Webmail User Guide

- **New Outlook**
- **Mail**
- **Calendar**
- **Preferences**
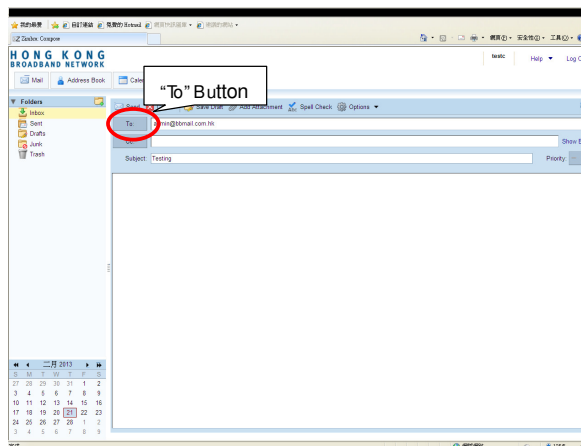
New Outlook

Mail

Create New Email

1. Press the down arrow beside "New" button

2. Choose "Message"

3. Input the name of Recipient.

4. Or choose the Recipient from Address Book by clicking "To" button

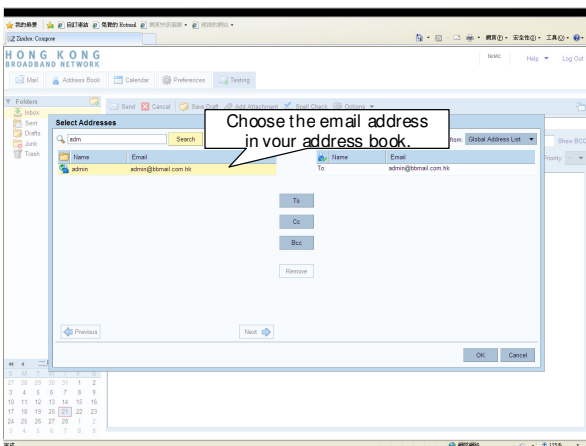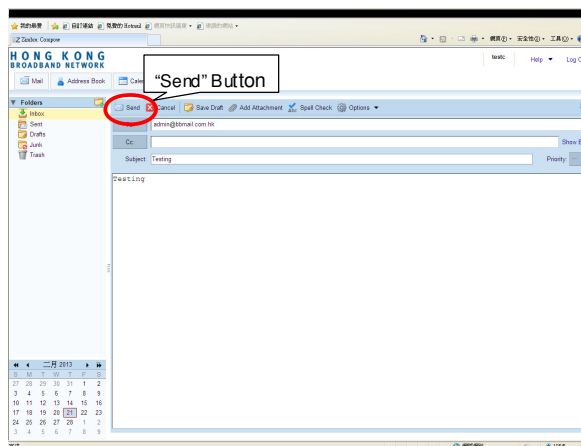5. Press "Send" Button to send out the email

Step 1 & 2
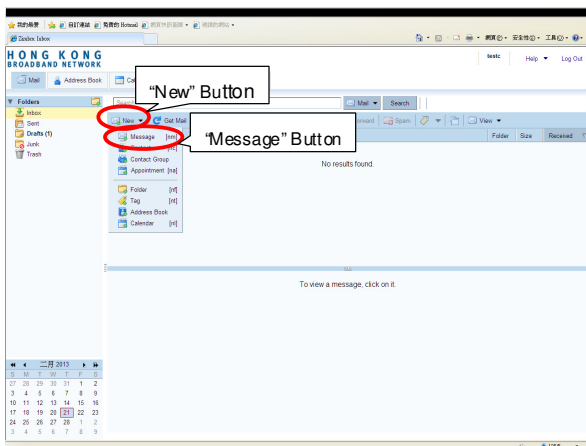
Step 3

Step 4

Step 5

Calendar

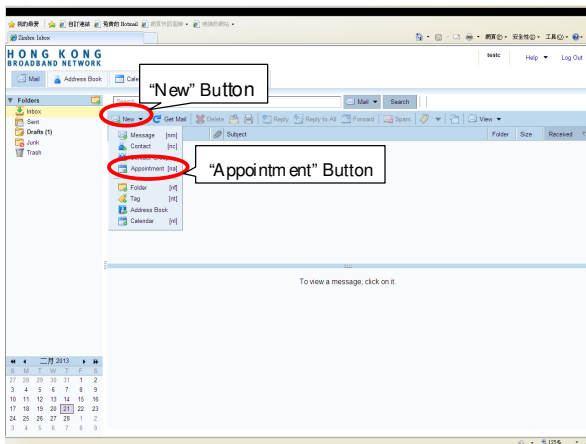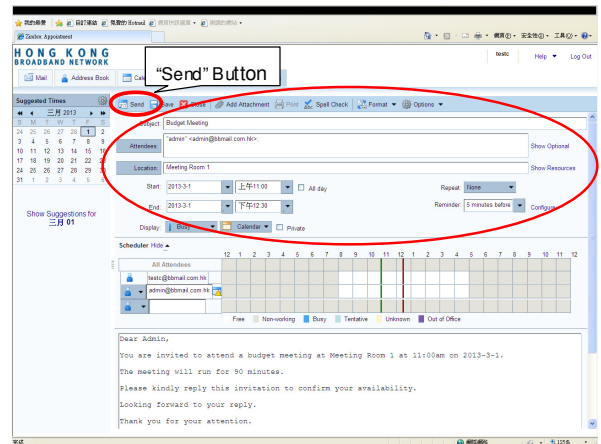## Create New Appointment

1. Press the down arrow beside "New" button

2. Choose "Appointment"

3. Enter Subject, Attendees, Event Location, Start Date & Time and End Date & Time

4. Click "Send" button to record and send out invitation

5. Choose "Calendar" in the top tool bar

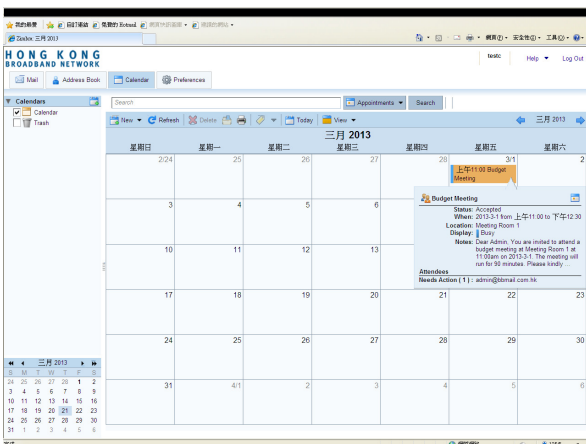6. Click into the event for reference or amendment

Step 1 & 2

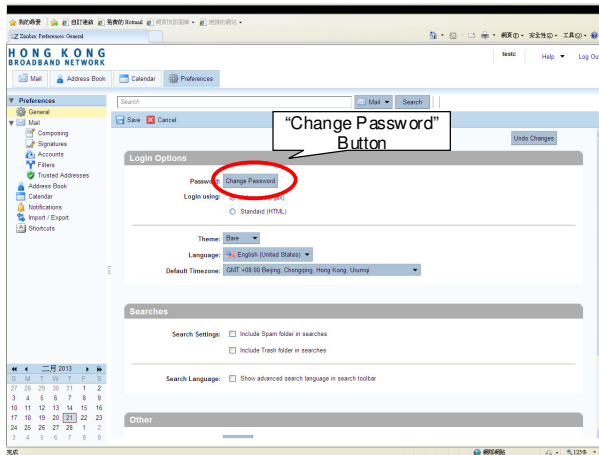

Step 3 & 4

Step 5 & 6

Change Password

1. Click "Change Password"

2. Enter the Old Password, New Password and Confirm New Password, and then Click "Confirm".

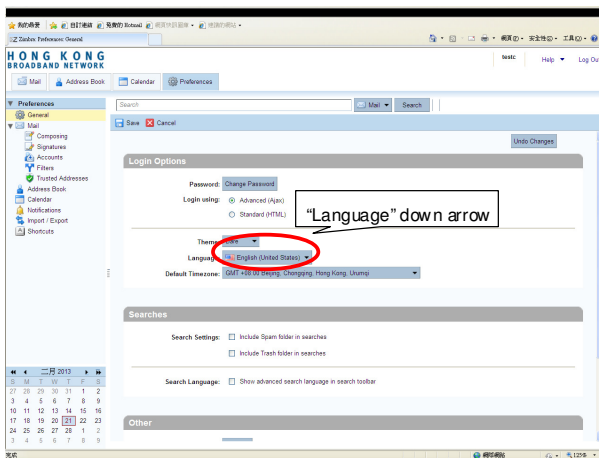**Step 1**   **Step 2**

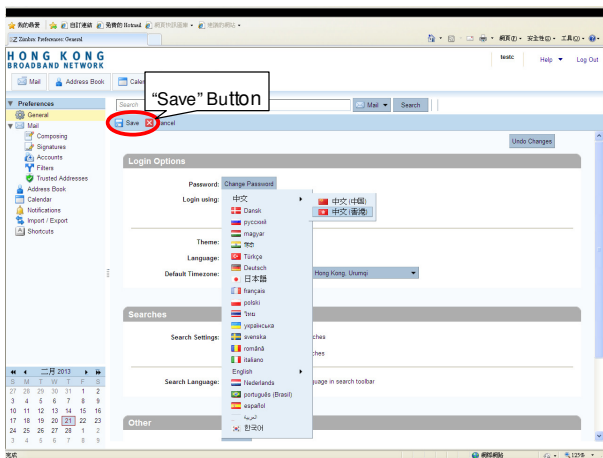## Change Language

1. Click "Language" down arrow.

2. Choose the Language you wish and Press "Save".

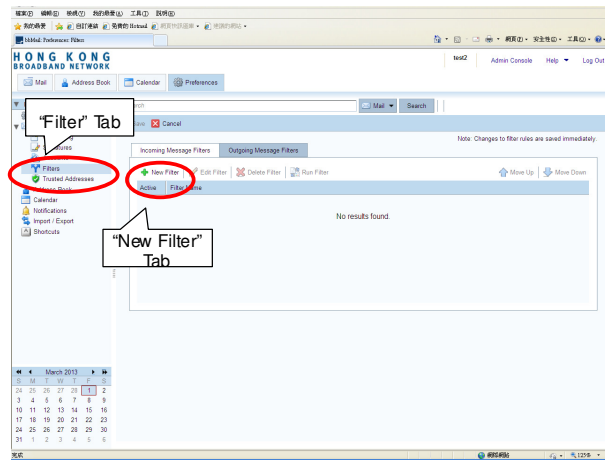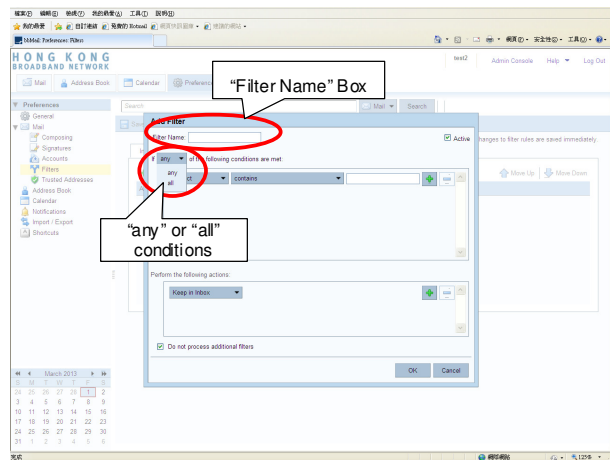**Step 1**   **Step 2**

Set Filters

1. Choose Incoming Messages / Outgoing Messages
2. Click New Filter Tab
3. Add Filter Name and choose either "any" or "all" of the conditions met
4. Choose the "Conditions".   You can choose "Subject", "From", "To", "CC", "To or CC", "Header Name", "Size", "Date", "Body", "Attachment", "Read Receipt", "Address in', "Calendar"
5. Choose the "Comparison Operators" and insert the "Criteria"

   - **Matches exactly/does not match exactly**. Specifies an exact match. For example, specifying **Subject matches exactly** - **Banana** would only match "Banana" and not "Bananas" or "A truck full of banana leaves"

   - **Contains/does not contain**. Specifies that the subject line must contain the specified substring.   For example, specifying **Subject contains Banana** would match "I'm going bananas"

   - **Matches wildcard/does not match wildcard condition**. The wildcard * is a character used in the mail filter comparison field to represent one or more characters in the filter. For example, specifying Subject matches " banana*" would match "bananas" or "banana-leaf casserole" but not "my banana-leaf casserole."

6. Choose your "Action"

   - **Keep in Inbox.** Saves mail to Inbox. If none of the filter rules match an email message, this action takes place by default

   - **File into folder.** Moves the mail to a specified folder

   - **Discard.** Deletes the mail message without delivering it. The message is not in any of your folders, not even Trash

   - **Forward**. Forwards mail to the address you specify

   - **Mark.** Select **as Read** or **as Flagged**

   - **Tag with.** You can tag matching messages with a selected tag

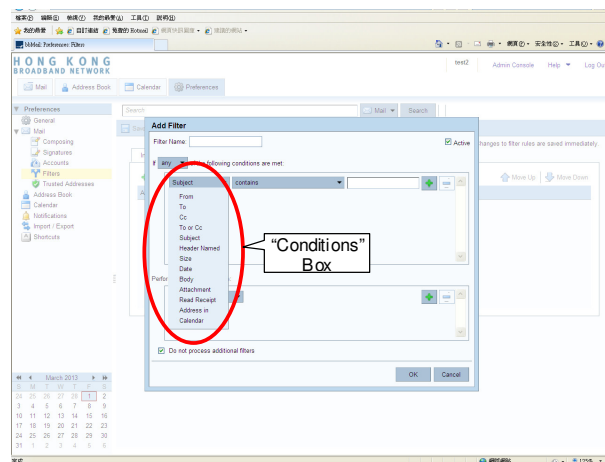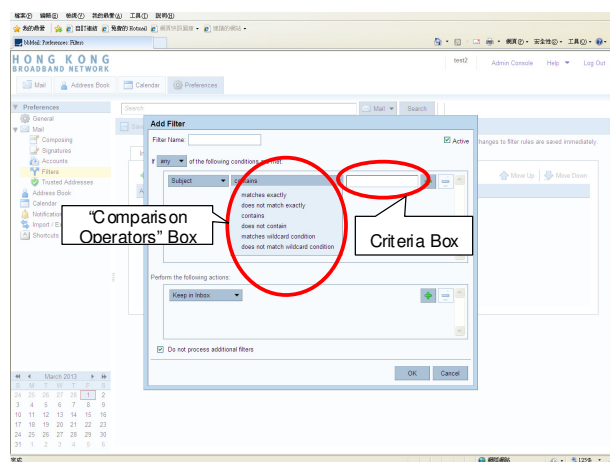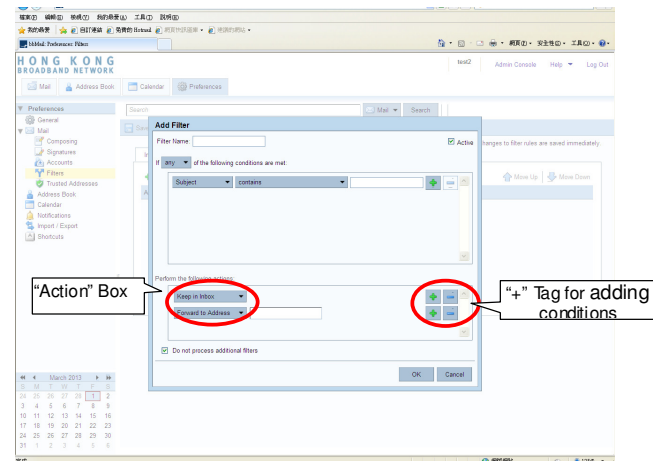   You can also choose multiple action by clicking "+" tag

Step 1 & 2

"Filter" Tab

"New Filter" Tab

Step 3

"Filter Name" Box

"any" or "all" conditions

Step 4

"Conditions" Box

Step 5

"Comparison Operators" Box

Criteria Box

Step 6

"Action" Box

"+" Tag for adding conditions

Web Administration User Guide

General Information

Create Account

Remove Existing User Accounts

Reset Password, Update Existing User Accounts

Alias Settings

Auto Forward

Out-of-Office Notification

General Information

1. The maximum number of user can be created
2. The existing number of user created
3. The total Email Storage Quota
4. The total Email Storage Quota assigned to exising user
5. The Last Update time on Email Usage
6. The Email Usage of the specific email account.

Create Account

1. Click "CREATE NEW USER"
2. Enter new "Account Name", "Name", then fill in "New Password" and "Confirm New Password"
3. Choose the "Space", i.e. the size of the mailbox of this Account. The maximum space for the new account should be the remaining Email storage quota
4. Click Confirm

Step 1	**Step 2-4**

Remove Existing User Accounts

1. Move your cursor to the Account you wish to remove and click the "X" button

2. Click "Confirm"

Step 1	**Step 2**

Reset Password & Update Existing User Accounts

1. Click the Account that you wish to Reset Password & Update

2. Choose "Reset Password & Update Exisitng User Accounts"

3. Rename the "Account Name" and "Name" if necessary

4. Fill in "New Password" and "Confirm New Password" if necessary

5. Choose the "Space", i.e. the size of the mailbox of this Account if necessary. The maximum space for the new account should be the remaining Email storage quota
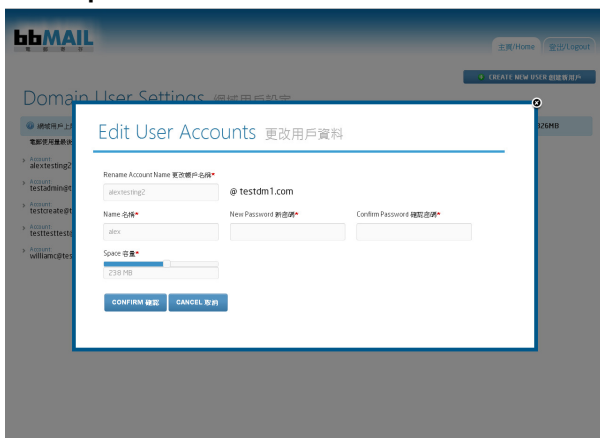
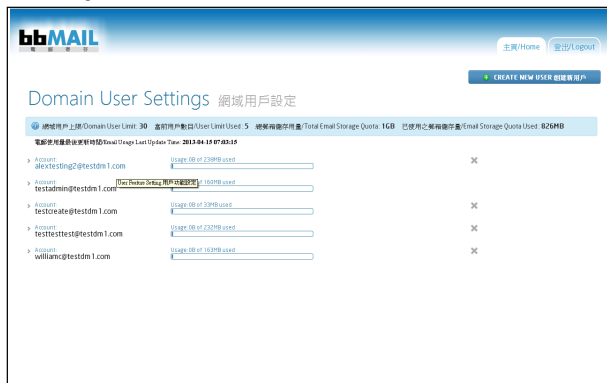6. Click Confirm

Step 1
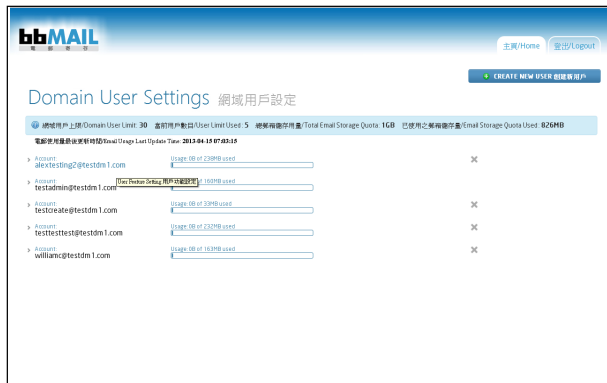
Step 2

Step 3-6

Alias Settings

1. Click the Account that you wish to set Email Alias

2. Choose "Alias Setting"

3. Fill in the Email Alias that you wish to add．You can add up to 3 Email Alias and minimum fill in 1 Email Alias
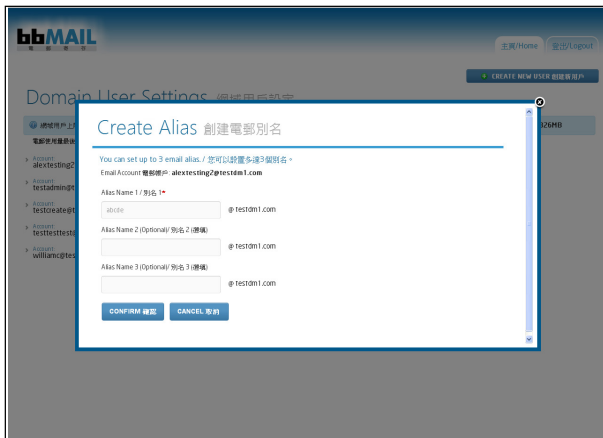
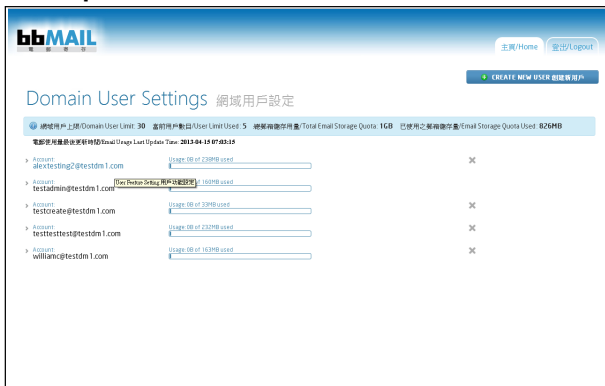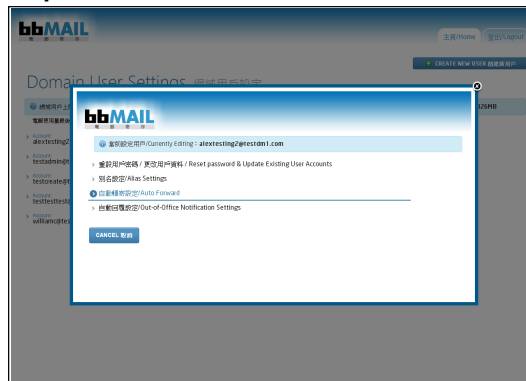4. Click "Confirm"

Step 1

Step 2

Step 3

Auto Forward

1. Click the Account that you wish to set Auto Forward

2. Choose "Auto Forward"

3. Choose to keep copies in server or not

4. Enter email address under "Auto Forward Address" which emails are forwarded to.
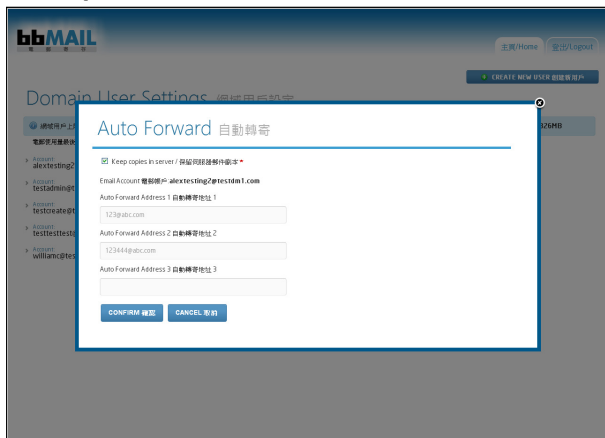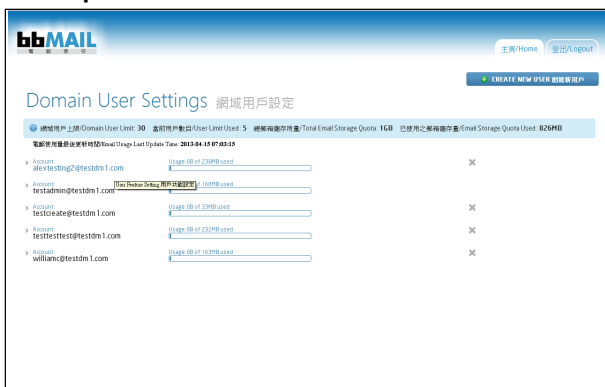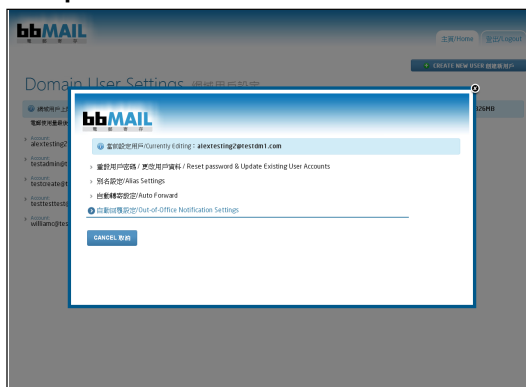
5. Click Confirm

Step 1

Step 2

Step 3-5

1. Click the Account that you wish to set Out-of-Office Notification

2. Choose "Out-of-Office Notification Settings"

3. Check the box next to "Enable out-of-office notification" to enable this function

4. Enter your contents for the notification

5. Enter the "Starts on" and "Ends on" Date and Time

6. Click "Confirm"

Step 1

Step 2

● Step 3