

Web-Based Mail Instructions

Access

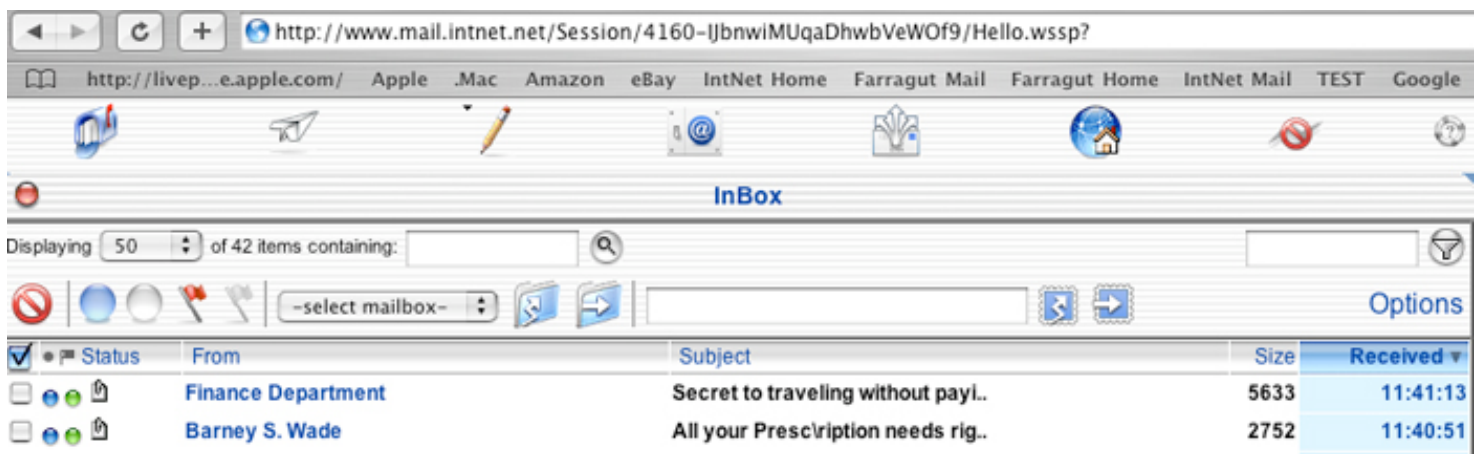
The new web-based mail system is accessed through your web browser by going to <http://mail.intnet.net>, whereupon you will see this:



The "Directory" button would normally allow users to view the list of email addresses of other users on the system. For your privacy, access rights are not granted for this function.

If you want to send "Mail to Postmaster" you can press this button and an email form will pop up.

To access Email please enter your full login name (example: johndoe583@intnet.net) and password, then press "Enter" and you should go directly to your Inbox, which will look something like this:



Clarification

The term "Mailbox" can be interchanged for "folder". You can create folders within your mailbox if you wish to store emails by category.

First Things To Do

Create a "Sent" folder by clicking on the [Add] link next to @ Mailboxes.

 Mailboxes [Add]	
 Drafts	0
 InBox (16) 	45
 Trash Can	0


Next type "Sent" in the field under "Mailbox name" and then press the "Create" button.

@ Add new Mailbox


Mailbox name

Mailbox type
Mailbox

[Create](#) [Cancel](#)

Click on the Settings button  to go to that interface and you will see something like this:

Settings



[General](#) [Addresses](#) [Calendar](#) [Password](#) [RPOP](#) [Subscription](#) [Settings](#)

[Update](#) [Reset](#)

Appearance

Preferred Skin: default(OS X look)

Display all Account Mailboxes: default(YES)

Display **Subscribed Mailboxes**: default(YES)

Message Composer

Signature:

Scroll down the Settings page to "Trash Management". From a practicality standpoint it is suggested that one change the "Message Delete Method" from "Mark" to "Move to Trash". So click in the area next to "Message Delete Method" and select "Move to Trash". A "Trash" folder will be created in the main mailbox area once you have deleted a message.

Trash Management

Message Delete Method: Move To Trash

Trash mailbox: default(Trash Can)

Keep Message Received Time: default(NO)

On Logout, remove from Trash if older than: default(3 hours)

Once you have changed this, press the "Update" link at the top of the page, wait a few seconds, and then

press the "Mailboxes" button at the top of the page.

When you have deleted a message the "Trash" folder will be created and also an "Empty Trash" button will be created just below "Create Mailbox". More will be covered about "Settings" later.

Scroll down again until you see something like this:

Mailbox Viewer

Display: messages

Refresh every:

Message Field order:

Fields: Status
 From
 Subject
 Size
 Received

(Field to Sort on is shown in **Bold**)

Reverse Sort order:

Click in the area next to "Display" and select 100.

Click in the area next to "Refresh Every" and select at least 3 minutes.

Scroll down further until you see "Default Mailboxes".

Default Mailboxes

Save Sent Messages in:

Store Draft Messages in:

Default Notes Mailbox:

Click in the area next to "Save Sent Messages in" and select "Sent".

If you wish to create a "Drafts" folder in which to save messages that you don't want to send immediately or to store email templates, then create the "Drafts" folder as previously mentioned. Then click on "Settings" and scroll down to the "Default Mailboxes" area, click on the box next to "Store Draft Messages in" and select "Drafts" and then click the "Update" button to save all your changes.

Once this is done a "Save As Draft" button will be created in the composition window. More on composition below.

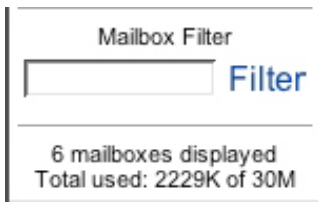
Mailboxes

Creating Mailboxes

To create a new mailbox you will once again select the [Add] link next to @ Mailboxes, type the mailbox name, then click on the "Create" link. (Reminder: Follow the instructions above for creating a "Sent" mailbox - "First Things To Do".)

Mailbox Filter

The Mailbox Filter is at the bottom of the mailbox area with an input area labeled Filter.




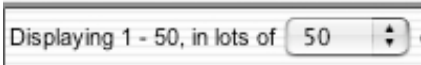

If you have created so many folders that they cannot all be seen, you can type in the name of the desired mailbox and press the Display button to make it clickable.

InBox

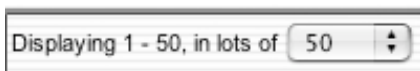
To access new mail, click on "InBox" and you will see something like this:



Note that this has the regular buttons you have seen before at the very top of the window, and also some new ones.

To the left of the "@ Mailbox" is a Question Mark icon  which leads to online help. The Question Mark icon can be found throughout this interface. There are also two more features; the "Displaying" dropdown menu  and the "Mark All" icon . The "Mark All" feature is especially useful in selecting items to move to the Trash or another mailbox.

Display Dropdown



This menu is useful when you would like to set the number of messages on one page. In the example above, please note that "50" (messages) is the selection to be displayed at one time. After your selection is made, the window will be refreshed with the chosen number of messages.

Additionally there are two field boxes that can be filled in. These are "Filter" and "Search". We recommend sticking with "Search" as this seems to work best. You can search by subject or name.

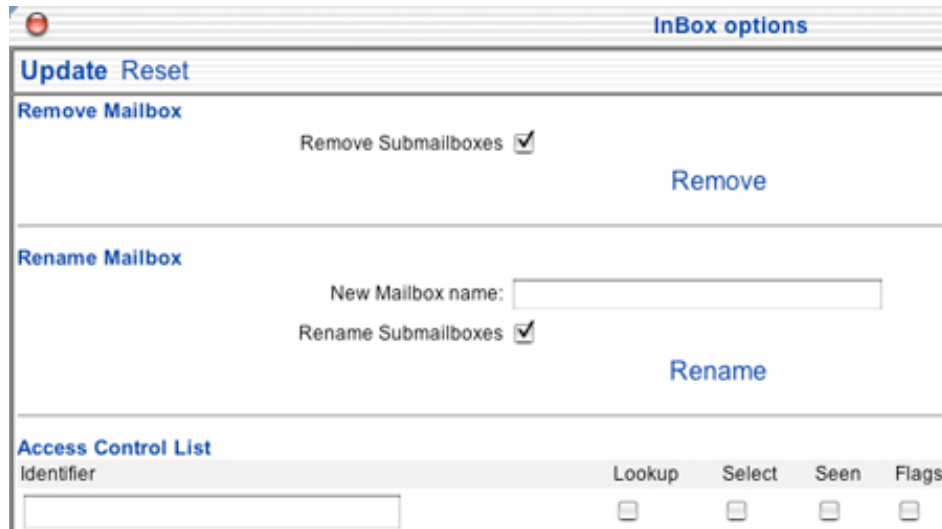
Below the "Search" field you will see the following columns:



All of these fields are clickable and will re-order your messages by any one of these fields. The default field ordering is the "From" field and the senders are listed in alphabetical order. If you would rather list messages by "Received" (date order), you just need to click on the "Received" field and a few seconds later all your messages are in order by date, from earliest to latest.

Mailbox Management

Click on the "Options" link  to get to here:



The screenshot shows a window titled "InBox options". It contains three main sections:

- Update Reset**: A section with "Update" and "Reset" links.
- Remove Mailbox**: A section with a "Remove Submailboxes" checkbox (checked) and a "Remove" button.
- Rename Mailbox**: A section with a "New Mailbox name:" text input field, a "Rename Submailboxes" checkbox (checked), and a "Rename" button.

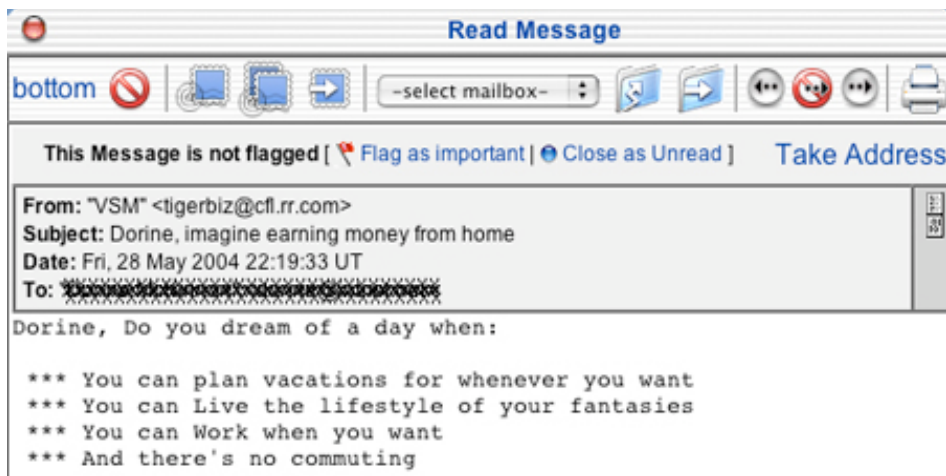
At the bottom, there is an "Access Control List" table with the following columns: Identifier, Lookup, Select, Seen, and Flags. The "Identifier" column has an input field, and the other columns have checkboxes.

In this example, we want to remove one of the mailboxes called "Pending". We will select the "Pending" mailbox, then click on the "Options" button. Next click on the "Remove" link and the mailbox will be removed.

We could have renamed it instead, by typing in a new name and pressing the "Rename" link. To get further information about this area press the "Question Mark" icon.

Message Window

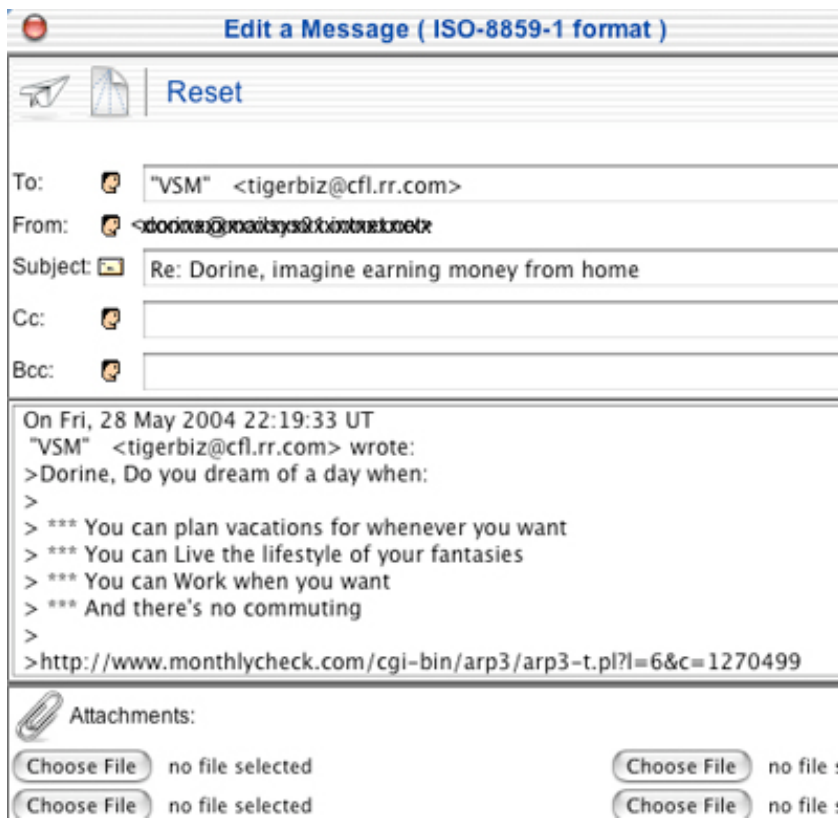
This is approximately what you see when opening a message:





The buttons you see in the message window are self-explanatory. The "Set Flag" button puts a red flag next to the email in the messages list. Press once to set the flag, press again to get rid of it.

Answering An Email

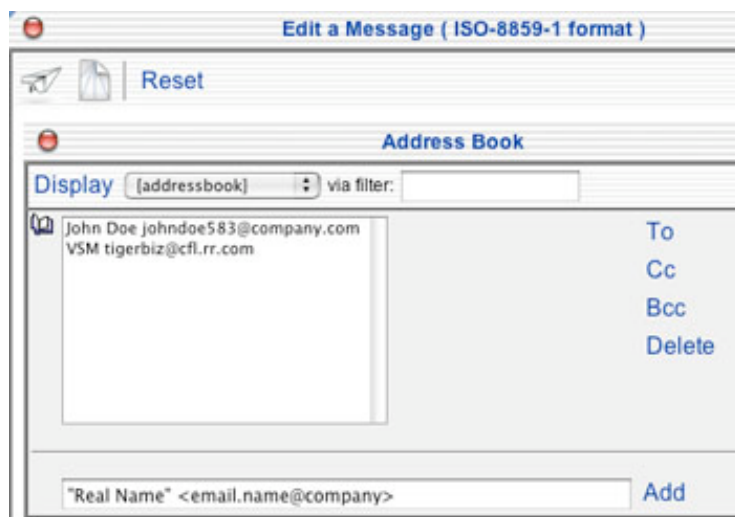
Click on "Reply" and a new window appears in which you can compose your reply. The message being replied to is quoted in the composition area. This can be edited as needed. Also, please note there is an additional vertical scroll bar in the composition area.



Once you have finished composing your reply, push the "Send" icon . If you are interrupted during the composition process, you can select the "Save this message as a Draft" icon . Once the message is sent or saved you will automatically be taken back to your list of email messages.

Address Book

The "Address Book" is only available in the "Compose" window. To get there either press the "Compose" button or one of the "Reply" buttons.



You can add addresses to your "Address Book" by pressing the "Take Address" link at the top of a message window (See this in the image under the Message Window section) , or once you have hit the reply icon you can manually type the address in the input box next to the "Add" link and press the "Add" Add.

You see "To", "Cc" and "Bcc" buttons next to the list of email addresses in your "Address Book". "Bcc" stands for "Blind Carbon Copy", which allows you to send a copy to someone else without the "To" addressee seeing that you have done so.

Logging Out

When you have finished with your mail, please press the "Log Out" button.

More On "Settings" Button

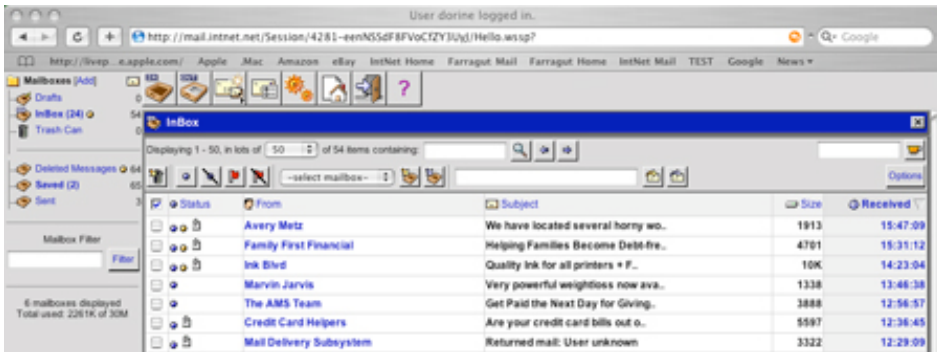
Click on the "Settings" button to see the settings options. You will notice that most are set at default. The average user needn't worry about these, however there are some that one might want to change.

There are several interface looks, which are called skins. The default is "OS X look" and our instructions use this default choice. Other choices include:

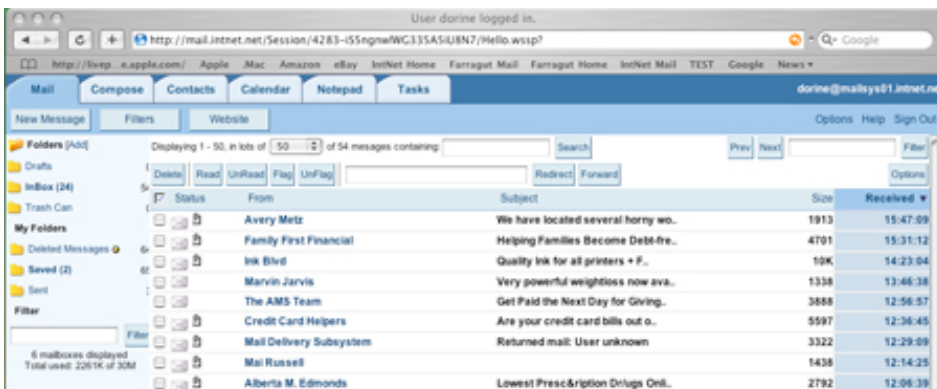
*** skin (This is the skin that will give the fastest response times.)



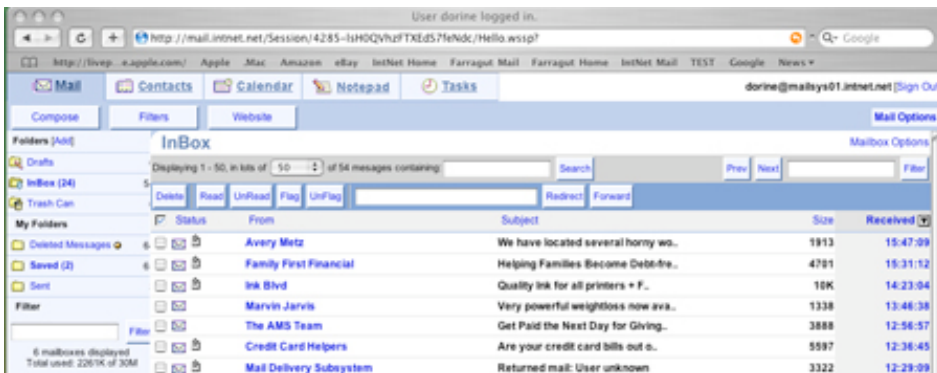
Eudora skin



Hot Mail skin

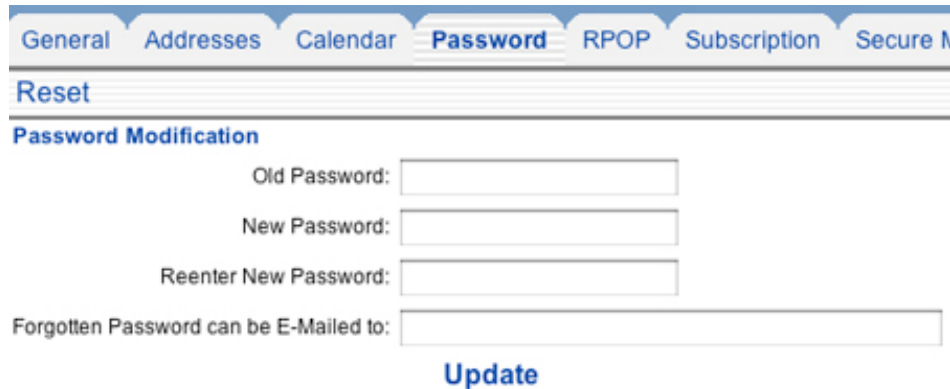


Yahoo skin



You can add a signature to all emails by going to the signature box and typing in the signature you choose. Press the "Update" button to save your changes and the signature will be added to each email that you compose or to which you reply.

You can change your password by selecting the Password tab at the top of the settings window which contains fields for doing so. These are self-explanatory. Don't forget to use the "Update" link at the bottom when you are finished with your modifications.



The screenshot shows a settings window with tabs for General, Addresses, Calendar, Password, RPOP, Subscription, and Secure Mail. The Password tab is selected. Below the tabs is a "Reset" link. The main section is titled "Password Modification" and contains three input fields: "Old Password:", "New Password:", and "Reenter New Password:". Below these is a longer input field labeled "Forgotten Password can be E-Mailed to:". At the bottom of the form is a blue "Update" button.

Please write down your password and keep it in a safe place, where you can look it up should you forget it.

It is strongly recommended that should you change your password you select one that isn't too easy to figure out. Don't use your name or any birthdays. The best type would be an alphanumeric string that is easily remembered and which contains Upper and Lowercase letters.


Rules

Select the "Rules" icon . You will see something like this:



The screenshot shows a window titled "Rules". At the top left are "Update" and "Reset" links, followed by a green status message "Rules Updated". Below this is a table with columns "Rule Name", "Priority", and "Delete". The first row contains "Viagra", "Highest", and "Edit Rule" with a delete icon. Below the table is a "Create new Rule" section with a "Rule name:" input field and a "Create" button.

To create a new Rule fill in the "Rule name:" field and click on the "Create" link. Then choose which selection from the "Data" drop down menu, a matching "Operation" selection and fill in the "Parameter" field. Once this is complete find the "Action" drop down below and choose the one that suits your goal.



The screenshot shows a window titled "Rule 'Viagra', Priority=Highest". At the top left are "Update" and "Reset" links. Below is a table with columns "Data", "Operation", and "Parameter". The first row has "Subject" in the Data column, "is" in the Operation column, and "Viagra" in the Parameter column. Below this are two more rows with "is" in the Operation column and empty Parameter fields. At the bottom is an "Action" section with a "Discard" button and a "Parameters" section with an empty input field.

Examples

In the example above, the "Data" dropdown has 'Subject' selected. The "Operation" dropdown has 'is' selected and the "Parameter" field is 'Viagra'. The "Action" dropdown is 'Discard'.

Vacation Message
Enable Vacation Message
Message Text:
[Clear 'Replied Addresses' List](#)

Mail Redirection
Enable Mail Redirection
Redirection Text:

Keep a Copy > Do not Redirect Automatic Messages > Preserve To/Cc field

If you go on a vacation then you can fill in a vacation message, click in the box next to Vacation Message, and then press the "Update" button. When someone sends you a message during your absence, they will receive your "Vacation Message".

Another feature available to you is to forward your mail to another e-mail address by using the "Redirect All Mail to:" option. Fill in the email address you want your mail to be redirected to, then press the box next to "Redirect All Mail to:", and finally press the "Update" button and viola the mail goes elsewhere.

External

From the Settings display find the RPOP tab and select it. With this mail interface you can access mail from RPOP (Remote Post Office Protocol) mail accounts which will be routed to your INBOX. You have to fill in the boxes required with account login, password and mail server name for the remote account(s). Also select how often the server(s) are to be checked (polled) for mail and whether or not mail from the remote server is to be left on that server. The last column in the window labeled "Last" will show the last time the given server was accessed and whether or not it was successful.


General Addresses Calendar Password **RPOP** Subscription Secure Mail

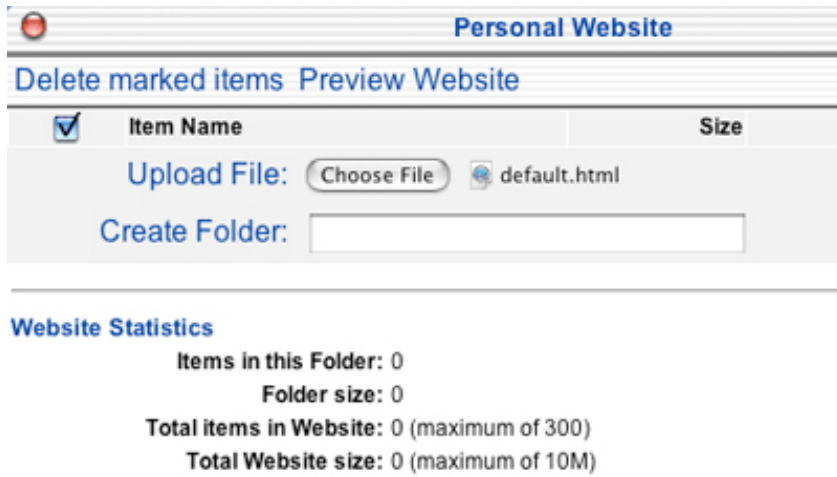
[Update](#) [Reset](#)

External Email accounts

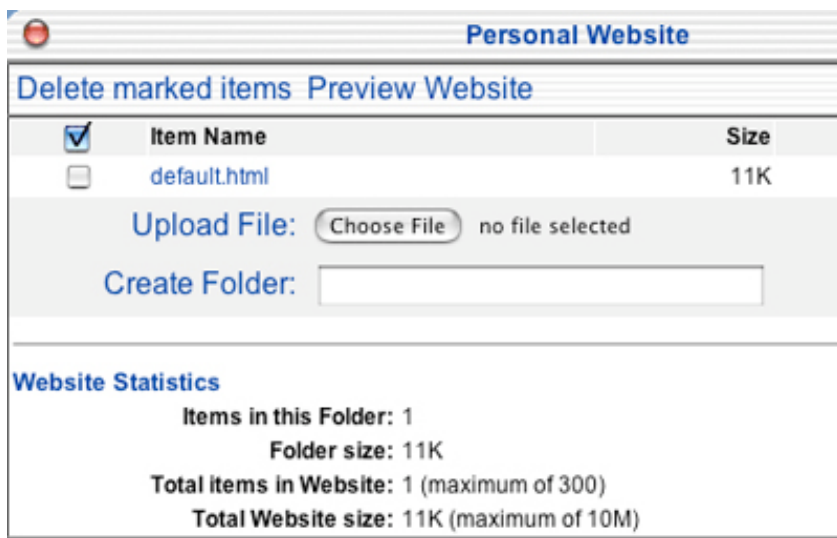
Poll Every	POP Account	on SMTP Mail Server	Password	Leave	APOP	TLS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Web Site

This is for customers who have a personal web site. Click on the "Web Site" icon  and you will see something like this:



In order to upload to your personal web site click on the "Choose File" link so you can locate the file you wish to upload. Once it is located click "Open" to select and then click on the "Upload File" button, whereupon you will see something like this:



Please note that the name of the main page (or home page) for your personal web site must be "default.html" for this to work. In the above image, you can see that "default.html" is the file uploaded to the web site.

You would continue to upload pages/images the same way that the first document was uploaded.

Files must be uploaded one at a time. There is no way to set up any sub directories or folders.

Access to your personal web site is through this URL: [http://pweb.intnet.net/~\(your_email_address\)](http://pweb.intnet.net/~(your_email_address)).

