

WebMail User's Guide

(Linux Version 2.0)

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Revision History: This is version 2.0 of the WebMail User's Guide for Linux. All updates to this document will be noted below.

Version 1.0 This version has base file management tools through a browser based interface.

Version 2.0 This interface has several features that were added.

- Configurable skins for different color schemes that users can customize.
- Additional notes can be kept in the webmail installation for different pieces of information.
- A new address book feature has been added.
- An online calendar feature has been added.

Preface: This document is the user's manual for the WebMail offered by USNCVA.ORG and FRUPAC.NET.

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Using WebMail

Select "On-Line Services", "Web Mail" at USNCVA.org or "Members Only", "Web Mail" at FRUPAC.net and, this will be the interface to log in and check the email.

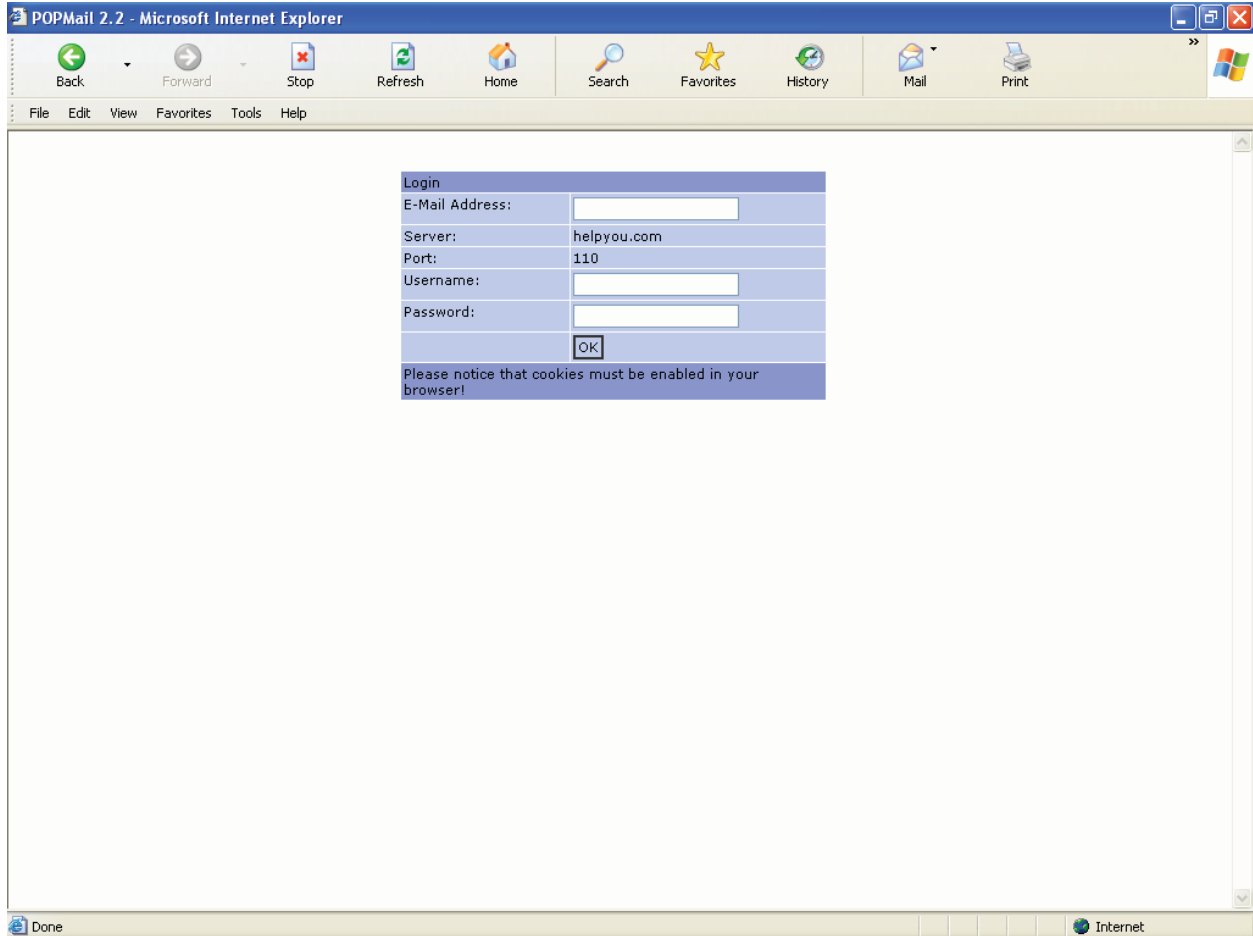


Figure 1-1

The log in information is the email address such as Email_Name@domain_name.com, the username such as Email_Name and the password of the corresponding email account.

Once the user has successfully logged in, these are the options available with WebMail. Figure 1-4 is the default screen.



Check Mail – This button will allow the user to check his email.



Send a Message – Allows the user to send a new email message.



Address Book – The user can add, delete, or modify the entries within the address book and allows the user to send a new email message to any stored entry.



Help – This will allow user to access the User Manual.



Calendar – This will allow users to store important dates.



Notes – This will allow the user to add notes to his email account



Configure Options – Allows the user to change where the buttons are displayed, change the mail signature stamp, and the header size.



Logout – Ends the session of for the user logged in WebMail.



Check Mail

This is where a user can check to see if he has any new messages and view any old email messages.

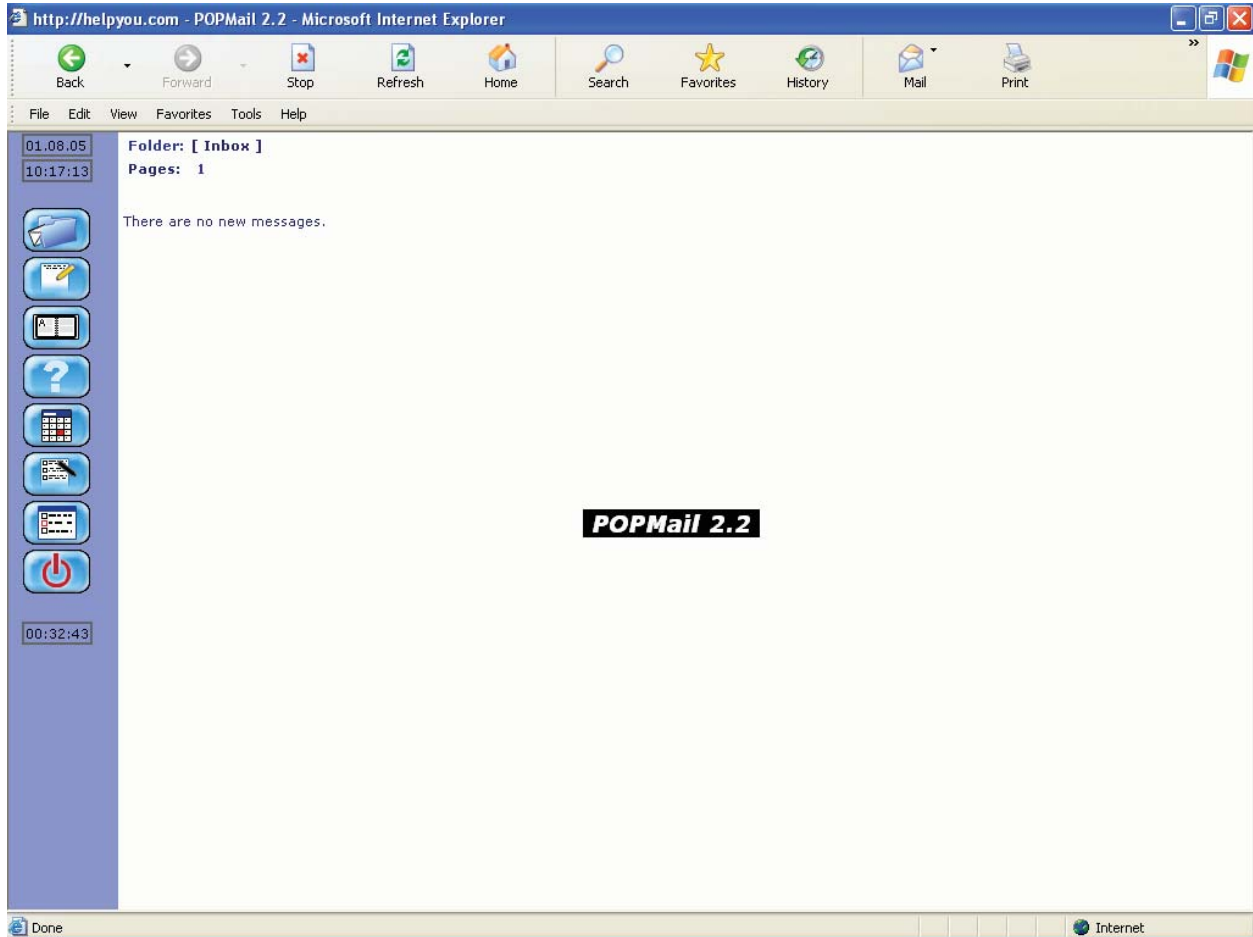


Figure 1-2



Send a Message

This is where the user can send an email. The user can add input into the fields listed in Figure 1-5 below.

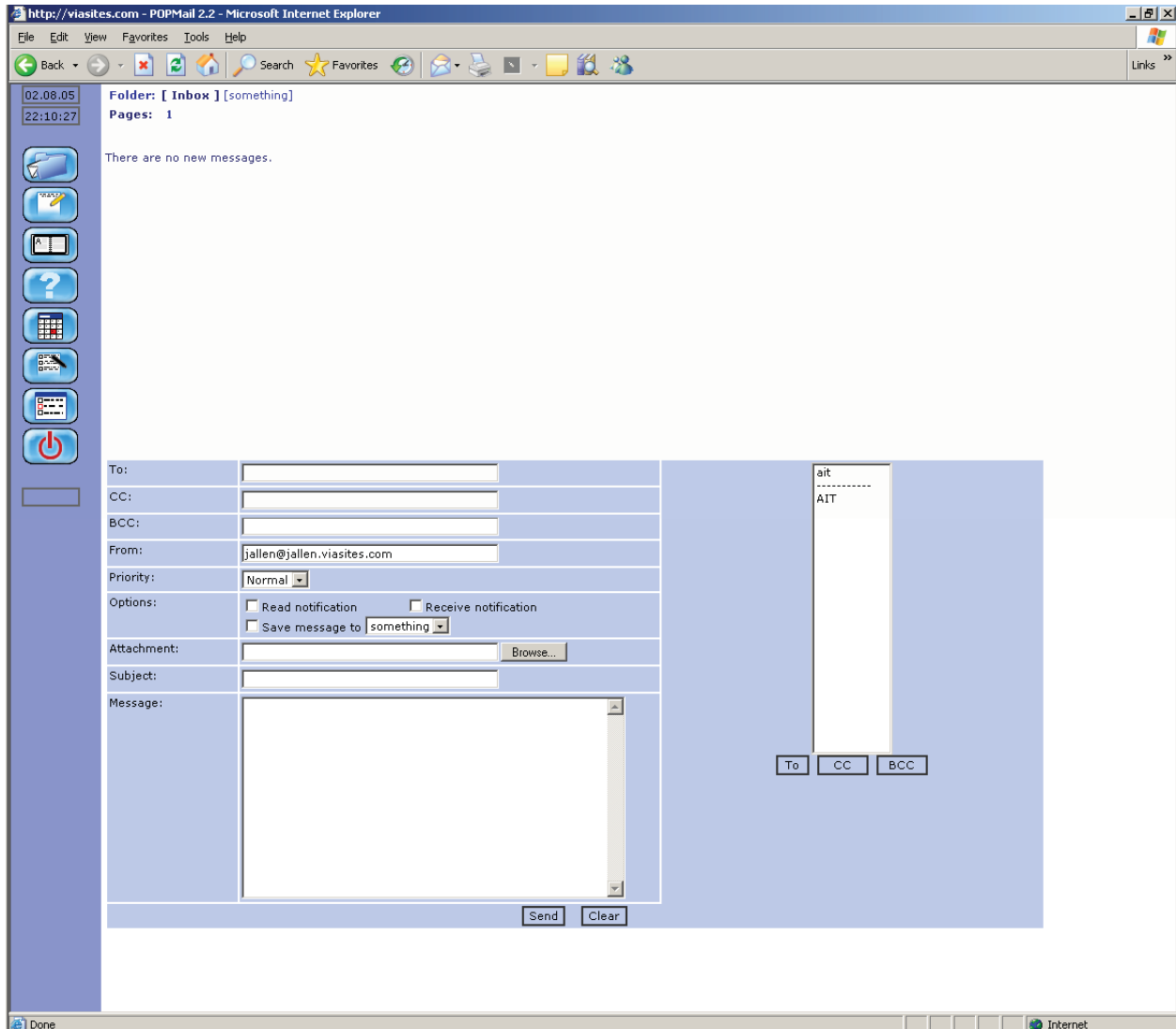


Figure 1-3

- **From** – This is the current email account logged in.
- **To** – This is whom the email is intended.
- **CC** – This is Carbon Copy, which sends the same email to a different address.
- **BCC** – This is the Blind Carbon Copy, which hides other email address the email is sent to.
- **Attachment** – This is where the user can clip on a file to send along with the email.
- **Subject** – This is a quick summary of the topic of the email.
- **Message** – This contains the body of the email.

After the email has been sent, the user will receive the following screen (Figure 1-6) as a confirmation that the email was sent.

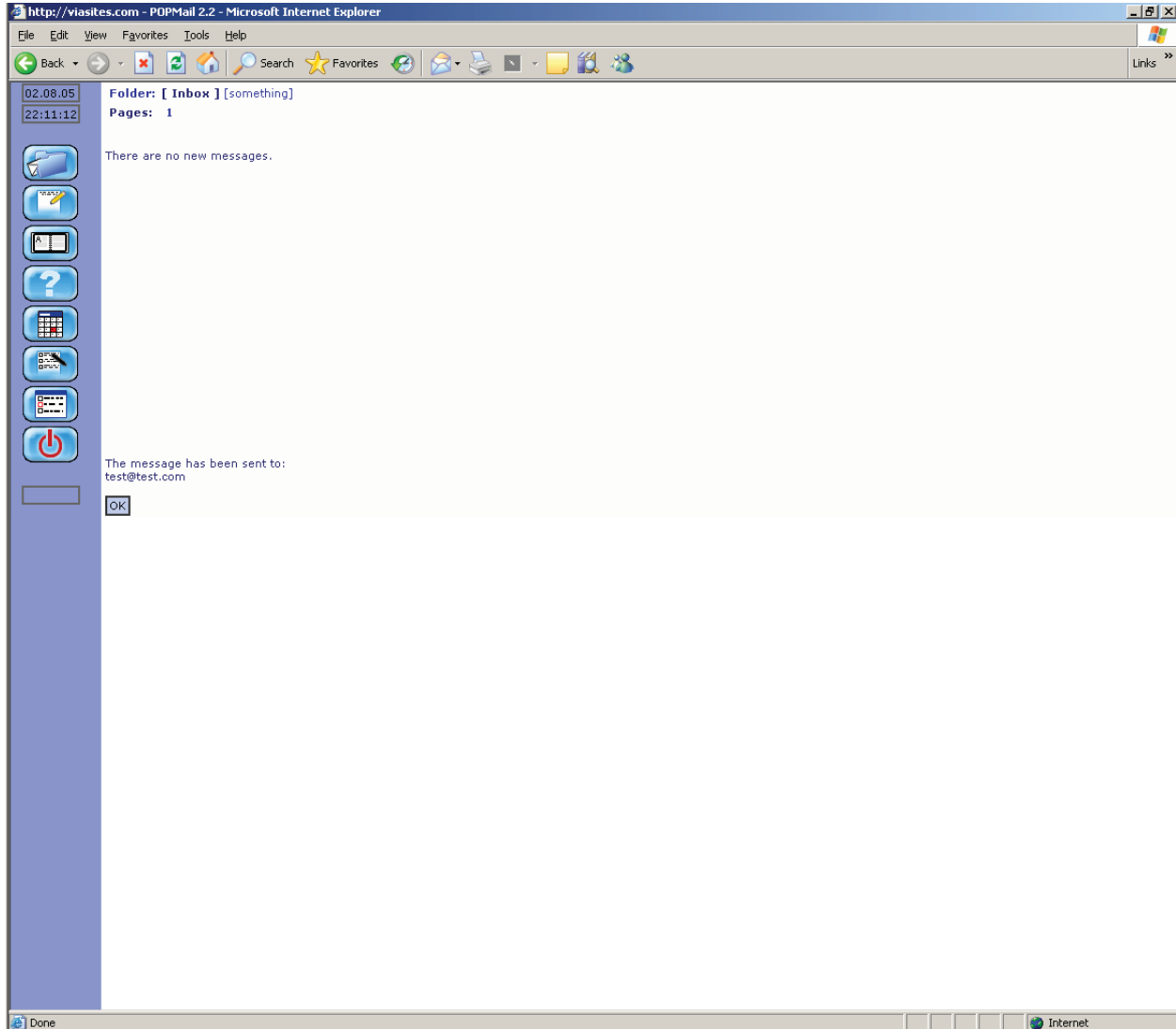


Figure 1-4



Address Book

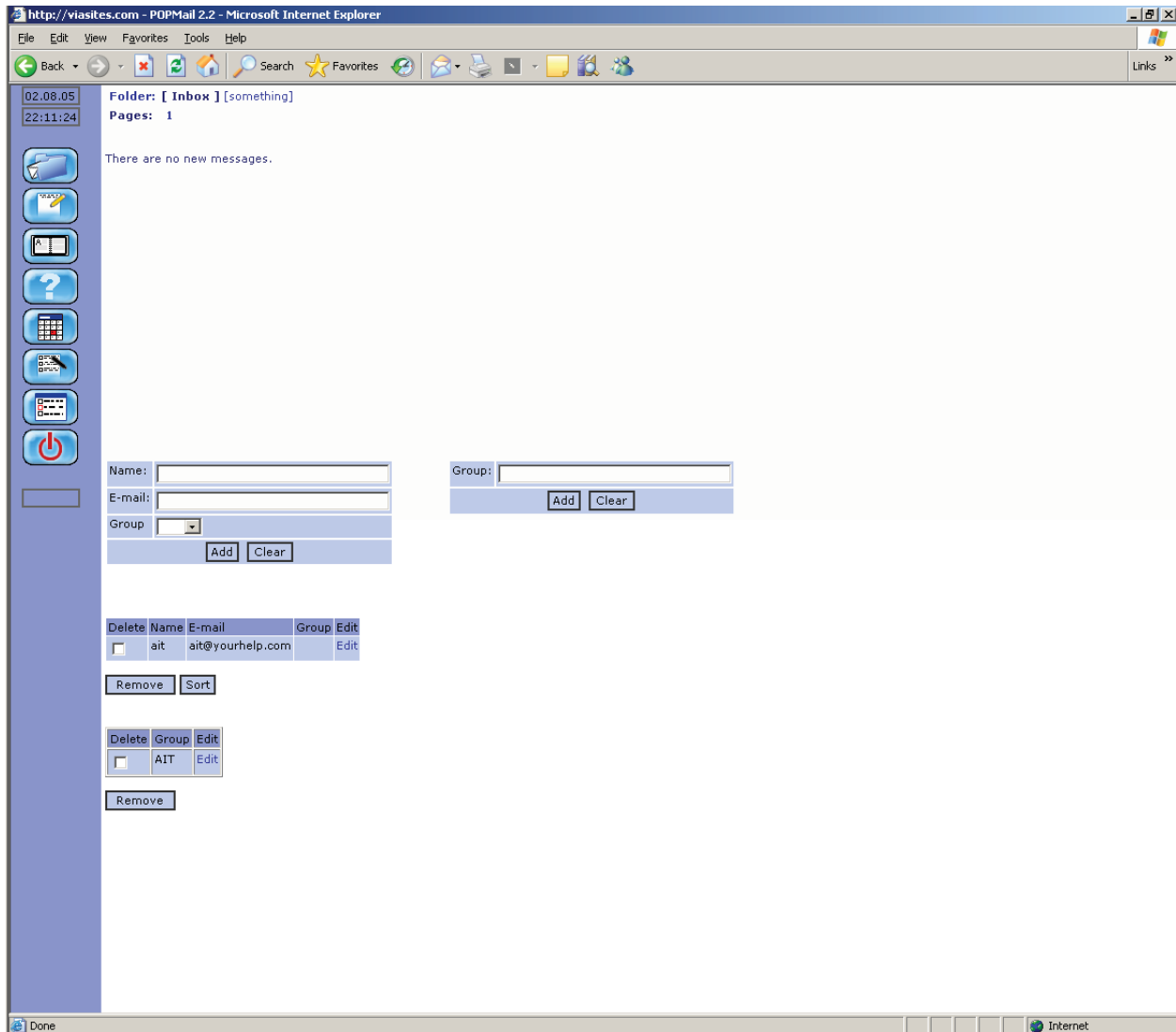


Figure 1-5

This allows the user to add entries or modify the email account's address book.

The Address Book holds a list of the Names and Email Accounts of correspondence. Instead of having to remember people and their email addresses, the user can create a list of these.

Group – This will allow the user to setup groups of emails. For example you can setup a group name 'Family' a list all the email address from your family members.

Remove – Removes an entry from the Address Book by checking the box and clicking 'remove'.

Edit – This allows the user to update an entry by changing either the name or the email address.

To add an email address in the Address book you will first need to setup a 'Group' for example 'family'. Then you will be able to add email address to the family group.



Help

This option will link you to the online user manual.



Calendar

This feature will give you the option to set important dates and appointments.

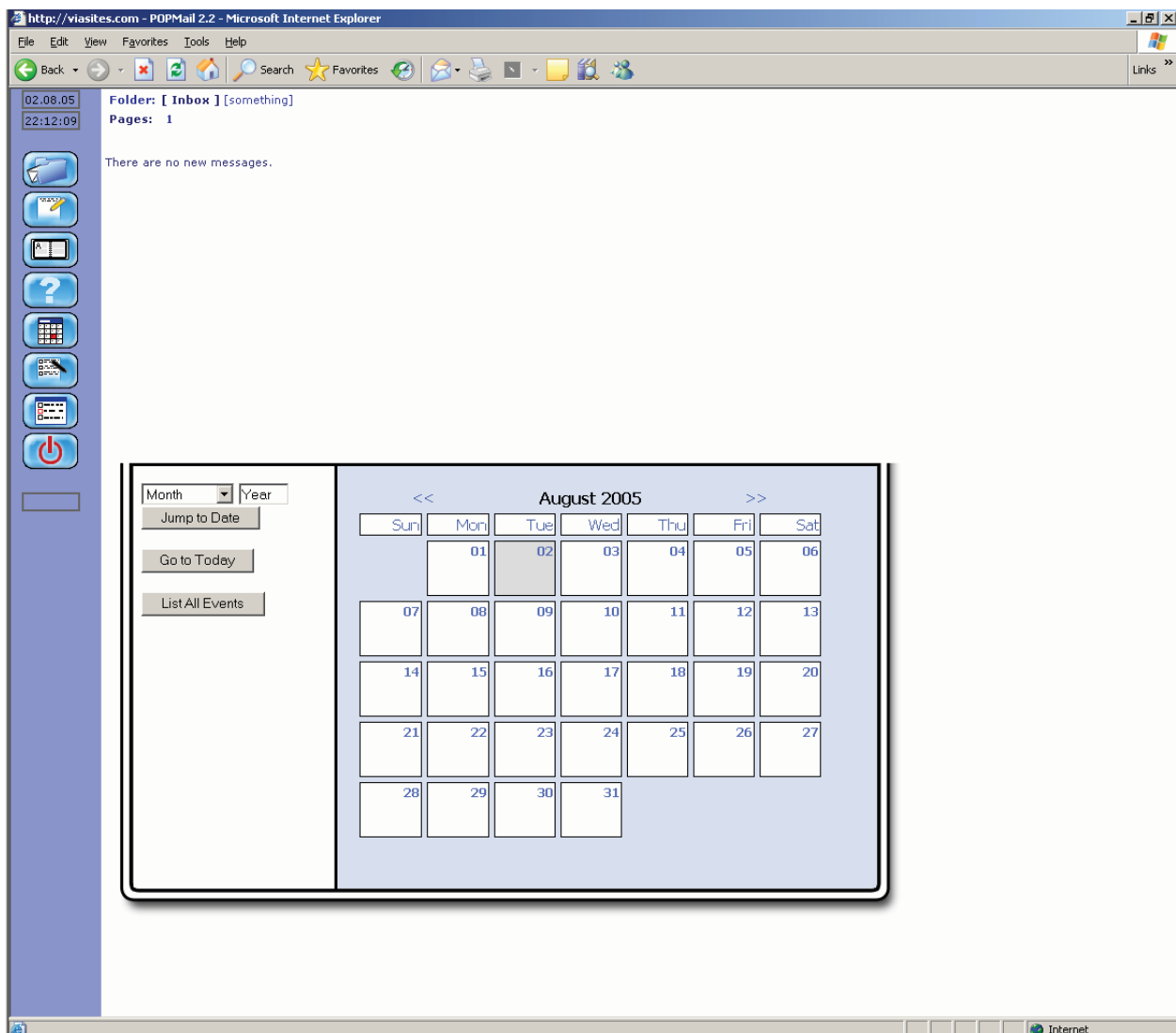


Figure 1-6



This feature will allow you to write notes.

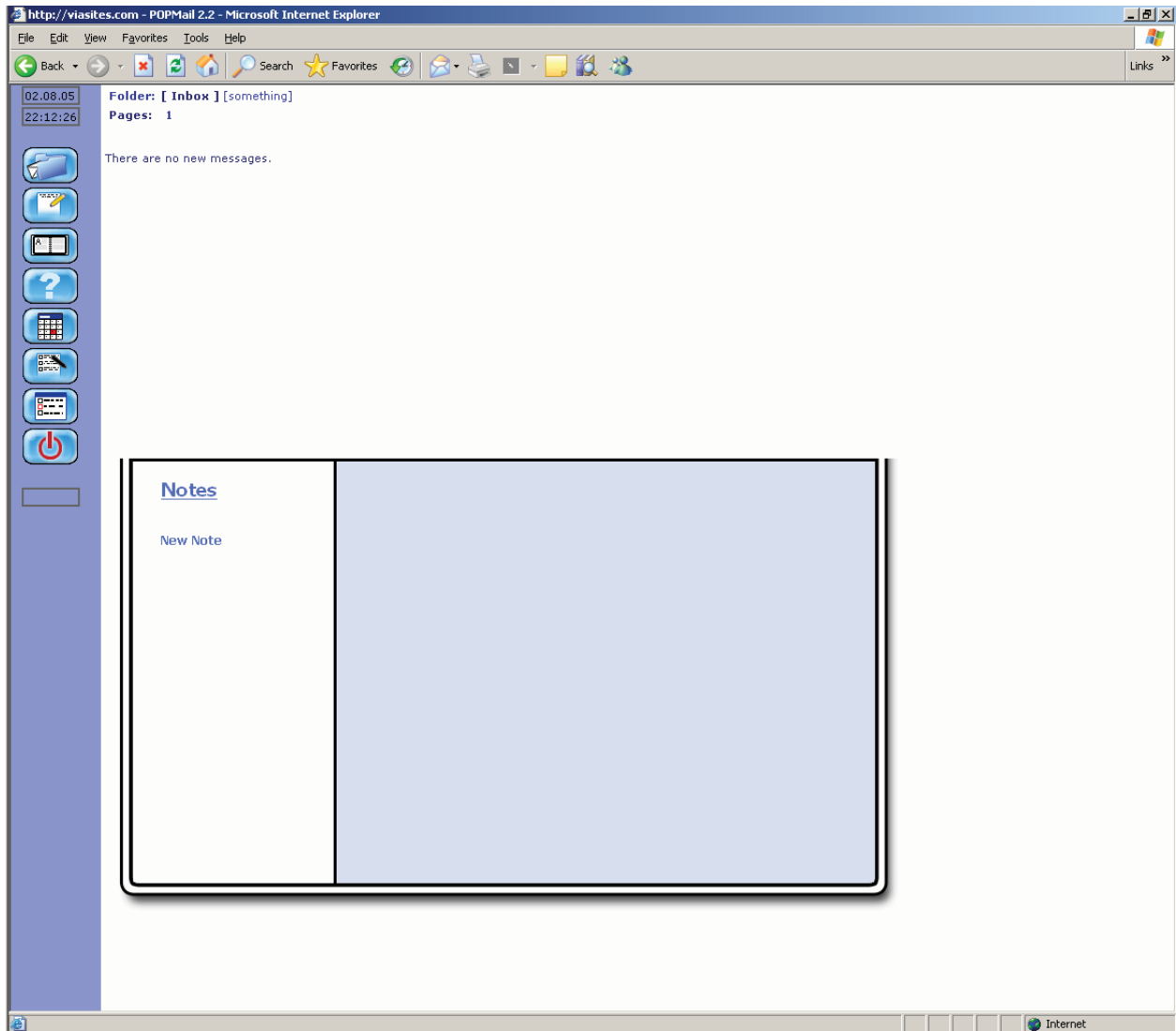


Figure 1-7



Configure Options

Within here you will be able to set the following Preferences:

Language: You have the option to select different languages.

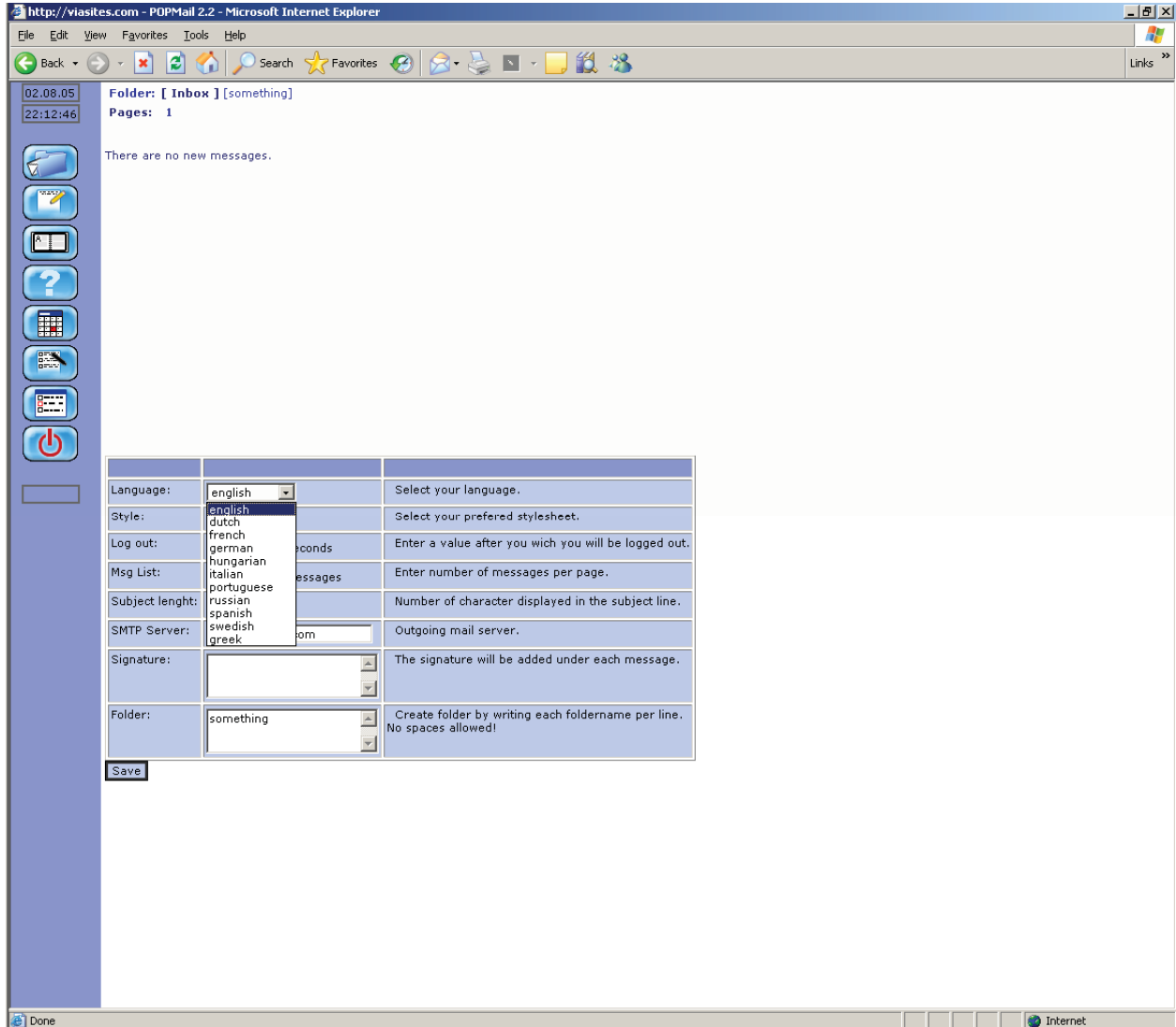


Figure 1-8

Style: This option will allow you to set the background color from light blue to standard.

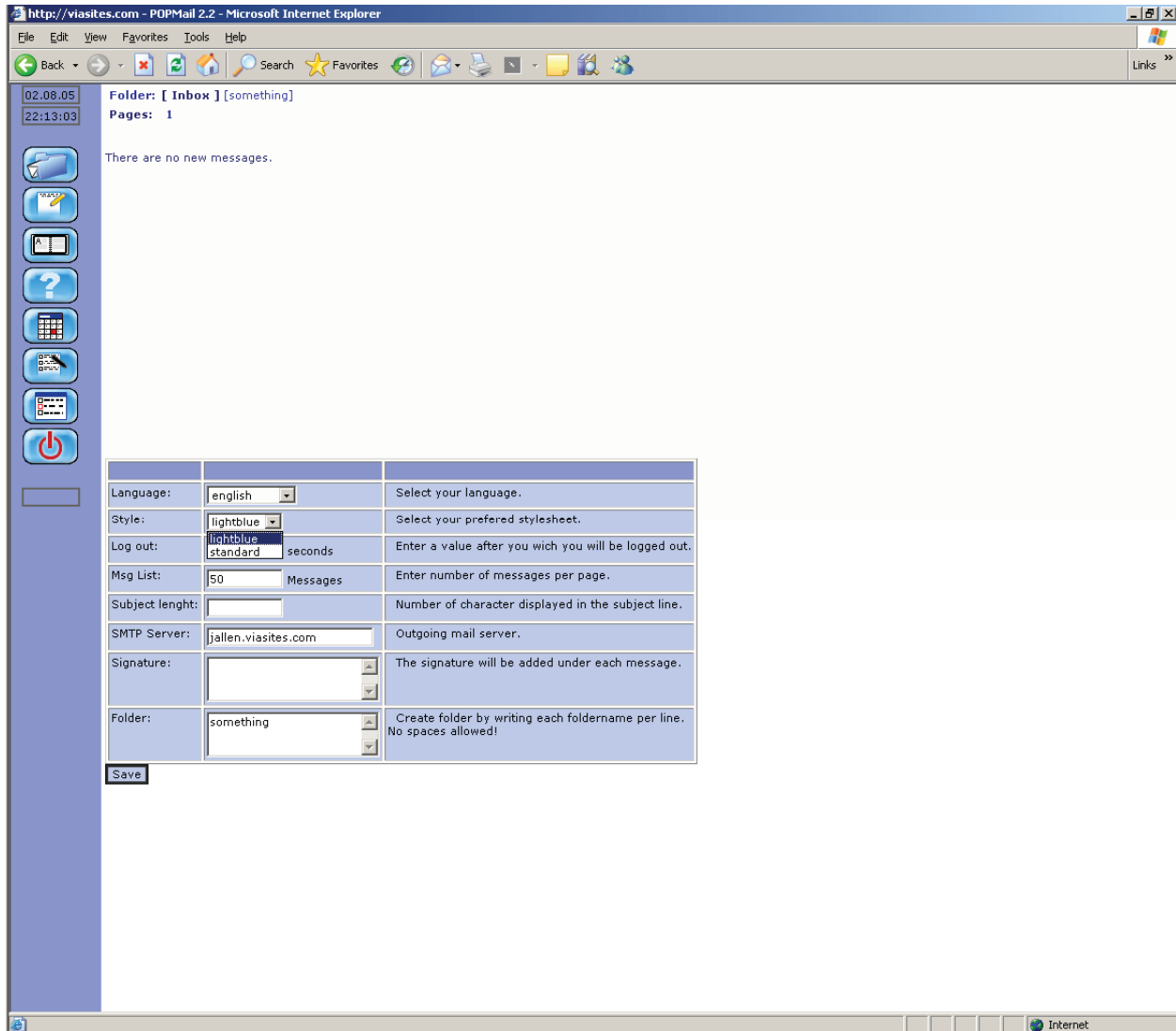


Figure 1-9

Log out: This option will allow you to set the amount seconds before you are automatically logged off.

Message List: This feature will allow you to set the amount of messages you will like to view per page.

Subject Length: This option will allow you to set the length of the subject line.

SMTP Server: This feature will allow you to select the outgoing mail server.

Signature: The signature will be added under each message

Folder: The option will allow you to set up different folders.



Logout

Once the user is finished with WebMail, click on the logout link to finish your session. Figure 1-13 will indicate that the user has logged out of the WebMail interface.

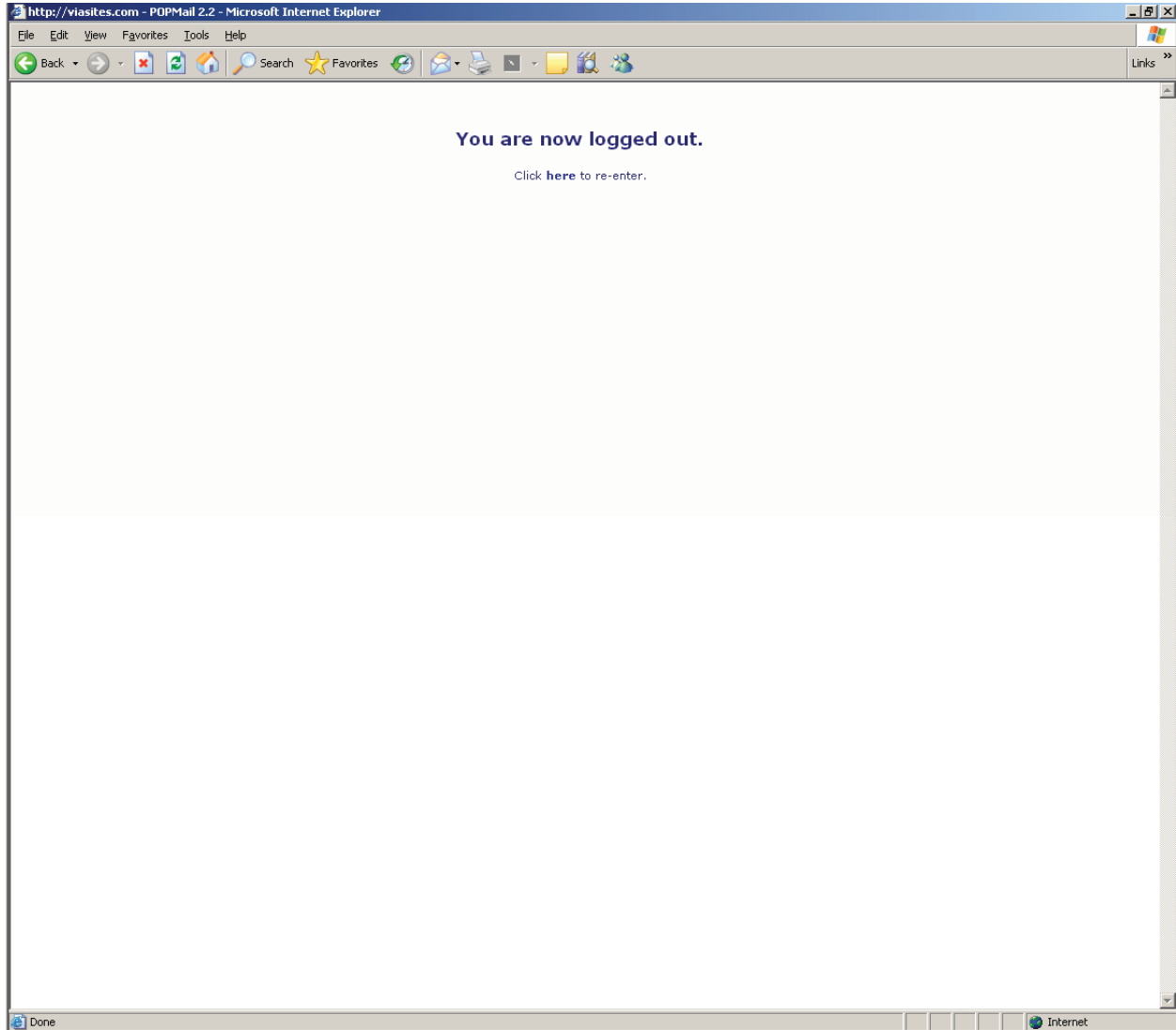


Figure 1-10

Why does it give a blank page when I attempt to login?

This is due to one of three reasons.

1. The email account is not created on the server.
2. The Username was mistyped.
3. The Password was incorrect. Please check the spelling of the Username and/or Password.

Alternately, log in to the Server Management Tool and verify the email account within the Email Services section.

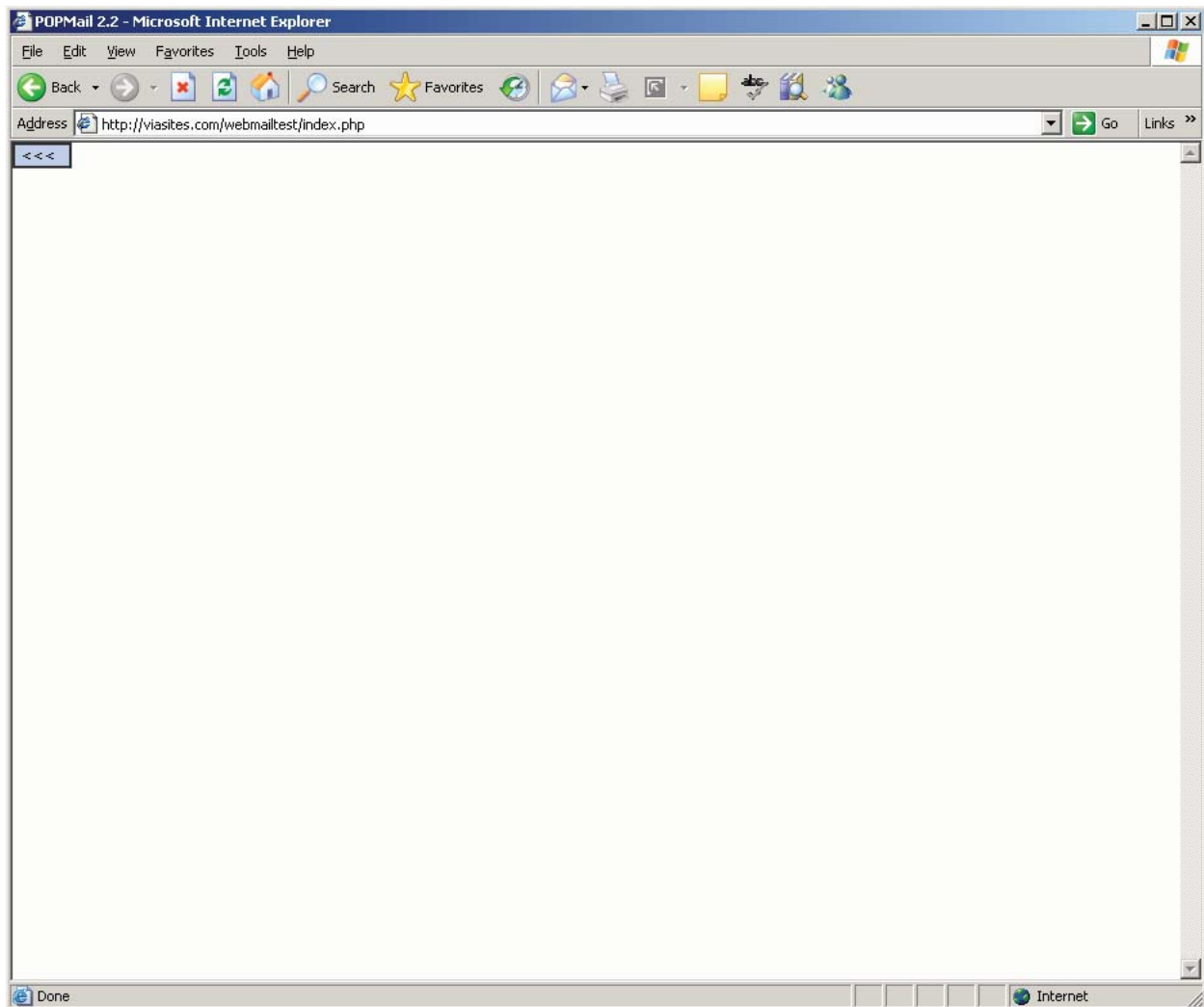


Figure 2-1