Webmail 7.0 is an online email client which runs in your web browser. Webmail 7.0 allows you to access your email, contact list, and calendar from any computer with an internet connection and a web browser.
# Contents

1 Overview ................................................................................................................. 4  
1.1 Understanding the Webmail Interface ................................................................. 5  
   1.1.1 Account Drop-down ..................................................................................... 5  
   1.1.2 Primary Menu ............................................................................................... 6  
   1.1.3 Secondary Menu .......................................................................................... 7  
2 Inbox ......................................................................................................................... 8  
   2.1 Inbox Layout ...................................................................................................... 8  
      2.1.1 Mail Folders ............................................................................................... 8  
   2.2 Managing Email ................................................................................................. 12  
      2.2.1 Displaying Email Messages ......................................................................... 12  
      2.2.2 Displaying Email from Other Platforms ..................................................... 14  
      2.2.3 Displaying Threaded Messages .................................................................... 14  
      2.2.4 Sending Email ............................................................................................ 15  
      2.2.5 Moving Email ............................................................................................ 17  
      2.2.6 Deleting Email .......................................................................................... 18  
      2.2.7 Searching Email ......................................................................................... 18  
   2.3 Managing Attachments ....................................................................................... 19  
3 Calendar .................................................................................................................... 21  
   3.1 Calendar Layout ................................................................................................ 21  
   3.2 Managing Events ............................................................................................... 22  
      3.2.1 Creating Events ......................................................................................... 22  
      3.2.2 Viewing Events ......................................................................................... 25  
      3.2.3 Editing Events ............................................................................................ 25  
      3.2.4 Deleting Events .......................................................................................... 26  
      3.2.5 Searching Events ....................................................................................... 26  
   3.3 Managing Calendars ......................................................................................... 27  
      3.3.1 Calendar Views .......................................................................................... 27  
      3.3.2 Creating Shared Calendars ......................................................................... 30  

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4 Taskbox .................................................................................................................. 32
  4.1.2 Managing Tasks ................................................................................................. 33
  4.1.3 Managing Tags .................................................................................................. 36
5 Contacts ..................................................................................................................... 37
  5.1 Contacts Secondary Menu .................................................................................... 37
    5.1.1 Contacts View List ......................................................................................... 38
    5.1.2 Preview Panel .................................................................................................. 38
    5.1.3 Editing Panel .................................................................................................... 39
  5.2 Managing Contacts ............................................................................................... 39
    5.2.1 Importing and Exporting Contacts ................................................................. 41
  5.3 Managing Address Books ..................................................................................... 43
  5.4 Managing Groups ................................................................................................. 45
6 Briefcase .................................................................................................................... 48
  6.1 Briefcase Layout .................................................................................................... 48
  6.2 Managing Briefcase Folders .................................................................................. 50
7 Preferences ................................................................................................................ 54
  Mail ............................................................................................................................. 54
  Calendar ..................................................................................................................... 54
  7.1 Mail Preferences .................................................................................................. 55
    7.1.1 General .......................................................................................................... 55
    7.1.2 Advanced ....................................................................................................... 57
    7.1.3 Account Security ........................................................................................... 58
    7.1.4 Spam ............................................................................................................. 59
    7.1.5 Auto Reply ..................................................................................................... 63
    7.1.6 Message Filters .............................................................................................. 67
    7.1.7 Managing Message Rules .............................................................................. 67
    7.1.8 Signatures ....................................................................................................... 69
    7.1.9 Highlighting ..................................................................................................... 71
      7.1.10 Viewing Highlighting Rules .......................................................................... 71
      7.1.11 Managing Highlighting Rules ...................................................................... 72
      7.1.12 Image Rules ................................................................................................ 73

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7.1.13 Viewing Image Rules ........................................................................................................... 74
7.1.14 Managing Image Rules ....................................................................................................... 74
7.1.15 Data Usage ............................................................................................................................ 76
7.2 Calendar .................................................................................................................................... 76
  7.2.1 General .................................................................................................................................. 77
7.3 Mobile ....................................................................................................................................... 78
  7.3.1 Synchronization for iOS® 5 and Higher .................................................................................. 79
  7.3.2 Synchronization for an Android Device ................................................................................. 98
  7.3.3 Adding a New Account ......................................................................................................... 100
  7.3.4 ............................................................................................................................................. 105
1. Overview
Webmail is a web-based email service that combines professional functions, 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 and online-share, as well as the ability to post to social media. Webmail also includes advanced search capabilities and task management functionality.

TO ACCESS WEBMAIL:

1. Enter your email address.
2. Enter your email password.
3. Click Login.

Note: If your user information is incorrect, the login page will be re-displayed stating: “Incorrect username/password. Please try again.” Please verify that you are using your full email address such as johndoe@domain.com and that you have the correct password.
1.1 Understanding the Webmail Interface

Webmail’s interface is designed to minimize clutter without sacrificing functionality. All major activities are accessible through the primary navigation, regardless of where you are inside the application.

1.1.1 Account Drop-down

The Account drop-down is a menu located on the right-hand side of the top-navigation bar.

From here, you can access any of the following:

- **Tour** – opens a pop-up tour of Webmail. You can choose from five main email components and the tour will walk you through the features for that component.

- **Feedback message** – opens an email, addressed to the Webmail team with Webmail 7.0 Feedback subject.
Support Center  opens the online help in a new

• Log out  – logs you out of Webmail.

1.1.2  Primary Menu
The primary navigation is statically located on the left-hand side of the screen. Inside this navigation bar, you can access all of Webmail’s major feature-sets, such as the following:
1.1.3 Secondary Menu

The Secondary Menu is located to the right of the Primary menu. Options within the Secondary Menu change depending on where you are within the Primary menu. For example, if you’ve selected the Inbox from the Primary menu, you will see options related to mail functions, such as Folders and attachments.
2 Inbox

The Inbox section is used to view, send and manage email messages. Your Inbox also allows you to post to Social media sites, such as Facebook, Twitter or LinkedIn.

2.1 Inbox Layout

The Inbox contains a left-hand Secondary menu that allows you to create new messages, move between or create new folders, or search folder contents.

2.1.1 Mail Folders

The messages contained in the selected folder will be displayed in the Mail Listing Panel. To switch to a different folder, click the folder icon or name.

The Mail Folders Panel displays the following default folders:

- Inbox
- Drafts
- Sent
- Spam
• Trash
• Attachments
**Note**: You can increase the loading speed of your Webmail account by limiting the size of your Inbox. To do this you may wish to delete unwanted messages from your Inbox or place them in personal folders.

### 2.1.1.1 Managing Inbox Views

The Inbox displays all inbound messages but also includes filters, which allows you to show emails that have been tagged as tasks. The filters allow you to display the Inbox only, Tasks only, or both.

To Change your Inbox Filter Setting:

1. From the Mail drop-down, click the **Inbox Settings** icon.

2. Select the Filter option.
3. Click anywhere outside Settings to collapse the Filter options.

### 2.1.1.2 Managing Folders

Although Webmail includes several standard folders to help manage your mail, it also allows you to create additional folders and subfolders. All additional folders are created under the Folders drop-down.
TO CREATE A NEW FOLDER:
1. In the Mail secondary menu, click the New Folder icon.
2. Enter a name for your New Folder.
   **Note:** you can add subfolders here, if needed.
3. Press Enter.

TO DELETE A FOLDER:
1. In the Mail secondary menu, hover over the folder you wish to delete and click the Details icon.
2. **Click Delete Folder.**
Note: Deleting a folder will delete any emails within that folder. Please make sure to re-assign any emails that you want to keep into a different folder. For more information, see the Moving Email section.

2.1.1.3 Managing Folder Content
To display the folder options, click the Folder Settings icon. For all Personal Folders, the following options will be displayed:

- **Create Subfolder**: This option will create a folder below the folder you have selected.
- **Delete Folder**: This option deletes the folder and its contents.
- **Rename Folder**: This option allows you to rename your folder.
- **Mark All Messages as Read**: This option will mark all messages in the folder, including any new messages, as having been viewed.
- **Mark All Messages as Unread**: This option will mark all messages in the folder, including any old messages, as not having been viewed.
- **Empty Folder**: This option will move all messages into the Trash folder. You may still view and recover the messages from the Trash folder.

2.2 Managing Email
This section explains how you can view, edit or delete email messages, as well as creating and sending new messages.

2.2.1 Displaying Email Messages
Webmail uses the preview pane to display email messages. The preview pane can be set up horizontally or vertically based on your preference. A list of emails is displayed to the left (vertical view) or on the top (horizontal view) of the preview pane. In addition to listing emails details such as subject, sender and date, you can also choose to display email snippets. Adding snippets provides limited content from the email under the subject line.

When an email is clicked on from the Secondary menu, the Preview pane displays the contents of a selected message. For the selected message, the following information is displayed:

- Header Fields (i.e. To, From, Subject, Date)
2.2.1.1 Sorting Received Emails

Sorting emails allows you to display email based on specific criteria. You can display email based on email attributes, emails marked as favorites or tagged as priority. The default sorting for emails is set to “ID”; however, you can choose any of the following list options:

- ID
- Date
- Sender
- Message Size
- Starred Message
- Message with Attachment
- Priority
- Calendar Event

TO STAR MESSAGES:

- To save the message as a favorite, click the Star beside the message.

TO TAG A MESSAGE AS PRIORITY:

1. Select the email that you want to tag.
2. Select **Priority** from the Tag drop-down.

TO VIEW OR SAVE MESSAGE ATTACHMENTS:

- Click on the attachment in the email to download.
  Alternatively, you can view all attachments by clicking on the Attachments folder.

TO TURN ON SNIPPETS:

1. From the Primary menu, click **Preferences**.
2.2.2 Displaying Email from Other Platforms

If you have email accounts with Platforms such as Gmail® web services or Hotmail®, you can add their accounts through Mail Preferences and display them in your Inbox.

When displaying emails within Webmail, your mail will be synchronized with your source email. That means when you perform mail management tasks, such as compose, forward or delete from Webmail, the actions are also performed within the source platform. If you have any folders set up within your email account, they will be displayed in Webmail. You can add or delete folders in Webmail and this will be represented in your email platform.

**Note:** Before you can display emails from another platform, you must enable sharing or IMAP services in your email platform.

To display emails from another platform, you need to add the account through Preferences > Mail > Accounts. For more information, please see Accounts in the Preferences section.

2.2.3 Displaying Threaded Messages

In addition to the standard display of email messages, you can also thread messages into groups. Threading messages allows you to group all messages sent and received regarding a specific topic. To minimize email clutter, you can also collapse these emails. When collapsed, a total number of emails regarding this topic will be displayed. Threaded messages are enabled by default; however, through the Preferences section, you can disable them or set to collapse.

**TO TURN OFF THREADED MESSAGES:**
1. From the Primary menu, click Preferences.
2. Expand the Mail preferences and click Advanced.
3. Click the Turn off threaded messages option.
TO COLLAPSE THREADED MESSAGES:
1. From the Primary menu, click Preferences.
2. Expand the Mail preferences and click Advanced.
3. Click the Collapse all threaded messages option.

2.2.4 Sending Email
Webmail allows you to compose a new email, or reply or forward an existing email. For more information on the quick-launch buttons for composing an email, see Secondary Inbox Menu. You can also send email messages from your Contacts list. You can send an email to an individual contact or group of contacts.

TO SEND AN EMAIL:
1. In the Secondary Menu, click the Compose icon.
2. In the New Message screen, complete the following:
   - Enter Recipient(s) email addresses:
   - To: the email address of your recipients.
• **CC**: the email address of the recipients you would like to send a copy of your message to.

• **BCC**: the email address of the recipients you would like to send a copy of your message to without the other recipients (To: or CC :) seeing the addresses placed in this field.

**Note**: Auto complete remembers your email contacts you have previously entered into the TO, CC, BCC Fields. Type in a portion of the email address, a drop down menu with matching or similar contact will be listed, click on the email address to accept.

• Enter the subject line.

• If your compose mode is set to HTML, you can change the font type, size, color and weight as well as include bullets, indents, text justification and background color.

• Type message details in the body field

3. To add an attachment, click on the Attachment icon and browse to your file location.

4. To modify the default signature option, click the **Signatures** drop-down and select the signature that you want to add.

5. Click **More** to complete the following:
   • **Request read receipts**: sends an indicator email when the recipient has opened the email.
   • **Make Priority** – adds a priority status to the subject line.

6. Click **Send**.

**TO EMAIL A GROUP:**

1. From the Primary menu, click **Contacts**.
2. From the Groups drop-down, click the group for which you want to email.
3. Select the **Mail** icon.
   The standard send mail page opens.
**2.2.5 Moving Email**

Webmail allows you to move emails from one folder location to another.

**TO MOVE A MESSAGE:**

1. Click and drag the selected message to the folder you wish to move it to.
2. Release the mouse and the message will be dropped in the folder to which you have dragged it.

**TO MOVE MULTIPLE MESSAGES:**

1. Select the Folder from which you are moving the messages.
   - To select only some of the messages, click the **Selection** option.
   - To select all of the messages, click Selection option on the Secondary top-navigation bar.

2. Select the folder destination from the **Folder** drop-down.
2.2.6 Deleting Email
Deleted messages are moved to the Trash folder. Messages moved to the Trash folder can still be viewed and recovered by displaying the contents of the Trash folder. Messages are permanently deleted when they are emptied from the Trash Folder.

TO DELETE AN EMAIL:
1. Select the message you want to delete.
2. In the top navigation, click the Delete.

TO PERMANENTLY DELETE EMAIL:
- Click the Trash sub-navigation and then click Empty Folder.

**Note:** Messages in the Trash folder can be set to delete after 30 days. Permanently deleted messages from the Trash folder cannot be recovered.

2.2.7 Searching Email
Messages containing the specified keyword will be displayed in the Mail Listing Panel. If no messages contain the keyword, the Mail Listing Panel will state “No messages matched your search.”

2.2.7.1 Message fields
The message fields are as follows:

- **Sender:** Type the sender’s email address of the message you are searching for.
- **To:** Type the receiver(s) email address(es) of the message you are searching for.
- **CC:** Type the receiver(s) email address(es) that received a copy of the message you are searching for.
- **Subject:** Type the keyword appearing in the subject line of the message(s) you are searching for.
- **Entire Message:** Type the keyword appearing in the body of the message(s) you are searching for.

TO SEARCH THE INBOX:
1. In the Secondary Menu, enter the search parameter.
2. Select the search criteria from the drop-down.

3. Click **Search**.

   Only the emails containing the search parameter are displayed.

### 2.3 Managing Attachments

The Attachments folder displays a list of all attachments and is sorted by folder. Attachments can be viewed based on its folder and can be sorted based on information about the attachment or by the email for which it was attached. For example, you can sort by file name (attachment) or by received date (email).

The following sort options are available:

- File Name
- Subject
- File Size
- Date Received
- Sender
From the Attachments page, you can also download one or multiple attachments to your local drive.

TO VIEW ATTACHMENTS:

1. From the Account mail drop-down, select Attachments.
2. To specify the folder location, select the option from the View drop-down.
3. To sort the attachments, select the option from the Sort by drop-down.

TO DOWNLOAD ATTACHMENTS:

1. From the Account mail drop-down, select Attachments.
2. Specify the folder location from the View drop-down.
3. Select the attachment(s) and click Download.
3 Calendar
The Calendar section allows you to schedule meetings, appointments and other events, providing a convenient means of tracking important events which require your attention. Webmail supports multiple calendars, which display on the same daily, monthly or weekly view, allowing you to further organize various types of events.

Webmail also allows you to share calendars between users on the same domain. For example, if your email address is myname@company.com, you can create one or more calendars which are viewable by others whose email address end in @company.com. You can also choose to restrict access to your calendar to individual users. This allows others to see when you are free or busy, facilitating the scheduling of meeting and other events. Depending on the access level you allow, you can even allow others to add, edit or delete scheduled events on your shared calendar.

3.1 Calendar Layout
The Calendar section contains a secondary menu and three panels, which provides a Calendar list; Preview pane with a Monthly, Weekly, or Daily view; and a Task list.
3.2 Managing Events

Events are items that you add to your calendar. Events can include meetings, holidays, appointments, or to set your time as busy. You can add events to your personal calendars, which can be shared or private, as well subscribed calendars that have granted you with a High permission level.

3.2.1 Creating Events

Webmail allows you to create an event using the New Event screen. You can open the New Event screen through any of the

When creating a new event, you can specify which calendar to populate, set an alarm, specify whether this should be a recurring event, as well as selecting the attendees for a meeting event. The New even dialog includes the following tabs:
- **Main** – allows you to specify the event title, time and specify a recurring timeline.
- **Details** – allows you to specify the location details, set alerts and add notes or agenda items.
- **Attendees** – allows you to select attendees for an event, and provides details for any calendar conflicts.

**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 screen, complete the following:
   - Enter a title.
   - 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.
   - If this is a recurring event, select the Repeat: checkbox. The Repeat dialog will open allowing you to select the recurring interval.

<table>
<thead>
<tr>
<th>Recurrence Statuses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>The event will occur only once, as specified but the time and date.</td>
</tr>
<tr>
<td>Daily</td>
<td>After selecting this option, you will need to enter the number of days between the repeated events.</td>
</tr>
<tr>
<td>Weekly</td>
<td>After selecting this option, you will need to enter the number of weeks between the repeated events as well at the day of the week the event will occur.</td>
</tr>
<tr>
<td>Monthly</td>
<td>After selecting this option, you will need to enter the number of months between the repeated events. The event will occur on the same day each month.</td>
</tr>
</tbody>
</table>

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| Yearly | After selecting this option, you will need to enter the number of years between the repeated events. The event will occur on the same day each year. |

3. Click the Details tab and enter the following:
   - Enter the location for the event.
   - Add the event to a specific Calendar using the Add to Calendar drop-down.
   - If you want set a reminder and be notified prior to the event, select email or device notification from the Alerts drop-down and specify the time in minutes, hours, days, or weeks. Note: you can add multiple alerts for each event.
   - Enter a description for your event in the Notes section. This description will sent to Attendees as an email.

4. Click the Attendees tab and complete the following:
   - Invite people to your event by adding their email address in the Add Attendees field.
   - Select Required, if applicable.
     Note: If any conflicts exist, they are displayed below the Attendees section.

   - To view conflict details, click View details.
3.2.2 Viewing Events
You can view the high-level details of an event from any of the Calendar views. Events displayed in the Calendar view highlight the subject and time but does not display information contained in the Event notes. Using the Event Display view is quick and effective way to organize and manage events. This view allows you to expand the event details and also provides a link to make edits, if required.

3.2.3 Editing Events
Webmail allows you to edit any event from the Day, Week or Month views. Each of these methods will display the Edit event dialog, which provides the same properties as the New event dialog; however, the selected event’s information will be populated. You may edit any of the event’s information. If an event is mistakenly deleted, the action can be undone.

Note: You can only edit Calendars that you have created or a Calendar you have subscribed to and your permission level has been set to Edit Events.

TO EDIT AN EVENT:
1. Click an event in any of the Calendar views.
   Alternatively, click Edit Event from the Event Details dialog.
2. Modify the event properties.
3. Click **Save**.

### 3.2.4 Deleting Events

You can delete any event that you have created. Events are deleted from the Edit event dialog. If an event is mistakenly deleted, the action can be undone. When an event is deleted, the following message is displayed at the top of the Calendar View panel.

**TO DELETE AN EVENT:**

1. Double-click an event in any of the Calendar views.
2. In the Event edit dialog, click **Delete**.
3. In the Confirmation dialog, click **Yes**.
   - Note: Permanently deleted events cannot be recovered.

### 3.2.5 Searching Events

It is possible to conduct a keyword search of your events. To perform a search, type the keyword in the “Find” textbox located in the Main Menu of the Event window.

Webmail offers a search feature that can be used for personal, shared or subscribed calendars. You can perform a basic search by entering the event title, location or note content.

#### 3.2.5.1 Event fields

The event fields are as follows:

- **Event Title**: Enter the full or partial title for the event you are searching.
- **Event Location**: If you want to search events by location, enter the location and all events at this location are displayed.
- **Event Notes**: Enter full or partial note content and any events containing this text will be displayed within the calendar.

**TO SEARCH FOR AN EVENT:**

- Enter the search criteria.
- Click the Search drop-down.
• Click Search.

Events containing the specified keyword will be isolated and displayed in the calendar. If no events contain the keyword, the calendar will appear blank.

3.3 Managing Calendars
The Calendar section in Webmail allows you to create multiple calendars, share your calendar with other people within your network (same domain), and subscribe to other calendars that have been made public (shared).

3.3.1 Calendar Views
The Preview Panel allows you to view your calendar events though a Monthly, Weekly, or Daily view.

3.3.1.1 Monthly View
The Month View displays all days of the selected month in grid format.
### 3.3.1.2 Weekly View

The Week View displays all days of the selected week in a more detailed grid format.
Events scheduled for specific days and specific times will be displayed as colored blocks on the grid.

### 3.3.1.3 Daily View

The Daily View is set to the current date accessed. To advance to a future day, click the arrow pointing to the right. To retreat to the preceding day, click the arrow pointing to the left.
Events scheduled for specific hours will be displayed as colored blocks on the grid.

### 3.3.2 Creating Shared Calendars

Webmail allows you to create multiple calendars, which you can share with other accounts within the same domain.

There are two permissions available for sharing calendars.

They include:
• **View Only** – allows specified accounts to view calendar information. Editing is not permitted.

• **Edit Events** – allows the specified accounts to edit calendar information once they have subscribed.

  **Note**: If you grant **Edit Events** sharing level across the domain, anyone subscribed to this calendar can make edits to the details – including the delete option.

There is also some flexibility in the types of access granted within a calendar. For example, if you share a calendar with View Only permissions, others can only view the calendar events; however, if you add a specific email account with Edit Events permissions, only this account will have edit permissions for the calendar.

  **Note**: Permissions to edit shared Calendar Events are administered by the appropriate email account.

---

**TO CREATE A NEW CALENDAR**

1. In the Calendar list, click the **Add** icon.

2. In the **New Calendar** screen, complete the following:
   
   • Enter the calendar name in the Title field.
   
   • Select a color option.

3. Click **Save**.

**TO EDIT A SECONDARY CALENDAR**

1. In the Calendar list, click the shared calendar Name for which you want to edit.

2. In the Edit Secondary Calendar screen, modify the calendar details.

3. Click **Save**.

**TO DELETE A SECONDARY CALENDAR**:

1. In the Calendar list, click the shared calendar Name for which you want to edit.

2. In the Edit Secondary Calendar screen, click the **Delete** icon (trashcan). 3. In the Confirmation dialog, click **Ok**.

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3.3.3 Subscribing to Shared Calendars

Subscribed calendars are calendars that you have access to, which have been shared by other email account owners. If a calendar has been shared with the domain or specifically with you, it will appear in the list of Available Shared Calendars.

TO SUBSCRIBE TO A CALENDAR:

1. In the Calendar list, click the Shared Calendars Add icon.
2. In the Subscribe Calendar screen, select the calendar(s) for which you want to subscribe.

   The calendar will be displayed in the left-hand pane under the Subscribed Calendars heading.

4 Taskbox

Webmail provides a Task list to help you prioritize tasks, set calendar events and quickly turn emails into tasks. You can also tag your tasks to help you sort and search for relevant tasks.
4.1.1 Taskbox Secondary Menu

The Taskbox secondary menu displays a counter list highlighting the total number of tasks, as a breakdown to help you track the deliverables.

4.1.2 Managing Tasks

You can use tasks by creating them directly from the Task list, by saving an email as a task or by dragging an event from the calendar.

TO CREATE A TASK:
1. In the Add new task dialog, complete the following:

- Enter a name for the task.
- If the task has a due date, select the **Due date** checkbox and select the date from the pop-up calendar.
- Add tag content to help you identify or search for your task.
- Enter any subtasks associated with this task and click the **Add** icon.
  To remove a subtask, hover over the content and click the **Trashcan** icon.
- Enter the name or email address for any other people associated with the task and click the **Add** icon. To remove a collaborator, hover over the content and click the X icon.

- To add an attachment to your task, click the **Paper Clip** icon and upload your file.

- Enter a brief description of the task in the **Notes** section.

2. Click **Add**.

**TO EDIT A TASK:**

1. In the Task View list, click on the Task that you want to edit.
2. In the Task Details screen, make the required modifications and click **Save**.

**TO DELETE A TASK:**

- In the Task View list, hover over the task that you want to delete and click the **Trashcan** icon.

Alternatively, you can click on the **Trashcan** icon within the Task Details screen.

**TO ARCHIVE A TASK:**

1. In the Task View list, click on the Task that you want to edit.
2. In the Task Details screen, click on the **Archives** icon.
4.1.3 Managing Tags
Tags are a useful way to filter or search for specific Tasks that you have created. Webmail provides a set of default tags; however, you can also create your own.

Note: Emails cannot be saved to custom tags.

TO CREATE A NEW TAG:

1. From the Primary menu, click Tasks.
2. In the Tags bar, click the New Tag icon.
3. Enter a name for the new tag.
   Your new task is displayed in your Tags list.
5 Contacts
The Contacts section allows you to manage your contacts through Groups, Address Books and Subscribed Books. This section explains the different views and lists that are available, as well as how to manage and edit contact details, groups and address books. Contacts can also be shared across the domain or with specific email address through shared address books.

5.1 Contacts Secondary Menu
The Contacts Secondary menu contains a list of Address Books and Groups. The menu also allows you to display a list of collected addresses.

To help reduce clutter, each of these lists are collapsible and allow you to focus on the list of interest.
5.1.1 Contacts View List

The Contacts View list allows you to choose which contacts to display in the Preview Panel. You can view the details of an individual group or address book, or you can view multiple lists combined.

Note: Contact details will appear for each list or group for which they are a member.

There are four options to choose from:

- **Address Books:** are email lists that you have created and made public. Once an address book is made public, others can subscribe and view the details of the list.
  
  You can view this contact list via your Webmail Contact list. This feature can be toggled on or off when editing a contact. You cannot remove a shared contact that has not been added by you.

- **Subscribed Address Books:** are email lists that others have made public (shared). Subscribing to an email list allows you to view the contact details of that list.
  
  This feature can be toggled on or off when editing a contact. You cannot remove a shared contact that has not been added by you.

- **Groups:** are used to sort and manage your contacts for easy reference. You can create groups for such contacts as “Friends”, “Co-workers”, “Family”, etc.

5.1.2 Preview Panel

The Preview Panel displays a list of contacts with the following details:

- Name
- Email Address
- Company
- Title
- Address Book

For more detailed information about the contact, select the contact name, and then select one of the tabs: Main; Work; Home; or Security.
5.1.3 Editing Panel

The Editing Panel allows you to modify the details for a contact. You can edit their contact information, or you can modify their group or address book membership, including the remove option.

5.2 Managing Contacts

Webmail allows you to create contacts, which can be added to an address book, or group. In addition to work-related details, you can also add personal details about the contact, such as home contact details, alternate email address and contact photo.

TO CREATE A CONTACT:

1. Click the New Contact icon in the Secondary Menu.
2. Enter the first and last name for your contact.
3. Select the Address Book to store this contact.
4. To add Social Media contact information, click the Manage Social icon and complete the following:
   - Enter the contact’s Facebook URL.
   - Enter the contact’s LinkedIn URL.
   - Enter the contact’s Twitter URL.
   - Click Save.
5. In the Contact section, complete the following:
   - Enter Email Address for your new contact.
   - To enter optional information, click the Add icon and select Work Email, Personal Phone, Work Phone, Mobile or Work Fax.
   - In the added optional fields, enter the contact information.
6. To add this contact to a Group, click the Add Group icon and select the Group from the list. A list of available Groups is displayed.
7. In the Personal Details section, complete the following:
   • Enter the contact’s position title.
   • Enter the contact’s company name.
   • Enter the birth date for the contact.
   • If you want to exclude this contact to a shared address book and you to hide their To hide this contact from the shared address book

8. In the Address section, complete the following:
   • Enter the street address.
   • Enter the City.
   • Enter the Province or State.
   • Enter the Postal/Zip code.
   • Enter the Country.

9. In the Notes section, enter any additional descriptions for this contact.

10. Click Save.

TO EDIT A CONTACT:

1. In the Contacts View list, select the contact that you want to modify.
2. In the New Contact screen, make required updates.
3. Click Save.

TO DELETE A CONTACT:

1. In the Contacts View list, hover over the contact that you want to delete.
2. Click the trashcan icon.
3. In the confirmation dialog, click **Ok**.
   
   **Note**: Permanently deleted Contacts cannot be recovered.

### 5.2.1 Importing and Exporting Contacts

Webmail supports the import/export of csv files to and from Webmail address books. The import feature allows you to import contacts into a specified address book. The address book can be shared or private; however, you can only select a subscribed address book if you have been given edit permissions (**High sharing**). You can also export contacts from one or more address books, including subscribed address books, which can be used with external email providers.

The fields available for Webmail contacts are mapped to data fields provided by each of the following email providers:

- Webmail
- Outlook
- Mozilla Thunderbird
- Yahoo®
- Gmail

**TO IMPORT CONTACTS:**

1. On the Contacts View list, select **More** and then click **Import**. The Import dialog opens.
2. In the Import Contacts dialog, complete the following:
   • Select an address book from the drop down menu. This address book will be the one that you will import the contacts into.
   • Select the file format from the drop-down.
   • Select the character set from the drop-down.
   • Click **Upload** to locate the file that you want to import.
   • Click **Next**.

3. Review the parameters of the uploaded file and click **Next**.

**TO EXPORT CONTACTS:**

1. From the Contacts page, select the contact that you want to export.
Click More, Export and then CVS or VCARD.

2.

TO EXPORT A GROUP OF CONTACTS:
1. From the Groups drop-down, select the group for which you want to export.
2. Click the Export link.

The exported file will be exported to a .csv file.

5.3 Managing Address Books
Address books in Webmail are used to display and share contact information. You can create multiple address books for personal use; however a contact can only be a member of one address book at a time.

Webmail also provides two types of access permissions when sharing address books. For example, you share an address book with Public permissions with specified users or an entire domain. The Public permissions will grant view only access to your Address Book. Alternately, you can grant edit permissions to specified users by enabling Private permissions.

Subscribed Address Books are Address Books that you have access to, which have been published (shared) by other email account owners. If an Address Books has been shared with the domain or specifically with you, it will appear in the list of Available Shared Address Books.
The Contacts Secondary menu displays the following Address Books:

- **Address Books** – a collection of address books that are used to group contacts for viewing or sharing.

  **Note:** Shared Address books are noted with the Share icon.

- **Subscribed Books** – a list of address books that you are accessing but belongs to another account within your domain.

- **Groups** – a collection of contacts that can be used to send group emails.

**TO CREATE AN ADDRESS BOOK:**

1. In the Contacts Secondary menu, click the Address Books **Add** icon.

2. On the New Address Book screen, enter a name for your book in the **Title** field.

3. To share your book with all contacts within your domain, select **Public** or **Private** from the Share with all domain users drop-down.
   - **Public** – allows specified accounts to view contact information. Editing is not available.
   - **Private** – allows the specified accounts to edit contact information once they have subscribed to address book.

   **Note:** If you grant **Public** sharing level across the domain, anyone subscribed to this address book can make edits to the contact details – including the delete option.

4. To share your book with specific users within your domain, enter their email addressed in the Share with specific users drop-down.

5. Click **Save**.
TO SHARE AN ADDRESS BOOK:

1. In the Contacts Secondary menu, click the Address Book that you want to share.
2. In the Edit Address book screen, complete the following:

   • To share your book with all contacts within your domain, select Public or Private from the Share with all domain users drop-down.
     Public – allows specified accounts to view contact information. Editing is not available.
     Private – allows the specified accounts to edit contact information once they have subscribed to address book.
     Note: If you grant Public sharing level across the domain, anyone subscribed to this address book can make edits to the contact details – including the delete option.

3. Click Save.

TO SUBSCRIBE TO AN ADDRESS BOOK:

1. In the Contacts Secondary menu, click the Subscribed Books Add icon.
2. On the Subscribe to an Address Book screen, search for the Address Book for which you want to subscribe.
3. Select the Address Book for which you want to subscribe.
   The address book will be displayed in the left-hand pane under the Subscribed Address Books heading.

5.4 Managing Groups

Contact Groups are used to help filter the display list in the Preview Panel. You can group contacts by any criteria; however, some common group examples are: personal, such as friends and family; or company, such as departmental or external clients.

When you select one of your groups, all contacts in that group are displayed in the Preview Panel. You can select multiple groups, see Groups Preview Panel image below.

TO CREATE A GROUP:
1. In the Contacts Secondary menu, click the Groups Add icon.

2. In the New group screen, enter a name for your group in the Title field.

3. Select a color option for this group.

4. Enter the name or email address for your contact in the Add Contacts field.

5. Click Save.

TO EDIT A GROUP:

1. In the Contacts Secondary menu, click the Group that you want to modify.

2. Edit the group details and click Save.
TO DELETE A GROUP:

1. In the Contacts Secondary menu, click the Group that you want to delete.
2. On the Edit Group screen, click the Trashcan icon.
3. On the confirmation dialog, click Ok.
6 Briefcase

The Briefcase section allows you to upload and store files to the Webmail server. Briefcase supports folders and sub-folders, which you can share with one or more people.

Within the Briefcase section, you can view your folders as a grid (thumbnails) or a list. The grid view provides a line-item view of the details.

Briefcase provides a folder hierarchy to help manage the content and accessibility. Providing access to your files is maintained at the folder level. Please note that you cannot provide access to an individual item within a folder.

**Note:** Sharing can only be done at the folder level and not the item level. If you want to share only one item, you should create a sub-folder and upload the item.

6.1 Briefcase Layout

Briefcase contains a Secondary Menu and a top navigation bar. The top navigation allows you upload new files into your Briefcase or share folders. You can sort your list by file type, name, size or the modified date.

**Secondary Menu**
You can also control how files are displayed. For example, if you are viewing images, you might prefer to display icons. These icons also act as thumbnails for images.

TO TOGGLE THE VIEW:

1. From the top navigation bar, select one of the following:
   - To view List details, click **List** icon.
6.2 Managing Briefcase Folders

Briefcase allows you to upload files and share folders with others. Once you have sorted the files into folders, you can set permissions for each folder.
When sharing files, you can choose any of the following options:

- **Internal Users** – this option allows you to share your folder contents with specified users. A link to the folder will be emailed to recipients.
- **Public (password protected)** – this option allows you to share your folder with specified recipients but is password protected.
- **Public** – this is a download share, which is open to everyone.

**TO UPLOAD A FILE:**
1. Select the folder where the uploaded file should be stored.
   - **Note:** If you do not select a folder, the file will be uploaded to the Root (Main) folder.
2. In the top navigation, click the **Upload** icon and browse to your file.

**TO SHARE A FILE (INTERNAL USERS):**
1. Select the Folder that you want to share.
2. Click the **Share Folder** icon.
3. In the Manage Sharing screen, click **Add Accounts**.
4. In the Add new accounts dialog, complete the following:
   - Enter the email address in the email accounts field and press enter. The user details are displayed.
Note: to add multiple users, you must press enter after each entry. Select **Internal users** from the “Share with” drop-down.
- Select the type of message to add with your share link from the Message drop-down.
- If you have selected **Add note to standard message**, enter your message in the Note field.

5. **Click Save.**

TO SHARE A FILE (PUBLIC-PASSWORD PROTECTED):

1. Select the Folder that you want to share.
2. **Click the Share Folder icon.**
3. In the Manage Sharing screen, click **Add Accounts**.
4. In the Add new accounts dialog, complete the following:
   - Enter the email address in the email accounts field and press enter. The user details are displayed.

   **Note:** to add multiple users, you must press enter after each entry.
   - Select **Public (password protected)** from the “Share with” drop-down.
   - Enter a password.
     This will be displayed in the email, along with the link to your folder.
   - Select the type of message to add with your share link from the Message drop-down.
• If you have selected **Add note to standard message**, enter your message in the Note field.

5. Click **Save**.

**TO SHARE A FILE (PUBLIC):**

1. Select the Folder that you want to share.

2. Click the **Share Folder** icon.

3. In the Manage Sharing screen, click **Add Accounts**.

4. In the Add accounts dialog, select **Public** from the “Share with” drop-down.

   **Note:** You cannot enter specific email recipients if you are sharing your folder publicly.

5. Click **Save**.

**TO REMOVE SHARING:**

1. Select the Folder that you want to share.

2. Click the **Share Folder** icon.

3. In the Manage Sharing screen, click the **trash** icon under the Stop sharing column.

4. Once you have shared your folder, you can copy and send the URL from this page.
7 Preferences

The Webmail Preferences section allows you to manage the following options:

Mail

• **General** - The General mail settings allows you to specify default settings, such as view mode, font style, indent options for reply/forward messages, your preferred language and date and time format.

• **Advanced** – this section allows you to specify default settings and behavior for your email.

• **Account Security** - this section allows you to change your Webmail password or create/modify your security question.

• **Spam** – this section allows you to set the spam filtering options for your email account.

• **Auto Reply** – this section allows you to automate a reply with a pre-written message to all or certain email messages sent to your email account.

• **Message Filters** – this section allows you set up certain rules and conditions for your incoming email messages. For example, you may want to move emails from a specific into a folder.

• **Signatures** – this section allows you create and manage your signatures.

• **Highlighting** – this section allows you to set highlighting parameters to help filter through emails.

• **Image Rules** – this section allows you specify settings for incoming image attachments/

• **PGP Keys** – this section uses PGP to send an encrypted digital signature that lets the receiver verify the sender's identity and know that the message was not changed en-route.

• **Data Usage** – this section displays statistical information about your account. This section includes information about the amount of disk space used, as well as a breakdown based on activity.

Calendar

• **General** – this section allows you to specify default settings and views, as well as creating sharing links and adding default locations.

Mobile
• **General** – this section explains how to synchronize your mobile device to Webmail.

### 7.1 Mail Preferences

- **What to do when messages are deleted:** You can either “Move to Trash” or “Permanently delete” messages.

- **Mail folder configuration:** The options available here are: Default, Apple Mail, Blackberry, Outlook, Thunderbird, And Aplus.

#### 7.1.1 General

The General mail settings allows you to specify default settings, such as view mode, font style, indent options for reply/forward messages, your preferred language and date and time format.

With Mail Preferences, you can set the following options:

- **Full Name:** Your Full Name is what is displayed in the “From” field of messages you send.
### 7.1.1.1 Email Settings

- **Mailbox view mode:** This drop-down option allows you to switch between Horizontal and Vertical views.

- Horizontal view of the email message. (Mail Listing Panel on top and Mail Preview Panel on the bottom)

- Vertical view of the email message (Mail Listing Panel on the left and Mail Preview Panel on the right)

- **Default compose mode:** The two options available are “text” or “html”.

- **Text:** This option allows you type your message in plain text without any special formatting.

- **HTML:** This option allows you to type your message using HTML code to specify special formatting. You may change the font face, size, color and weight as well as include bullets, indents, text justification and background color.

- **Reply/Forward mode:** This option refers to the format of the text of the email messages that you choose to reply to or forward. The options available here are: “Original”, “text” or “html”. Original refers to keeping the format the same as it was received in.

- **Default font type:** sets the default font type.

- **Default font size:** sets the default type size.

- **Default font color:** sets the default text color.

- **Indent text when replying and forwarding:**

### 7.1.1.2 Date and Language

- **Select your preferred language:** You can select your preferred language to display the Webmail interface.

- **Time Format:** This allows you to adjust the time to a format you prefer.

- **Date format:** This allows you to adjust the date to a format you prefer.

- **Time zone:** This allows you to set the time zone.
7.1.2 Advanced

7.1.2.1 Mail Settings

- **Reply-to-address**: This option allows you to specify the email address used when a person is replying to your email.

- **From address**: This option allows you to specify the “from” email address when sending email.

- **Forward emails to an alternate address**: This option forwards all your mail to a specified email address.

- **Keep a copy of emails in the inbox**: If this option is checked, mail will be delivered both to your account and the forwarding account.

- **Turn off threaded messages**: This allows you to disable the grouping of messages.

- **Collapse all threaded messages**: This will collapse all threaded messages.

- **Turn on message snippets**: Displays content form the email body under the subject line.
• Turn off attachment alert:
• Immediately delete messages when clicking delete
• Turn on Taskbox: This allows you to convert emails into task and reduces clutter in your Inbox.
• Play sound when new mail arrives: You can choose yes or no to enable the sound alert for newly arrived email messages.
• Upload a sound file: Allows you to upload a sound file from your computer.

7.1.2.2 Collected Addresses
• Disable address collection:
• Clear collected addresses:

7.1.2.3 Application Settings
• Default Webmail page after login: Allows you to specify which Webmail component should open after log-in.

7.1.3 Account Security
The Account Security section allows you to change your Webmail password or create/modify your security question.
7.1.3.1 Change Password

With Change Password you can change your current password by typing the current password once and typing the newly chosen password twice – to confirm you’ve accurately entered your new password.

TO CHANGE YOUR PASSWORD:

1. Type in current password in **Current Password**.
2. Type in new password, **New Password**.
3. Type in new password again in **Confirm Password**.
4. Click **Save**.

7.1.3.2 Security Question

Adding a security is an important step in securing your email privacy. You should select a question that is easy for you to remember but difficult for others to guess.

TO ADD/UPDATE YOUR SECURITY QUESTION:

1. Select the most suitable security question from the drop-down list.
2. To use a custom question, enter the question in the **Custom Question** field.  
   Note: Make sure **Custom question** is selected in the Security Question drop-down.
3. Enter the answer for your security question.
4. Click **Save**.

7.1.4 Spam

The Spam Preferences section allows you to set the spam filtering options for your email account.
With Spam Preferences, you can specify the following options:

**Filter Strength** - allows you to turn on spam filtering and specify the level of filtering applied to mail marked as spam. Every email received through inbox is evaluated and assigned a point value by an automated filter, based on the message headers and each email’s content. If the point total is over a specific value, the email is categorized as spam. The subject, message formatting, and message headers are all examined for "spam-like" features.

- **Light Filtering**: Light Filtering sets the spam filter to a low sensitivity level. This setting will let through more spam, but is less likely to accidentally identify legitimate email as spam.

- **Standard Filtering** (Recommended): Standard Filtering sets the spam filter to a high sensitivity level. This setting has a typical 95% to 99% success rate for discriminating between spam and legitimate email. This is the default setting.

- **Aggressive Filtering**: Aggressive Filtering sets the spam filter to a very high sensitivity level. This setting increases the chances that legitimate email will be classified as spam.

  **Note**: While the Spam Filter is an excellent method to limit spam, there is the potential for legitimate emails to be classified as spam and deleted, if this feature is enabled.

**Filter Outcome** – sets the action to take when an email message has been identified as spam.

- **Delete**: This option will automatically delete all email flagged as spam. Emails classified as spam will not be delivered to your inbox and will be irretrievable.
• **Deliver**: This option delivers all email flagged as spam to your inbox with "*****SPAM*****" added to the start of the subject line. You may sort these messages into another folder and delete them after review. *Tag and Deliver is the default setting.*

• **Quarantine**: This option automatically places all email flagged as spam into a "Junk" folder.

**Trusted Sender Options** - When an email is received from an address placed on the "Always Allow List" it is delivered to your inbox as regular email, despite anything the spam filter may find. Add email addresses to this list if you wish to be certain you receive email from, no matter how you have configured the spam filter.

When an email is received from an address placed on the "Always Block list" it is treated as spam, despite anything the spam filter may find. Add email addresses to this list if there are addresses you wish to be certain you never receive email from, no matter how you have configured the spam filter. With Trusted/Blocked Senders lists, you can perform the following actions:

• Add a Trusted Sender by email address or domain

• Block emails by specific sender by adding their email address or you can block emails at the domain level

**TO SET THE FILTER PARAMETERS:**

1. In the General section, complete the following:
   - Select **Light**, **Standard** or **Aggressive** from the Filter strength drop-down.
   - Select **Delete**, **Deliver** or **Quarantine** from the Filter outcome drop-down.
   - For trusted Address Books, select the **Allow HTML content from contacts in the Address Book** checkbox.

2. Click **Save**.

**TO ADD A TRUSTED SENDER:**

• Enter the full email or domain in the **Trusted Senders** field and click the **Add** icon. Once added, the email will be listed under the Trusted Senders section.
TO ADD A BLOCKED SENDER:

- Enter the full email or domain in the **Blocked Senders** field and click the **Add** icon. The added email or domain will display under the Blocked Senders list, along with any other blocked entries.

**Note:** Entries in your block will be handled according to the filtering settings. For example, if you currently have your spam filter set to 'Deliver', all entries in your block list will be automatically be marked as spam, regardless of their spam score, and delivered into your mailbox in the same fashion as other email determined to be spam.

TO REMOVE A SENDER FROM THE TRUSTED OR BLOCKED SENDER LIST:

1. Hover over the contact you want to delete and click the **Trashcan** icon.
2. In the Confirmation dialog, click **Delete**.
7.1.5 Auto Reply

With Auto Reply Messages, you can automate a reply with a pre-written message to all or certain email messages sent to your email account.

For example, you could set up an auto responder when you are out of office for a few days which could alert those emailing you that you are away.
7.1.5.1 Viewing Auto Reply Messages

All messages are stored and displayed on the right-hand side of the page. The page lists items in a list view, which contains information about whether the message is active (enabled), the message content and an option to delete the message.

7.1.5.2 Managing Auto Reply Messages

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

TO CREATE AN AUTO REPLY MESSAGE:

1. In the Auto Reply Secondary Menu, click Add New Auto Reply Message.
2. In the Auto-Reply Message screen, complete the following:
   • **Title**: Enter the title for your new message.
   • **Specify Start/End Date**: You can schedule your auto-reply to begin at a specific date and run until a specific date.
• **Specify Start/End Time**: You can schedule your auto-reply to begin at a specific time and run until a specific time.

• **Condition**: You may specify to respond only to specific messages sent to your account as opposed to all messages.

You may select one of the following email header fields in which the Condition Text will be applied:

• All conditions
• From specific address
• To specific address
• When CC’d
• Subject contains

• **Condition Text**: Specify the text which an incoming message must contain in its Condition email header field for your auto responder to be sent.

• **Message Text**: In the large textbox to the right of “Message:” type the messages you would like the auto responder to email as a response.

3. Click **Add**.

**TO ACTIVATE 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.

**TO EDIT AN AUTO REPLY MESSAGE:**

1. In the Auto Reply column, click the message.

2. In the Edit Auto Reply Message screen, make the required modifications.

3. Click **Save**.

**TO DELETE AN AUTO REPLY MESSAGE:**

1. In the Delete column, click the **Trashcan** icon.
2. In the Confirmation dialog, click **Delete**.

   **Note:** Permanently deleted Auto Reply Messages cannot be recovered.
7.1.6 Message Filters

This functionality will let you set up certain rules and conditions for your incoming email messages. For example, you may want to move emails from a specific into a folder.

All message rules are displayed in the Filtering Preferences page. The page lists items in a list view, which contains information about whether the message is active, the message content and an option to delete the message.

7.1.7 Managing Message Rules

TO CREATE A MESSAGE RULE:

4. In the Filtering Preferences Secondary Menu, click Add New Message Filter.
5. In the Message Filter screen, complete the following:
   - Enter a name for your filter.
   - Select the Condition form the If drop-down.
   - Select To, Subject or From from the drop down menu and enter the data relevant to the field selected. For example if you have selected Subject, enter the subject(s) of emails.
   - To add an additional rule, select the Add icon.
   - Specify the action from the Perform the following actions drop-down.

6. Click Add.

TO DEACTIVATE A MESSAGE RULE:
   - In the Enable column, clear the check box.

TO ACTIVATE A MESSAGE RULE:
   - In the Enable column, select the check box.

TO EDIT A MESSAGE RULE:
1. Hover over the message filter and click the message.
2. In the Message Filters screen, make the required modifications.
3. Click Update.

TO DELETE A MESSAGE RULE:
1. Hover over the message filter you want to delete and click the Trashcan icon.

   2. In the Confirmation dialog, click Delete.
   
   Note: Permanently deleted Message Rules cannot be recovered.
7.1.8 Signatures
The Signatures section allows you to create personalized signatures for your email messages that include text, or images.
Creating personalized signatures, allows you to pre-define the font body and color and can be different from the default body font.

Your signature can be automatically added to outgoing messages, and you can create multiple addresses for different uses. For example, you may choose to address your reply or forward emails differently than your new messages.

7.1.8.1 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 CREATE A NEW SIGNATURE:**

1. In the Create Signature section, enter a title for your signature.

2. In the text box, enter the details for your signature.

3. Complete the following:
   - Select the font family and size.
   - Add formatting features, such as bold or underline.
   - Add an image or logo.

4. Click **Add**.

   Once saved, you will see your newly created signature in the List of Signatures on the right-hand side of the screen.

**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.

7.1.9 Highlighting
Highlighting allows you to organize your inbox by applying color to email message that meet the Highlighting Rule criteria.

7.1.10 Viewing Highlighting Rules
All message rules are displayed on the right-hand side of the screen. The page lists items in a list view, which contains information about whether the message is active, the message content and an option to delete the message.

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7.1.11 Managing Highlighting Rules

TO CREATE A HIGHLIGHTING RULE:

1. In the Highlighting screen, complete the following:
   - Enter a name for your rule.
   - Select the Condition form the If...Contains drop-down.
   - Select To, Subject or From and enter the data relevant to the field selected. For example if you have selected Subject, enter the subject(s) of emails.
   - Select the color from the color pallet.

2. Click Add.

TO EDIT A HIGHLIGHTING RULE:

1. In the List of highlighting rules section, click the message that you want to modify.
2. In the Edit highlight filter dialog, make the required modifications.
3. Click Update.

TO DELETE A HIGHLIGHTING RULE:

1. In the List of highlighting rules section, click the Delete icon (trashcan).
2. In the Confirmation dialog, click Delete.

   Note: Permanently deleted Highlighting Rules cannot be recovered.
7.1.12 Image Rules

The Image Rules section allows you to define what images and styles will be shown in email messages when they arrive in your inbox. You can control the level of trust when images will be displayed. For a higher level of control you can also create custom filters for specific senders or when specific text appears in the subject line of messages.

There are three options available to choose from:

- **Trust sources in contacts**: If checked, unsafe images are shown for messages from anyone in your address book.
• **Trust anything I send:** If checked, unsafe images are shown for messages sent by any of your identities. You might not want to set this if you forward Spam to other people, and then go back and read from your 'Sent' folder.

• **Trust defined sources below:** If checked, unsafe images are shown for the sources shown below.

### 7.1.13 Viewing Image Rules

All message rules are displayed in the List of Image Rule section. The page lists items in a list view, which contains information about the content and an option to delete the message.

![Image Rules Table](image)

### 7.1.14 Managing Image Rules

**TO CREATE AN IMAGE RULE:**

1. In the Create an image rule section, complete the following:
   - Enter a title for your new rule.
   - In the If drop-down, select one of the following parameters:
     - **To**
     - **Subject**
     - **From**
     - **To or cc**
     - **Subject** from the drop down menu and enter the data relevant to the field selected. For example if you have selected **Subject**, enter the subject(s) of emails.
• In the Contains drop-down, select one of the following conditions for the If parameters:
  
  o Contains
  
  o Equal
  
  o Not equal

2. Enter the content that supports the If parameter and condition.

3. Click Add.

TO EDIT AN IMAGE RULE:

1. In the List of Image Rule section, click the rule you want to modify.

2. In the Edit image rule dialog, make the required modifications.

3. Click Update.
TO DELETE AN IMAGE RULE:

1. In the List of Image Rule section, click the **Delete** icon (trashcan).

2. In the Confirmation dialog, click **Yes**.

   **Note:** Permanently deleted Highlighting Rules cannot be recovered.

### 7.1.15 Data Usage

The Data Usage section displays statistical information about your account. This section includes information about the amount of disk space used, as well as a breakdown based on activity.

![Data Usage](image)

### 7.2 Calendar

The Calendar section allows you to define the default behavior when inside the Calendar. For example, you can specify the default view and event duration, specify the hours to display inside the Calendar view and generate links to be used while sharing your Calendar.

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7.2.1 General

Default calendar view: Sets the default view by Day, Week or Month

Default event duration: Allows you to set the default time for a calendar event.

Do not show weekend in calendar: Allows you remove the weekend from your calendar view.

Set free/busy to custom hours: Allows you specify times that will show up when others schedule events based on your calendar availability.

7.2.1.1 Calendar Sharing

Public Calendar Links: Allows you to specify the link used when others are subscribing to your calendar.

Private Calendar Links: Allows you specify the link for you to share your calendar with other services.

7.2.1.2 Location Services

Default location: Allows you to specify your default location for your events when created.
Show default location when creating an event: This will auto-populate your event location by default when creating a new event.

Allow collection of used locations when creating an event: Allows you to collect locations used when creating events.

Clear location history: Allows you to clear collected locations.

7.3 Mobile

The Mobile section allows you to synchronize your Webmail calendar events and contact details with your mobile device. The WebDAV (Web Distributed Authoring and Versioning) protocol is an HTTP-based protocol for data manipulation, which allows the Web to become a writable space. In addition, there are two extended protocols, CalDAV and CardDAV, which allow us to view and edit calendar events and contact details on a mobile device.

- CalDAV – an Internet standard allowing a client to access scheduling information on a remote server.
- CardDAV – an address book client/server protocol designed to allow users to access and share contact data on a server.

The CalDAV and CardDAV protocols are available on devices running OS Version 4.03 or higher; however, you must install the SyncSuite application before synching to your Webmail data.

Once a CalDAV account is configured on the device, you can access calendar data from the server, and schedule meetings with other users.
7.3.1 Synchronization for iOS® 5 and Higher

7.3.1.1 Adding a CalDAV Account

This section describes how to add a CalDAV account to your apple device. You can use CalDAV with your iPhone, iPad or a Mac.

7.3.1.1.1 CalDAV for iPad

1. On the device Home screen, tap Settings.

2. On the Settings page, open Mail, Contacts, Calendars.
3. Tap **Add Account** and then tap **Other**.
4. Tap Add CalDAV Account and enter your account information:
• In the **Server** field, enter
  
sync.megamailservers.com

• In the **User Name** field, enter your email address.

• In the **Password** field, enter your Webmail password.
5. At the top-right of the screen, tap **Next**.

The synchronization service is now connected to your device and your Webmail calendars will be automatically synchronized with your iOS calendars.
7.3.1.1.2 CalDAV for iPhone

1. On the device Home screen, tap **Settings**.

2. On the Settings page, open **Mail, Contacts, Calendars**.

3. Tap **Add Account** and then tap **Other**.
4. Tap Add CalDAV Account.
5. Enter your account information:
   - In the **Server** field, enter
     `sync.megamailservers.com`
   - In the **User Name** field, enter your email address.
   - In the **Password** field, enter your Webmail password.

![CalDAV Settings](image)

6. At the top-right of the screen, tap **Next**.

The synchronization service is now connected to your device and your Webmail calendars will be automatically synchronized with your iOS calendars.
7.3.1.1.3 CalDAV for Mac

1. Navigate to iCal.
2. Click Preferences.
3. On the Preferences page, open Accounts.

4. On the Accounts page, enter the following information:
5. Enter your account information:

   - In the **Description** field, enter sync.megamailservers.com
   - In the **User Name** field, enter your email address.
   - In the **Password** field, enter your Webmail password.

6. Click **Next**.

The synchronization service is now connected to your device and your Webmail calendars will be automatically synchronized with your iOS calendars.

### 7.3.1.2 Adding a CardDAV Account

This section describes how to add a CardDAV account to your apple device. You can use CardDAV with your iPhone, iPad or a Mac.

#### 7.3.1.2.1 CardDAV for iPad

1. On the device Home screen, tap **Settings**.
2. On the Settings page, open **Mail, Contacts, Calendars**.

3. Tap **Add Account** and then tap **Other**.
4. Tap Add CardDAV Account and enter your account information:
- In the **Server** field, enter `sync.megamailservers.com`.
- In the **User Name** field, enter your email address.
- In the **Password** field, enter your Webmail password.
Enter a description.

5. At the top-right of the screen, tap **Next**.

The synchronization service is now connected to your device and your Webmail calendars will be automatically synchronized with your iOS calendars.

**7.3.1.2.2 CardDAV for iPhone**

1. On the device Home screen, tap **Settings**.
2. On the Settings page, open **Mail, Contacts, Calendars**.

3. Tap **Add Account** and then tap **Other**.
4. Tap **Add CardDAV Account**.
5. Enter your account information:
   • In the **Server** field, enter
     sync.megamailservers.com
   • In the **User Name** field, enter your email address.
   • In the **Password** field, enter your Webmail password.

6. At the top-right of the screen, tap **Next**.

The synchronization service is now connected to your device and your Webmail calendars will be automatically synchronized with your iOS calendars.

### 7.3.1.2.3 CardDAV for Mac
1. Navigate to Contacts

2. Click Preferences.

3. On the Preferences page, open Accounts.

4. On the Accounts page, click the Add Account icon.
5. On the Add Account page, enter the following information:
Select CardDAV from the Account type drop-down.

In the User Name field, enter your email address.

In the Password field, enter your Webmail password.

In the Server address field, enter the URL of the Webmail server.

6. Click Create.

7.3.1.3 Modifying the Synchronization Settings

This section describes how to modify the frequency of synchronization between Webmail and your device. Once you have added and configured a CalDAV account to sync with your Webmail account, you can adjust the default sync/refresh settings.

The fetch interval can be changed using one of the following values:

- Every 15 Minutes (default)
- Every 30 Minutes
• Hourly
• Manually

TO CHANGE THE FETCH INTERVAL:
2. On the Settings page, open Mail, Contacts, Calendars.
4. On the Fetch New Data screen, select the desired time interval.

7.3.2 Synchronization for an Android Device

Once you have installed SyncSuite, you can add your Webmail email account and use the default mobile calendar app to view your Webmail events.

7.3.2.1 Preparing your Android Device

Before installing the SyncSuite application on your Android device, it must be able to accept and install applications manually (not from the Google Play Store).

TO ALLOW MANUAL APPLICATION INSTALLATION:
1. Tap the Settings icon.
2. Tap Security.
3. Scroll down and select the Unknown Sources checkbox.
4. Tap OK.

7.3.2.2 Installing SyncSuite

You can install SyncSuite on a mobile device that is using an Android OS version 4.03 or higher.

TO INSTALL SYNSUIT: 
1. Save the .apk file to your device.
2. Navigate to the SyncSuite application and tap Install.
3. Once the application has completed the installation process, tap **Done**.
### 7.3.3 Adding a New Account

Once you have installed the SyncSuite apk file, you will need to add your Webmail as an account before you any data can be synched.

**TO ADD A WEBMAIL ACCOUNT:**

1. Navigate to the application:
2. Tap **Settings**.
3. Tap **Add account**.
4. Enter your username `<name@domain.com>` and press **OK**.
5. Enter your Webmail account password and tap OK.
6. Apply.

7.3.3.1 Changing your Password

If you have changed your Webmail password, the synchronization between SyncSuite and Webmail will be suspended. You must also change your password through SyncSuite before synchronization is to resume.

Note: The change-password feature is currently disabled.

To change your password through SyncSuite, you will need to remove the current account and then create a new account with the updated password.

7.3.3.2 Deleting an Account

TO DELETE AN ACCOUNT:

1. Tap the Apps icon and then tap the Settings icon.
3. On the Sync Settings page, tap **Remove account**.
Synchronization for a BlackBerry® smartphone

7.3.4
You can synchronize your BlackBerry device with your Webmail data using the CalDAV and CardDAV protocols. These protocols are native to the BlackBerry 10 OS. If you are using a device with an earlier OS, please use SyncSyuite.

7.3.4.1 Adding a CalDAV Account
This section describes how to add a CalDAV account to your blackberry device.

1. On the device Home screen, tap Settings.
2. On the Settings page, tap Accounts.
3. **Add Account.**

4. **Tap** Advanced.

5. **CalDAV.**
6. Enter your account information:

- In the User Name field, enter your email address.
- In the Email Address field, enter your email address.
- In the Password field, enter your Webmail password.
- In the Server field, enter (sync.megamailservers.com)
- Select Sync Interval.
7. At the top-right of the screen, tap **Done**.
8. On the confirmation screen, tap **Continue**.

![Provider Identity Not Verifiable](image)

The synchronization service is now connected to your device and your Webmail calendars will be automatically synchronized with your BlackBerry calendars.

### 7.3.4.2 Adding a CardDAV Account

This section describes how to add a CardDAV account to your BlackBerry device.

1. On the device Home screen, tap **Settings**.
2. On the Settings page, tap **Accounts**.
3. Tap **Add Account**.

4. Tap **Advanced**.
5. Tap **CardDAV**.
6. Enter your account information:

- In the User Name field, enter your email address.
- In the Email Address field, enter your email address.
- In the Password field, enter your Webmail password. In the Server field, enter (sync.megamailservers.com)
- Select Sync Interval.

7. At the top-right of the screen, tap Done.

8. On the Confirmation screen, tap Continue.
The synchronization service is now connected to your device and your Webmail calendars will be automatically synchronized with your BlackBerry contact list.

### 7.3.4.3 Modifying the Synchronization Settings

This section describes how to modify the frequency of synchronization between Webmail and your device. Once you have added and configured a CalDAV and CardDAV accounts to sync with your Webmail account, you can adjust the default sync/refresh settings. The fetch interval can be changed using one of the following values:

- Every 15 Minutes (default)
- Every 30 Minutes
- Hourly
- Manually