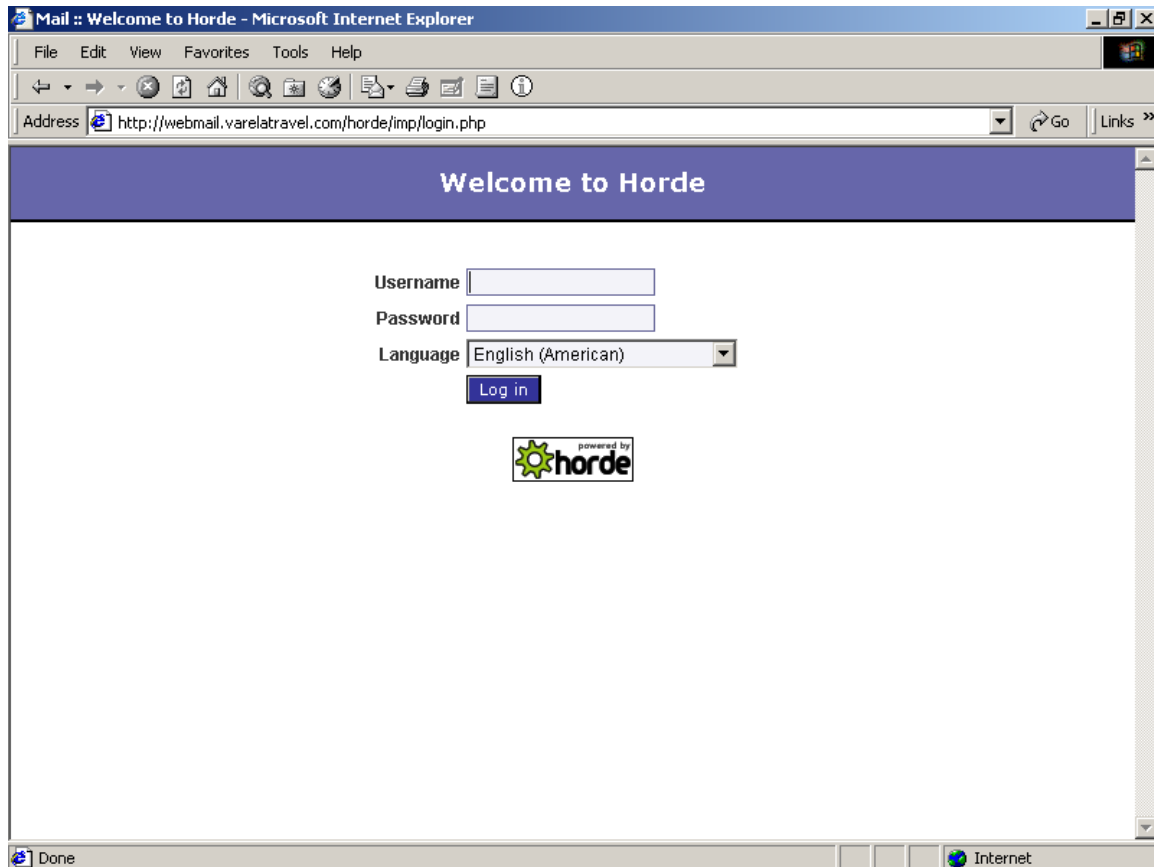


## WEB MAIL OVERVIEW

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## THE WEB MAIL ACCOUNT

- Welcome to Horde, this is the login page for your Web Mail account (<http://webmail.domainname.com>)

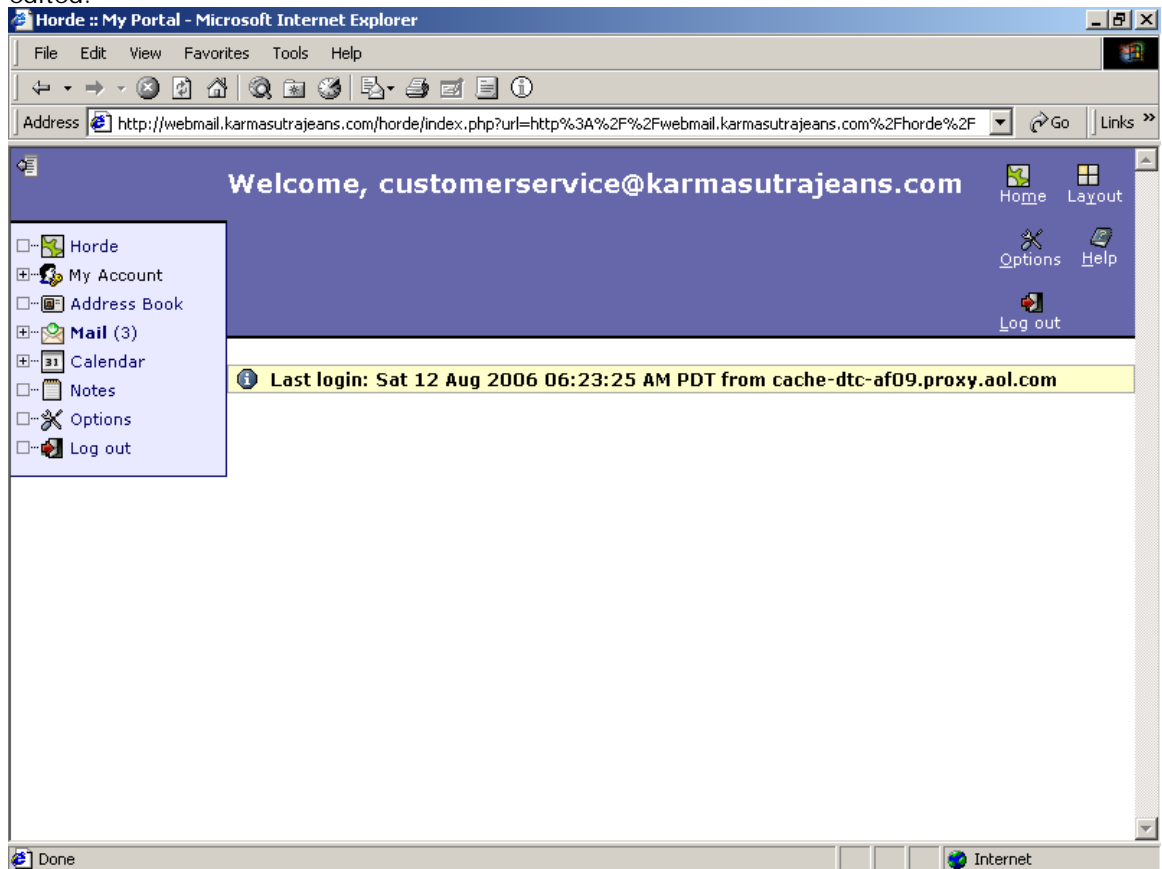


- You can log in using your account Username and Password, which you have submitted during the first few steps of website development. Please make sure to keep your Username and password personal to prevent other people from entering your website and web mail.
- If you are done typing your Username and Password, please select the preferred language you wish to use.
- Then click **Log in**.

\*In case, there was a problem with your username and password, you can contact our customer service ([Call toll-free number 1-866-357-0342](tel:1-866-357-0342) or [1-866-357-0341 for Canada](tel:1-866-357-0341)) or e-mail us at [customerservice@uswebsitebuilder.com](mailto:customerservice@uswebsitebuilder.com) so your username and password will be given to you at once.

## THE HOMEPAGE

- This is the sample homepage for your Web Mail account. This page cannot be edited.

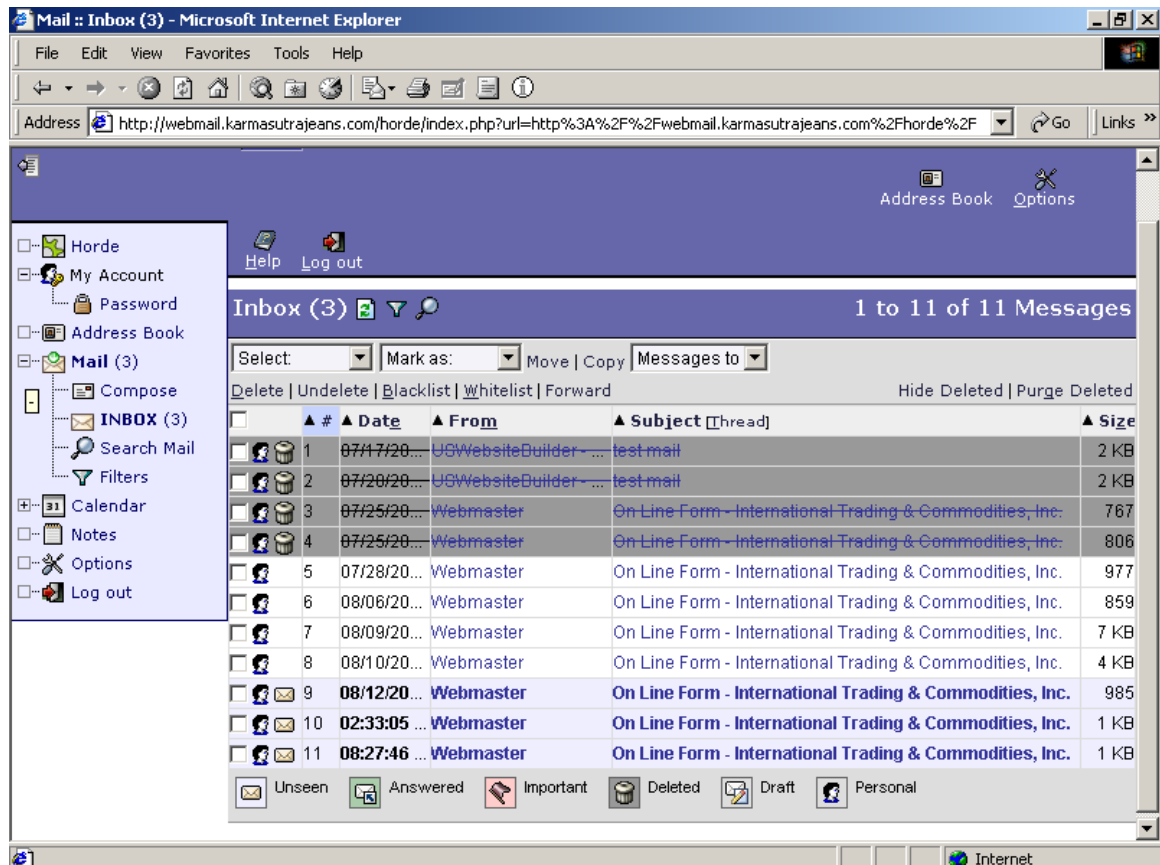


- On this page you have the menu box, which you can use to change passwords, input e-mail addresses, check, compose and read e-mail messages, view dates, place notes and change your e-mail settings.
- If you wish to change your password anytime, please click **My Account** link to change password.
- If you want to place a sender when composing messages, click **Address Book** to check the e-mail addresses then type in or copy & paste the e-mail address to the first space on message composition
- **Mail** link is use if you wish to compose a message, check new mails or reread old e-mails.
- **Log out** button, if you wish to exit or close your mail account.
- These are the three basic links you have to learn when having an e-mail account.

\*Always make sure to Log out your mail account when quitting so as not to enable other pc or laptop users check-in your mail messages.

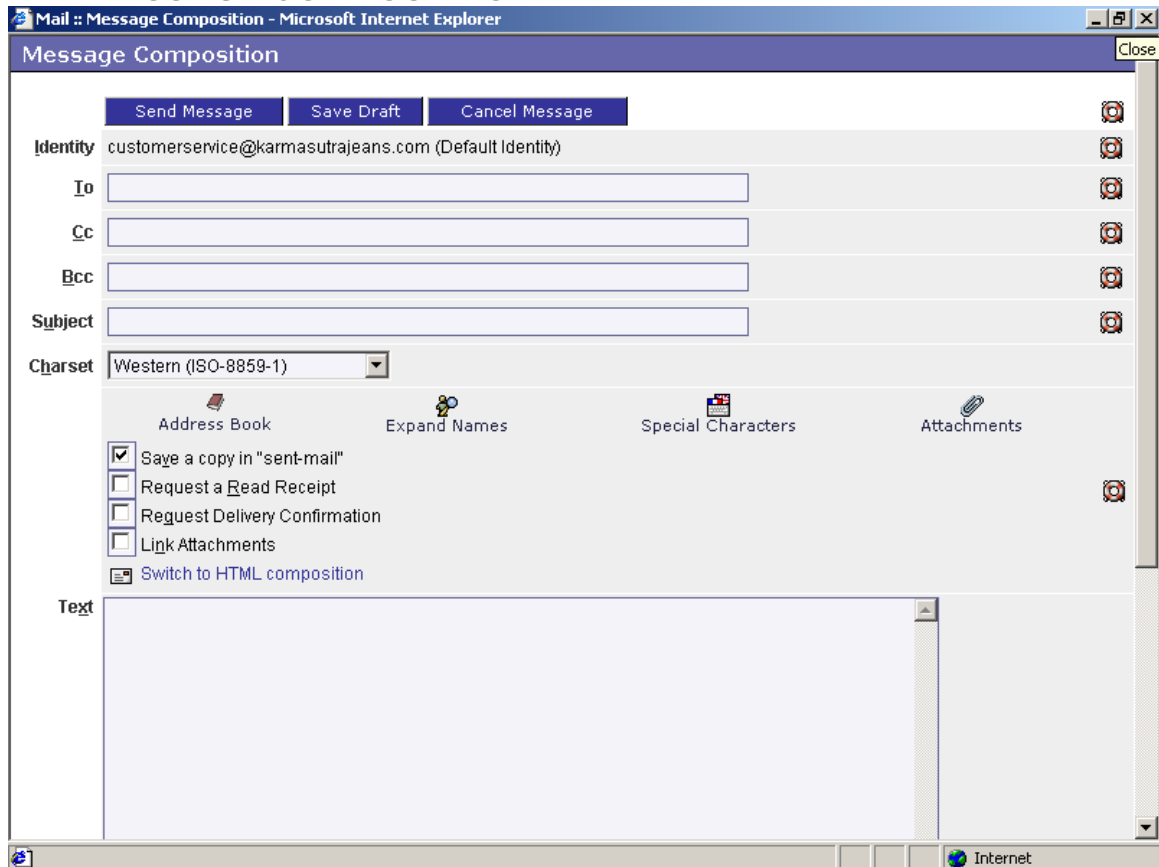
## THE INBOX

- This is your Inbox, where your received messages can be accessed. This can be accessed under the **Mail** link.



- Under the **Mail** link, there are several sub links for your web mail.
- **Compose** is used if you wish to create a new message
- **Inbox** is used if you wish to check new and old messages
- **Search Mail** is used if you wish to look for a particular e-mail in your inbox
- **Filters** is used if you wish to filter out some sender to prevent receiving messages from them.

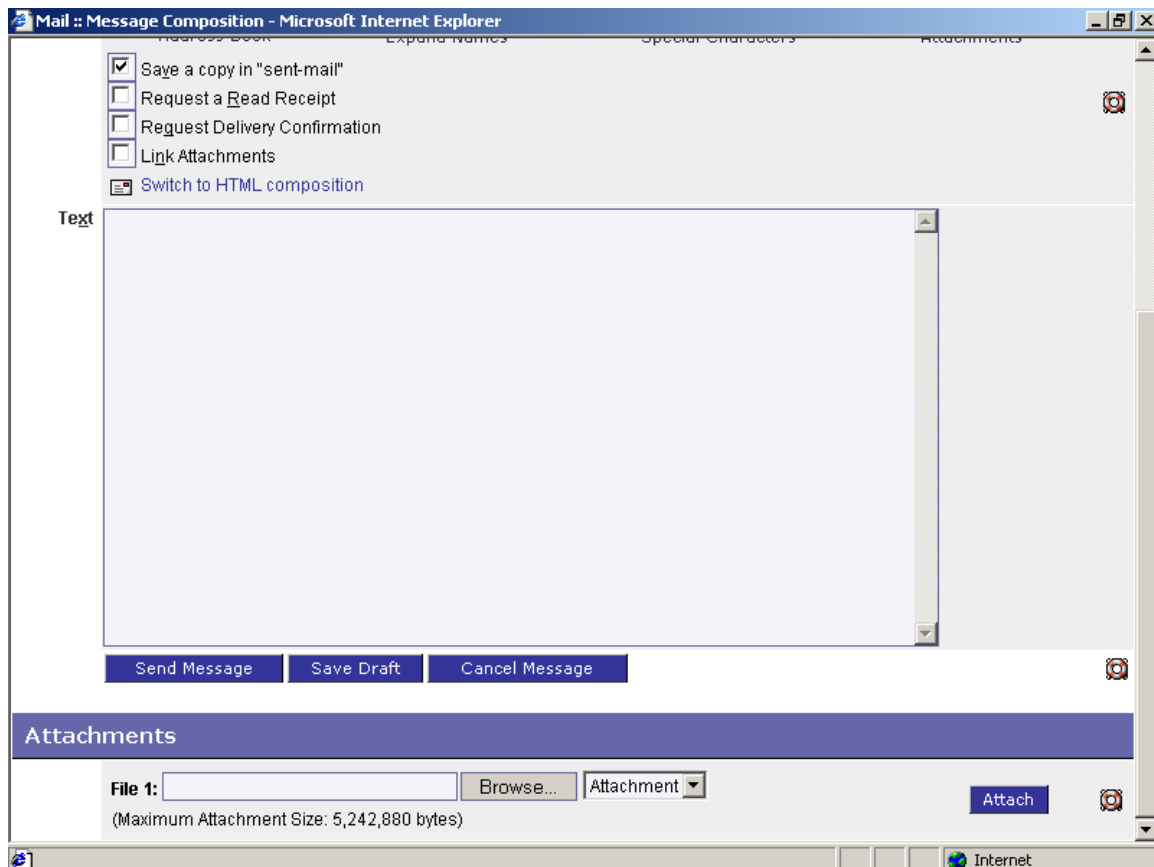
## THE MESSAGE COMPOSITION



- By clicking Compose, this page allows you to compose mail from your Web Mail account.
- At the first space of the Message Composition page is the "To" space where you place the e-mail address of the person/s you wish to send the e-mail message.
- In case, you cannot remember the e-mail addresses of the person, click **Address Book** below
- Use **Cc** and **Bcc** to send an email to more than one person easily and fast
- "**Cc**" is short for "carbon copy". Those naming and designing this email feature probably had the real world counterpart to email, letters, in mind. The ingenious invention of carbon copy paper made it possible to send the same letter to two (or even more if you press real hard) different people without the onerous task of having to write or type it twice. To enter more than one address in the *Cc:* field, separate them with commas.
- The long version of "**Bcc**" is "blind carbon copy". If this gives you the image of an empty sheet of paper -- a carbon copy without text --, that's not quite what email's *Bcc:* is up to. The *Bcc:* field helps you deal with the problems created by *Cc:*. As it is the case with the *Cc:* field, a copy of the message goes to every single email address appearing in the *Bcc:* field. The difference is that neither the *Bcc:* field itself nor the email addresses in it appear in any of the copies (and not in the message sent to the person in the *To:* field either). The only recipient address that will be visible to all recipients is the one in the *To:* field. So, to keep maximum anonymity you can put your own address in the *To:* field and use *Bcc:* exclusively to address your message.
- **Subject** is where you place the title of your message.
- **Text box** is where you type-in your message

## HOW TO SEND OTHER FILES

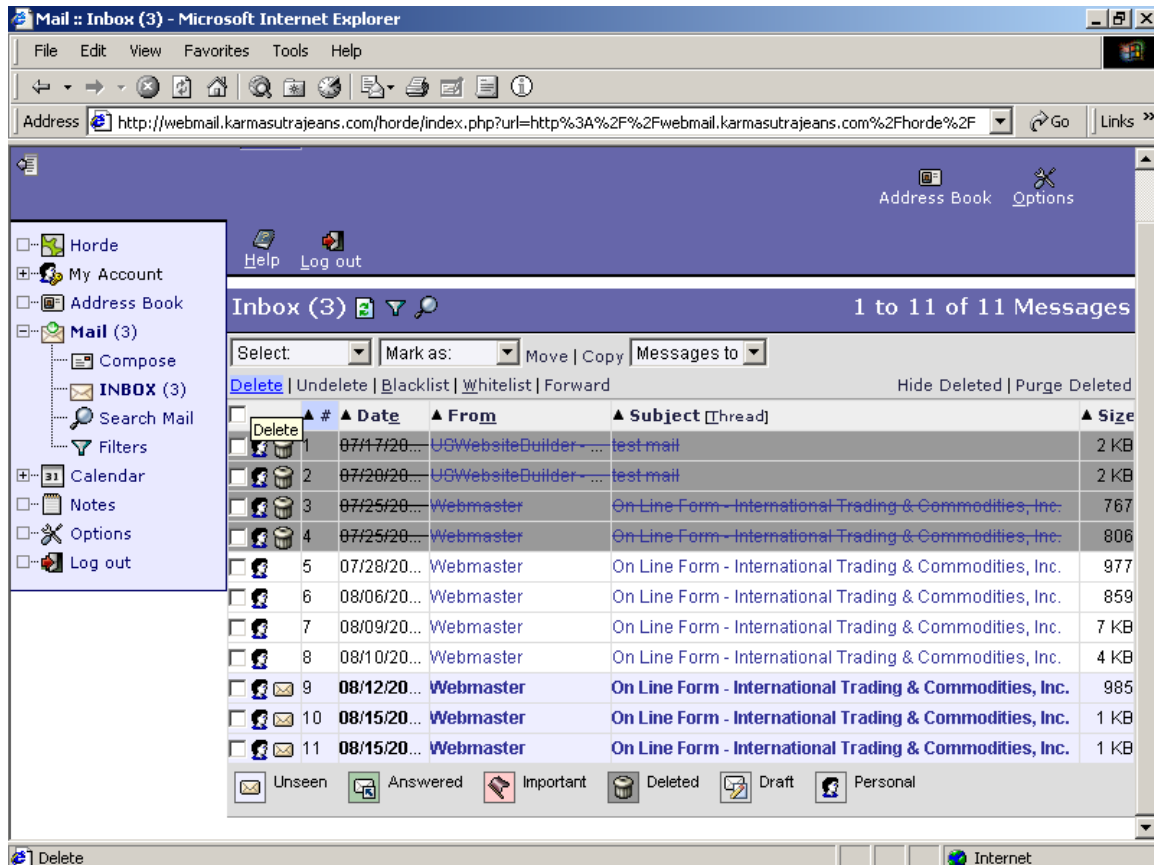
- To send other files aside from your message, click **Attachments** at the bottom of the composition page.



- On the Attachment section, you will see a **File 1:** Space, which will show the location of your attachment.
- Click **Browse** and click the file you wish to attach.
- Click **Attach** button on the right side of you the Attachment section and wait until attached file is completely done attaching.

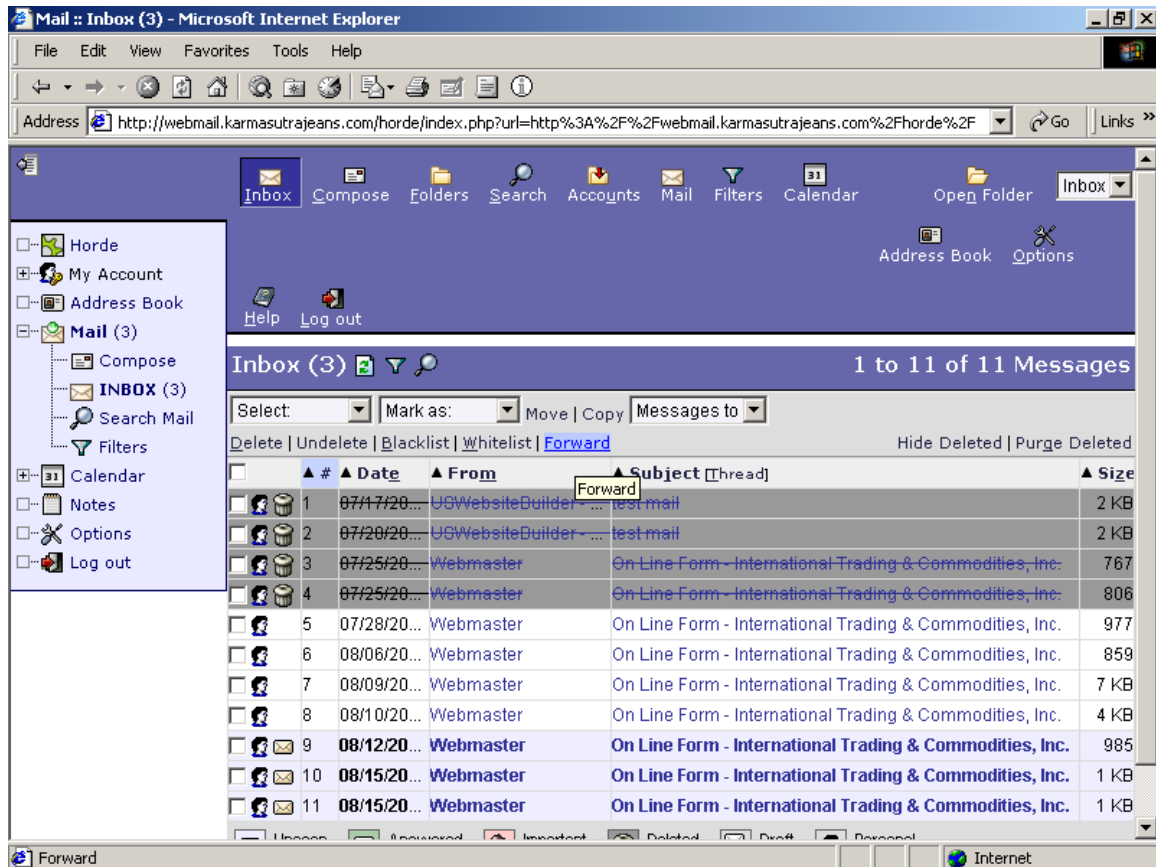
## Deleting a Message

- Delete a message by going on your **Inbox**



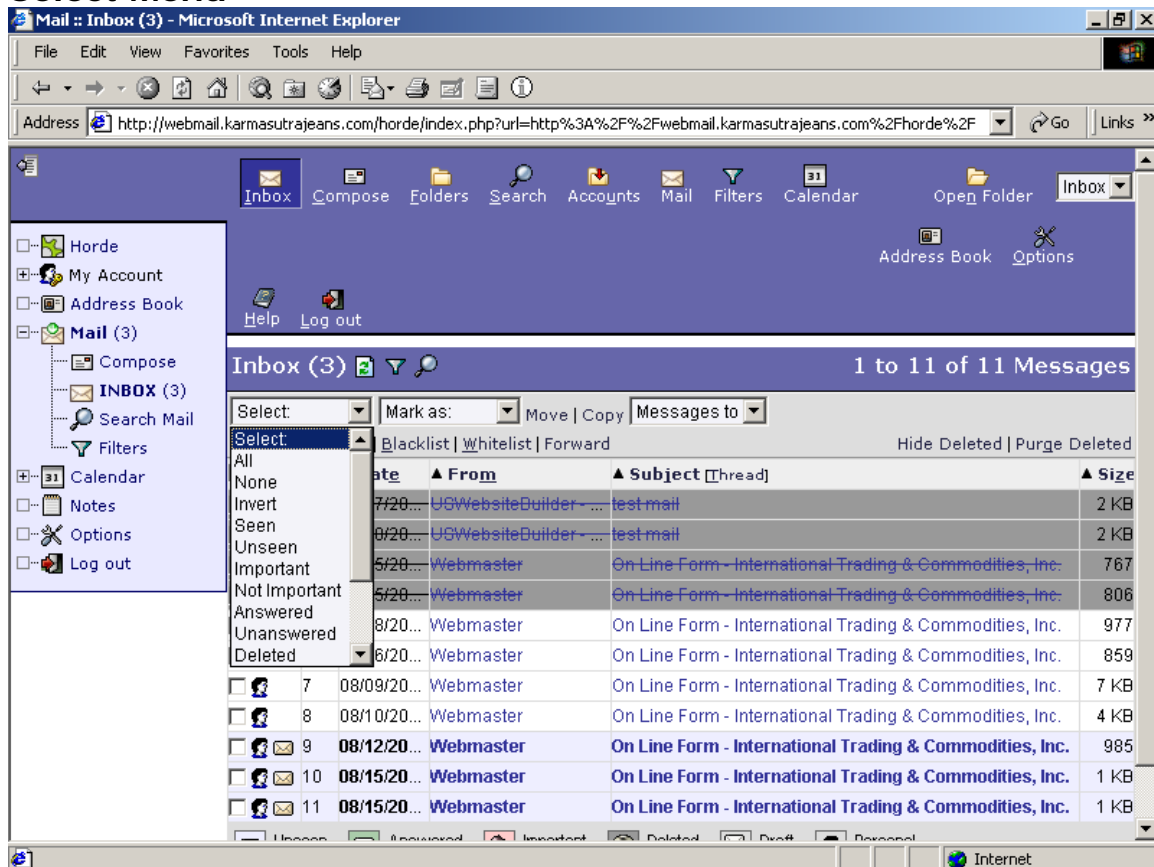
- Click on the box at the beginning of each email that you wish to delete then click on the **DELETE** tab.
- Once deleted, you will not be able to see that message again, so make sure to delete messages that are not important to you.
- To check Deleted mails, click **Deleted** below the Inbox
- To completely delete mails from the Deleted menu, click **Purge Deleted**

## Forwarding Messages



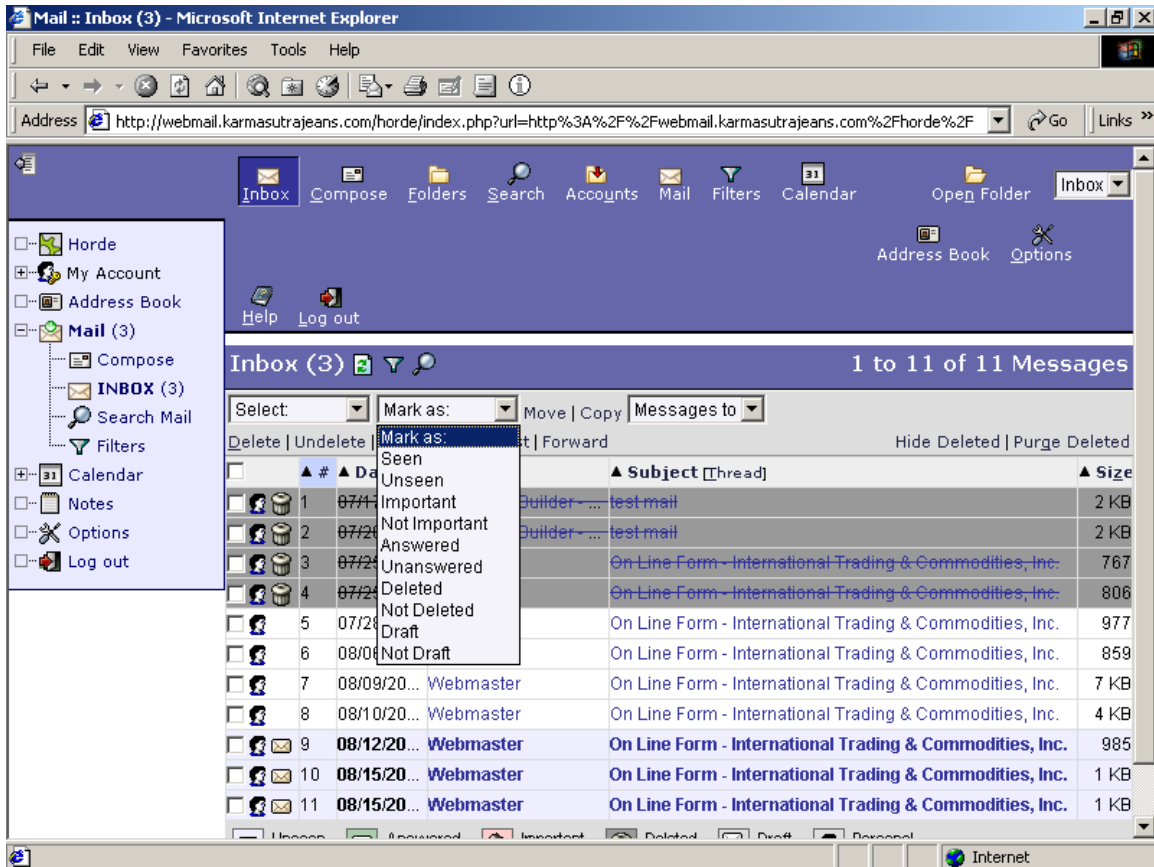
- Click on the box at the beginning of each email you wish to forward then click on the FORWARD tab to forward email.

## Select Menu



- Choose what type of messages you want to see in the current view of your inbox: ALL, NONE, INVERT, SEEN, UNSEEN, IMPORTANT, NOT IMPORTANT, ANSWERED, UNANSWERED, and DELETED emails.

## 'MARK AS' MENU



- Classify and group your emails by checking on the box at the beginning of each email you would like to mark as: SEEN, UNSEEN, IMPORTANT, NOT IMPORTANT, ANSWERED, UNANSWERED, DELETED, NOT DELETED, DRAFT, NOT DRAFT.

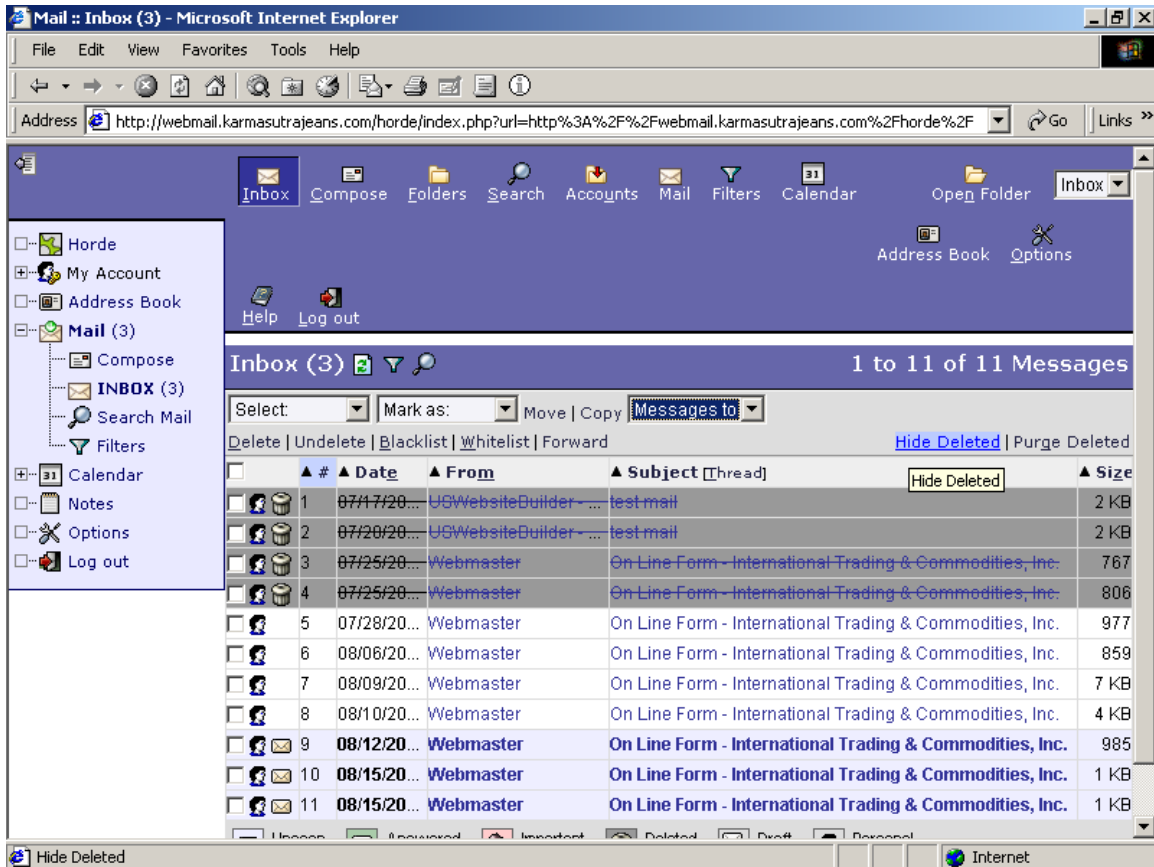
## 'MESSAGES TO' MENU

The screenshot shows a webmail interface in Microsoft Internet Explorer. The browser window title is "Mail :: Inbox (3) - Microsoft Internet Explorer". The address bar shows the URL: <http://webmail.karmasutrajeans.com/horde/index.php?url=http%3A%2F%2Fwebmail.karmasutrajeans.com%2Fhorde%2F>. The interface includes a navigation bar with icons for Inbox, Compose, Folders, Search, Accounts, Mail, Filters, and Calendar. A left sidebar shows a tree view of folders: Horde, My Account, Address Book, Mail (3), Compose, INBOX (3), Search Mail, Filters, Calendar, Notes, Options, and Log out. The main content area displays "Inbox (3)" with "1 to 11 of 11 Messages". A "Messages to" dropdown menu is open, showing options: "Messages to", "New Folder", and "Inbox". Below the menu is a table of messages with columns for #, Date, From, and Size.

	#	Date	From	Size
<input type="checkbox"/>	1	07/17/20...	USWebsiteBuilder...	2 KB
<input type="checkbox"/>	2	07/20/20...	USWebsiteBuilder...	2 KB
<input type="checkbox"/>	3	07/25/20...	Webmaster	767
<input type="checkbox"/>	4	07/25/20...	Webmaster	806
<input type="checkbox"/>	5	07/28/20...	Webmaster	977
<input type="checkbox"/>	6	08/06/20...	Webmaster	859
<input type="checkbox"/>	7	08/09/20...	Webmaster	7 KB
<input type="checkbox"/>	8	08/10/20...	Webmaster	4 KB
<input type="checkbox"/>	9	08/12/20...	Webmaster	985
<input type="checkbox"/>	10	08/15/20...	Webmaster	1 KB
<input type="checkbox"/>	11	08/15/20...	Webmaster	1 KB

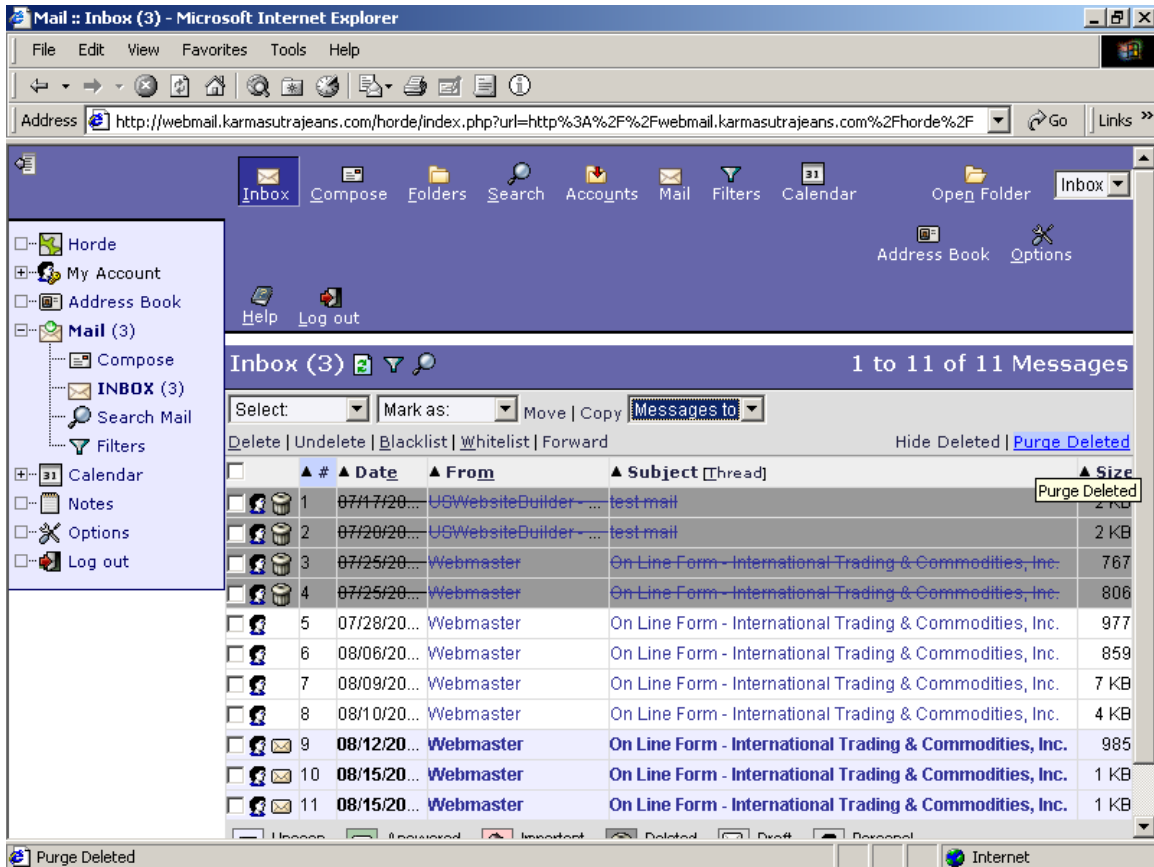
- You can move/copy your messages to a folder you have created or to inbox by checking the first box and dragging through the **"Message to"**

## HIDE DELETED



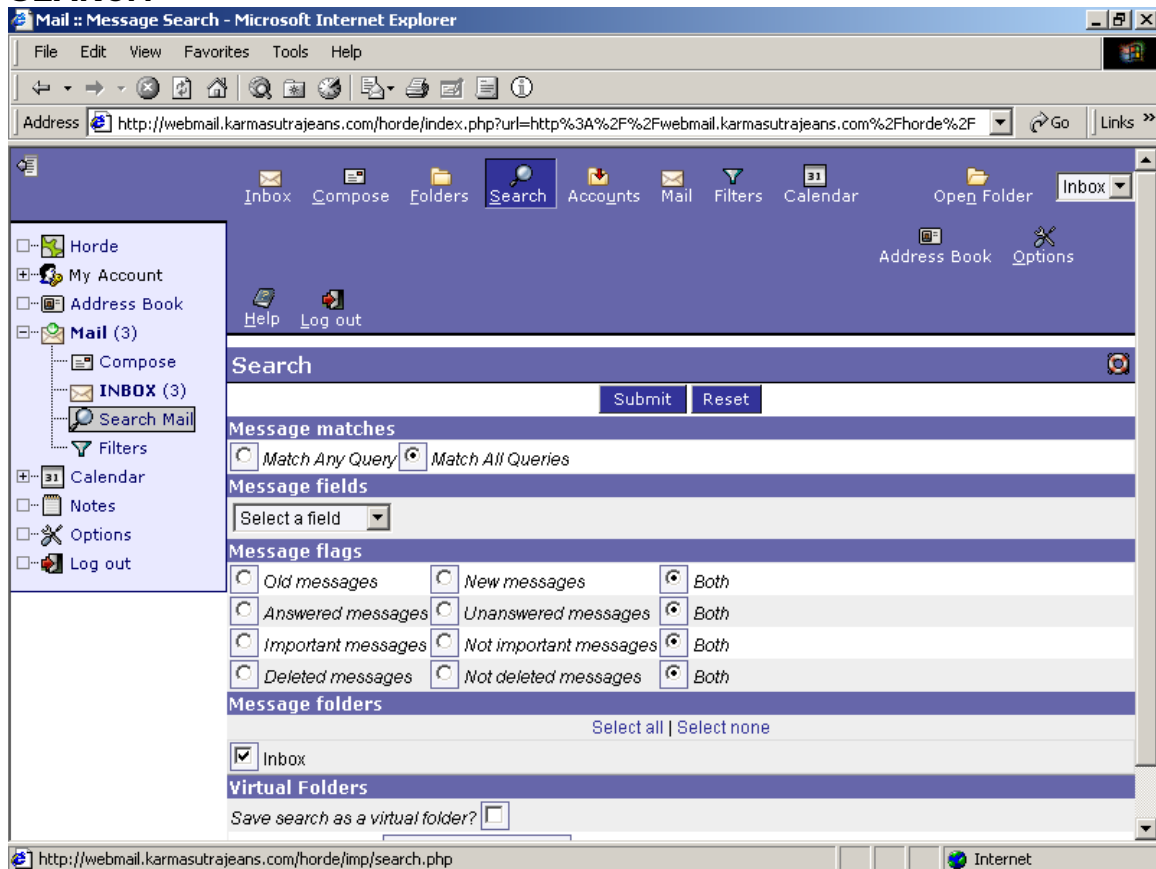
- HIDE DELETED button will hide or temporarily remove the emails that you have deleted in your inbox.

## PURGE DELETED



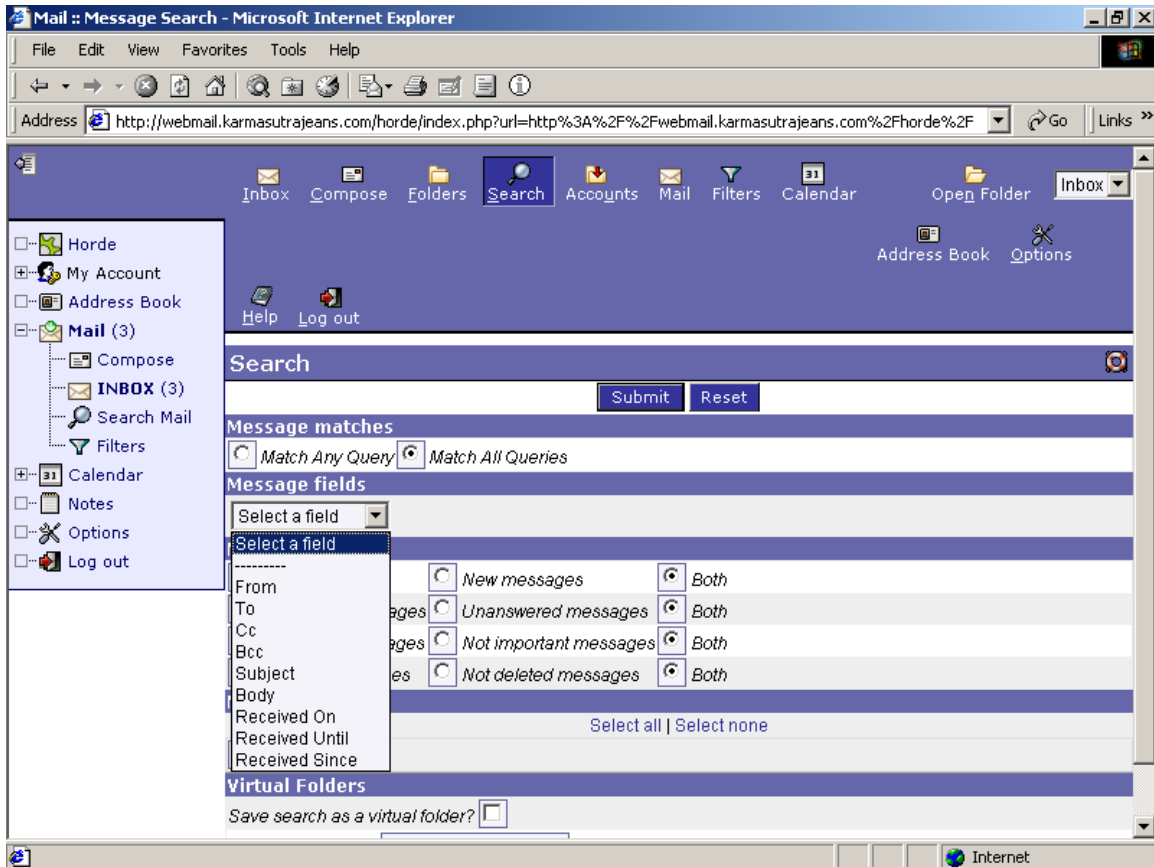
- This will permanently delete the emails you have marked deleted.

## SEARCH



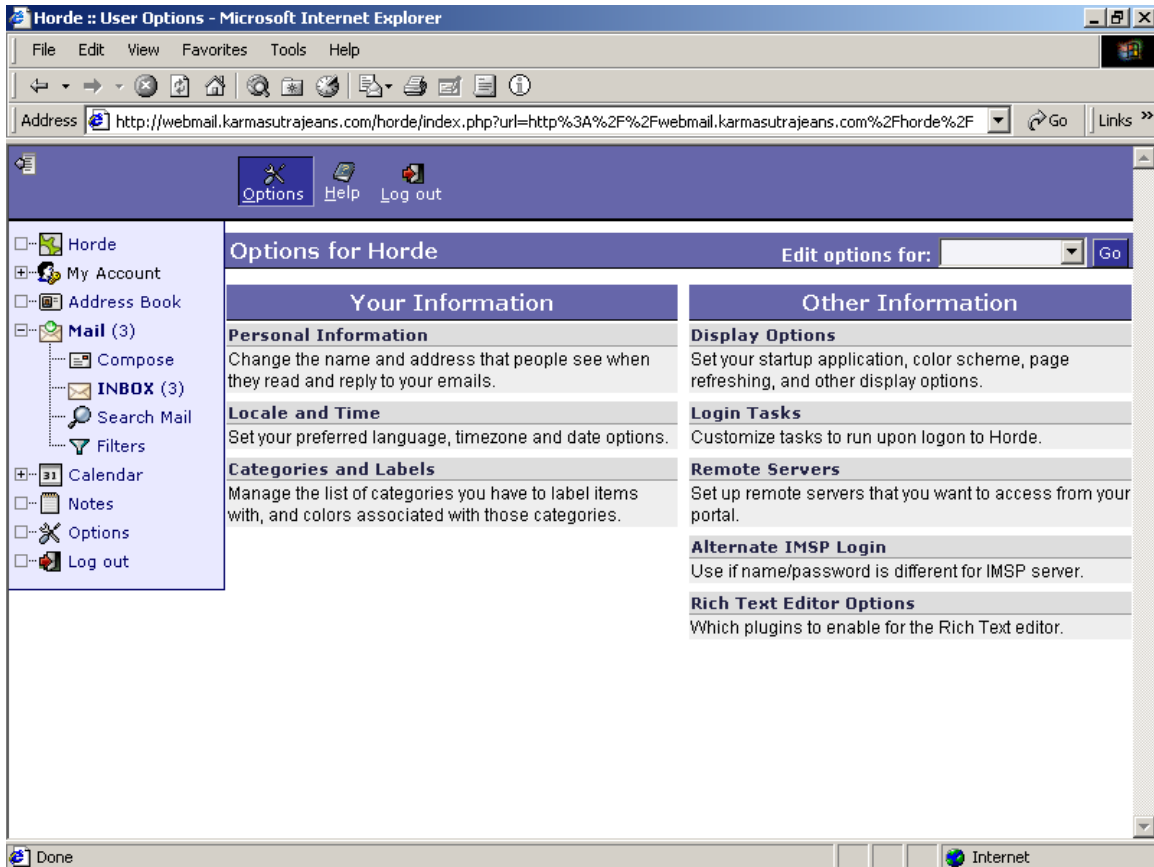
- You can search a particular email depending on the field and message flags you wish to search. This will make it easier for you to find the email you are looking for.

## 'SELECT A FIELD' MENU



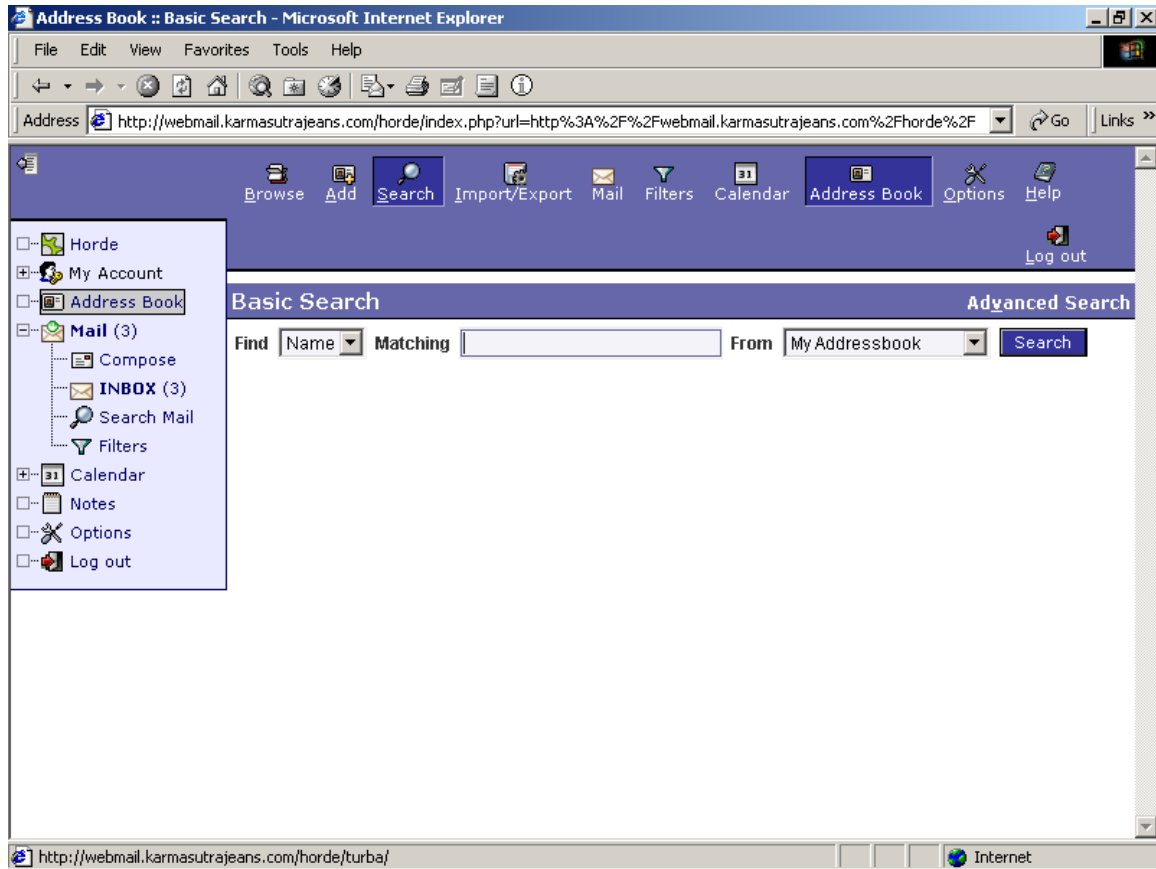
- This is where you can select the field that you are going to use to narrow your search: FROM, TO, CC, BCC, SUBJECT, BODY, RECEIVED ON, RECEIVED UNTIL, RECEIVED SINCE.

# OPTIONS



- This page is where the options, settings, and features for your Web Mail account can be accessed. If you wish to change or update your personal information or any folders and labels on your web mail, click **Options**

# ADDRESS BOOK



- This page is where you can add and edit a person or group's contact information.

## FILTERS

The screenshot shows the 'Filters' configuration page in the Horde webmail interface. The page is accessed via Microsoft Internet Explorer at the URL <http://webmail.karmasutrajeans.com/horde/index.php?url=http%3A%2F%2Fwebmail.karmasutrajeans.com%2Fhorde%2F>.

The interface includes a navigation menu with options: Filter Rules, Whitelist, Blacklist, Mail, Filters, Calendar, Address Book, Options, Help, and Log out. The left sidebar shows the account structure: Horde, My Account, Address Book, Mail (3), Compose, INBOX (3), Search Mail, Filters, Calendar, Notes, Options, and Log out.

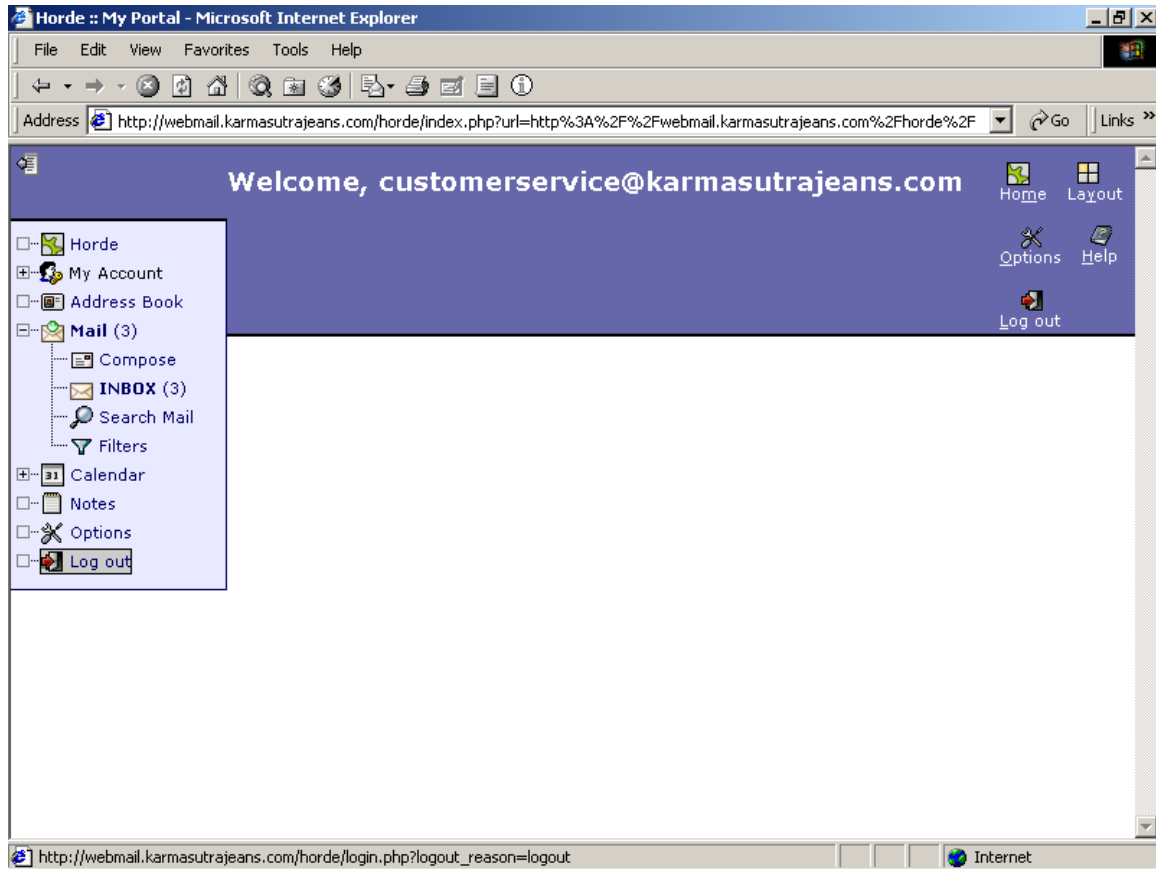
The main content area is titled 'Existing Rules' and contains a table with the following data:

Edit	Rule	Enabled	Move
	Whitelist		
	Blacklist		

Below the table are buttons for 'New Rule' and 'Apply Filters'. The 'Additional Settings' section includes a checked checkbox for 'Display detailed notification when each filter is applied?' and a dropdown menu for 'Filter Options' set to 'Filter All Messages'. A 'Save Settings' button is located at the bottom of the settings section.

- This will filter the messages that you will receive, whether it's classified in the white list or blacklist.

## LOG OUT



- After using, you can log out from your web mail account by clicking on **LOG OUT**.