



Webmail 7: Helpful Tips & Tricks

Learn about new features in Webmail 7 and how to access them. Plus, get some tips on accessing your favorite Webmail features you've always had.

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What is Webmail 7?

Webmail is an online email client which runs in your web browser. Webmail 7 allows you to access your email, contact list, and calendar from any computer with an Internet connection and a web browser.

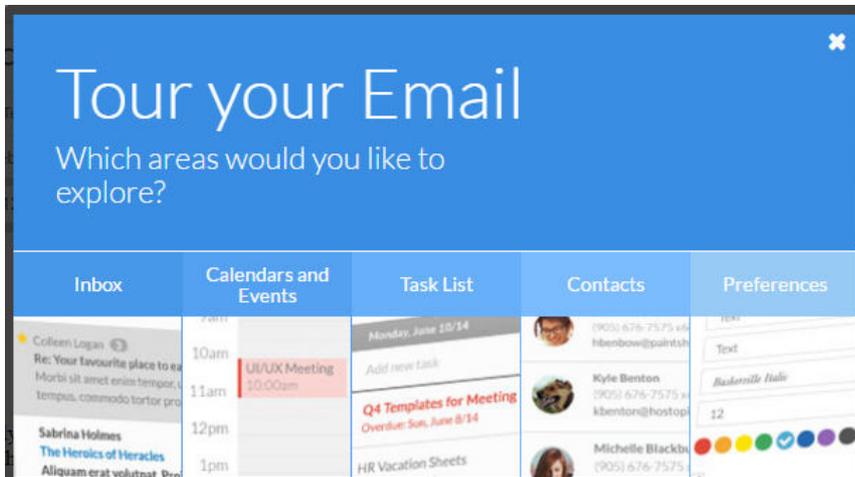
Webmail is built to help users be productive, with functionality such as Contacts, Calendars, and Briefcase, with features such as social integration with Facebook®, LinkedIn® professional networking services and Twitter®. With Webmail, you can organize, communicate, be social and more. Webmail has also included advanced search capabilities and task management functionality.

To Access Webmail:

1. Visit <https://webhosting.att.com/client-login>.
2. In the Webmail section, enter your email address.
3. Enter your email password.
4. Click Login.

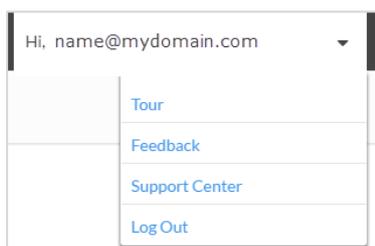
The image shows a webmail login interface. At the top, the word "Webmail" is displayed in a large, dark font. Below it, there are two input fields: "Username" and "Password". Each field has a small placeholder text "Username" and "Password" respectively. Below the password field is a blue "Login" button. At the bottom right of the form, there is a link that says "Forgot password?".

Take a Tour



Get to know the new Webmail by taking a quick tour of the features.

Access the Tour through the drop-down menu from your account in the top right of your Webmail screen.





Access Support Center

Click Support Center from your account drop-down in the top right of your Webmail to access help files and useful articles on using Webmail 7.0.

Premium Webhelp English

Support Center

Have a Question? Ask or enter a search term here. **SEARCH**

Browse by Topic

Navigation

Your Webmail navigations looks a little different. From the left-hand side, you can access your Inbox, Calendar, Tasks, Contacts, Briefcase (if you have Business Class Email) and Preferences.

Inbox – View, send and receive email, manage email folders, compose social posts and more.



Calendar – View your calendar(s), create and manage events, create new calendars, view calendars you are subscribed to.

TaskBox – View tasks created from your emails, create new tasks, add details, due dates, collaborators and notes.

Contacts – View and manage your Webmail contacts, create Address Books, Contacts Groups and subscribe to Address Groups from colleagues on your domain.

Briefcase* – View, upload and download files in your Briefcase, and share with others.

Preferences – Manage your Webmail, calendar and mobile preferences, including account security and spam preferences, setting up auto reply messages, creating filters, creating signatures, viewing your usage data.

**Briefcase is available to Business Class Email users.*



Top Webmail 7 FAQ

How do I create a Calendar event?

To create an event:

1. In the Calendar left-hand navigation, click the **New Event** icon. Alternatively, you can select a day from the calendar view, or you can select a day and time from the **Weekly** or **Daily** view.
2. In the **New event** dialog, complete the following:
 - Enter a title.
 - Add the event to a specific Calendar using the **Add to Calendar** drop-down.
 - Enter the location for the event.
 - Specify a start and end date using the pop-up calendar.
 - Specify a start and end time by using the pop-up clock.
 - If this event will span an entire day, select the **All-day** checkbox and select the date from the pop-up calendar.
3. If this is a recurring event, select the **Repeat:** checkbox. The **Repeat** dialog will open allowing you to select the recurring interval.
4. If you want set a reminder and be notified prior to the event, select the **Alerts** drop-down and specify the time in minutes, hours, days, or weeks.
Invite people to your event by adding their email address in the **Add Attendees** field.
5. Enter a description for your event in the **Notes** section. This description will be sent to Attendees as an email.
6. Click **Save**.

How can I use the “Next Available Time” finder in Calendar?

Easily schedule meetings with colleagues on your domain that have shared their calendars when you’re booking a calendar event using the “Next Available Time” feature. Save time and effort in requesting everyone’s availability or blindly suggesting dates.

The screenshot displays the 'Availability' tab in a calendar application. The interface shows a grid of attendees and resources with their availability slots. A vertical blue bar highlights the 'Next Available Time' feature, which is used to find the best time slot for a meeting. The attendees listed are John Smith, Morgan Jo..., Boardroom A, Car A, and Van B. The resources listed are Boardroom A, Car A, and Van B. The 'Add Attendees' field is highlighted in yellow. A conflict warning is shown at the bottom: 'Overlapping event with Van B'.

- Add attendees to your meeting invite by typing in the email in “Add Attendees”, and once you have all required attendees, click the arrows to find the Next Available Time slots.

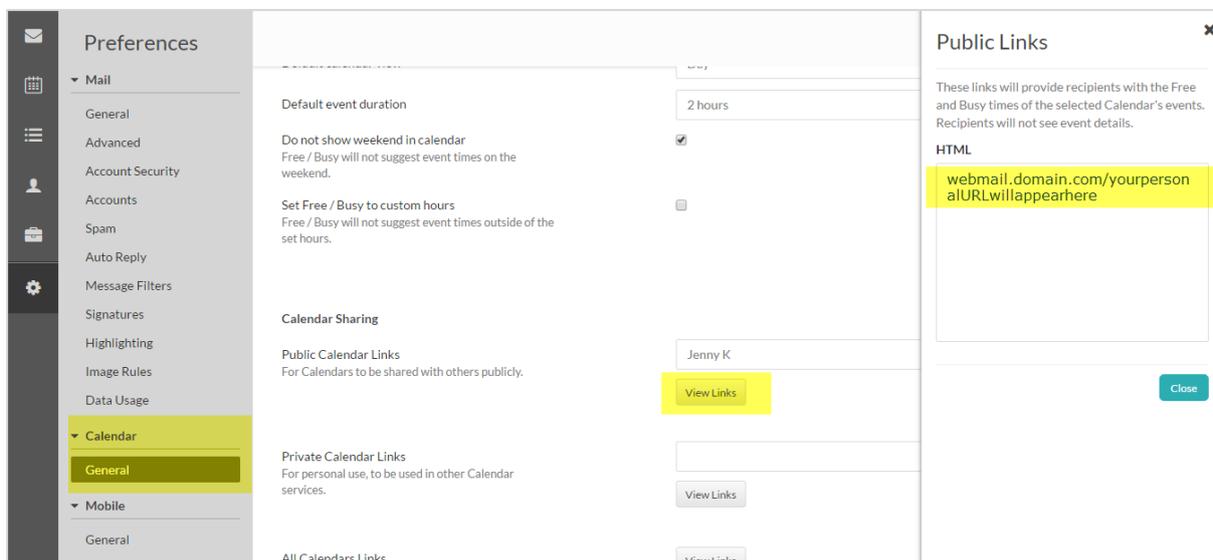
How can I share my Personal Calendar publicly?

You can now easily let others know your availability by sharing your calendar, showing blocked or free time.

1. In the Preference Tab, go to the Calendar header and click on the **General** button.

2. In the Calendar screen, click on the “View Links” button under the Public Calendar Links section:

- A slide out on the right hand side of the screen will appear titled “Public Links”
- The Public URL with the calendar details is displayed in the HTML section.
- That HTML URL will enable users to view your calendar to see your availability.
PLEASE NOTE: users will not be able to see the specific event details on your calendar, but rather they will be able to see when you are free and busy.



How do I create an Email Signature?

Below are instructions for managing email signatures.

1. Go to **Preferences > Signatures**.
2. In the **Create Signature** section, enter a title for your signature.
3. In the text box, enter the details for your signature.
4. Complete the following:
 - Select the font family and size.
 - Add formatting features, such as bold or underline.
 - Add an image or logo.
5. Click **Add**.
Once saved, you will see your newly created signature in the List of Signatures on the right-hand side of the screen.

TIP: Once you have added your signature(s), you can select a Default by clicking the star icon next to the desired signature in your List of Signatures.



Signature Options

- **Precede your signature with dashes ('-- ')?** Check this option if you would like a line of dashes to be automatically inserted before your signature in email messages you compose to visually separate the signature from the body of the email message. Once selected, click **Save**.
- **Place your signature before replies and forwards?** Check this option if you would like the appended text from a reply to appear below your message and signature. By leaving this checkbox blank, this option will place your signature after all appended text in a reply. Once selected, click **Save**.

To edit a signature:

1. In the **List of Signatures** section, click the signature you want to modify.
2. In the **Edit Signature** section, make the required modifications.
3. Click **Update**.

To delete a signature:

1. In the **List of Signatures** section, hover over the signature you want to delete and click the **Trashcan** icon.
2. In the **Confirmation** dialog, click **Delete**.

How do I add an Auto Reply Message?

Managing auto replies includes viewing, editing, or deleting existing auto replies, as well as creating new replies.

NEW: You will now need to specify a start date and end date when setting up your auto reply messages.



To create an auto reply message:

1. In the Preferences section click on **Auto Reply**.
2. In the Auto-Reply Message screen, add a Title, Start Date, End Date, set Times, Conditions and add your Message.
3. Click **Add**.

To activate or edit Auto Reply messages:

- In the Enable column, select the checkbox.
Note: If the message contains a previously specified date and time, please clear the date or make sure the date occurs in the future.

- You can also edit and delete existing auto reply messages.

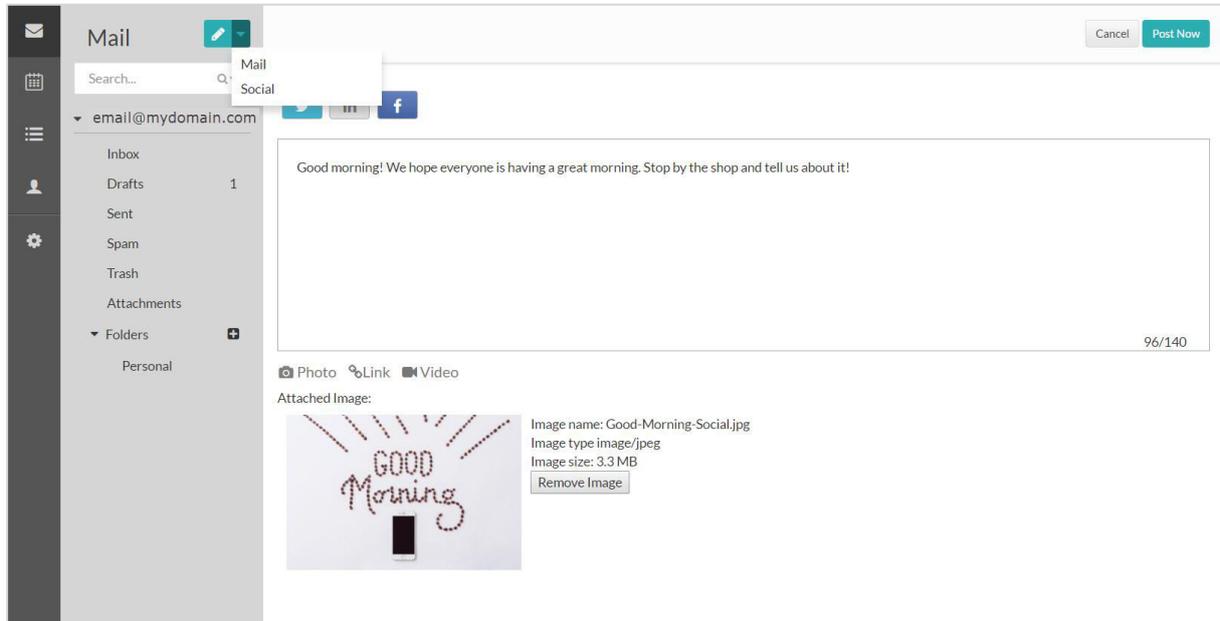


How do I post to my social media accounts using Webmail?

You can now post directly to Twitter, Facebook and LinkedIn directly through your Webmail.

- Add your business or personal social media accounts, and post to your social accounts including an image, link and/or video.

TIP: Post to social by selecting Social from the drop-down menu on the right of your Compose button in your Inbox.

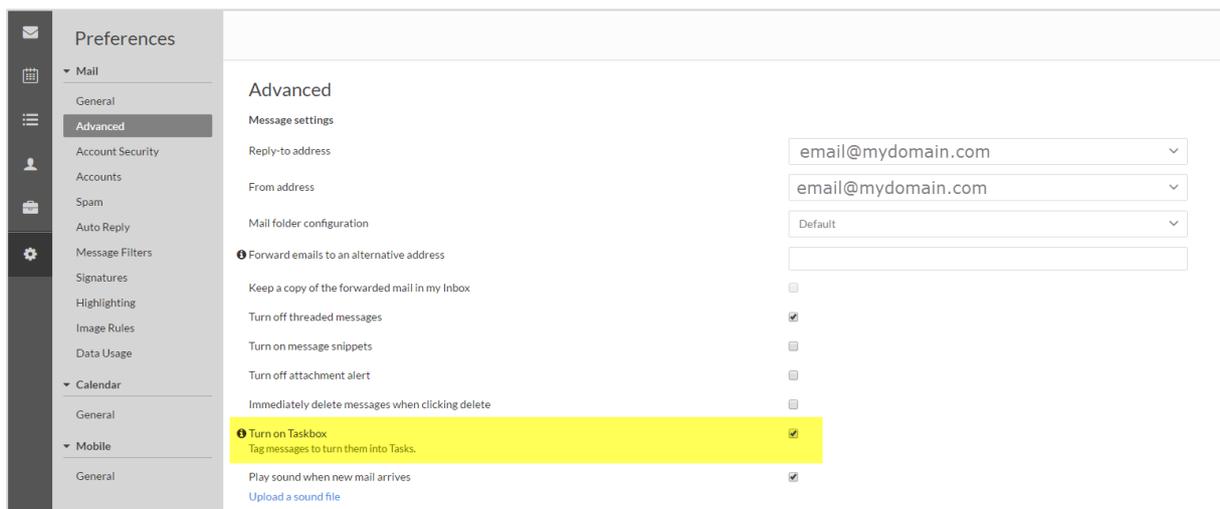


How do I use TaskBox?

Tasks has been redesigned in Webmail 7 to help users stay organized, meet due dates and include collaborators.

- Turn your emails into tasks and flag them with different status flags such as to-do, priority, pending, future and more.

TIP: Make sure you have TaskBox enabled by visiting **Preferences > Advanced** and checking the box next to **Turn on TaskBox**.



- Set reminders and add due dates to tasks in order to help you stay organized.
- Add tags to Tasks to help organize by project or topic, and click one or multiple tags to view all related tasks.
- Add tasks collaborators, colleagues that are involved in the task at hand, who will be notified by email.



Update website pictures

06/24/2016 04:11PM

Repeat

Alerts: 1 day before

Tags: website x lecaffelatte x Add tags

Subtasks: Add new subtask +

Collaborators: jo@lecaffelatte.com +

What is Attachments view?

View and download received attachments in one list—and sort by date, sender, file type and more. Access your Attachment View in your Inbox on the left hand side.

Mail

View: Inbox

Type	Name	Subject	Sender	Size	Date Received
	product_guide_2016.docx	Product Guides	Kyle Walker	30KB	10/14/14
<input type="checkbox"/>	marketing_numbers_q3.xls <input type="button" value="Download"/> <input type="button" value="Email"/>	Review before sending	Anita Lyons	10.5KB	10/14/14
	branding_guidelines_2016.pdf	Branding	Margo Brinks	5MB	10/12/14
	ui_mockups.rar	Updated Mockups	John Smith (You)	20KB	9/23/14
	interview.mp3	Use for commercial	Kyle Walker	73KB	9/17/14
	product_commercial.mov	Commercial	Nariko Achilles	46.3KB	8/13/14
	updated_project_designs.png	To be Released	Sally Westgate	29.2KB	7/30/14
	weekly_development.ppt	Weekly Meeting Slides	Alisha Bassett	30KB	7/29/14
	sample_dev_guidelines.rtf	Dev Guidelines	Mandy Bassini	80KB	7/28/14

Mail sidebar: jsmith@domain.com, Attachments, Smart Folders, Folders, jsmith@gmail.com, j.smith@yahoo.com



Full Feature List: Webmail 7 vs. Webmail 6

Webmail

New!

Webmail 6

Mailbox		
Social Compose (post to social networks through Inbox Compose option) – Include images, links and videos	Post to Facebook, Twitter, LinkedIn	-
Set Webmail compose default font style, size and color adjustment	<input type="checkbox"/>	-
Attachment view (easily view and download received attachments in Attachment view; filter by mail folder)	<input type="checkbox"/>	-
Attachment thumbnail preview	<input type="checkbox"/>	-
Threaded messages view (Conversation view)	<input type="checkbox"/>	-
Quick "add event to calendar" from message body (Natural Language Parsing)	<input type="checkbox"/>	-
Click to view address location found in the body of an email (Google Map view)	<input type="checkbox"/>	-
Mailbox View	Preferences > General allows you to switch between Horizontal and Vertical views.	Changing the mailbox view was found on the top right corner of the Webmail 6 interface
Mailbox Storage usage (Data usage)	Data usage can be found under Preferences > Data Usage .	Users were able to view mail statistics on the home page
Spell Check	Spell check is now based on Browser base methodology which uses IP addresses to detect the geographic location of the user.	Spell check was not localized, as such users would not be receive accurate grammar suggestions based on their geographic location
Auto fill of email addresses into To, Cc, Bcc from contact list	<input type="checkbox"/>	<input type="checkbox"/>
Drag and drop attachments from desktop	<input type="checkbox"/>	<input type="checkbox"/>
Auto save message compose	<input type="checkbox"/>	<input type="checkbox"/>

Note: New or updated features in [blue](#).



Webmail

New!

Webmail 6

Calendar
Scheduler adjusts attendees based on their Time Zones
Scheduling Assistant (Suggest the next free time to meet across attendees on the domain)
View Free/Busy times
Share calendars outside of your domain (Personal Calendar URL w/Free/Busy Times)
Share and subscribe to Calendars with team members
Event editing
Supported calendar types
Share and subscribe to Calendars with team members
Tasks (Previously Notes)
TaskBox management
Sorting of tasks (Due Today, This Week, Later, Shared, No Due Date, Create Date, Inbox Zero tags)
Add attachments
Tagging of tasks
Sub tasks creation with a Task
Add task collaborators
Create, edit tasks, add due dates, reminders
Share tasks
Task notes
Utilities
Create and apply default signatures (HTML or Text)

<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<input type="checkbox"/>
New right-hand panel to create and edit events
iCal, WebDav (CalDav)
<input type="checkbox"/>
Tasks (Previously Notes)
<input type="checkbox"/>
Utilities
Multiple

-
-
Limited
-
<input type="checkbox"/>
In some packages
<input type="checkbox"/>
iCal, WebDav (CalDav)
<input type="checkbox"/>
Tasks (Previously Notes)
-
-
-
-
-
-
-
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
Utilities
Single

Note: New or updated features in blue.