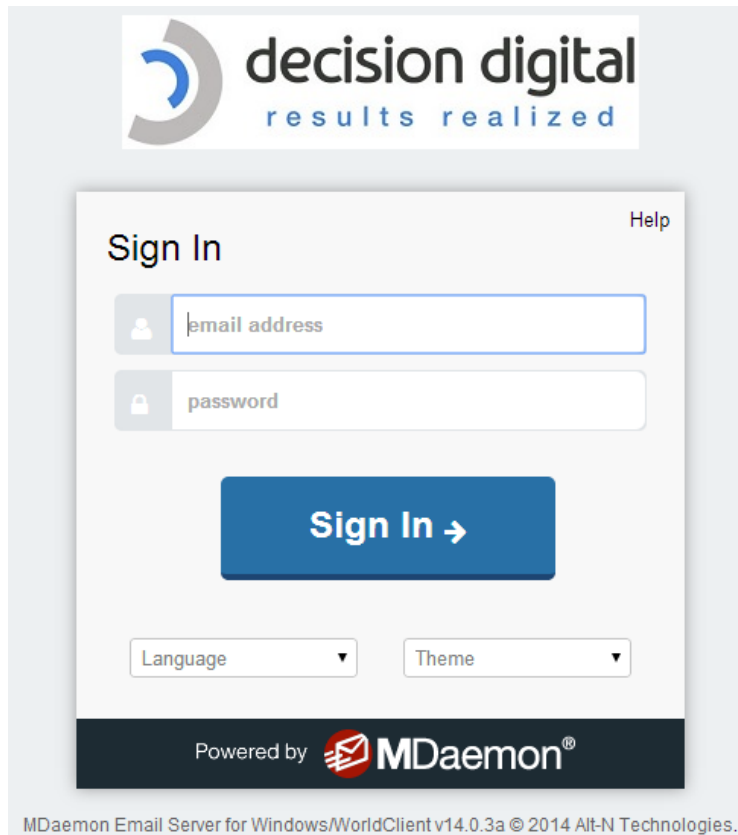# WorldClient®
User Guide

results realized | decision digital
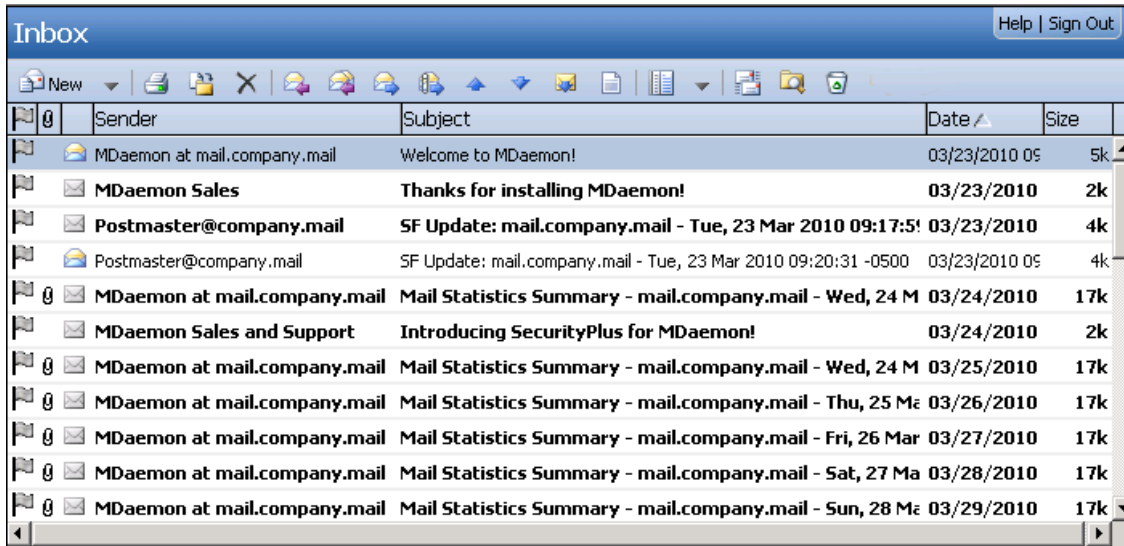
Using Webmail – Basic WorldClient Features

WorldClient's appearance can be customized by selecting from twenty-seven languages and four design themes.
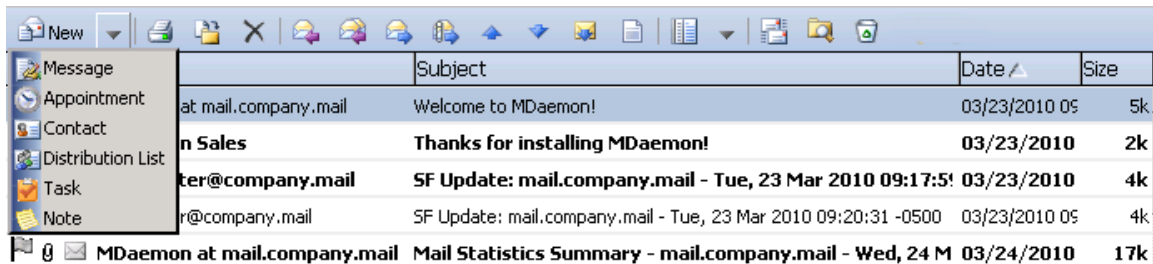

Click on the column headers to sort mail by sender, subject, date, size, or follow-up flag status.
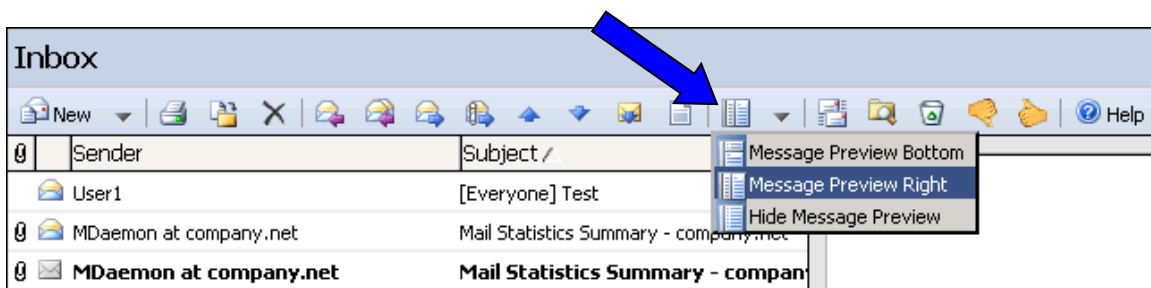
Follow-up flags help you keep track of important messages.

The "Mail actions" toolbar allows you to easily create new messages, appointments, contacts, distribution lists, tasks and notes.

The message preview pane can be repositioned or hidden.

Manage Email, contacts, calendar, tasks, and notes directly from WorldClient.

decision digital results realized   🏠 Inbox 📅 Calendar 📇 Contacts ✅ Tasks 📒 Notes 📂 Documents 📋 Options
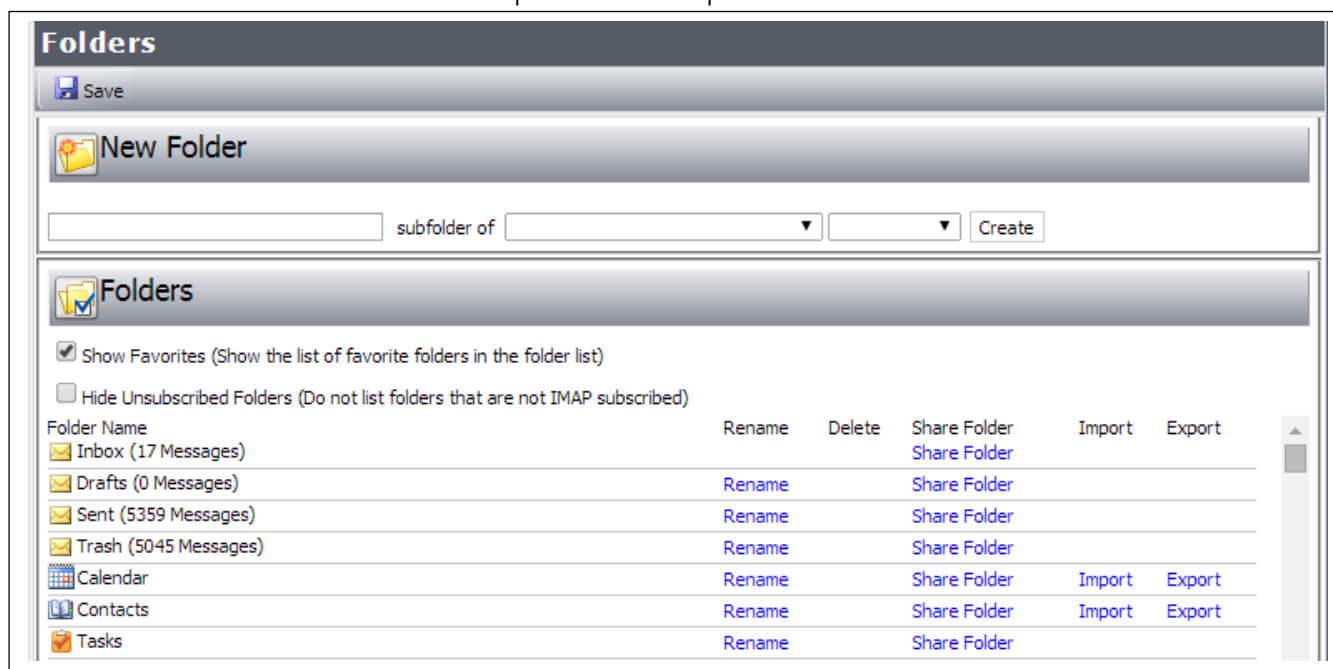
Choose Options to customize your email experience
- Personalize: Customized the appearance and operation of your account
- Compose: Customize the appearance and operation of email composition
- Email Templates: Create pre-written email text messages and responses
- Autoresponder: Manage your autoresponder settings
- Folders: Creates and manages your personal email folders (see below)
- Filters: Setup rules to automatically handling inbound and outbound emails
- Calendar: Customize the operation and settings of your calendar
- Columns: Managed the columns displayed in different views (see below)
- World Client Instant Messenger: Built in private IM client

Choose Options-Folders to access the Folder view. From the folder view, you can:
- Create, share, rename, and delete folders
- Calendars can be shared with others as well as imported and and exported
- Calendar data can be imported and exported.

Folders

💾 Save

📁 New Folder

| | subfolder of | ▼ | ▼ | Create |

☑️ Folders

☑ Show Favorites (Show the list of favorite folders in the folder list)

☐ Hide Unsubscribed Folders (Do not list folders that are not IMAP subscribed)

Folder Name	Rename	Delete	Share Folder	Import	Export
✉️ Inbox (17 Messages)			Share Folder		
✉️ Drafts (0 Messages)	Rename		Share Folder		
✉️ Sent (5359 Messages)	Rename		Share Folder		
✉️ Trash (5045 Messages)	Rename		Share Folder		
📅 Calendar	Rename		Share Folder	Import	Export
📇 Contacts	Rename		Share Folder	Import	Export
✅ Tasks	Rename		Share Folder		

Choose Options-Columns to personalize your inbox layout by enabling, disabling, and rearranging columns. Use your mouse to drag columns to their new locations.

Drag columns into the order you would like to see them in the various views. Columns you would not like displayed should be unchecked.

Message List

- ☑ Attachments
- ☑ From
  - ☑ Status
- ☑ Flag
- ☑ Subject
- ☑ Date
- ☑ Size
- ☐ Threading
- ☑ Flag

Choose Options-Filter to access and setup highly customizable filters provide flexible mail sorting options.

Filters

💾 Save   ❌ Cancel

New Filter

If [To ▼] [contains ▼] [   ] [move to ▼] [Inbox ▼] [Add Filter]

Filters

You can drag the filters to re-order them.

Filter 1

If [X-SPAM-FLA( ] [equals ▼] [Yes] [move to ▼] [Junk E-mail ▼] [Delete]

Filter 2

If [SUBJECT] [contains ▼] [winner] [move to ▼] [Deleted Items ▼] [Delete]

Choose Options – Compose to access the on-demand and automatic spell-check options.

Here you will also find settings to change your message composition between HTML or plain-text. .

You will also find easy access to mail forwarding configuration.
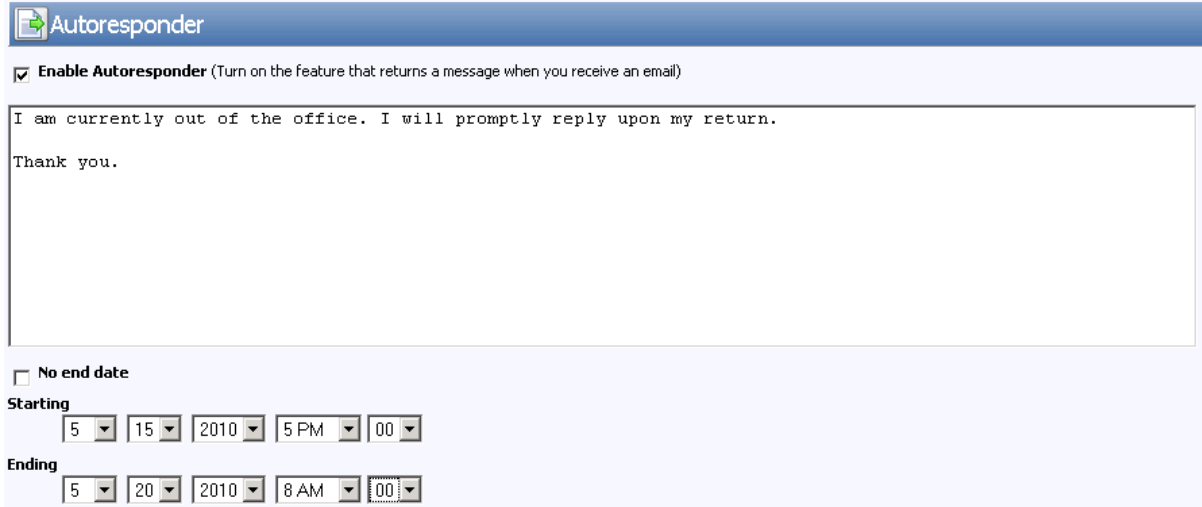
Choose Options – Autoresponder to setup and configure your autoresponder
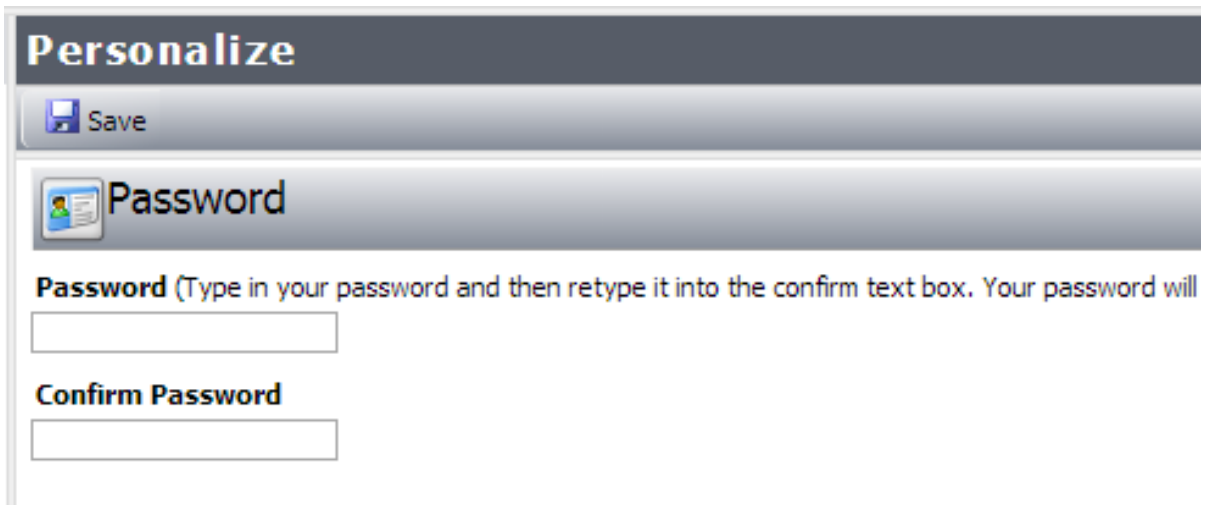
Change your password by selecting Options-Personalize
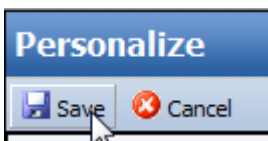
Entering a new password.

Click Save complete