



User Guide



STRATEGIC IT



NETWORK IT



MANAGED IT



CLOUD IT

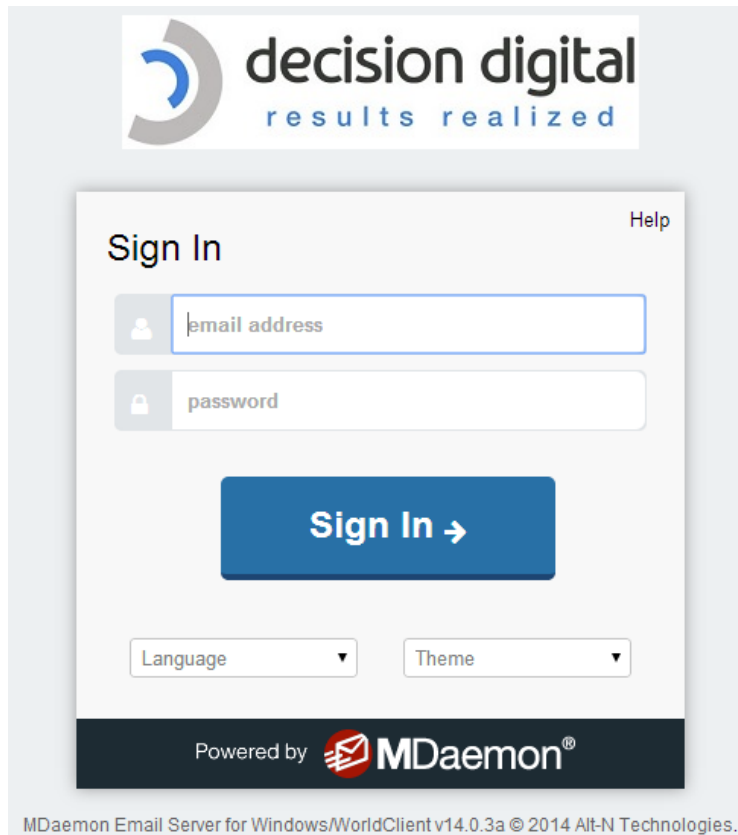
results realized

decision digital



Using Webmail – Basic WorldClient Features

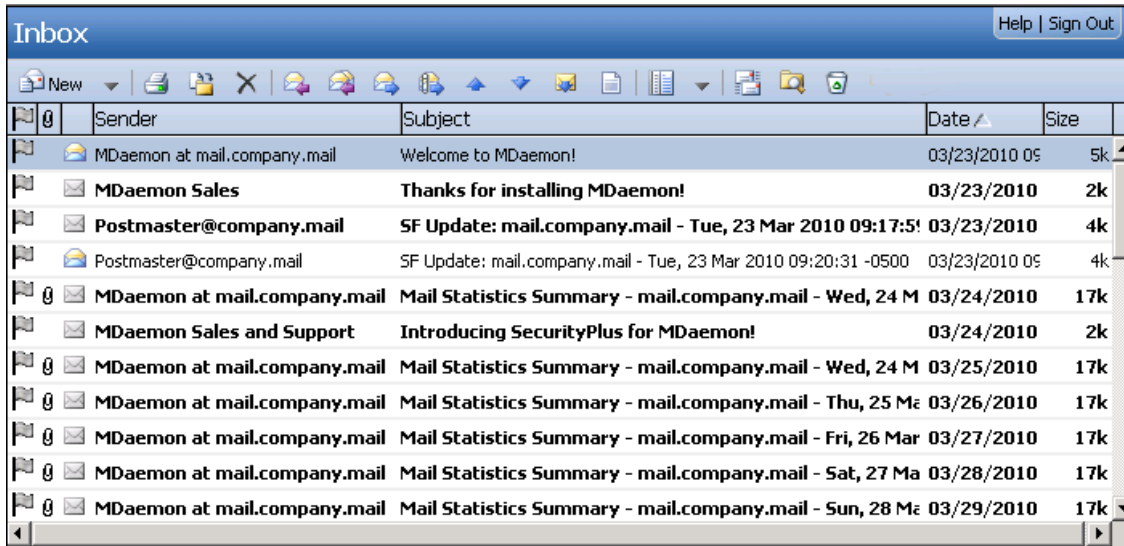
WorldClient's appearance can be customized by selecting from twenty-seven languages and four design themes.



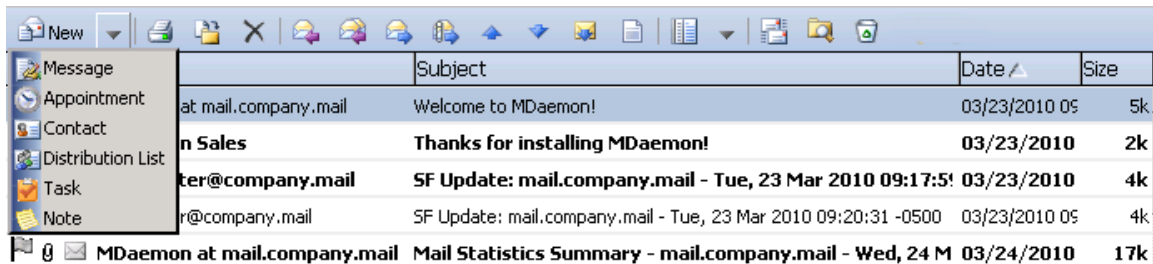
Click on the column headers to sort mail by sender, subject, date, size, or follow-up flag status.

	Sender	Subject	Date	Size
	MDaemon at mail.company.mail	Welcome to MDAEMON!	03/23/2010 09:51	5k
	MDaemon Sales	Thanks for installing MDAEMON!	03/23/2010	2k
	Postmaster@company.mail	SF Update: mail.company.mail - Tue, 23 Mar 2010 09:17:51 -0500	03/23/2010	4k
	Postmaster@company.mail	SF Update: mail.company.mail - Tue, 23 Mar 2010 09:20:31 -0500	03/23/2010	4k
	MDaemon at mail.company.mail	Mail Statistics Summary - mail.company.mail - Wed, 24 Mar 2010 09:17:51 -0500	03/24/2010	17k
	MDaemon Sales and Support	Introducing SecurityPlus for MDAEMON!	03/24/2010	2k
	MDaemon at mail.company.mail	Mail Statistics Summary - mail.company.mail - Wed, 24 Mar 2010 09:17:51 -0500	03/25/2010	17k
	MDaemon at mail.company.mail	Mail Statistics Summary - mail.company.mail - Thu, 25 Mar 2010 09:17:51 -0500	03/26/2010	17k
	MDaemon at mail.company.mail	Mail Statistics Summary - mail.company.mail - Fri, 26 Mar 2010 09:17:51 -0500	03/27/2010	17k
	MDaemon at mail.company.mail	Mail Statistics Summary - mail.company.mail - Sat, 27 Mar 2010 09:17:51 -0500	03/28/2010	17k
	MDaemon at mail.company.mail	Mail Statistics Summary - mail.company.mail - Sun, 28 Mar 2010 09:17:51 -0500	03/29/2010	17k

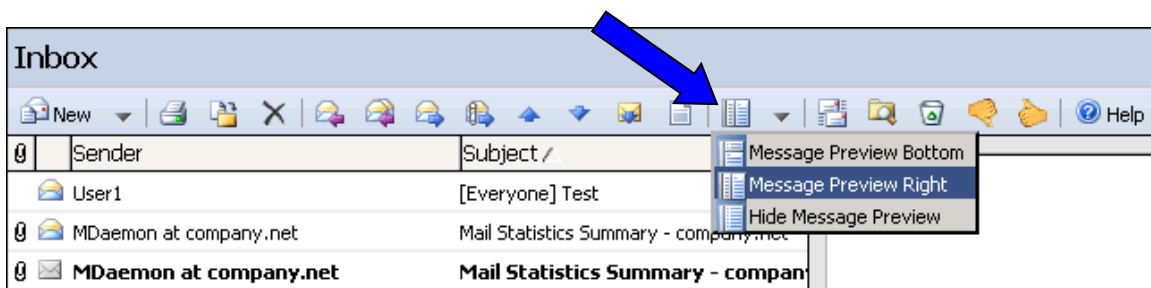
Follow-up flags help you keep track of important messages.



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.

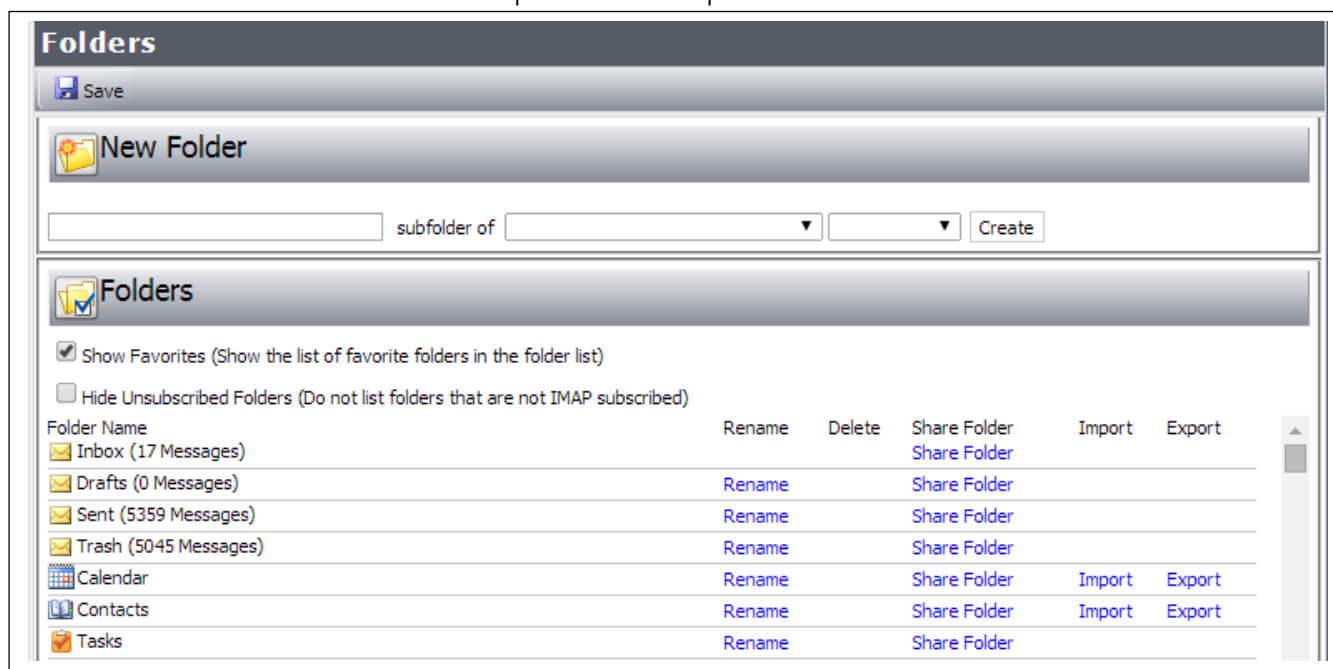


Choose Options to customize your email experience

- 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.



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

<input checked="" type="checkbox"/>	Attachments
<input checked="" type="checkbox"/>	From
<input checked="" type="checkbox"/>	Status
<input checked="" type="checkbox"/>	Flag
<input checked="" type="checkbox"/>	Subject
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Size
<input type="checkbox"/>	Threading
<input checked="" type="checkbox"/>	Flag

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

Filters

Save Cancel

New Filter


If

Filters

You can drag the filters to re-order them.

Filter 1
If <input type="text" value="X-SPAM-FLAG"/> <input type="text" value="equals"/> <input type="text" value="Yes"/> <input type="text" value="move to"/> <input type="text" value="Junk E-mail"/> <input type="button" value="Delete"/>
Filter 2
If <input type="text" value="SUBJECT"/> <input type="text" value="contains"/> <input type="text" value="winner"/> <input type="text" value="move to"/> <input type="text" value="Deleted Items"/> <input type="button" value="Delete"/>

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


 **Spell Check**

Spell Check Before Send (Automatically spell check messages before sending)

Spell Check Ignore All Caps (Ignore spelling for words in all caps)

Spell Check Ignore Mixed Digits (Ignore spelling for words which contain letters and numbers)

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

 **Compose Options**

HTML Compose (Enable text formatting in the compose editor)

Default HTML Compose Font (The font that the HTML Composer will use when no other fonts are specified.)

Default HTML Compose Font Size (The font size that the HTML Composer will use when no other font size is specified.)

You will also find easy access to mail forwarding configuration.

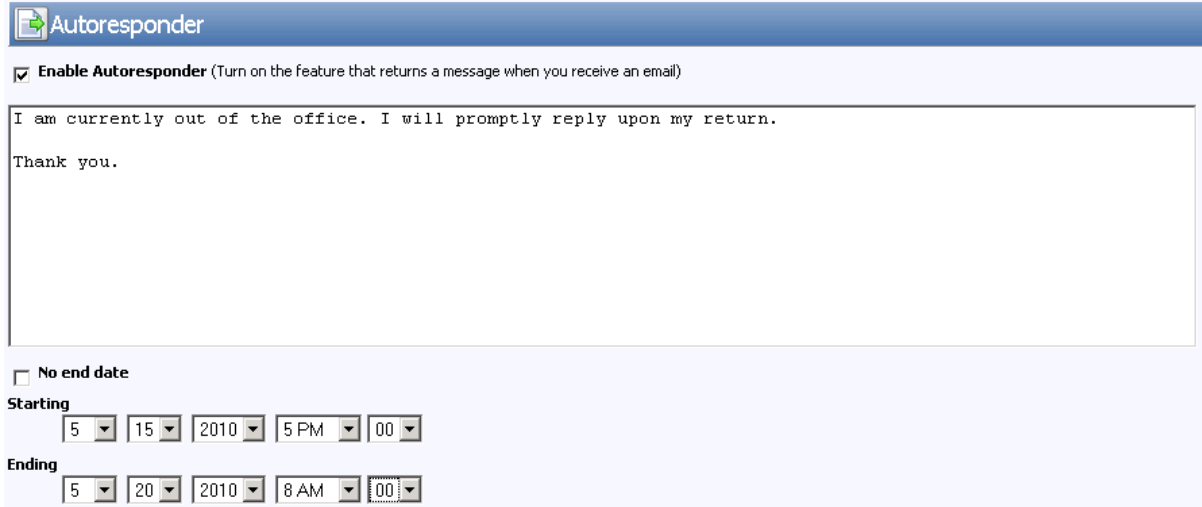
 **Forwarding**

Enable Forwarding (Select this box to enable forwarding)

Retain Copy (Select this box to keep a copy of the message when a message is forwarded)

Address you'd like to forward messages to:

Choose Options – Autoresponder to setup and configure your autoresponder



Autoresponder

Enable Autoresponder (Turn on the feature that returns a message when you receive an email)

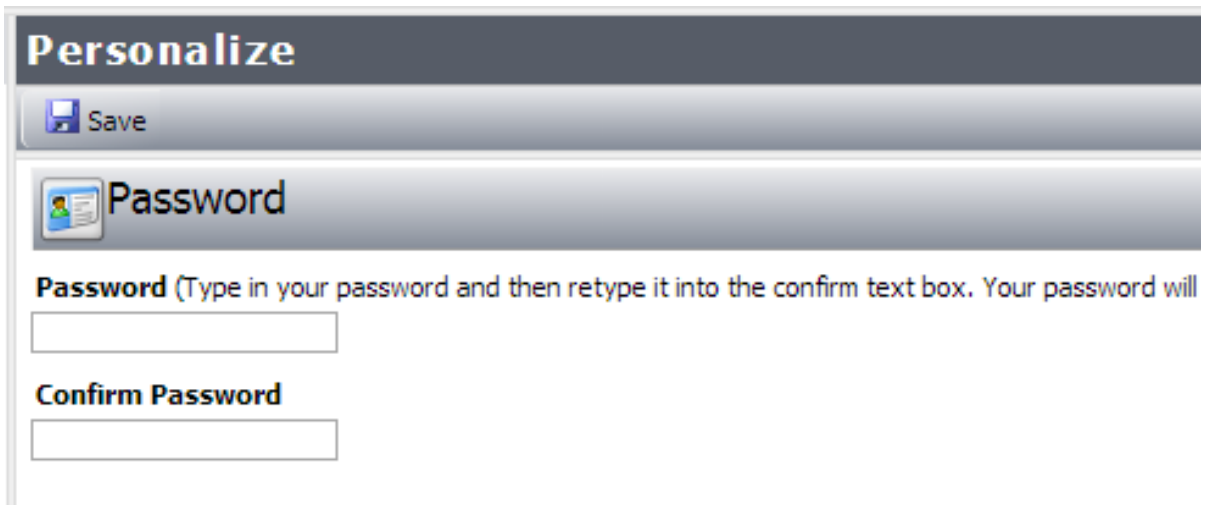
I am currently out of the office. I will promptly reply upon my return.
Thank you.

No end date


Starting
5 15 2010 5 PM 00


Ending
5 20 2010 8 AM 00

Change your password by selecting Options-Personalize



Personalize

 Save

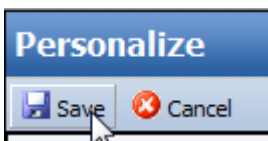
 **Password**

Password (Type in your password and then retype it into the confirm text box. Your password will



Confirm Password

Entering a new password.

Click Save complete



Personalize

 Save  Cancel