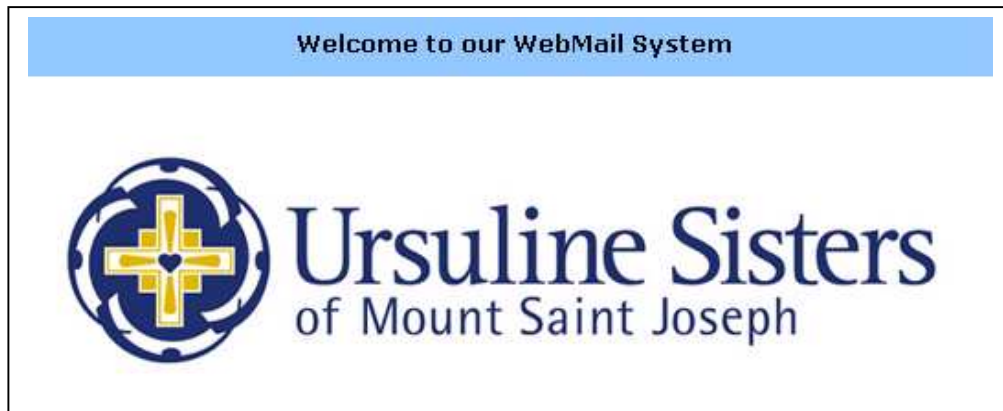


Maple Mount Web Mail



User Instruction Manual

This manual will assist you in using the Maple Mount Web Mail service. This service allows you to receive and send email using any web browser and your Maple Mount email account.

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Introduction

Welcome

This system allows users to access their email using the Internet and any current browser. They do not need to have a mail client. Users can also maintain an address book, create and manage folders, use filters to process incoming mail, and change user settings.

Web Access

Web Messaging can be accessed using Netscape version 4.0 or higher, and Microsoft Internet Explorer version 4.0 or higher.

Users can get to the Maple Mount Web Mail Logon page by entering the address in their browser's address field. Users can bookmark the address (save it as a Favorite site) in their browser.

The Web address is: **http://maplemount.org:8383**

Logon

Enter your User ID and password, and click the **Log In** button. Do not add the words '@maplemount.org' to the User ID. The program assumes this.


Maple Mount Web Mail Login - Microsoft Internet Explorer provided by Mount Saint Joseph

Address http://www.maplemount.org:8383/login.cgi?_

Back Forward Stop Home Search Favorites Refresh Mail Print Home Page Help

Welcome to our WebMail System

HAVE A BLESSED CHRISTMAS SEASON



User ID
sbjones

Password
●●●●●●

Log In

Check here if others use this computer and you wish to expire page views (increased security).

Check here if this is your private computer and you want to use cookies to store your log-in information.

Back to Top

Classic WebMail
Contact Webmail Support

Done Internet

If the logon information is correct, your mailbox summary appears. If you repeatedly have problems logging in, contact the mail administrator.

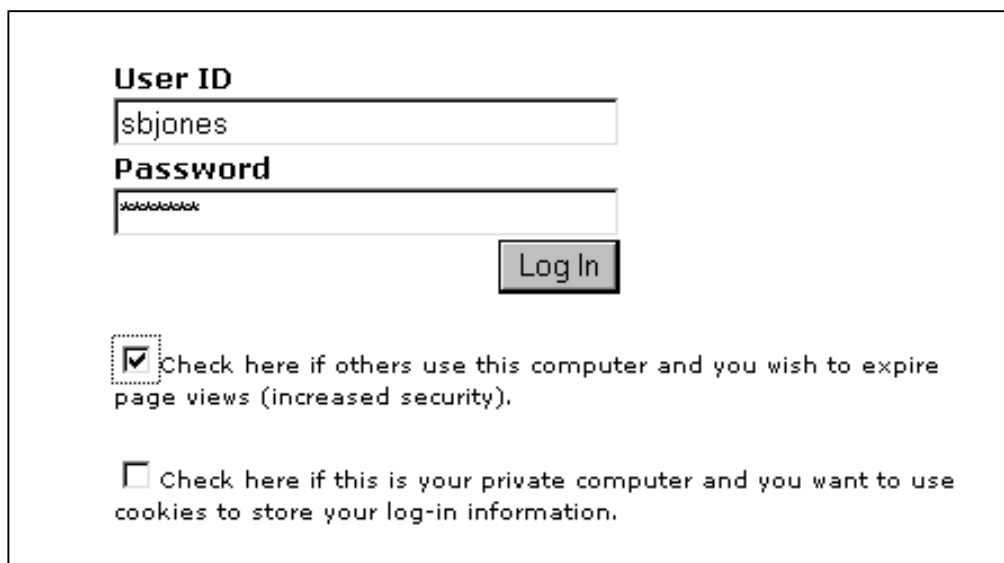
You can select the following options to provide increased security:

- **Expire page views**

If you are logging in to Web Messaging from a public terminal or from someone else's computer, you can select this option to prevent the browser from saving (caching) the page you view. Note that Microsoft's Internet Explorer can be set to ignore this "expire page views" command, so it is still possible your pages will be saved.

- **Remember user ID and Password**

This option will save your password in a file (called a cookie), so you do not have to enter it each time you log in. When you logon, the browser sends the password in a cookie.

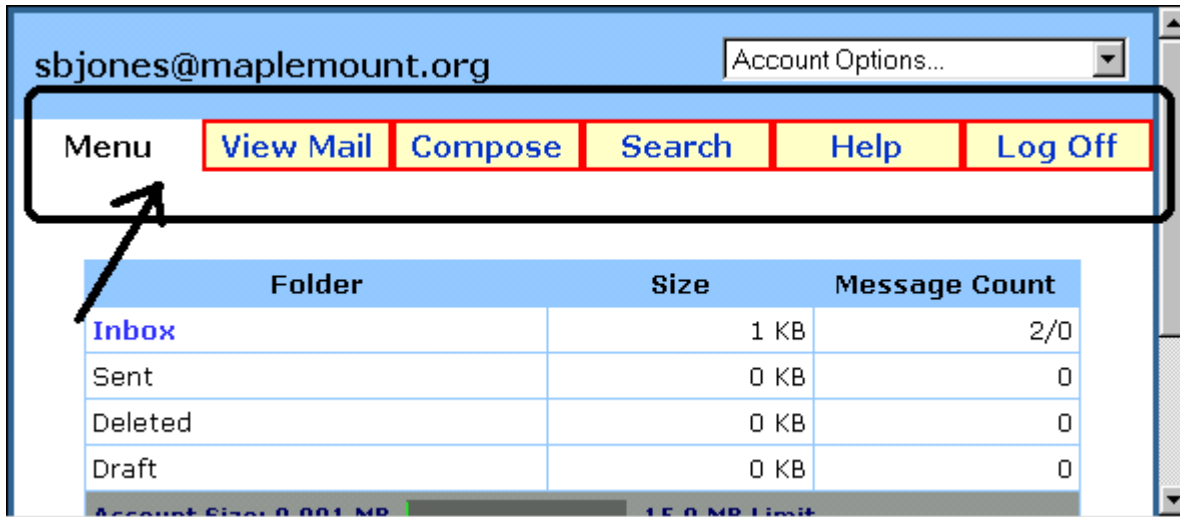


The image shows a web login interface. It features two input fields: "User ID" containing the text "sbjones" and "Password" containing masked characters "*****". To the right of the password field is a "Log In" button. Below the input fields are two checkboxes. The first checkbox is checked and is accompanied by the text: "Check here if others use this computer and you wish to expire page views (increased security)." The second checkbox is unchecked and is accompanied by the text: "Check here if this is your private computer and you want to use cookies to store your log-in information."

Managing E-mail Messages

Main Screen (Main Menu)

The 'Main Screen' is the first screen you will see after logging in to Web Mail.



The Header Menu Summary

Menu: The main Menu page shows a summary of all the mailboxes.

View Mail: The View Mail button opens the main mailbox (Inbox, unless you have changed it) and shows a detailed summary of its contents. If you are currently viewing an email in another mailbox the 'View Mail' button will take you back to the summary of that mailbox.

Compose: The Compose button allows you to begin a new mail message and is accessible from any page.

- To send mail, click the "**Compose**" button. The "**Send Message**" screen will open.
- To send an e-mail to someone in your address book, select the Address(es) and click **Send To** to place the address in the **To** section.
Or click the **Carbon-Copy(CC)** or **Blind Carbon-Copy(BCC)** link to place the address(es) in the respective fields.
- To read mail in the current mailbox folder click the **Subject line** to display the full text of the message.
- To read mail in a different mailbox folder, click the folder name in the hierarchy tree on the left.


See example on page 10.

Search: The Search button allows you to search a single mailbox or all your mailboxes for a specific word or phrase

Log Off: The Log Off button allows you to end your session from any page.

The Mailbox Summary

Folder	Size	Message Count
Inbox	1 KB	2/0
Sent	0 KB	0
Deleted	0 KB	0
Draft	0 KB	0

Account Size: 0.001 MB  **15.0 MB Limit**

Mailbox folders: Name of the mailbox. You will see the following standard mailboxes, plus any mailboxes that you have created.

- **Inbox.** All new mail will be in this mailbox, unless you have set options to route mail elsewhere in your filter settings.
- **Sent.** This mailbox is activated when you set your "Save copy of outgoing mail in Sent folder" preference to *Yes*.
If this option is not selected you will not see this folder.
- **Deleted.** This mailbox is activated when you set your "Deleted messages" preference to *Move to Deleted folder*.
- **Draft.** This mailbox is activated when you select to Save, rather than Send, a message that you are composing. You can select a message in the Drafts folder at a later time, modify it, and send it.

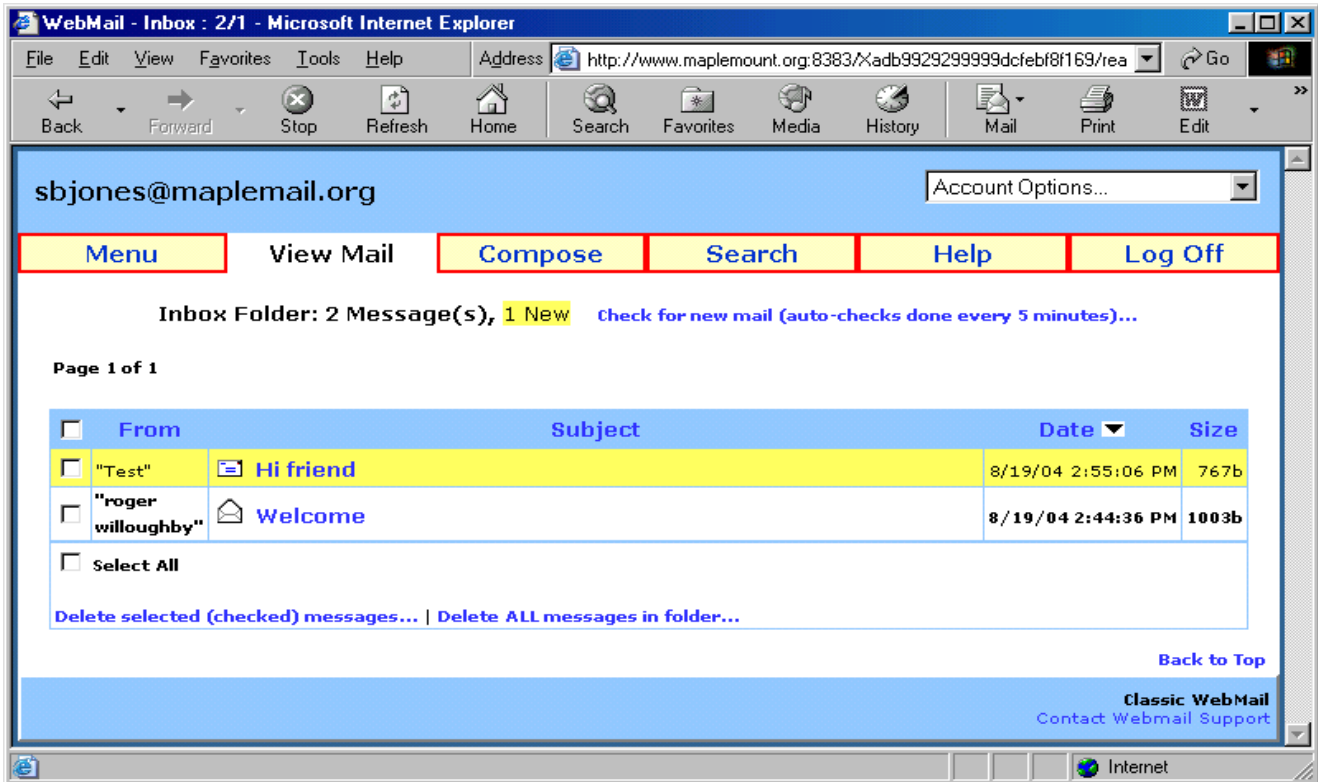
Size (bytes): Amount of disk space being used by the mailbox. 15 MB is the total size limit of your combined mailbox.

Message Count: The total number of messages contained in the mailbox. The number of new messages is displayed next to the mailbox name.

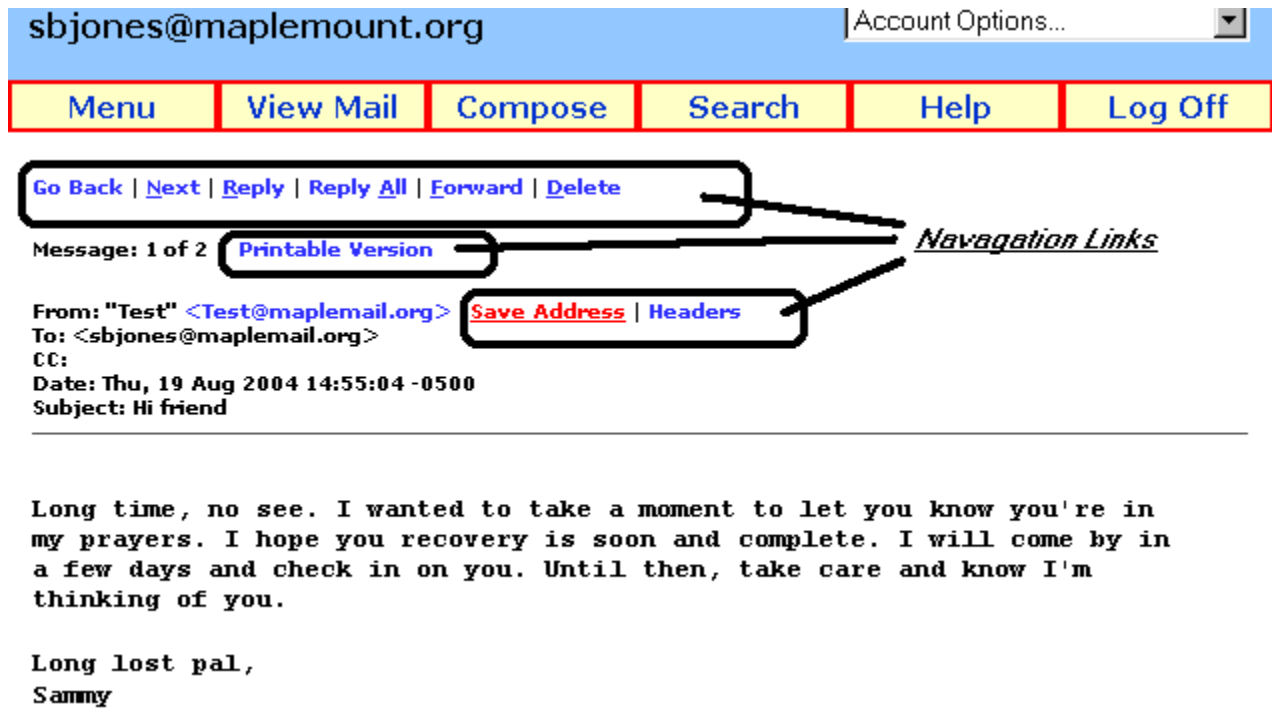
Last Modified: Shows the date and time you last received mail in this folder.

View Mail (Reading Mail)

To view mail click on the "View Mail" button.



Clicking the "Subject" opens the text of the message in the current window.



The navigation links (words in blue) do the following:

Previous. Opens the previous message in the current mailbox. This is only available if there is more than one message in the mailbox.

Next. Opens the next message in the current mailbox. This is only available if there is more than one message in the mailbox.

Reply. Creates a new message addressed to the sender. Note: You can set up Reply to include or exclude the original message. To do so, go to the "**Account Options...**" menu and select **Set My Preferences**.

Reply all. Composes a message to the sender and all the CC addresses. See the note above about including/excluding the original message.

Forward. Forwards the message to an e-mail address. You can set up forwarding to allow or disallow editing of the forwarded message. To do so, go to the "**Account Options...**" menu and select **Set My Preferences**.

Delete. Deletes the message from the mail server.

Move to. Moves the message from the current mailbox to the mailbox shown in the drop-down box.

Printable Version Allows you to see what the message will look like when it's printed.

If you want to add the address in the **Address** box to your Address Book, click **Save Address**.

Using Message Preview

From the **Account Options...** menu select **Set My Preferences** and under **Message Display Options** select Message Preview

If you select this option, your message summaries will include a **Preview** column that shows the first line of the message body. You can set the number of characters in the preview, up to 128 characters. The message summary still shows the **Address, Subject, Date,** and **Lines** columns, but you may have to scroll right to see the **Date** and **Lines**, particularly if you set it to display a large number of characters, such as 128.

Showing New Messages

On the Mailbox Summary page, the Message Count shows the total number of messages in each mailbox; in addition, it also shows the number of new (unread) messages for the Main mailbox. You can set up **Web Messaging** to show the new message count for only the "Main" mailbox, or for all mailboxes. (Note that counting new messages for all mailboxes may take a while if you keep many messages in your mailboxes. This is not recommended)

1. From the Main Menu page, select **Set My Preferences** under **Account Options...**
2. On the **User Preferences** page, locate **Show new messages for** and select **Main mailbox only** or **all mailboxes**.

3. Click the **Save Changes** button.

Sending Mail (Composing New Mail)

Address Book

"Al Ready" <already@aol.com>
"Roy Rogers" <rrogers@thisisp.com>
"Superman" <superman@flyhigh.net>
— Common Addresses —

Select address(es), then click...
[Send To](#)
[Carbon-Copy \(CC\)](#)
[Blind Carbon-Copy \(BCC\)](#)

From: sbjones@maplemail.org

To:

CC:

BCC:

Subject:

Add recipients to address book
 Save message in Sent folder

User Defined Dictionary
American English Dictionary (compressed)
British English Dictionary (compressed)

<< Select dictionaries, then click Spell Check

[Spell Check](#) | [Send Message](#) | [Save Message](#)

Attachments

Click the **Browse** button to select the file you want to attach or type the path and name of the file into the box below. To attach file(s), click **Attach**. To remove attachments, select a file(s) in the list and click **Remove**.

—No Files Attached—

[<< Attach <<](#) [Browse...](#)

[Remove](#)

Total: 0 File(s), 0 KB

To send mail to an address not in the address book:

1. Click **Compose** to display the **Compose** page.
2. In the **To**, **CC** ("carbon copy"), and **BCC** ("blind carbon copy") text boxes, enter the e-mail addresses of the message recipients. You can type or paste e-mail addresses into these boxes, using a comma to separate multiple addresses.
3. Enter a **Subject** for the message.
4. Enter the message text.
5. To spell check your message, select the dictionaries that you want to use, and click **Spell Check**.
6. **Attachments**. Click **Browse** to select the file you want to attach, or type the path and name of the file into the box. Then, click **Attach**. To remove an attachment, select a file in the list and click **Remove**.
7. Click **Send Message**.

For information on sending mail to an address in the address book, see using the Address Book.

Optional Settings

Add recipients to address book: If you select this option, all e-mail addresses in the **To**, **CC**, and **BCC** areas will be added to your Address Book.

Save message in Sent folder: Select this option to save a copy of the message in your **Sent** folder.

Save Message: Click **Save Message** to save a copy of the message in your Draft folder. You can later select the message, modify it, and send it.

See Preferences to customize how your mail is sent.

Including Symbols to Indicate Original Message

If you have set up **Web Messaging** so that the original message is included in your replies, you can also flag the lines of the original message with the ">" (greater than) symbol. (This will visually distinguish the contents of the original message from the contents of your reply.)

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Reply message (original message indicator)** and select ">".
3. Click the **Save Changes** button at the bottom of the page.

Note that if you select ">", but have not selected **Include original message** under **Replying**, the original message will not be included or flagged.

Handling Deleted Messages

You can set up **Maple Mount Web Mail Messaging** to either purge deleted messages immediately or place them in a folder named "Deleted". (Deleted messages remain in the Deleted folder until you delete them by selecting the box located to the left of the message (or multiple messages), and clicking the **Delete** button.)

Internet Explorer: You can also delete messages by dragging and dropping them in the **Deleted folder**.

To purge deleted messages immediately:

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Delete Messages** and select **Purge message**.
3. Click the **Save** button.

To place deleted messages in a folder:

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Delete Messages** and select **Move to Delete folder**.
3. Click the **Save** button.

Note: If the "deleted" folder has been renamed, the **User Preferences** page will display the new name. For example, if the folder were renamed to "Trash", the User preferences page would display "Move to Trash folder" under the **Delete Messages** section.

Setting Preferences

Confirming (or Not Confirming) Sent Messages

You can set up **Web Messaging** to either confirm or not confirm that your message has been sent.

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Confirm sent messages** and select **Yes** or **No**.
3. Click the **Save Changes** button at the bottom of the page.

If you select **Yes**, then after you click the **Send** button, you'll see a "Send Mail Status" page; if the message is sent successfully, the words "message delivered" and "success" are displayed.

If you select **No**, then after you click the **Send** button, you will return to the main menu page.

Replying With or Without Original Message

You can set up **Web Messaging** so that when you reply to a message, the original message is automatically included in your reply; if you do this, the original message appears in the same text box as your reply. (The original message is editable, is flagged "Original Message," and shows the **From** and **Date** fields.)

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Replying** and select **Include original message** or **Don't Include original message**.
3. Click the **Save Changes** button at the bottom of the page.

Confirming Before Deleting Messages

If you select the **Confirm delete messages** option on the User Preferences page, Web Messaging asks you to confirm the request before deleting the message.

Displaying Message Headers

You can display just the **basic** message header (Date, Address, To, and Subject), or you can display the **full** message header (Date, Message-id, Address, Reply-To, To, Subject, X-Mailer, Precedence, X-UIDL, and Status).

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Display Message Headers** and select **Basic** or **Full**.
3. Click the **Save Changes** button at the bottom of the page.

Forwarding Messages with Edits

You can set up **Web Messaging** so that when you forward a message, you can also edit the message; if you do this, the forwarded message is flagged as an "Original Message" and shows the **From** and **Date** fields.

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Forward Editing** and select **Edit original message**.
3. Click the **Save Changes** button at the bottom of the page.

You can also set up **Web Messaging** so that when you forward a message, the person to whom you forward the message sees the unedited body of the original message displayed beneath any text you enter. However, you (the forwarder) will not be able to view the body of the original message as you add your own comments.

1. From the **Account Options...** menu, select **Set My Preferences** under **My Options**.
2. On the **User Preferences** page, locate **Forward Editing** and select **Don't edit original message**.
3. Click the **Save Changes** button at the bottom of the page.

Note that this setting stays in effect until you reset it; therefore, if you want to edit just one forwarded message, you will need to:

- Set this preference to **Edit original message**
- Forward the message
- Re-set this preference to **Don't edit original message**

Forwarding Attachments

You can set up **Web Messaging** so that when you forward a message, attachments to the original message are automatically included or excluded.

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Forward Attachments**.
3. Select either **Include attachments** or **Don't include attachments**.
4. Click the **Save Changes** button at the bottom of the page.

Showing Text Attachments as Text or Links

You can set up **Maple Mount Web Mail Messaging** to show text attachments (for mail you receive) either as a link or as text.

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Text Attachments** under **Message Display Options** header and select **Show as links** or **Show with message text**.
3. Click the **Save Changes** button at the bottom of the page.

If you choose **Show as links** and you open a message with a text file attached, the text file name appears as a hyperlink; when you click the file name, the text is opened on a new page.

If you choose **Show with message text** and you open a message with a text file attached, the contents of the text file appears below the message.

Sorting Messages in Ascending or Descending Order

You can sort the contents of the **Address** field, the **Subject** field, the **Date** field, or the **Size** field. You can arrange the sort in either ascending or descending order.

1. From the **Account Options...** menu, select **Set My Preferences**.

2. On the **User Preferences** page, locate **Sort Messages** and select **Ascending** or **Descending**.
3. Click the **Save Changes** button at the bottom of the page.

Saving Outgoing Messages in Sent Folder

You can set your preferences for **Maple Mount Web Mail Messaging** to save (or *not* save) a copy of each outgoing message in your "Sent" folder.

You can also change this feature in the **Send Message** page of each email you send.

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Save copy of outgoing mail in Sent folder** and select **Yes**.

To *not* save a copy of outgoing messages select **No**.

Note: If you have renamed the **Sent** folder, the **Edit Preferences** page will display the new name. For example, if you renamed the folder to "Mailed", the **Edit preferences** page would display "Save copy of outgoing mail in "Mailed" folder".

Note: By changing this feature in the **Send Message** page you are only changing it for that particular email message. The next message will return to the method you have set in your preferences.

Setting the Number of Messages per Page

You can set the number of messages that are listed in the summary listing for each mailbox.

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Number of messages per page** and select **10, 20, 50,** or **100**.
3. Click the **Save Changes** button at the bottom of the page.

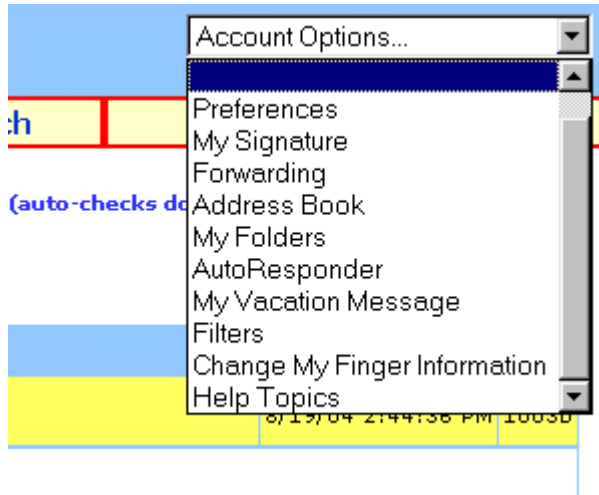
Setting Java for Spell Check

1. From the drop down menu, select **Set My Preferences** under **Account Options...**
2. On the **User Preferences** page, locate **For spell check applet, use Java** and select 1.1 or 1.4.
3. Click the **Save** button.

Note: Unless you change this option, the default setting of 1.1 will apply.

Account Options

Account Options



Preferences

My Signature

Forwarding

Address Book

My Folders

AutoResponder

My Vacation Message

Filters

Help Topics

Including or Excluding a Signature

A "signature" is a tag that is added to the end of all your messages. For example, you might add a signature that says, "Be sure to visit my new web site."

To include a signature:

1. From the **Account Options...** menu, select **Change My Signature**.
2. On the **Change Signature** page, enter a signature in the text box (limited to 1000 characters).
3. **Note:** This feature is disabled if the text box is empty.
4. Click the **Save** button at the bottom of the page.

Change Signature

A "signature" is a tag that is added to the end of all your messages. For example, you might add a signature that says, "Be sure to visit my new and improved web site."

If this text block is blank, no signature is added. If this text block contains text, the text becomes your "signature." Signature text is limited to 1000 characters. Enter or edit your signature and click the **Save** button.

Change Mail Forwarding Information

You can have **Maple Mount Web Mail Messaging** automatically forward your mail to another mail account. From the **Account Options...** menu, select **Change My Forwarding Info**.

This feature is activated when an e-mail address is present in this text box. (In other words, as long as this box is empty, mail is *not* forwarded.) Enter a complete mail address including the user ID and the full host name, for example, **UserID@domain.com**, and then press the **Save** button.

Note: You can forward your mail to more than one e-mail address by entering multiple addresses separated by commas.

To keep a copy and forward a copy, precede the forwarding address by a dot and a comma, for example, you'd enter `mailto:.,UserID@domain.com`. To forward mail to **UserID@domain.com** and keep a copy in your mailbox.

Sending a Vacation Message

You can set up an automatic response to automatically send a vacation message to anyone who sends you mail. This feature is activated when you enter an e-mail address on the **Vacation Message** page. Your vacation message will be sent *once* to each e-mail address that sends you mail. The e-mail addresses of those who have been sent your vacation message are tracked, to prevent any e-mail address from receiving your vacation message more than once.

Note: Compare this feature to the Auto Response feature (which sends an automatic response to each message that's received, regardless of whether or not the sender has already received the automatic response).

To enter a new vacation message:

1. From the **Account Options...** menu, select **Change My Vacation Message**.
2. In the **My Vacation Message** text box, enter a vacation message. This message will be sent *once* to each user who sends you mail and is limited to 1000 characters.
3. When you are done, click the **Save** button.

To stop sending a vacation message:

1. Delete the message from the **Change Vacation Message** page.
2. Click the **Save** button.

Change Vacation Message

You can have a vacation message automatically sent to anyone who sends you mail. This feature is activated when you enter a message in this text box. (In other words, as long as this box is empty, a vacation message is *not* sent.)

If you want to send a vacation message, enter the message in the text box. This message will be sent once to each user that sends you mail and is limited to 1000 characters. When you are done, click **Save**.

The e-mail addresses of those who have been sent your vacation message are tracked, to prevent any e-mail address from receiving your vacation message more than once.

Note: Compare this feature to the Auto Response feature (which sends an automatic response to each message that's received, regardless of whether or not the sender has already received the automatic response).

Adding and Changing Rules

You can use rules to direct incoming mail to particular mailboxes based on the contents of **To**, **From**, **Sender**, **Subject**, the entire message **Header** (everything but the body of the message), or the **Body** of the message.

1. From the **Account Options...** menu, select **Change My Processing Rules** to go to the **Change Rules** page.
2. Click **Add** or **Modify** (if you currently have rules to modify).
3. From the drop-down menu select **To/From/Sender/Subject/Header or Body** to choose the area of the message to search.
4. Select **contains** to have the rule look for messages that contain the search string; select **doesn't contain** to look for messages that *do not* contain the string.
5. Enter a search string as described [below](#).
6. Select **Case Sensitive Match** to search for text that matches the case of the search string; to ignore case, clear **Case Sensitive Match**.
7. Select one of the following **Filter Actions** to take on messages that meet the rule criteria.
 - a. **Send the message to a mailbox.** Select **Move the message to this mailbox**, and in the **Destination** text box, enter the name of the mailbox to which messages meeting the rule criteria will be sent. You can enter the user ID followed by a hyphen and the mailbox name, such as *tanderson-news@company1.com*. If you enter a mailbox that does not exist, one will be created for this user. A POP3 user will see this mailbox only if he logs on to this mailbox using the format *User ID-newbox*. **Deliver the message and copy it**

- to an additional mailbox.** Select **Copy** to deliver the message to its intended recipient, as well as copy it to an additional mailbox that you specify in the **Destination** text box.
- b. **Send the message to an address.** Select **Forward the message to**, then in the **Destination** text box enter the e-mail address to which messages meeting the rule criteria will be sent. You must enter a full e-mail address, such as Fred@domain1.com.
 - c. **Return the message to the sender.** Select **Bounce** to send the message back to the sender without being processed.
 - d. Select **Delete** to discard the message.
8. Click **Add Condition**. The condition is added to the rule and is displayed in the **Rules** text box. If this is the only condition you want the rule to have, click **Finish**, and the rule will be activated. If you want to add multiple conditions, see Adding Multiple Conditions to Rules below.

Adding Multiple Conditions to Rules

Multiple conditions can be created for both inbound and outbound rules. By using multiple conditions, you can often combine multiple rules into one, thus, saving time and creating a more compact rules file. Sometimes, a rule with only one condition is adequate to fulfill your requirements. However, there are times when you may want to create more complex rules, in these cases, you may want to use multiple conditions.

Example: If you want all e-mails from your supervisor containing information about “project updates” to be sent to a specific mailbox in your account, you would set a rule with two conditions: 1) the message must be from your supervisor; and 2) the message must contain the words “project updates” in the subject or message body of the e-mail.

To add a rule with multiple conditions:

1. Follow the steps to creating a rule as described in Adding an Inbound Rule or Adding an Outbound Rule. Then, while on the rules dialog, create the first condition for the rule and click **Add Condition**.
2. Click either the "**Insert AND**" or the "**Insert OR**" button. Click the **Insert AND** button to state that all the rule conditions must be met in order for the message to be trapped. Click the **Insert OR** button to state that at least one of the conditions must be met in order for the message to be trapped.
3. Create the second condition as you did the first, then click **OK**.
4. Continue adding conditions until you are satisfied with the rule, then do one of the following:
5. If you are creating an inbound rule and are on the **Edit Inbound Rule** page, enter a mailbox or address that you want the rule to be sent to.
6. If you are creating an outbound rule and are on the **Edit Outbound Rule** page, select one of the rule actions listed at the bottom of the page.
7. When you are satisfied with the rule, click **Finish** to save your changes.

Entering a Search String

Enter a search string by doing one or more of the following:

- Enter the literal text (up to 255 characters) that you want to search for. For example, if you want to find the word *jazz*, type: *jazz*.

- Type search expressions and quantifiers (up to 255 characters) as shown in the Text Patterns tables below.
- Paste a portion of a mail message that meets your intended search criteria. For instance, you could copy and paste text such as XMSMailPriority(High) from the header of a message; this would search for High priority messages.
- Check **Search string from file** if you have placed the search text in a text file. The listbox shows a list of the existing rule files.

Text Pattern	Expression
Any character	.
Any of the values separated by vertical bars within the parentheses	(this that other)
Any word character (a-z, A-Z, 0-9)	\w
Any non-word character	\W
Any digit (0-9)	\d
Any non-digit	\D
Any white space (spaces and/or tabs and/or carriage returns)	\s
Any non-white space	\S
Any punctuation character (any character other than \w or \s)	\p
Any non-punctuation character	\P

Quantifier	Expression
Zero or more	*
One or more	+
Exactly 100	{ 100 }
At least n1, but not more than n2 (where n1 and n2 are numbers)	{ n1,n2 }

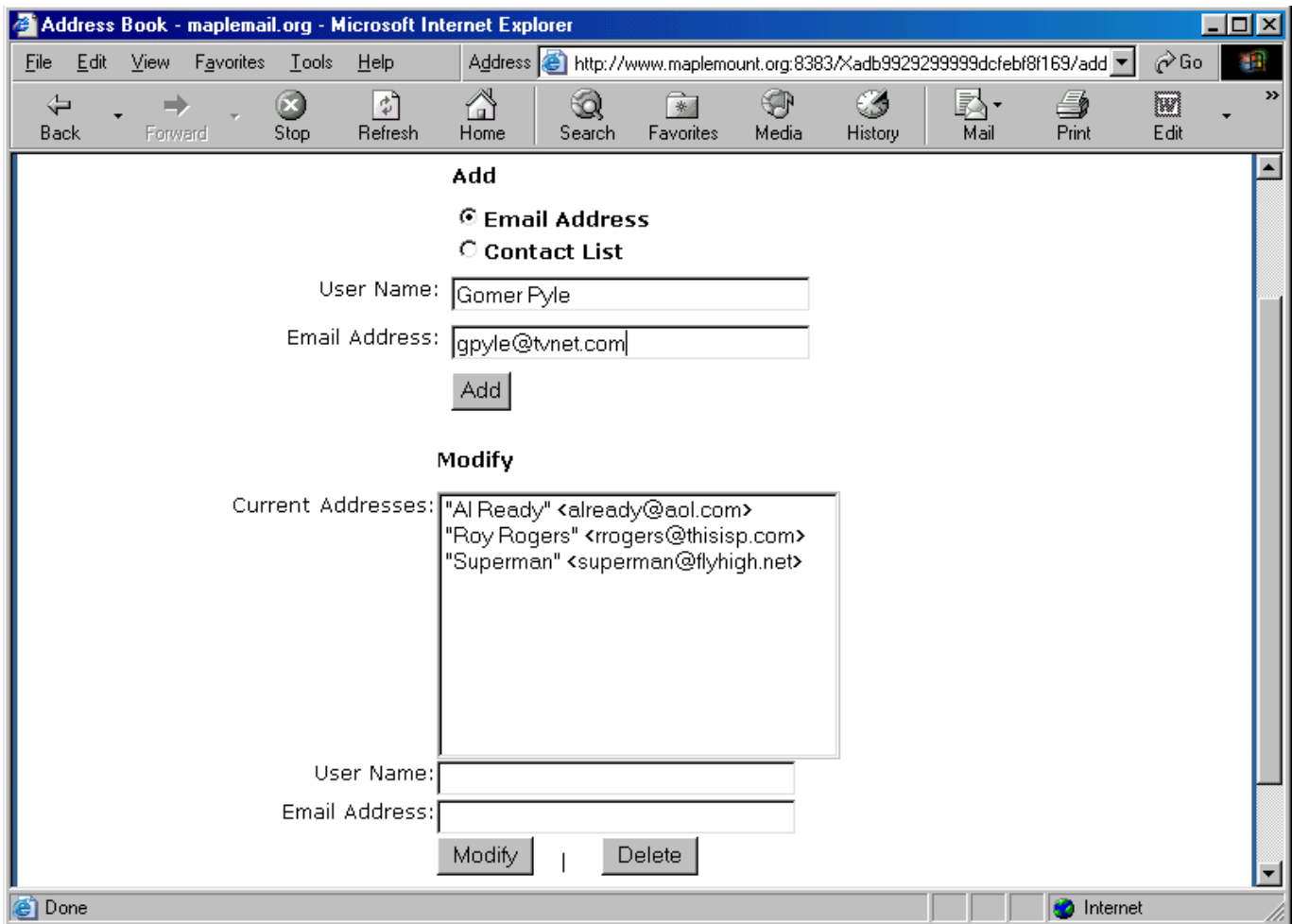
Note: The following characters have special meaning in a rule:

{ } () * + , . :

If you want to use one of these characters in a search string, precede it with a backslash. For example, to search for a plus sign, enter \+ in the search string.

Address Book

Use this page to add, modify, or delete entries in your Address Book. Addresses can be entered into the address book as a single address, or as part of a contact list.



Adding an Entry

Adding a single address

1. Under **Add**, select **Email Address**.
2. In the **User Name** text box, enter a unique name.
3. In the **Email Address** text box, enter the e-mail address. Enter one complete e-mail address per line (i.e. matthews@domain.com). If the user is on the same domain as the one you are logged into, you can simply enter the user ID (i.e. matthews).
4. Click **Add**.

Adding a contact list

Contact List (definition)

A list of e-mail addresses that form a group. For example, if you frequently send e-mail to all members of your department, you can create a contact list containing each members e-mail address. Then, when you compose a message you can simply enter the contact list name (marketing) into the To: field, instead of entering each e-mail address


1. Under **Add**, select **Contact List**.
2. In the **User Name** text box, enter the name of the contact list.
3. In the **Contact List** text box, enter the e-mail addresses that will be part of the list. Enter one complete e-mail address per line (i.e. matthews@domain.com). If the user is on the same domain as the one you are logged into, you can simply enter the user ID (i.e. matthews). A contact list must contain at least one e-mail address, but has no maximum limit.
4. Click **Add**.

Modifying an Address Book Entry

1. Under **Add**, select either **Email Address** or **Contact List**.
2. Under **Modify** section, select the address or contact list from the **Modify** list box.
3. Modify the **User Name** and/or **Email Address**, in the respective text boxes.
4. Click **Modify**.

Deleting an Address Book Entry

1. Under **Add**, select either **Email Address** or **Contact List**.
2. Under **Modify** section, select the address or contact list that you want to delete from the **Modify** list box.
3. Click **Delete**.

Tip: When adding or modifying a contact list, click the **Insert from Address Book** icon  to add current address book entries to a contact list. Simply select the addresses that you want to add and click **Add to Contact List**, then save the contact list. Select multiple addresses by pressing the **Ctrl** key on the keyboard and selecting the e-mail addresses.

Managing Folders

A folder or mailbox named **Main** is automatically created whenever an account is created. A folder named "Sent" is created if you set **Save copy of outgoing mail in Sent folder** to **Yes**. Likewise, it creates a folder named Deleted if you set your **Deleted messages** preference to Move to Deleted folder.

You can also create "sub-folders," within a particular folder. For example, a folder named "Parrots" can have a sub-folder named "Tricks" and another one named "Sounds."

The main page displays the following information about each folder:

- **Folders.** Lists the name of the folders and visually displays folder hierarchy.
- **Size.** The total size of the folders' contents.
- **Message Count.** Displays the number of unread messages in each folder.

To create a new folder:

1. From the **Options and Styles...** menu, select **Folders** to go to the **My Folders** page.

Or click on the "**Folders**" **Icon** on the main page.

2. Under **Create a Folder**, enter the name of a new folder to create. (The name must be eight characters or less and may not contain any special characters.)
3. Click the **Create** button.

To create a folder within another folder:

1. Under **Create a Folder**, enter a name like *UserName.Parrots.Tricks*, which will add a new folder called *Tricks* under the directory *Parrots*, which is under the top directory *UserName*.
2. Click the **Create** button.

To rename a folder:

1. Under **Modify a Folder**, choose the folder name from the list to the right.
2. Enter a new name in the text box.
3. Click the **Rename** button.

To delete a folder and all the messages it contains:

1. Under **Modify a Folder**, select the folder name from the list to the right.
2. Click the **Delete** button.

Mailbox Summary

The main page shows the messages in the folder you selected in the top frame. From this page, you can read your mail, move messages to another mailbox, sort and delete messages.

How to Read the Summary

From: The sender of the message

Subject: Subject of the message, written by the sender. The following graphics will appear in the subject area:

- When a new message arrives, an envelope icon will be displayed in the **Subject** field.

- When new mail with an attachment arrives, an envelope icon with a paper clip will be displayed in the **Subject** field.
- When a message with an attachment has been read, an open envelope icon with a paper clip will be displayed in the **Subject** field.
- When a message has been read, an open envelope icon will be displayed in the **Subject** field.

Preview: A partial display of the body of the message. To enable or disable this option, go to **Account Options...** and select **Set My Preferences**. Under **Message Display Options** you can choose to display message text up to 128 characters in the subject display area, as well as **Basic** or **Full** display options.

Sort Order. By default, messages are sorted by date, with the most recent message at the top. You can sort by Address, Subject, Date, or size by clicking on the heading name. You can also sort in ascending or descending order.

Selection boxes. Check boxes appear in the left-most column so that you can select multiple messages to move or delete.

Deleting messages. When you click the **Delete** button, all selected messages are deleted. Alternatively, you select **Delete All** to delete all messages without having to select each message. You can also click "**delete**" located in the header menu of each message for quick individual deletion.

For info on saving deleted messages and confirming deletion see [Handling Deleted Messages](#)

Moving messages. While viewing a specific message you can click the drop-down menu **Move to folder...** The message is moved to the mailbox indicated.

Changing mailboxes. To view messages in a different folder, click the **Menu** button in the header menu to view the summary of all mailboxes.

Or to navigate to a different folder use the **Go To Folder** drop-down menu at the bottom of the page.

Sorting Messages in the Mailbox Summary

When you view a summary of your messages in a particular folder, you can sort by Address, Subject, Date, or Size. You can sort in ascending or descending order.

Set in Preferences

1. From the **Account Options...** menu, select **Set My Preferences**.
2. On the **User Preferences** page, locate **Initial sort criteria** and select **From, Subject, Date, or Size**.
3. Click the **Save Changes** button at the bottom of the page.

Note: Sorting can also be done directly on the mail list by clicking the header you want to sort by. Clicking a second time changes the sort from Ascending to Descending.

Adding or Editing an Automatic Response

Adding an Automatic Response

From the **Account Options...** menu, select **Set My AutoResponder**.

Use this page to set up an automatic response so that each time you receive mail, a prepared message is sent back to the sender. This feature is activated when you enter text in the **Message** box. (In other words, if the **Message** box is empty, no automatic response is sent.)

1. Use **Main** as the mailbox if you want all incoming mail to receive the automatic response. (If you want the automated response to be activated only for a particular mailbox, select the mailbox name.)
2. If, in addition to sending an automatic response, you want to forward incoming messages to another user ID, enter a mail address. For example, you can forward messages to your assistant, or to another mailbox besides Main (by entering the forwarding address as *yourUser ID-othermailbox*).
3. In the **Message** box, enter the subject *and* message to be returned to all senders who send mail to this sub-area. The first line of the body of the message is used as the subject line for the automatic response. It must be less than 80 characters. The rest of the message will be sent as the body of the automatic response. It must be less than 1024 characters.
4. Click the **Save** button.

Note: To prevent automatic responses to bulk mailers, an automatic response is *not* sent if the original message contains the *Precedence: bulk* header. To prevent automatic responses to list server mailing lists, automatic responses are *not* sent if the original message contains *imailsrv* in the mail address.

Editing an Automatic Response

To edit an existing automatic response, select the mailbox (usually Main), make any necessary changes, and click the **Update** button.

Search

The search feature allows you to search a single mailbox or all your mailboxes for a specific word or phrase.

1. On the header menu click the **Search** button.
2. **Enter your search phrase.** If you are looking for a name or User ID, enter it. (Examples: fred@domain1.com; Jeff Anderson; Todd). If you want to search for a word or phrase, enter that (Examples: beignets, New Orleans cafe). Multiple word entries are considered a phrase, you do not have to enclose the phrase in quotation marks. For example, the entry, *New Orleans cafe*, will search for messages that contain that phrase; it will not search for messages that contain just the word *Orleans* or just *cafe*.
3. **Select the area to search.** You can search for a name or user ID by the recipient (*To*) or the sender (*From*). You can also search the *Subject* line or the *Message Body* for the occurrence of a word or phrase.
4. Select the mailbox(es) that you want to search, or check the **All** box.
5. Click **Search** to search the selected mailbox.

Search Results

The **Search Results** lists all messages that meet the search criteria. To view a message in the list, click on it.

If you want to view the results of the previous search, click **Perform Last Search**.

Spell Checker

The spell check feature allows users to check for spelling errors before sending a message. The spell check allows users to select or add dictionaries with which to spell check. Spell checking is enabled by default for all new user accounts. If the default setting is changed, then the administrator must enable spell checking for either a domain or a user.

To spell check a message before sending it:

1. Click on the **New Mail** icon.
2. Enter information into the given fields. Text must be entered into the **Body** field in order for the spell check to work.
3. Select the dictionaries that you want to use by clicking on them (for more information on individual dictionaries see Dictionary Explanations below). Multiple entries can be made by holding down the control key while clicking on the dictionary names.
4. Click **Spell Check**.

By default, the Spell Checker will display any misspelled words in red, as well as displaying the number of misspelled words at the bottom of the Spell Checker window.

