# Webmail

#### Introduction

Webmail is a powerful tool that allows you to securely read and send e-mail from any PC connected to the internet. It's a program that you access like a webpage so it's quick and simple to use and you don't have to install anything.

#### Getting started

- 1. To get started you first need to open a browser widow and go to *ukmailexchange.com's* login page. To do this, enter the web address "www.ukmailexchange.com/login" in to your address bar.
- 2. Now enter your username (which is your mailbox e-mail address) and password in to the appropriate text box. If you are unsure what they are you can find then on your invoice or by logging on to your control panel.

Welcome		Sun, 17 Feb 200
Search	Login	-
Google Search	webmail account	
add News -		-
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Feedback -	Technical Support	
Your email:	Top Guides:	

3. Select "Read and send e-mail" and click login. Note: if you are on a private PC you may want to select "Remember me on this PC" if so your password will be stored by downloading a cookie (file) to your PC.

4. You should now be logged in and the webmail screen should be displayed.



#### Reading and sending e-mail

- 1. Your inbox is the default page this is where your e-mails will arrive you can also open your inbox using the menu on the right.
- 2. To read an e-mail simply click on it with your mouse once to open in the reading pain. To open the emails in a larger window double click the email.
- 3. You can also delete unwanted mail by clicking on the email and dragging it to deleted items or search for an e-mail using keywords or phases.
- 4. To send a message select "Compose" from the menu at the top of the page.

					Account Usage	
mail exchange.com				L	6KB of 250MB	
Folders	Compose					10
B 🖓 Mailbox-tom	Send 🗙	Cancel 🛃 Save as Draft	🗞 Attachments	Nessage Options		
Contacts  Deleted Items  Contacts  Contacts	From: To: Cc: Bcc:	tom@test.com	•			
Calendar	Subject: Attachments:	No Attachments Available	*			
S Compose						
<ul> <li>Manage Folders</li> <li>Shares</li> </ul>						
Folders						
gil Contacts						
Calendar						
Coptions						

- 5. You will then be able to add all required information e.g. To, Subject, message etc. You can also add attachments and set the e-mails priority.
- 6. When you are happy click send, a copy will be saved in your sent items folder which can be found in the menu on the right.

## Advanced tools

1. Webmail is not just about sending e-mail you can also use it to help stay organised with the "Calendar" tool which can be found in the left hand menu.

		Account Usage
mail exchange.com		6KB of 250MB
Calendar	Manage Calendar	12
	Day Week Month Year	
Non TVO Web The Pri Set Sun	< Sunday, 27 January 2008	> ^
1 2 3 4 5 6	000	
7 8 9 10 11 12 13 14 15 16 17 18 19 20	AM <sub>20</sub> fm	
21 22 23 24 25 26 27	00 123	
28 29 30 31		
Add new appointment	02	
		5
	<b>1</b> 00 m	
Caldere		
- rouers	09	
eu contacts		
Calendar	10 50	
J Tasks		
No Options		
Log Out		-

2. One of your most useful advanced features is the "Contact" tool this can be found in the top menu and allows you to save your contacts so

you can quickly send an e-mail to a friend or business colleague without carrying around their details.

				Account Usage
mail exchange.com				6KB of 250MB
Contacts	Contacts			1
Current Directory:	🛃 Add Contact 🕺 Ne	w Group 📀 Delete		
conded	Full Name 🛆	Nickname	E-Mail Address	Cell Phone
Search contacts (Full Name) for:	📄 🕵 John Smith		john@smith.com	
Search				
Import Contacts				
Coldarr	1 Contacts			
Contracto				
Calendar				
Tasks	8			
🎭 Options	8			
🥘 Log Out	8			

- 3. <u>Options:</u> The options tool allows you to customise webmail to your own specifications.
  - a) Login; you can change your password to anything you want.

	Account Usage
mail exchange.com	EKB of 250MB
Options	Login
Email - Options	This screen allows you to change your password. To change your password, please enter your current password, new password and a confirmation of your new password.
Mailbox Redirection	Login
Auto Response     Fitering     Shares     Span Rules     Whitelist     My Directory Entry     Settings	Login: tom@test.com Current Password: New Password: Confirm New Password:
Folders	
GL Contacts	
Calendar	
🏂 Tasks	
No Options	
🗿 Log Out	

b) Mailbox Redirection; redirect your mail to another mailbox

	Account Usage
Options	Mailbox Redirection
E	This page allows you to specify an SMTP address where your messages should be forwarded to.
Mailbox Redirection	Mailbox Redirection
Auto Response     Filtering     Spares     Spare Rules     Whitelist     My Directory Entry     Settings	Redirect mail to: Keep a copy in mailbox. Update
Polders	
Contacts	
Calendar	
🛃 Tasks	
\delta Options	
Og Out	

c) Auto Response; If you are going away on holiday set an auto response to let people trying to contact you know.

			Account Usage
Options	Auto Response		17
Email - Options	This page allows you to specify and enable/dis this mailbox.	sable a message that is automatically retur	ned to those sending messages to
- C Mailbox Redirection - Auto Response - Filtering	Auto Response Auto Response Enabled	B	
Span Rules	Subject:		
Settings	Message Contents:	×	
Folders		•	
Calendar	Update		
🛃 Tasks			
🍫 Options			

d) Spam; if you are receiving a lot of spam email you can change your settings here. If you still receive a lot of spam please contact us.

				Account Usage
mail exchange.com				6KB of 250MB
Options	Spam Rules			
General - Options     General Login     General POP Retrieval     General Mailbox Redirection     General Auto Response	When messages are delivered to your Malbox, the messages are ranked according to rules defined by You can configure actions that can be taken when a	y may be assigned a val the mail server administ a message is delivered to	ue to indicate the likelyhood of the message rator. 9 your mailbox with the classifications outlin	being Spam. These ed in the following table.
- Eiltering	Spam Filtering			
Carlos Shares	Enable Mailbox Spam Filtering			
- 🗁 Whitelist	Spam Filtering Policy	Action to Perform		
My Directory Entry	'Low Risk' Spam Messages: Messages that have some characteristics of Spam. Typically, these are Messages that fail at least one Spam test.	Action:	No Action	•
	'Hoderate Risk' Span Messages: Messages that are likely to be Spam. Typically, these are messages that significantly fail Spam tests.	Action:	Move Message to Junk Mail Fold	er 💌
Carl Folders	'High Risk' Spam Messages: Messages that are very likely to be Spam.	Action:	Move Message to Junk Mail Fold	er 🔻
S Contacts	Typically, these are messages that severely fail			
Calendar S	Spam tests.			
🛃 Tasks				
% Options	Apply			
O Log Out				

- e) Settings;
  - I. Set your friendly name this will replace the e-mail address as the "From" name when e-mailing.
  - II. Signature; set a default signature to go on the bottom of each email you send.

			Account Usage
mail exchange.com			6KB of 250MB
Options	Settings		
Deal Cottone     Logn     Logn	This screen allows you to set generic mail opt Settings Friendly Name: Default Address: Corpose or messages to the following format: Nove deleted messages to Daleted Damif Rider: Clear deleted dama on Log Out: Corpose and view messages in a new window: Preview Pare Orientation: Strutp Page: Autorial Settings Character Set: Time Zone: Auto Signature Auto Signature Brailed	Inone for your web mail client.	
Folders		*	
Calendar	Update		
🤌 Tasks			
o Options			

## Logging out

1. When your finish click log out from the top menu and your session will be terminated, you will then return to the ukmailexchange.com main site.

	make this	my homepage 🕥	
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PM backs Scottish powers review =	E remember me	logout successful.	0

## Version

Version Number:	v2.1
Release Date:	17-02-08