Web Mail Check

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LAUNCHING WEB MAIL CHECK

Launching Web Mail Check: Web Mail Check is web based email that uses the web to interface to e-mail accounts set up through the Mail Manager. Prior to the introduction of Web Mail Check, it was necessary to configure and download mail to off-the-shelf programs, such as Outlook, Eudora or Pegasus. Web Mail Check gives access to email on the User Panel from web browsers, such as Netscape, Internet Explorer, and AOL.
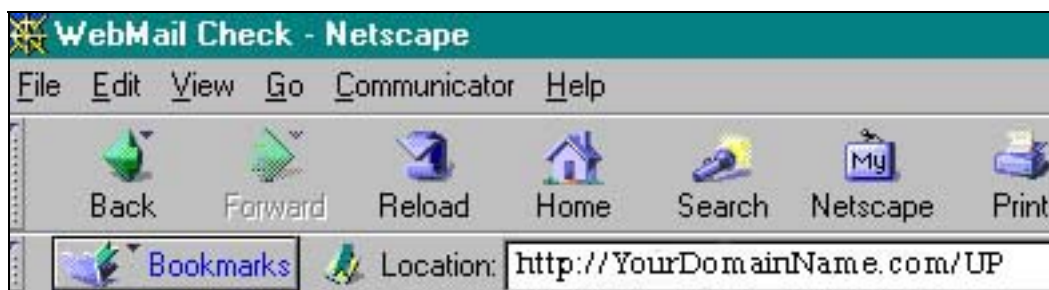
User Panel: Access the **User Panel** from your web browser by typing in your World Wide Web domain name with the extension forward slash and the lower case letters up. Example: http://www.YourDomainName.com/up note that the "up" extension is lower case.

The UP after your domain name represents the words User Panel (UP) abbreviated by the first letter of each word, UP.

Username and Password Required: Web Mail Check uses the standard web based authentication process for sending/receiving email: username and password.

Security: Built-in security ensures that the browser will not leave a copy of your messages to its cache. **Web Mail Check** will not delete your messages on your server unless you specifically set it to delete when you download your mail. Caution: If you delete your messages using **Web Mail Check**, they cannot be retrieved and are permanently deleted. For security to be fully effective, log out of **Web Mail Check** after you are finished using email. After you log out, the only information that will remain on the server will be your *options*, including your name, email address and address book.

Note: The secure (SSL) version of Web Mail Check is available for those who desire the maximum security.

HOME PAGE

Access the homepage of **Web Mail Check** program via your domain name, forward slash and the letters used to abbreviate the User Panel, UP. The letters UP are symbolic for User Panel. **Log in** and **choose** the **language** (English, German, French, or Spanish) for the prompts and links. The **Directions** link provides helpful information about using the **Web Mail Check** program.

Log In

Log in using the Username and Password in the text boxes then click on the **Login!** Button. In order to use Web Mail Check, a valid user name and password is required.


Note:

- To insure security it is recommended that users are careful to log out after using Web Mail Check.

Language

Use the **Choose Language** option the language option to determine the language for the icons, messages and links. Make your language selection (English, German, Spanish or French) and click **GO!** Changing the language will affect the prompts on your screen.

Choose language:

English GO!
English
Deutsch
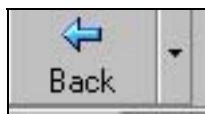Españoles
Français

Directions
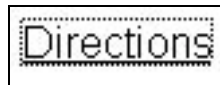
Directions

Use the **Directions** link to access on line directions included on the home page. Use the Directions link to provide information about the Web Mail Check program. After reading this information, use the **back arrow** on your browser to return to the Home Page.

Note:

Back

- Once you've logged into WebMail Check, please don't use the "**Back**" and "**Forward**" -buttons of your browser. While they might sometimes work, they often cause unpredictable errors like "POST Data expired".
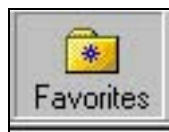
Internet Explorer 5.0

Favorites

- Internet Explorer users can add Web Mail Check to the Favorites folder for quick and easy access
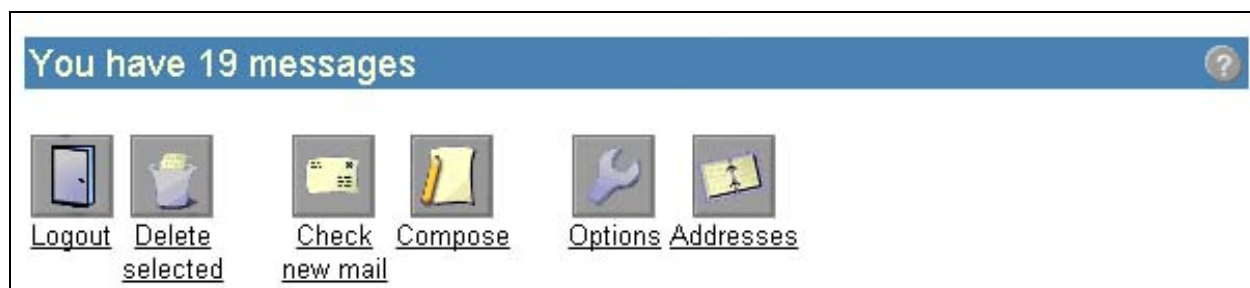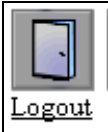
Netscape 4.7

Bookmarks
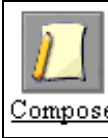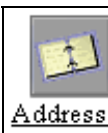
- Netscape users can bookmark Web Mail Check for quick and easy access.

The Viewer Toolbar   The Viewer Toolbar provides the user with quick and efficient access to some of the more commonly used Web Mail Check functions. If desired, the Viewer Toolbar can be customized to display above or below our incoming messages. The table below lists and defines each one of the default buttons on the toolbar.

| You have 19 messages | | | | | ? |
| Logout | Delete selected | Check new mail | Compose | Options | Addresses |

Button	Name	Function
Logout	**Logout**	Returns back to the Home Page. . To return to the Inbox page again, you must log in again, using your Username and Password.
Delete selected	**Delete**	Delete the selected messages. To delete a message, place a checkmark in the box next to the message. The checkmark designates the message for deletion.
Check new mail	**Check new mail**	Loads new mail into the Inbox. Messages that have not yet been read are denoted with a star icon next to the message.
Compose	**Compose**	Opens the standard form for writing a new Web Mail email message.
Options	**Options**	Customizes the look and feel of your message. You may change your name, email address and language. You can enter a "signature" that will appear on all your outgoing messages
Addresses	**Address Book**	Electronic address book holds **email names and addresses.** You can define nicknames for each listing.

From:	Subject:	Date: ⬆⬇	Size:

Message Header Bar

Headings for the fields of your Inbox are found in the Message Header Bar including the From, Messages and Date fields. Use the up and down arrows in the Date field to arrange your message by ascending or descending date.

Messages

Incoming messages are listed in this area. The From field lists the email name of the sender. To open and read a message, click in the From field. The Subject is the subject line entered (if any) in the email message. The date the message was sent is listed in ascending or descending order. The size of the message is displayed. Use the check box on the left to select messages you want to delete. A message listing may contain one or more of the following symbols:

☆ New, unread message

⁉ Sent with high priority

R You have replied to this message

📎 The message has an attachment. Click on the attachment to open.

READING MESSAGES

The message page displays the selected email message. You may select the type of header information to be included as well as the format on the display (with or without icons).
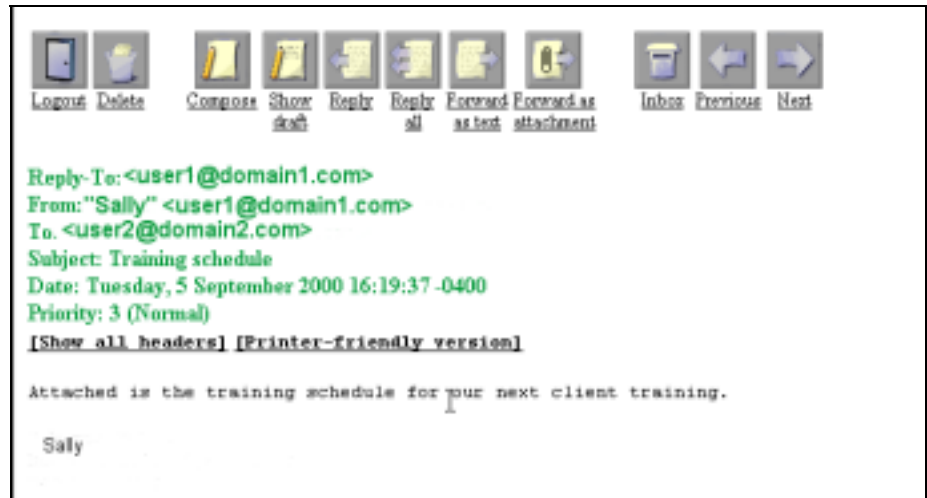
Status Bar

Displays information about selected Web Mail Check messages from the inbox. The Status Bar will display a description of the current message, the progress of a current command, and the number of messages in the inbox.
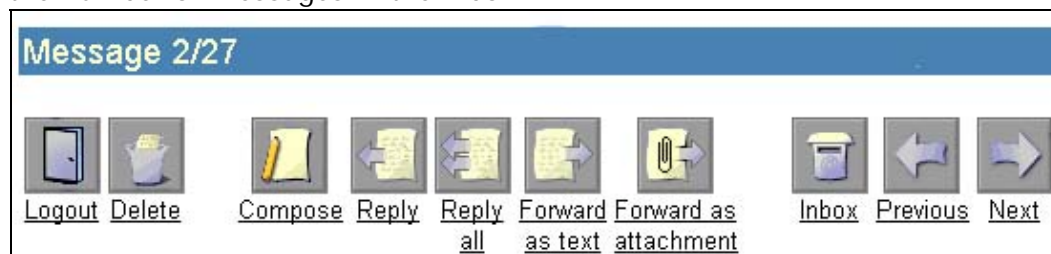
Along with the Status Bar, the Message Tool Bar provides buttons for quick access to the most commonly used commands in Web Mail Check. A description of each icon and function follows in the table below.

Button	Name	Description
	Logout	Use the **Logout** link returns you to the Home Page. To return to the Inbox page again, you must log in again.
	Delete	Use the **Delete selected** button to delete messages that have been marked for deletion with a check mark in the box next to the message
	Compose	Use **Compose** to write a new mail message.
	Show Draft	Use **Show draft** to display a draft.
	Reply	Use the **Reply** button to respond to the sender of the message.
	Reply all	Use **Reply all** to reply to the sender and all recipients including those entered in the CC: and BCC: areas. BCC is a "blind carbon copy"; the recipient of the CC will not see the recipient of the BCC.
	Forward as text	Use the **Forward as text** button to forward the message as a plain text document without formatting.
	Forward as text	Use the **Forward as attachment** button to forward the message as an attachment to the email, which must be opened from the email.
	Check new mail	Use the **Check new mail** button to "pop" or load new email into the Inbox.
	Next	Use the **Next** button to display the next message in the Inbox.

Headers

Choose from two types of headers; **Basic** and **Show all**. The basic header displays the general message information. Below are samples of the same email message, in basic header Show all headers view.

Basic Header

Show all Headers

X-POP3-Rcpt: user@domain.com

Received: from intrn.com (intrn1.com [222.22.222.2]) by host.rh61-11.ohio.com

(8.10.2/8.10.2) with ESMTP id e88JXob02957 for < user1@domain.com > ; Tue, 5 Sep

2000 12:41.20 -0400

Received: from B40Z00B ([10.0.2.17]) by intrn1.com (8.8.7/8.8.4) with SMTP id

PAA02179 for

< user1@domain.com > ; Tue, 5 Sep 2000 12:41.20 -0400

Reply-To: < user1@domain1.com[Save address]

From: "Sally" < user1@domain1.com >

To: < user2@domain2.com >

Subject: Training schedule

Date: Tuesday, 5 September 2000 12:41:20 -0400

Message-ID: < NDBBKKONCLLALJKOPJLFMELLCFAA.user1@domain1.com >

MIME-Version: 1.0

Printer Friendly version

Use the **Printer-friendly version** link to display a text-only style more suitable for printing a hardcopy. The message includes the selected header style but omits the icons and logo.

[Back]   *Note: Once you have viewed the Printer-friendly version, Click on the Back link to return to the* original view of the message from the Printer friendly version.

Use the Back link to return to the original view of the message

Printer-friendly version

[Back]

Reply-To <user1@domain1.com>
From: "Sally" <user2@domain2.com>
To: <user2@domain2.com>
Subject: Training schedule
Date: Tuesday, 5 September 2000 16:19:37 -0400
Priority: 3 (Normal)

Attached is the training schedule for our next client training.
Sally

Message Text

The body of the message displays here. Use the down arrow to scroll through the text, if necessary.

Signature

A signature entered on the **Options** page will be added to the end of every sent message.

Attachments

The two options for viewing attachments; Save or View

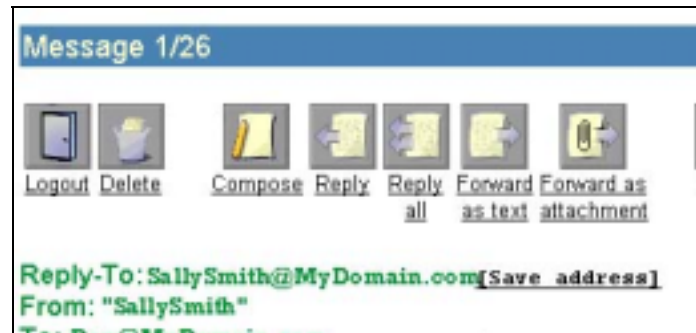| Save attachment	Name: Clienttrainingschedule.doc
View attachment as text	Type: application/msword

Save attachment. Displays and saves the file.

View attachment as text. The file will be downloaded as a flat text file. Formatting in the original file will be lost.

Replying to a Message

When you reply to a message, Web Mail Check opens a preaddressed copy of the selected message. You are able to write a response to the message above or within the message text. When replying, you can respond to the sender of the message or to all of the users who received the initial message.

Button	Name	Description
Compose	**Compose**	The **Compose** page will then be displayed. The address from the "Reply-To:" on the sent message will now be entered in the "To:" window and your address will be entered in the "Reply-To:" window. Enter your message in the text box and click on **Send**.
Reply	**Reply**	Use the Reply button to reply to the messages. If "Automatically save sender's address when replying" is turned on in the Options, a **Save Address** link will display on the message screen. Click on the link to have the sender's address added to your Address Book
Reply all	**Reply to all**	Use the reply to all button to respond to the sender and all recipients of the message. The message will be preaddressed. The cursor appears in the message text window, ready for text entry. Type your reply.
Send	**Send**	Choose the send button to send the message.

MESSAGE COMPOSITION

 Click on the **Compose** button to create a new message. The **Message composition** screen will open.

Message icons

Header
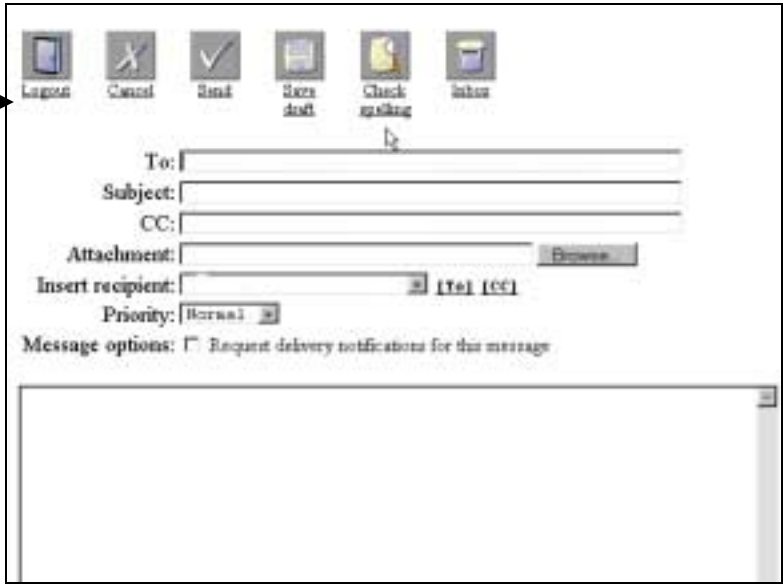
The **header** information identifies to whom to send the mail including CC's, any attachments to be sent with the message and the priority of the message. A delivery notification may be requested.

To and CC

These fields are for the **email addresses of the recipients** of your message. You can type in the complete email address or use the nicknames from your **address book**. You can also type the first few letters of a nickname and press TAB to complete the entry. (This last option is controlled by your browser and may not work in all cases.) When sending the message to more than one recipient, separate the addresses with a comma.

Subject

Enter a short description on the message topic. This is a **required** field. Sensitive information should not be included in the topic field.

Attachment

To include an attachment, enter the **full URL** pathname or click on the **Browse** button to select the file. If you enter the full URL, that particular file will be attached. If you click on **Browse**, a window appears that will allow you to navigate the directories on the PC you are using to find the file to attach.

Note: You may need to change the "Files of type" to "All Files (*.*)" to see all the files in your directory.

Insert Recipient

Select a recipient from the **Address Book**. Use the down arrow to make your selection; then click on the **To** or **CC** links. The email address will be entered in the corresponding window.

Priority

Mark the importance of a message by setting the **priority level**. Priority levels may be set to **high**, **normal** and **low**. A **high priority** symbol attached to an incoming email alerts the recipient to read the message ASAP.

Message options

Check the box by clicking on it to request a notification that your message has been delivered.

Message area

Type your message in this area. Then click the **Send** icon to deliver the message.

Message Buttons

Message composition buttons are described in the table below and direct the program how to direct messages.

Button	Name	Description

Message composition

To:

Subject:

CC:

Attachment: Browse...

Insert recipient: User@MyDoamin.com [To] [CC]

Priority: Normal

Button	Name	Description
	Logout	**Logout** returns to the Home Page without sending the message. You must log in again in order to continue using the Web Mail Check program.
	Cancel	**Cancel** will cancel all actions and/or entries on the Message Composition page and return to the main Inbox page.
	Send	**Send** will send the email message.
	Save Draft	**Save draft** will save a copy of your message for further editing before sending. When a draft exists, the icon will read **Show draft** on the main Inbox page.
	Check Spelling	**Check spelling** runs a spell check on the current entry in the message area.
	Inbox	**Inbox** returns to the main Inbox page.

OPTIONS

The Options page allows you to customize the emails that you send. You may change your name, email address and the language used for prompts and labels. You can also select the general settings and enter a signature that will appear on all your emails.

In addition to these general options, the Advanced options button provides a link to more detailed options to customize your messages. These options can make managing your Web Mail Check easier to use and track. Advanced Options should be used with care because in some instances they can permanently change your email configuration.

Your Name (required)

The name entered here will be the name attached to your email. For example, if "Bill" was entered in the name field here, the email would be delivered *as "From: Bill"* instead of from the name used for logging into the Home Page of the Web Mail Check.

 Note: This field may not be left blank. It must be completed the first time you use the Web Mail Check program. It may be changed at any time.

Your Email Address (required)

This address will show on your emails as the address from which your message was sent. Your Web Mail Check address will default here. You may change the default to reflect another email address.

General Settings

These settings will be used when you reply to a message that was sent to you. Place a check in the checkboxes to turn the options   Place a checkmark in the checkbox to turn the option "on" and display the option in the reply field.

General settings:
☑ Quote original message when replying
☑ Automatically save senders address when replying

Quote original message when replying

The original message that was sent to you will display in the message box for the recipient's reference.

Automatically save sender's address when replying

The sender's email address will be automatically entered in the **To:** window. The sender's name and address will be automatically added to the Address Book if it does not already reside there.

Show the following fields when composing messages

You may choose whether or not to include these items in the header on your Compose page:

Show the following fields when composing messages:
- ☐ From
- ☐ Reply-To
- ☑ CC
- ☐ BCC
- ☑ Priority

From:

The name of the sender. The default will be the **Name** entered in the **Options** above. If changed here, this will be used as the **From:** name when the email is delivered.

Reply-To:

This address will be used when the receiver replies to your Web Mail Check message. The default will be your email address. You may redirect the reply by typing in another address.

CC:

A copy of the message will be sent to this address. CC: is symbolic for carbon copy.

BCC:

This will send a blind carbon copy of the message to the recipient. The BCC recipient's address will not display on the original recipient's message header.

Priority:

Priority levels may be assigned to a message. The email will be delivered with a priority symbol to indicate the importance of the message.

ADDRESS BOOK

The Address Book provides a convenient place to store names and addresses for easy retrieval. To add a name to the address book, type the name and address of the recipient in the window.

Type the name and address of your recipients in the window.

A nickname may be entered to represent a single recipient or a group of recipient names and addresses
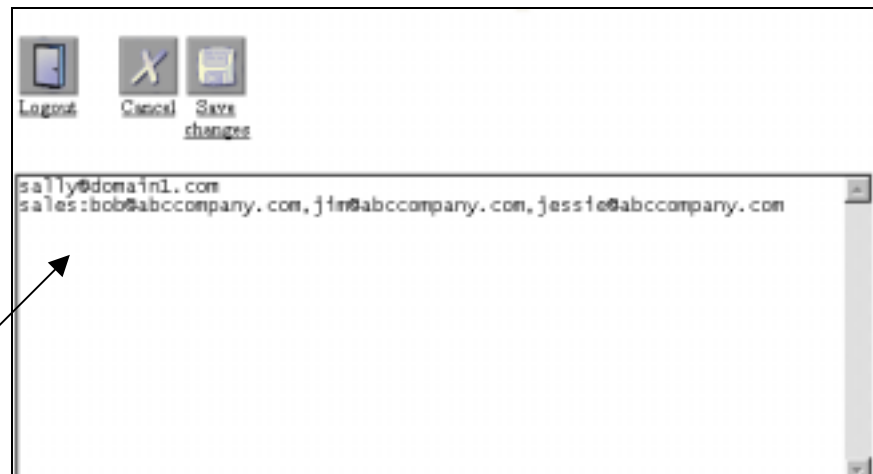
Adding an Entry to the Address Book

Type the name and address of the recipient in the address window. Click the Save Changes button when you are finished adding names. You will return to the Inbox.

sallysmith1@MyDomain.com

Adding a nickname to the Address Book

Nicknames provide a quick and easy way to enter recipient's names and addresses when sending mail. A nickname may be entered for a single recipient or a group of recipients.

Type the nickname followed by a colon (:) then enter the name and address of the recipient.

Sally:ssmith@MyDomain.com

By assigning a nickname to a group, such as "sales" in our example, your message will be sent to all of the names and addresses defined for that nickname. In this example, a message sent to "sales" will be sent to the three salesmen in the sales group.

sales:bobjones@mystorecompany.com, jim@myabccompany.com, jessie@abccompany.com

Retrieving an Entry from the Address Book

Names from the Address Book may be accessed when composing or replying to an email message. Address Book entries may be entered in any of the recipient windows, such as To:, CC: or BCC:.

To select a name or nickname from the Address Book, click the down arrow in the **Insert recipient** window then click the name of the window into which it should be entered.

Click Insert Recipient to retrieve the listings in the address book

Notice the nickname "sales" appears in the listing, not the individual names and addresses in the sales group.

Only the nickname appears in the list

To: [   ]
Reply-To: [   ]
Subject: [   ]
CC: [   ]
Attachment: [   ] Browse..
Insert recipient: sally@domain1.com ▾ [To] [CC]
    sally@domain1.com
Priority: sales
Message options: ☐ Request delivery notifications for this message

Select the window to enter the recipient