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E-Mail Handbook

E-mail Handbook

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Web-Based E-Mail

What is Web-Based E-mail?

Web based e-mail is electronic mail that is accessible from any computer that has access to the Internet using the web sites name below.

(Substitute your actual web site domain name for "yourdomain.com")

Logging in to your web based e-mail account

Begin by going to <http://mail.yourdomain.com:8383>

Username:

Your user name is your first initial and last name. For example the username for John Doe would be jdoe. If you have a hyphenated last name such as Jane Doe-Smith, then your user name would be jdoesmith.

Password:

If you don't already know your password, please check with your e-mail administrator.

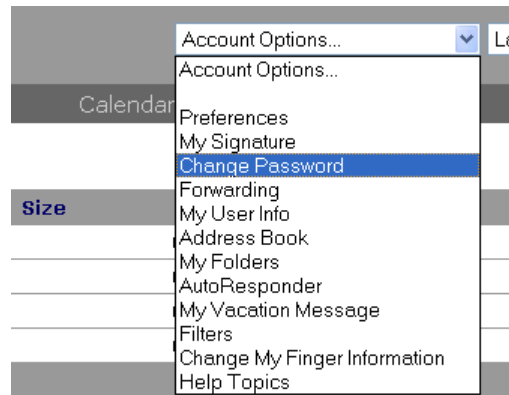
Changing the password

Please change your password as soon as you log-in, this will help keep your account secure. Your password is case-sensitive and can be any combination of letters or numbers. Please avoid using punctuation such as -, +, &, etc. in creating your password.

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After you are logged-in to your web-based e-mail account, go to “Administrative Account Options” in the top menu. Scroll down to “Personal Account Options” and select, Change password.



Main Email Screen

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

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

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

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

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

Help: Most every topic or question is answered by clicking help.

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

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

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The Mailbox Summary

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

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

Note: If you are a calendar user, you will also have an IMIP mailbox. This is the mailbox that stores calendar invitations that other users send to you. This mailbox will be created the first time that someone sends you an invitation.

Size(bytes): Amount of disk space being used by the mailbox.

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

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

View Mail

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

The navigation links do the following:

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

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

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

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

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

Delete. Deletes the message from the mail server.

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

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

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

Sending Mail

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

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

Optional Settings

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

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

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

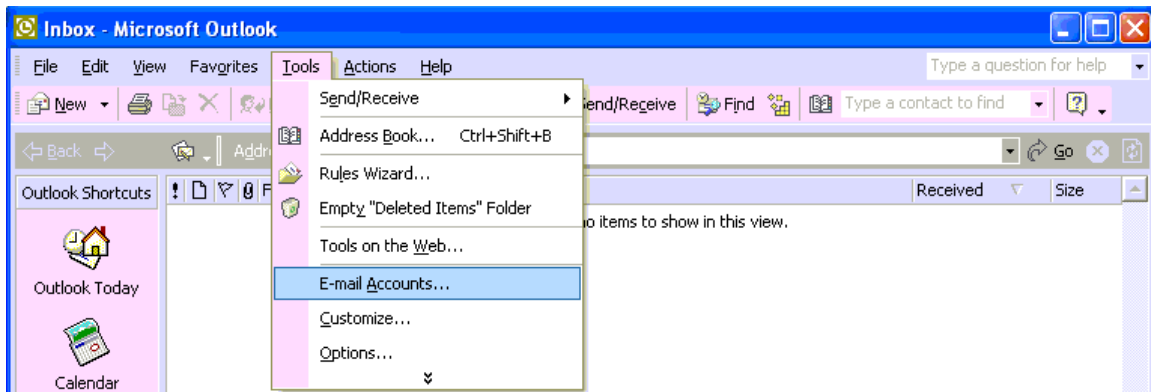
POP3 E-Mail

What is POP3?

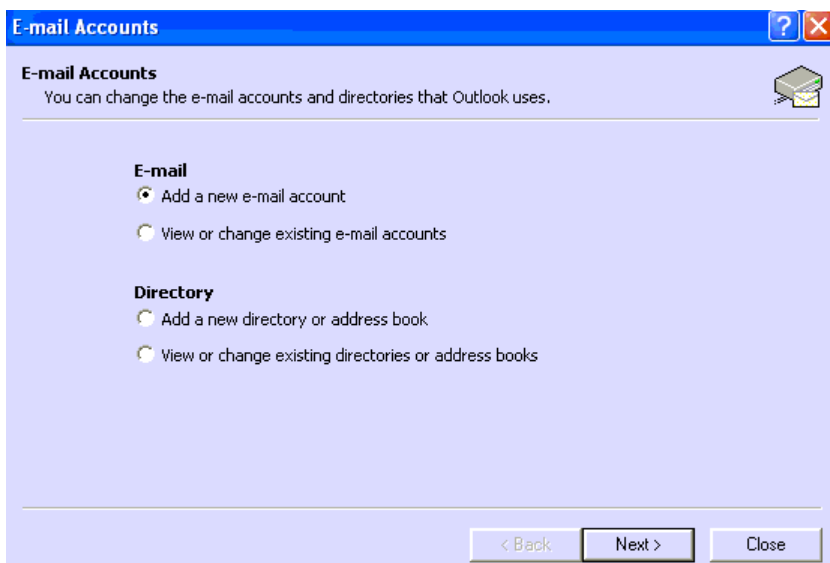
[POP3](#) is an incoming and outgoing mail server that allows you to access your e-mail through the web or other e-mail program such as Microsoft Outlook, Microsoft Outlook Express, Eudora, etc.

Setting Up Your POP3 Outlook XP Account

Open Outlook XP
Select Tools → E-mail Accounts



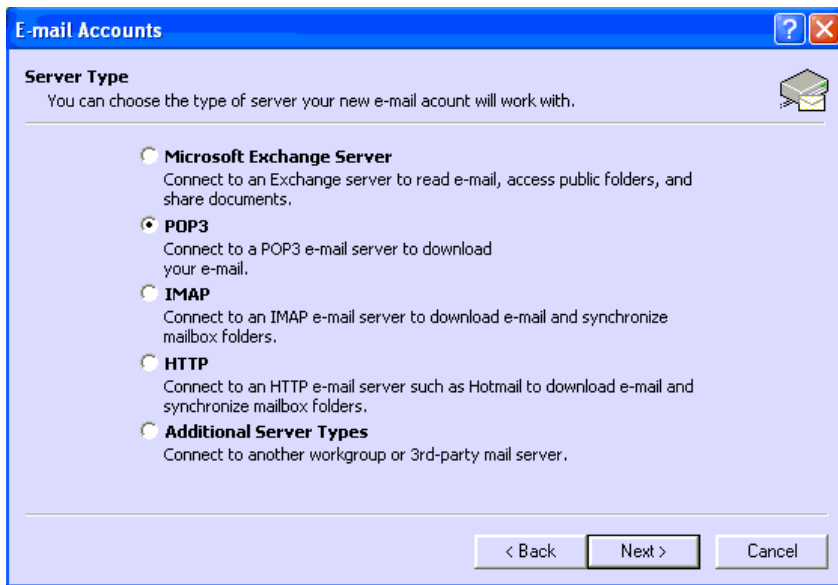
Click Add a New E-mail, Account then Select next.



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Click Pop3 then select next.



Internet E-mail settings (POP3)

User Information

Name Example: John Doe

E-mail address. Example: jdoe@yourdomain.com

Server Information

Incoming mail server (POP3): mail.yourdomain.com

Outgoing mail server (SMTP): mail.yourdomain.com

Logon Information

Username. Example: jdoe@yourdomain.com

Password- Type the new password that you have chosen.

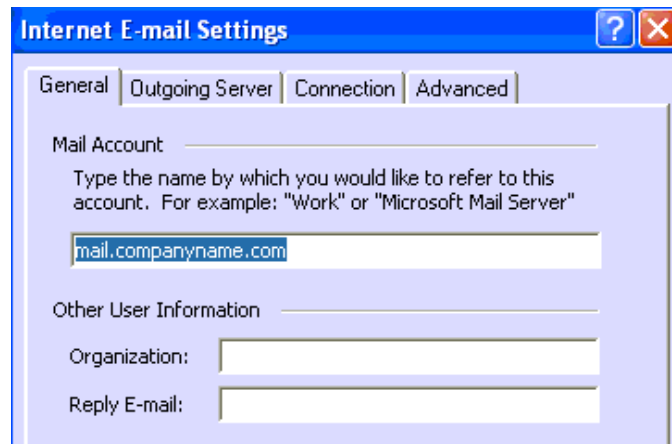
Leave a copy of email on the server (Optional)

In order to leave a copy of the e-mail on the server, so your e-mail will still be accessible from any computer, you need to use advanced settings.

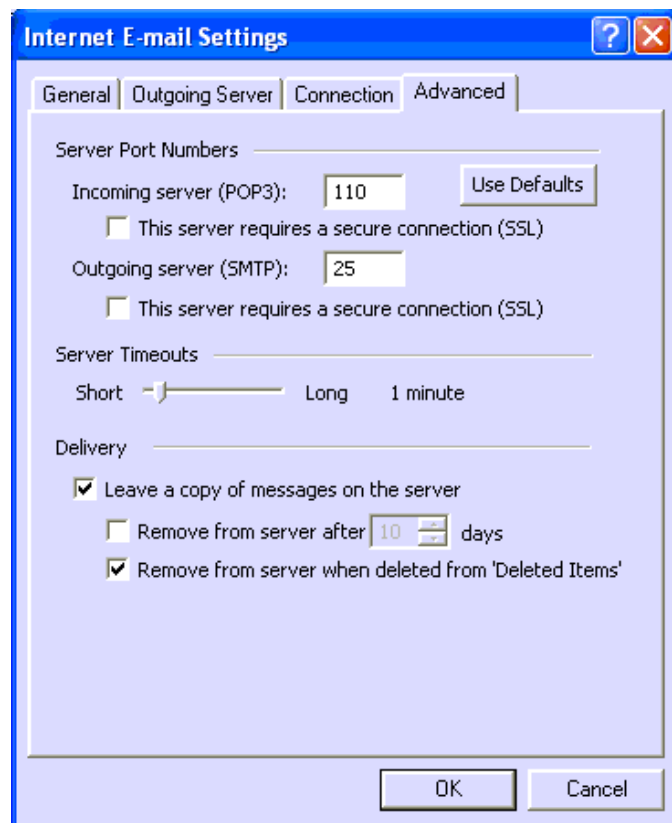
After setting up your account click the more settings button. Click the advanced tab.

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In the advanced settings screen under Delivery check the Leave a copy of the message on the server and the Remove from server when deleted from “deleted items” boxes. Click OK.

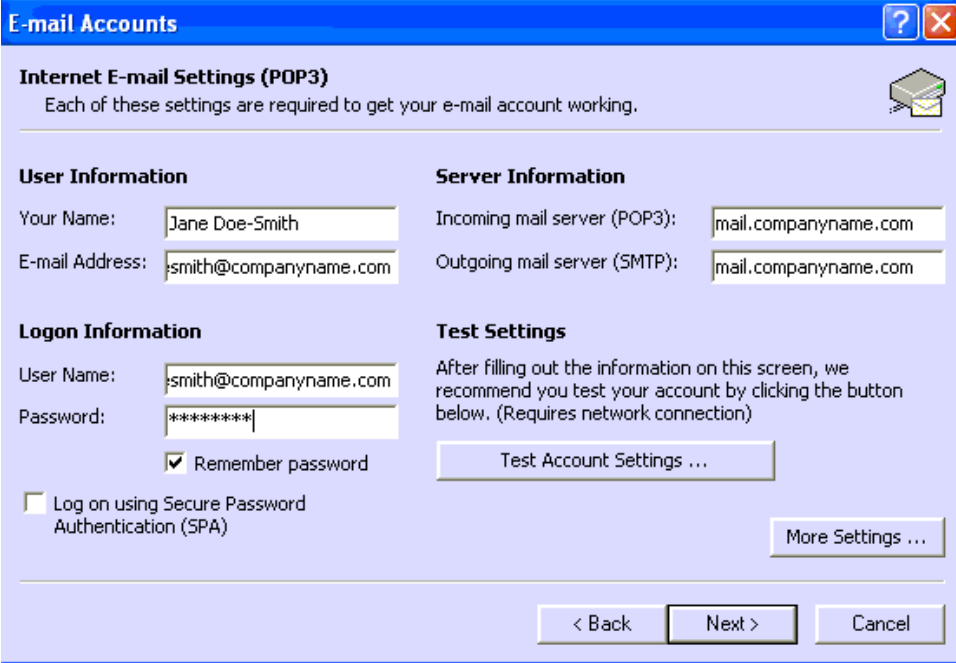


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Testing

After you are finished, test the account settings.



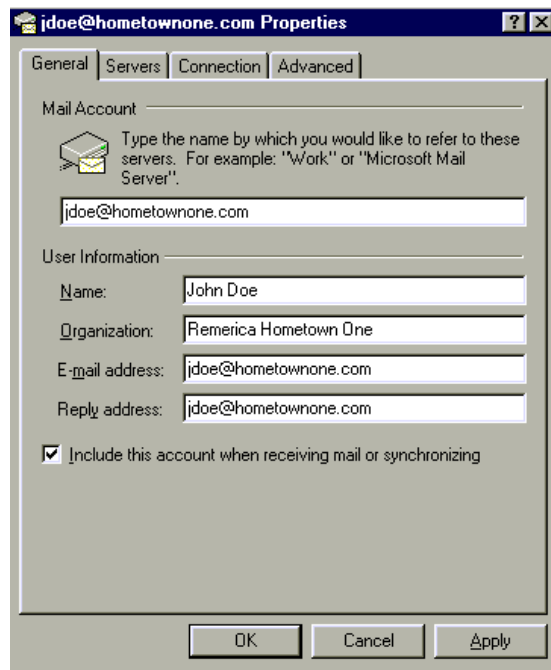
The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a blue header bar containing a help icon and a close button. Below the header, the title "Internet E-mail Settings (POP3)" is displayed next to a folder icon. A note states: "Each of these settings are required to get your e-mail account working." The dialog is divided into four sections: "User Information" with fields for "Your Name" (Jane Doe-Smith) and "E-mail Address" (smith@companyname.com); "Server Information" with fields for "Incoming mail server (POP3)" and "Outgoing mail server (SMTP)" (both mail.companyname.com); "Logon Information" with fields for "User Name" (smith@companyname.com) and "Password" (masked with asterisks), plus a checked "Remember password" checkbox and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox; and "Test Settings" with a text block explaining the test button and a "Test Account Settings ..." button. A "More Settings ..." button is located at the bottom right. At the very bottom, there are three buttons: "< Back", "Next >", and "Cancel".

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Outlook 2000

If you are using Outlook 2000 as your e-mail program, your settings screen will look like this...

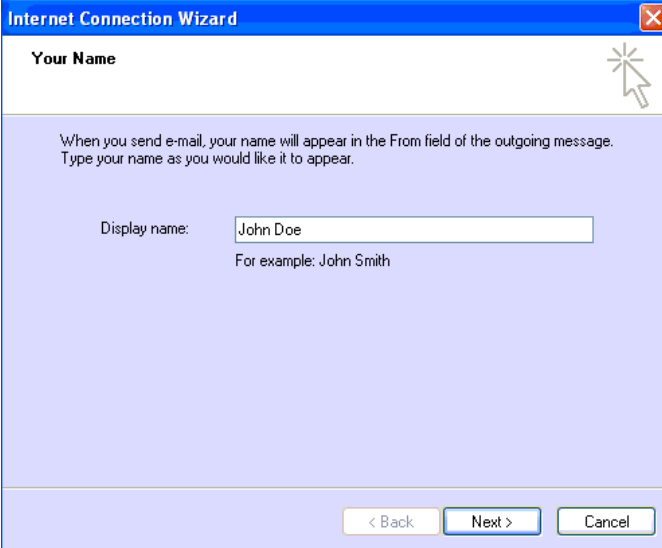


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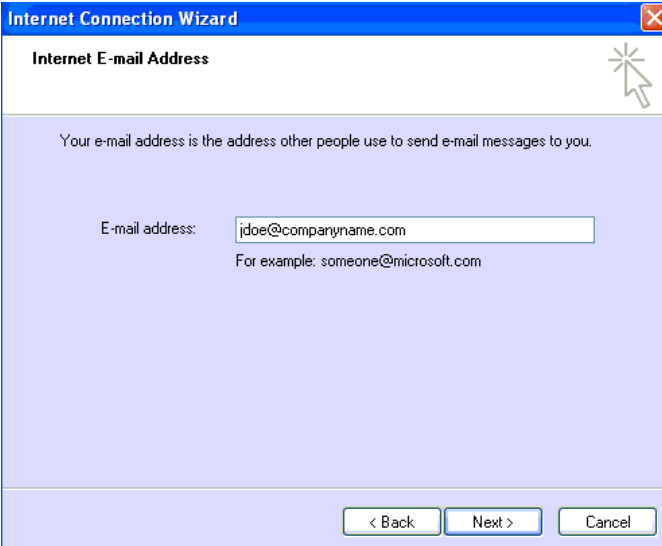
Setting Up Outlook Express XP

When you first open outlook express it will ask for your name as you would like it to appear. Type your name and click next.



The screenshot shows the 'Internet Connection Wizard' dialog box with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Your Name'. Below the heading is a text area with the instruction: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text input field containing 'John Doe' with the label 'Display name:' to its left. Below the input field is the text 'For example: John Smith'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

Next the wizard will ask for your Internet e-mail address. Example: `jdoe@yourdomain.com`. Enter it and then click next.



The screenshot shows the 'Internet Connection Wizard' dialog box with the title bar 'Internet Connection Wizard' and a close button. The main heading is 'Internet E-mail Address'. Below the heading is a text area with the instruction: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field containing 'jdoe@companyname.com' with the label 'E-mail address:' to its left. Below the input field is the text 'For example: someone@microsoft.com'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

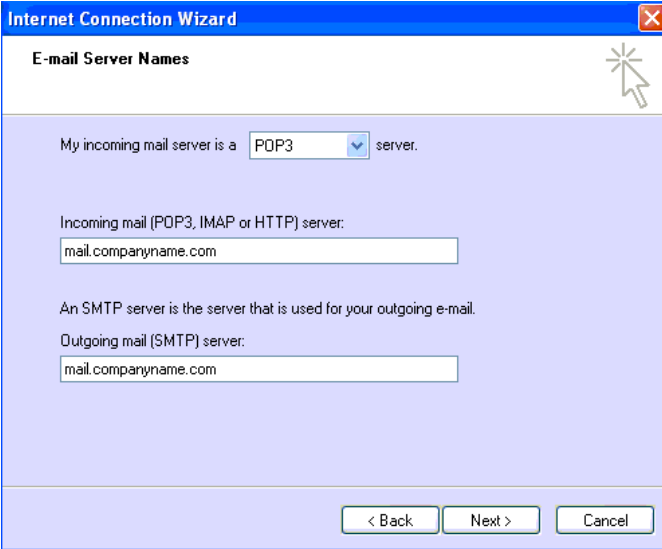
You will now be asked to input the E-mail Server Names.

Your incoming mail server is a POP3.
For incoming mail type *mail.yourdomain.com*
For outgoing mail type *mail.yourdomain.com*

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Click next.

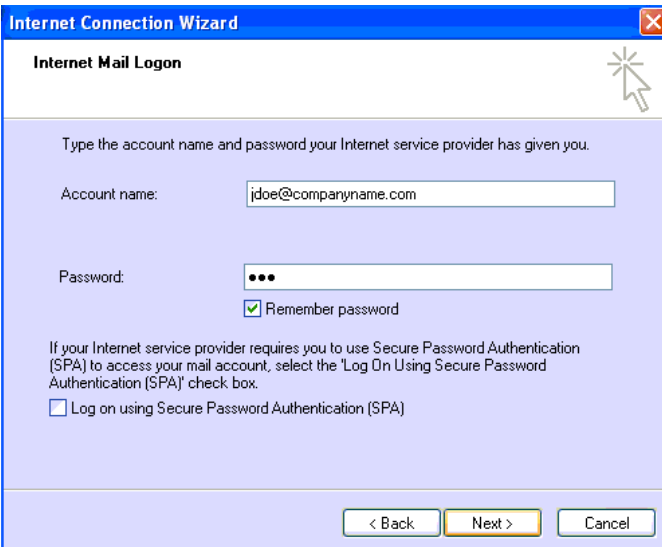


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. The main text reads: 'My incoming mail server is a POP3 server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3, IMAP or HTTP) server:' and contains the text 'mail.companyname.com'. The second is labeled 'Outgoing mail (SMTP) server:' and also contains 'mail.companyname.com'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

For logon information your username must contain your complete e-mail address. Example: jdoe@yourdomain.com.

Your password is whatever you changed it to in the web based e-mail account. If you don't know your password please contact your e-mail administrator.

After you have entered your username and password click next.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' Below this, there are two text input fields. The first is labeled 'Account name:' and contains the text 'jdoe@companyname.com'. The second is labeled 'Password:' and contains three dots. Below the password field, there is a checked checkbox labeled 'Remember password'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

You have now completed setting up your Outlook Express XP e-mail account.

What's New?

Mediawebsites.com recently updated the mail server. The new web based mail server has several new features.

Spam Filter

The new mail server offers a new and improved spam filter that will be administered by Mediawebsites.com. This new and improved spam filter will be virtually invisible, but should help reduce the amount of junk mail that will be received in your inbox, while still allowing all of your important e-mails to filter through.

Our latest web-based email system also has "Filtering" that you can customize for your own needs.

Internet Calendar

The new mail server also offers a web based calendar to keep track of all your important events. One of the most valuable features of this new calendar is that it will automatically send you an e-mail days, minutes or hours (depending on your preference) before an important event.

If you would like to learn more about this calendar program please click on Calendar then help from within the web-based e-mail.

