



April 14

Web Mail

Classic Web Mail

Version 2.2

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1 Technical Requirements

Classic Web Mail works best with the following system configuration:

- A computer manufactured within the last 3 years
- Windows 98, 2000, XP, Vista, or Mac OS X Tiger
- Internet Explorer 5.5, 6, IE 7, Firefox 1.5, Firefox 2, or Safari 2
- A 56 Kbps Internet connection or faster

2 Accessing your Web Mail

Existing Users

User Name:

Password:

Remember Me

(Save my user name & password on this computer)

[Switch to Secure Login](#)

To login to your email account:

1. Go to your Web Mail URL
2. Enter your username (first portion of your email address; before the @)
3. Enter your password
4. Click on Login

Checking the box next to **Remember Me** will save your user name & password on that computer. We do not recommend you select this feature when accessing your account from a public computer.

3 Web Mail Features

3.1 Home

Home contains important information about your email account.

Welcome [username@everyone.net](#)

[Go To Page...](#) ▾

Mailbox Summary

0% 100%

[Go To Folder...](#) ▾

You have used <1% (29 KB) of your 10000 MB mailbox.

Folder	Messages	Unread
INBOX	4	4
Spam	0	0
Drafts	0	0
Sent	0	0
Trash	0	0
Sent Items	0	0

You are currently a **Business Mail** member

Announcements

Welcome to Everyone.net

[Privacy Policy](#).

3.1.1 Mailbox Summary

The Mailbox Summary provides information about your storage capacity, a glance of your top-level folders, message counts, and your account status. From this page you can easily navigate to your folders by clicking on the folder link or using the left navigation bar.

Navigation Bar

This feature is located at right top corner of your Web Mail service. It allows you to easily navigate between folders.

3.1.2 Announcements

Information and messages from your administrator may appear in this section.

4 Inbox

New mail is sent to the Inbox unless you have created Email Rules to filter your mail.

Folder: In-Box Go To Page...

Check External Mail Page: [1]

All <input type="checkbox"/>	Sender	Subject	Date <input type="button" value="↑"/>	Size	Score
<input type="checkbox"/>	[not specified]	Join BUST at SXSW	Thu 03/08/07 04:33 AM	3 KB	-
<input type="checkbox"/>	"Barnes & Noble.com"	Free \$25 Gift Card Offer	Thu 03/08/07 01:48 AM	7 KB	-
<input type="checkbox"/>	"AIGA Design Education"	Schools of Thoughts!!	Wed 03/07/07 08:31 PM	14 KB	-
<input type="checkbox"/>	"The SnagIt Team"	SnagIt EvaluationTips - Please Confirm	Wed 02/28/07 01:37 PM	5 KB	-

Check External Mail Go To Folder...

Page: [1]

[Privacy Policy](#)

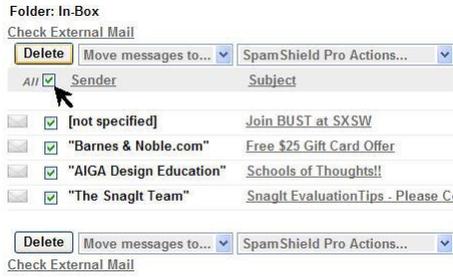
Inbox

4.1 Selecting a Message

1. Select the folder on the main navigation bar, or click Inbox if you want to select a message from the Inbox.
2. A list of all your messages within that folder will be displayed.
3. Click the box next to the message you want to select, to place a check mark in it.

4.1.1 Selecting/Deselecting All Messages

1. Click the box next to the All at the top of the page. This will select every message on a page in a particular folder.
2. To deselect the messages click on the same box.



4.1.2 Selecting Multiple Discontinuous Messages

1. Click the checkbox next to each message. This will select the specific message(s).

4.2 Sorting Messages

Email folders help you to manage your mails into different groups according to the subject, address, or date. The messages in a folder can be sorted by the sender name, subject, date and time, or the size of the message.

To sort mails within a folder:

1. On the main navigation bar, click the Folders icon.
2. Click the Folder name to open the folder and view its messages.
3. Messages can be sorted in by clicking on a column header. Click on the same column header again to reverse the sort order.

Note: Emails are automatically sorted in descending order. To sort in ascending order click on the column subject link again.

4.3 Reading a Message

You can read text messages or files in Web Mail. You can also forward and/or reply to received emails. Any of the attachments in the original mail may be attached to a replied to/forwarded email.

Reading a Message within Inbox:

1. Single-click the subject link for the email you wish to open/read.

4.4 The Body of a Message

Once you have opened your message you will notice the standard and special features available. Below you will find a brief summary on these fields and features.

View Mail

[Next](#) | [INBOX](#)

[Reply](#) [Reply All](#) [Forward](#) [Delete](#) [Move message to...](#) ▼

[Show Full Headers](#) | [Printer View](#) | [Add Sender To Address Book](#)

From: "Sender's Name" <testts@everyone.net>
SpamShield Pro Actions... ▼

To: <username@everyone.net>

Cc: <username@everyone.net>

Subject: the subject of your message

Date: Sat 03/10/07 07:58 PM

This section contains the sender's message.



Attachment: [Save](#) [View](#)
 Name: Blue hills.jpg
 Type: image/jpeg

From	This is usually the sender's name and email address, which is specified by the sender.
To	Displays the name and email addresses of the recipients. In most cases this will display your email address.
Cc	The Cc (Carbon Copy) header contains recipients who received a copy of the message.
Subject	Shows the subject of the message as entered by the sender.

Show Full Headers

The email header is the information that travels with every email, containing details about the sender, route and receiver. This information may be requested if troubleshooting an issue.

To view header information:

1. Open a message.
2. Click the Show Full Headers link. The detailed header information will appear.
3. Click the link again to show the default header information.

Printer View

Clicking on this link will open a new browser which will allow you to cleanly print the email.

Add Sender to Address Book

Selecting this link will display to the New Contact page, where you can enter information before adding this sender as a new contact.

SpamShield Lite/Pro Actions

This will allow you to report the message as spam. To learn more about this feature please review the section on SpamShield Pro.

Attachments

If you received an attachment with your message this will be displayed in this section. Here you can select "Save" to save this attachment to your local drive or "View: if you only wish to view this.

To Save an attachment:

1. Open the email containing the attachment.
2. Under the Attachments box, click Save.
3. In the File Download window, click Save.
4. In the Save As window, type a name for the file, then click Save.
5. When the download is complete, click the Open button to open the file or the Open Folder button to open the folder where the file is saved

4.5 Navigating through Messages

From within the Message:

1. Click on Next to view the next email message
2. Click on Previous to view the previous message

4.6 Replying to a Message

Reply

1. Open the email message
2. Click the Reply button to reply only to the sender of the email.

4.7 Replying to All

Reply All

1. Click the Reply All button to reply to everyone who received the email.

4.8 Forwarding a message

By default your when you forward a message, the forwarding email will be shown as an attachment. To forward the message in the body of your message please change this to Inline in the [Preferences](#) page.

Forward

1. Open an email.
2. Click the Forward button.
3. A new message will appear with the forwarded message attached.
Note: The Subject line will be automatically filled in.
4. Enter the email address(es) of your intended recipient(s). At least one email address is required.
5. Add to the message if you desire or click the Send Message button.

4.9 Deleting Messages

If your account reaches the maximum, you will not be to receive new messages. If you receive a high volume of email messages containing large attachments, or if you travel for an extended period and choose to leave your email messages stored on the server, you may receive a Quota Warning.

To Delete One or Multiple messages:

Delete

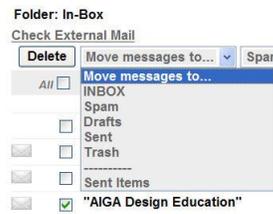
1. On the left side of the Everyone.net Inbox page, click the Folders link.
2. Under the Folder column, select the folder that contains "unwanted messages".
3. Select the message(s) you want to delete by checking the box next to the message.
4. Click the Delete button. The selected mail will be moved to the Trash folder.

To permanently delete emails from the trash folder:

1. Click the Folders link.
2. Next to Trash, click the Empty link. This removes all mails from the Trash folder.

**4.10 Moving Emails between Folders****To move mail between folders:**

1. On the main navigation bar, click Folders.
2. Click the folder that contains the message you wish to move.
3. Select the mail you want to move, open the “Move messages to...” drop down menu and choose the destination folder from the list where you want to move the mail.
4. Click the Move button.

**4.11 Checking External Mail**

You may check message from other email addresses via your Web Mail. For instructions on how to do this please review the [Check External Accounts](#) under the Options section. Once set up you can check these external accounts by clicking on the Check External Mail link.

5 Composing Email

Compose a Message:



1. On the toolbar, click the Compose button.
2. A window will open up.

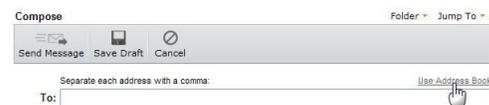
Below you will find a brief summary of the fields and features available when you compose a message.

To Here you can enter the email address(es) of your recipients. Please keep in mind that an email address consists of username@domain.com.

Cc This field is to be used when you wish to send copies of the message to people other than the recipient. Your recipient will then see that the person(s) who received the copy. Hence the name carbon copy (Cc).

Bcc Blind Carbon Copy works similar to Cc, however none of the recipients will see any email addresses entered in this field.

Use Address Book



You can use the Address Book to look up and select names, email addresses, and groups when you send email messages.

1. While on the compose page, click the "Use Address Book" link. Your contacts will appear in a pop up window.
3. Next to the contact or group that you are sending email to, click the To link, the Cc link, or the Bcc link, to add their email address(es) to the appropriate box(es).
4. Compose your email message, and then click the Send Message button.

Note: *If you are sending email to a recipient who is not currently in your Address Book, after clicking the Send Message button, click the box next to each recipient you wish to add to the Address Book to place a check mark in it, click the Add Contacts button, then click the Return To Inbox button.*

Subject Enter the subject of your message.

Add Attachment



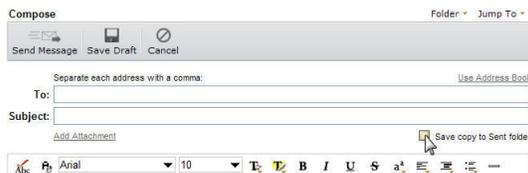
The email attachment feature allows you to send files/pictures along with email messages. An attachment can be word processing documents, spreadsheets, graphics, photographs, and sounds.

To Send an Attachment:

1. Below the Subject: box, click the Add Attachment link.
2. Click the Browse button.
3. Open the folder which contains the file to be attached and click the desired file. The name of the file will automatically appear in the File Name box.
4. Click the Open button. The Choose file window will close and the exact path of the file attachment will appear.
5. Click the OK button.
6. Once the file is displayed on attachments list, click the OK button.
7. Compose and address your message, then click the Send Message button.

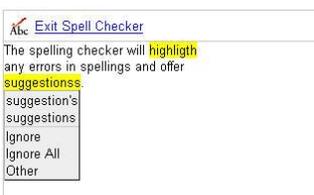
Note: You can send up to 25 MB of attachments per email, either as a single file or group of smaller files.

Save copy to Sent folder



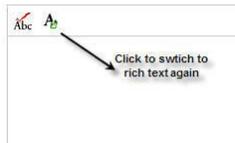
Check the box next to Save Copy if you wish to save a copy of the email message in your Sent Folder.

Spell Check



This feature allows you to check the spelling of the message you are composing.

Plain/Rich Text



This feature allows you to change the formatting of the message from Rich Text to Plain Text and vice-versa.

Note: *All formatting changes will be lost when you switch from Rich to Plain text.*

Font



This feature allows you to select a font type from the list.

To change the font at the beginning of the message:

1. While in the body of the message select the desired font from the list

To change the font for certain text:

1. Select the text
2. Select the desired font from the list

To change the font after creating the message:

1. Select the font
2. Select the desired font from the list

Font Size



This feature allows you to select a font size from the list.

To change the font at the beginning of the message:

1. While in the body of the message select the desired font size from the list

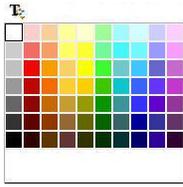
To change the font for certain text:

1. Select the text
2. Select the desired font size from the list

To change the font after creating the message:

1. Select the font
2. Select the desired font size from the list

Font Color



This feature allows you to select a font color from the list.

To change the font at the beginning of the message:

1. While in the body of the message select the desired font color from the list

To change the font for certain text:

3. Select the text
4. Select the desired font color from the list

To change the font after creating the message:

1. Select the font
2. Select the desired font color from the list

Highlight Color



This feature allows you to highlight text within the message.

To highlight text:

1. Select the text
2. Select then select the desired color from the chart

Bold

B

This feature allows bold the text within a message.

To bold text:

1. Select the text
2. Select then click on the Bold icon

To use bold for new text:

1. Click the Bold icon
2. Type your text

To turn off bold:

1. Click on the Bold icon again.

Italics

I

This feature allows you to change normal text to italic within a message.

To make text italic:

1. Select the text
2. Select then click on the Italics icon

To make new text italic:

1. Click the Italics icon
2. Type your text

To turn off italic:

1. Click on the Italics icon again.

Underline



This feature allows underline the text within a message.

To underline text:

1. Select the text
2. Select then click on the Underline icon

To use underline new text:

1. Click the Underline icon
2. Type your text

To turn off underline:

1. Click on the Underline icon again.

Strikethrough



This feature allows strikethrough for the text within your message.

To strikethrough text:

1. Select the text
2. Select then click on the Strikethrough icon

Superscript/Subscript

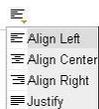


This feature allows you to create superscript and/or subscript text.

To superscript/subscript text:

1. Select the text
2. Select then click on the Superscript/Subscript icon
3. Select the option from the drop down list

Paragraph Alignment



This feature allows you to change the alignment for different paragraphs or the complete email.

To change the paragraph alignment:

1. Select the paragraph
2. Select then click on the Paragraph Alignment icon
3. Select the option from the drop down list

Indent/Outdent



This feature allows outdenting or indenting of certain text.

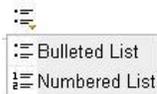
To indent text:

1. Select the text
2. Select then click on the Indent/Outdent icon
3. Select the option the Indent option

To outdent text:

1. Select the text which has already been indented.
2. Select then click on the Indent/Outdent icon
3. Select the option the Outdent

Bullet List/Numbered List

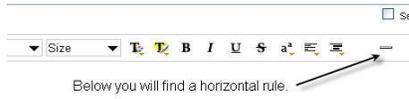


This feature allows creates a bullet or numbered list within your message.

To create a bullet or numbered list:

1. Select the text
2. Select then click on the List icon
3. Select the option from the drop down list

Horizontal Rule



This feature allows you to add a horizontal line to your email messages by selecting the Horizontal Rule Icon.

Background Color



This feature allows you to change the background color for the message.

To select a Background Color:

1. Click on the Background Color Icon
2. Select the color from the chart

To deselect the Background Color:

1. Click on the Background Color Icon
2. Select the "white/transparent" color from the chart

Background Image (optional)



If this feature is available, you can choose from one of the many backgrounds available to you.

Note: *This feature must be enabled by the account administrator.*

To remove the background

1. Click on the Back Ground image button
2. Select None

Emoticon

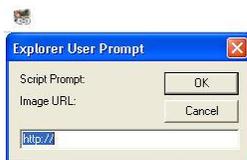


This feature allows you to select from a chart of faces which are symbols for different expressions and emotions.

To select an image:

1. Move your cursor to the location where you would like to place your emoticon
2. Click on the Emoticon button
3. Select the image

Link Image



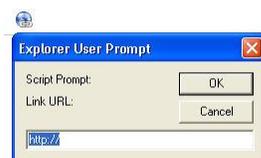
This feature allows you to enter images which are found on the internet.

To insert pictures as embedded images:

1. Click on the Link Image button
2. Enter the location of the image which must be available online.
3. Click OK

Note: *This is a script prompt. Your browser may request permission to use this feature. Also the URL entered must be the location of the image. If you see a box with an X instead of the image, this is because the URL entered is invalid.*

Link URL



This feature allows you to add a link to selected words.

To add a link:

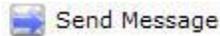
Type the word(s) you will be linking to the URL
 Select the word(s) by highlighting these
 Click on the Link URL button
 Enter the URL
 Click OK

Note: *This is a script prompt. Your browser may request permission to use this feature.*

5.1 Sending Messages

To send your message:

1. Ensure you have enter the email address(es) of your intended recipient(s) in the To field.
At least one email address is required.
2. Click Send Message when you are finished composing your message.



Send Message

A confirmation message will appear notifying you that your message was sent.

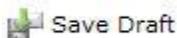
To Save All Sent Messages to your Sent Folder

1. On the left of the page, click the Options link.
2. Under the Additional Options button, click the [Preferences](#) link.
3. Next to the Save Sent Messages setting, choose the Yes option by clicking it, then click the Save button.

5.2 Creating Drafts

Saving a message as a draft allows you to compose a message and return to it later without sending.

To save a message as a draft:



Draft

1. Click on the Save Draft button

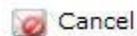
To retrieve the drafted message:

1. Click on Folders
2. Select the Draft Folder
3. Select the message

5.3 Canceling a message

Once a message has been sent you can not stop the delivery. However, you can cancel an email when you are in the process of composing this.

To cancel a message:



Cancel

1. Click on the Cancel Icon

5.4 Adding Contacts While Sending a Message

The Address Book has a feature which allows you to automatically add a new contact when sending an email message. This feature detects when the email recipient is not already added to the Address Book and gives you the option to add them.

1. Compose your email message, and then click the Send Message button.
2. On the Compose page, click the box next to each recipient you wish to add to the Address Book to place a check mark in it, and then click the Add Contacts button.
3. Click the Return to Inbox button.

6 Address Book

In your address book you will find the contact details, such as email addresses, names, and phone numbers to contacts which you have added. All services come with the default personal address book. However Business Mail has a shared address book which contains shared contacts for that domain.

Address Book Contacts and Groups (1 matches) Go To Page... ▾

In Personal Address Book ▾

Find contacts whose First Name ▾ contains Find

Browse contacts by First Name ▾: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

List 100 ▾ on a page.

Mail Delete New Contact New Group Import Contacts Show Contacts and Groups ▾

<input type="checkbox"/>	First Name	Last Name	Email <small>(click below to send email)</small>	Edit	View	Delete
<input type="checkbox"/>	Firs Name	Last Name	username@everyone.net			

Mail Delete New Contact New Group Import Contacts Show Contacts and Groups ▾

List 100 ▾ on a page.

6.1 Selecting an Address Book

If you have more than one address book you can select between these by selecting this from the drop down menu.

In Personal Address Book ▾

Personal Address Book

Shared Address Book

6.2 Searching the Address Book

There are several features which allow you to search the address book based on the criteria entered

6.2.1 Using Find contacts

1. Select the criteria from the drop down menu.
2. Enter the text you would like to search for into the box
3. Click on Find

Find contacts whose First Name ▾ contains Find

First Name

Last Name

Email Address

6.2.2 Using Browse by contacts

1. Select the criteria from the drop down menu
2. Select All or a letter from the list.

The list will now be sorted by selection.



6.2.3 Sorting the address book

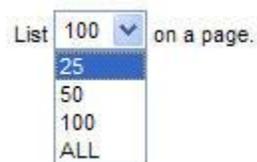
1. Click on the link for the category you wish to sort your address book by

The list will sort automatically

6.2.4 Selecting the number of contacts to list

You can adjust the number of contacts that will show up per page.

1. Click on the List drop down menu located above the Mail Button
2. Select the amount or all



The page will automatically load with the selected amount.

6.2.5 Selecting list type

You can select the type of contacts that will be displayed on the page.

1. Click on the Contact drop down menu
2. Select the type



The page will automatically load with the contact type

6.3 Adding a New Contact

1. Click the Addresses link.
2. Click the New Contact button.
3. In the Email Address(es) section, in the Primary: box, type the email address you wish to add.

Note: *The email address is the only information required when adding a contact to the Address Book. You may also add any additional information about your contact in the other optional fields.*

4. Click the Save Changes button.

5. Click the Back to List button.

6.4 Adding a New Group

You can create a single group name to send a message to several contacts at once.

1. Click the New Groups link. Your current list of groups will appear.
2. Click Add Entry from Address Book, and then click the Done button.
3. In the Group Name field, type the name.
4. Add Contacts to your group. The Contacts field will list all of the contacts in your Address Book. Click on the contact that you want to add to your group.
5. To insert the contact into the Current Group Member field, click Add (Contact) to Group. Repeat the steps 5 and 6 for to include all the contacts in your group.
6. Click Add Group.
7. Click Save Changes to take you back to your email.

New Group

Group Name:

Group Contents:
Separate email addresses with commas.
[\[Add Entries From Address Book\]](#)

6.5 Importing Contacts

In order to import contacts into your address book, you will first have to export the contacts from a supported mail client. Once you have that file, you can add this to your Web Mail address book.

Import Address Book Contacts

In order to import contacts into your address book, you will first have to export the contacts from a supported mail client. Once you have done that, you can follow these steps to import those contacts into your address book:

1. Select the application that exported the contacts:
2. Specify the file on your hard drive that contains the exported contacts:
3. Submit the file:

Note: Entries will only be imported once. Duplicate or invalid entries will be ignored.

To import the address book:

1. Select the application that exported the contacts

Supported application list
 Microsoft Entourage for Mac OS (Tab-delimited text file)
 Eudora 5.x for Mac OS (CSV text file)
 Netscape Communicator 4.77 for Windows (CSV text file)
 Microsoft Outlook 2000-2003 for Windows (CSV text file)
 Microsoft Outlook Express for Windows (CSV text file)
 Yahoo! Export Format (CSV text file)

2. Upload the file from the hard drive that contains the file

3. Submit the file

Note: *Entries will only be imported once. Duplicate or invalid entries will be ignored.*

6.6 Editing a Contact

From within Address Book:

1. Under the Edit column, next to the contact you want to edit, click the Edit icon (yellow notepad with a pencil). 
2. On the appropriate boxes, type the required changes, then click the Save Changes button

6.7 Viewing a Contact

From within Address Book:

1. Under the View column, next to the contact you want to view, click the View icon (magnifying glass). 

6.8 Deleting a Contact

From within Address Book:

1. Under the Delete column, next to the contact you want to delete, click the Delete icon (trash can). 
2. A pop up will appear to confirm the deletion of this contact. Click OK to proceed. Cancel to cancel the request.

6.9 Sending Mail to a contact

To send to a single contact:

1. Click on the email address from the address book list.

To send to multiple contacts:

1. Select the contacts by placing a check in the box next to the contact's name
2. Click on Mail button

7 Folders

Folder will help to organize your messages. When you select the Folder button a list of available folders will be displayed. From this page you can view information about your folders, including the size, amount of messages, as well as buttons to the features you can use.

Folders Go To Page... ▾

Folder	Msgs	Size	Info	New	Rename/Move	Delete
Create New Top Level Folder						
INBOX (3)	5	168 KB				
Spam	0	0 B				Empty
Drafts	0	0 B				
Sent	0	0 B				
Trash	0	0 B				Empty
Sent Items	0	0 B				
Total (3)	5	168 KB				

Used: 0% 100%

You have used <1% of your 10000 MB mailbox.

7.1 Selecting a Folder

To select a folder click on the Folder's name

7.2 Creating Top Level Folders

To Create a Top Level Folder:

1. Under the Folders column, click the Create New Folder link.
2. In the box provided, type a name for the new folder and the new sub-folder, then click the Create New Folder button. Your new folder will be listed below the default folders such as Inbox, Spam, Drafts, Trash, and Sent.

7.3 Creating Sub-folders

To Create a Sub-Folder:

1. To create a sub-folder, under the New column, click the folder icon next to the existing folder where you want to place the sub-folder. Your new sub-folder will be listed below the folder you selected.
2. Enter the Folder's name
3. Click on Create New Folder

To make an existing folder into a Sub-Folder:

1. Create a Top Level Folder
2. Click on the Move Icon
3. Move the Folder under the desired Folder by selecting the radio button next to its name.
4. Click on the Rename/Move button

7.4 Moving a Folder

To Move a Folder:

1. Click on the Move icon 
2. Move the Folder under the desired Folder by selecting the radio button next to its name.
3. Click on the Rename/Move button

7.5 Renaming a Folder

To rename a Sub-Folder:

1. Click on the Rename/Move Icon 
2. Edit the folder name.
3. Click on the Rename/Move button

7.6 Deleting a Folder

To Delete a Folder:

1. To the right of the folder name, click the Delete link. A confirmation window will pop up.
2. Click the OK button to delete this folder. The folder will disappear and its contents will be sent to the Trash folder. The contents will remain in the Trash folder until they are deleted.

7.7 Emptying a Folder

To Empty a Folder:

1. Under the Delete column, next to the folder name, click the Trash Can icon or the Delete All link.
2. Click the Yes button to delete the folder. Your folder will disappear and its contents will be sent to the Trash folder. The contents will remain in the Trash folder until they are deleted.

Note: *The Inbox, Sent, Trash, and Spam folders cannot be renamed or deleted.*

7.8 Using Folder Janitor

This feature allows you to set automatic email deletion of email messages within folders.

Folder Properties Go To Page... ▾

Folder Properties: Trash

Folder Janitor

Empty folder after Web Mail logout.

Delete messages over days ▾ old.

Delete messages once folder exceeds ▾ of mailbox quota.
Messages are deleted in the order they are placed in this folder.

To use the Folder Janitor:

1. Click the Folders link.
2. In the Info section, click the Edit Folder Info (magnifying glass) icon. 
3. Choose the options you wish to use, then click the Save button.
4. Click the OK button.

8 Searching for Messages

Search Mailbox

Find messages in folder...

where all of the following are true...

From:

Subject:

To:

Cc:

Body:

Size: bytes

Date:

To search for messages:

1. Click the Search button.



2. Set the conditions for the search by entering values into the Find messages where and the word or phrase fields.
3. Click the Look in Folder drop-down menu to open it, choose the required folder, and then click it.
4. Click Search button. A list of all messages that meet the criteria will appear.

9 Options

Options

Your Information	Mail Handling	Additional Options
<p>Personal Profile Update your personal information.</p> <p>Password Change your password information periodically.</p>	<p>Administrator settings take precedence over your preferences, which can result in mail handling behavior different than what you set below:</p> <p>Email Forwarding Automatically forward your email to another address.</p> <p>Auto Response Automatically respond to all emails with a custom message.</p> <p>Check External Mail Retrieve messages from other email accounts.</p> <p>Email Rules Automatically process new messages as they are received.</p> <p>Email Notification Receive a notice at another email address when you have new mail.</p> <p>SpamShield Pro Automatically process junk email.</p>	<p>Check Email With Outlook or Other Software Send and receive (POP) email with your favorite email software.</p> <p>Shared AddressBook Setup Outlook or Other Software to access the shared addressbook for your domain.</p> <p>Signature Customize a signature to append to your outgoing messages.</p> <p>Preferences Customize your time zone and reply address, and how you want to manage your messages.</p>

9.1 Personal Information

This section allows you to update your personal information for the account only. This information is not available to recipients of your email.

9.1.1 Updating your Personal Profile

Your personal profile is used for billing and account ownership verification. We recommend you update this information as needed.

To update your personal information:

1. On the left navigation bar, click Options.
2. Click the Personal Profile link. The information entered at the time of your initial email account sign up populates most of the fields.
3. Update the required fields, where the required fields are indicated by an asterisk (*).
4. Click Save.

9.1.2 Changing your Password

We recommend that you change your password periodically.

To Change your password:

1. On the left navigation bar, click Options
2. Under the Account Management section, click the Change Your Password link.
3. Enter current password [your current password], then type new password [your new password].
4. Enter your new password twice to check if the spelling is correct.
5. Click the Change Password button.

9.2 Mail Handling Preferences

This section contains the features which will allow you to set your mail handling preferences.

9.2.1 Email Forwarding

You can forward all your email to another email address and optionally keep a copy in this mailbox too.

Choose a forwarding option

- Do not forward any new messages
- Forward all new messages to the email address(es) below
- Forward all new messages to the email address(es) below and save a copy in this mailbox

Enter one or more email forwarding email addresses separated by commas. For example; you@example.org for a single email address and you@example.edu, bob@example.com for a multiple email addresses entry.

9.2.2 Auto Response

This feature will send a custom message in response to all email that you receive for the duration of time that you specify. Also, your senders will only receive one notification in a 24 hour period. Therefore they can freely email you without constantly receiving your auto response message.

To turn off Auto Response:

1. Select the radio button Turn off Auto Response

To turn on Auto Response:

1. Select a Start date
2. Select an End date

Note: *Auto Responses will be sent until the end of this day.*

3. Under Subject, enter the subject line for your message
4. Under Message, enter the body of your message
5. You have the option to save all incoming mail in your Inbox.
6. Select Yes if you wish to save all incoming mail in your Inbox.
7. Select no if you if you would like all email to be rejected until the end date specified.

9.2.3 Check External Mail

You can read e-mail from your other accounts (work, home, etc.) if your service provider or company provides a POP server.

You must enter the following information for your external account:

- POP Server Hostname
- POP Server Port
- POP Account Username
- POP Account Password

Note: *Check External Mail does not currently support SSL or IMAP accounts.*

9.2.4 Email Rules

Email Rules route messages to the designated folders and can be used to approve or block senders based on advanced criteria.

To view Email Rules:

1. Click the **Options** link.
2. Click the **Email rules** link.

Note: *If you do not have any rules set up there will be none listed on the page.*

To Create a rule:

1. Click on Create a New Rule or New Rule button
2. Name the rule (optional)
3. Select the Condition(s) of the rule
4. Select the Action(s)
5. Click on Save

To Edit a rule:

1. Next to the email rule you want to edit, click the Edit icon (yellow notepad with a pencil).
2. Make the required changes, then click the Save button

To Enable/Disable a rule:

1. Edit the rule by clicking on the Edit icon (yellow notepad with a pencil)
2. Enter a check mark in the Disabled box (located in the upper right corner)
3. Make the required changes, then click the Save button

To Remove a rule:

1. Next to the email rule you want to remove, click the Remove icon (red icon with an X).
2. A box will pop up asking you to confirm that you want to remove the rule. Click OK.
3. Make the required changes, then click the Save button

To Edit the order of the rules:

1. Next to the email rule you want to move, click the up or down arrow icon.

9.2.5 Email Notification

You can set up your mailbox to notify you when a new email is received. You can receive notification on another mailbox even when you are not logged on to your account.

To set up mail notification:

1. On the main navigation bar, click Options.
2. Click Email Notification.
3. In the *"Receive a notification of new mail at this address"* field, type the address of a second email account. Leave the field blank to disable the feature.
4. Specify a preference for the *"Receive no more than one notification every"* field. The options are one hour, four hours, or one day.
5. Click the Save button.

9.2.6 SpamShield

SpamShield features powerful tools to block junk email. Your account may have either SpamShield Lite or SpamShield Pro. To learn more about this feature and its use, please review the SpamShield section.

9.3 Additional Options

Some of the features in this section may not be available for your account type.

9.3.1 Checking your messages with Email Clients

Send and receive (POP) email with your favorite email software. To learn more about this feature and its use, please review the Email Client section.

9.3.2 Shared Address Book (only available for Business Mail)

This link will provide you with step by step instructions on how to setup Outlook or Other Software to access the shared address book for your domain.

9.3.3 Customizing your Signature

This feature will allow you to customize your signature which will display or append to all of your outgoing messages.

9.3.4 Preferences

You may customize your time your messages in this section. The following are the preferences you can change.

- The Name you would like displayed on the From line
- The Reply To address you would like to use for outgoing messages
- The form of Forwarded messages
- Auto Complete On or Off
- Preferred Text Editor
- Default font for your Rich Text Editor
- Save Sent Messages On or Off
- Time Zone, Date Format, and Time Format
- Amount of messages you want to see at a time when viewing a folder
- Navigation from after moving or deleting a message

9.3.5 Changing the Forwarding Mode

This will change the method emails are forwarded

Choosing Forwarding as an attachment

1. Select Options
2. Select Preferences
3. Under Forwarding Mode, select the radio button next to Attachment

9.3.6 Choosing Inline Forwarding

1. Select Options
2. Select Preferences
3. Under Forwarding Mode, select the radio button next to Inline

Please remember to save your changes by selecting the Save button

9.3.7 Changing the Default RTE Font

In the Rich Text Editor, you can choose a default font and size

Choosing a default Rich Text Font

1. Select Options
2. Select Preferences
3. Under Default RTE Font, select the font type and size from the menu.

Please remember to save your changes by selecting the Save button.

10 Support

Clicking on Help will provide you with a list of instructions for using Web Mail. If you have Premium Support a link will be located here so you may contact Customer Support. If you are uncertain of your support level please contact the domain administrator.

Below you will find a matrix of the standard support offerings as an end user:

Service Type	Type of Support offered by Everyone.net	How to obtain support
Free Web Mail	Knowledge Base	Contact the domain administrator
Mail Total Protection Plus	Email Support Knowledge Base	Submit a support from via Web Mail by clicking on the Help button
Group Mail	Knowledge Base	Contact the domain administrator
Personal Mail	First 30 days email support Knowledge Base	Please use the email address provided to you in your receipt. After 30 days your administrator will have the option of purchasing additional support.
Business Mail	Email Support Knowledge Base Phone Support	Submit a support from via Web Mail by clicking on the Help button