



# SNiP Webmail Overview

## Accessing Your Mailbox

To access your mailbox from any computer on the Internet, open a web browser such as Internet Explorer or Mozilla Firefox and go to <http://webmail.sampledomain.com/>. If your e-mail address uses your own domain name, substitute your own domain name for sampledomain.com above. If your e-mail address uses the snip.net domain name, your webmail can be found at <http://webmail.snip.net/>.

The first screen you will see is the login screen:



### Login Details

Please provide login and password information to access your mail-account

username  @  **1**


Password:  **2**

Interface:  **3**


More Options:  **4**

**5**

### Help Information

 Want to learn more about SNiP Webmail and its functions? Consult the [online documentation](#) for assistance **6**

### More Information

 For more information on the WebMail service, please contact [helpdesk@snip.net](mailto:helpdesk@snip.net) - SNiP Webmail PHP 5.3

[FAQ](#) | [About](#) | [Wireless Email](#) | [Manage Account](#)

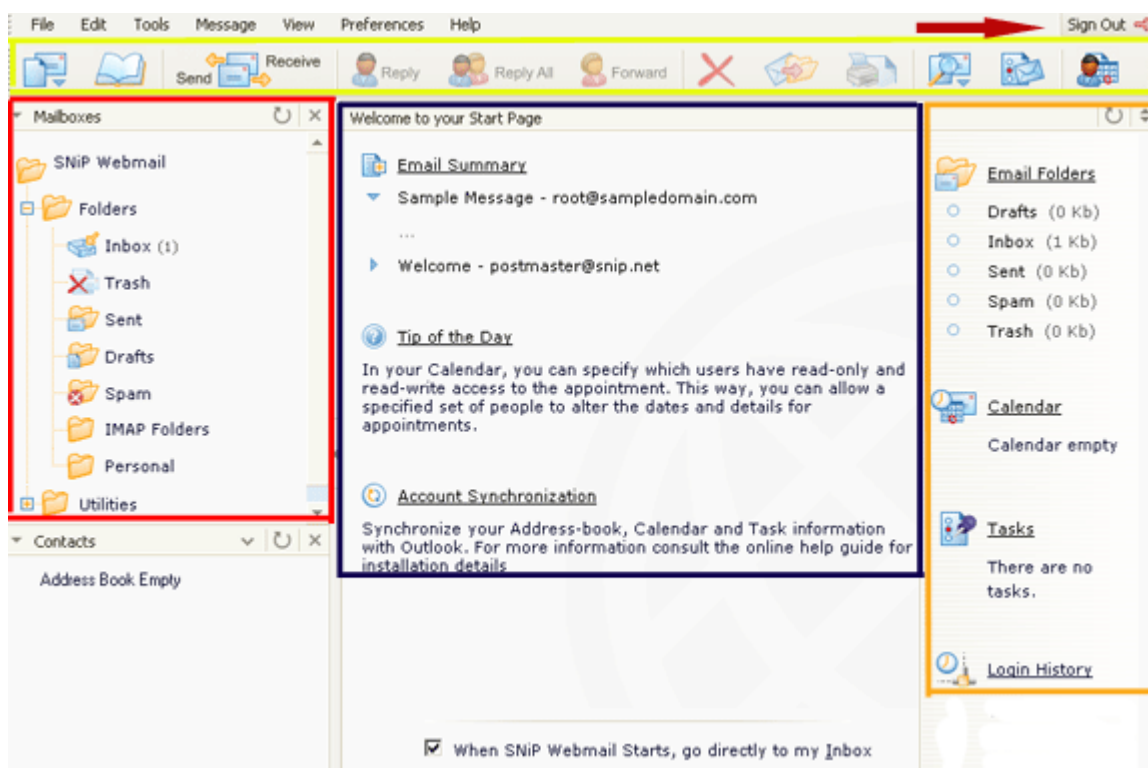
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1. On the first line you will see two boxes separated by an "@" sign. Enter your username in the box on the left and domain name in the box on the right. The username is everything before the "@" in your e-mail address. The domain name is everything after the "@" sign.

2. On the second line, enter your password. You will notice that the password shows up as dots for security purposes.
3. Below the password line you will find the Interface drop down box. This drop-down allows you to select the look and feel of your webmail. By default the box will be set to "Advanced (IE/FF)". You may leave this selection in place unless you are using a web browser other than Internet Explorer or Mozilla Firefox.
4. The "More Options" button below the Interface drop down box allows you to change advanced settings such as mail protocol and language. Changing these options is not recommended.
5. Click the "Login" button to access your mailbox.
6. If you would like to review the complete SNiP Webmail User Manual, click the Online Documentation link.

## Your Mailbox Start Page

Your Start Page, pictured below, will appear immediately upon logging into your mailbox.



### Mailboxes List

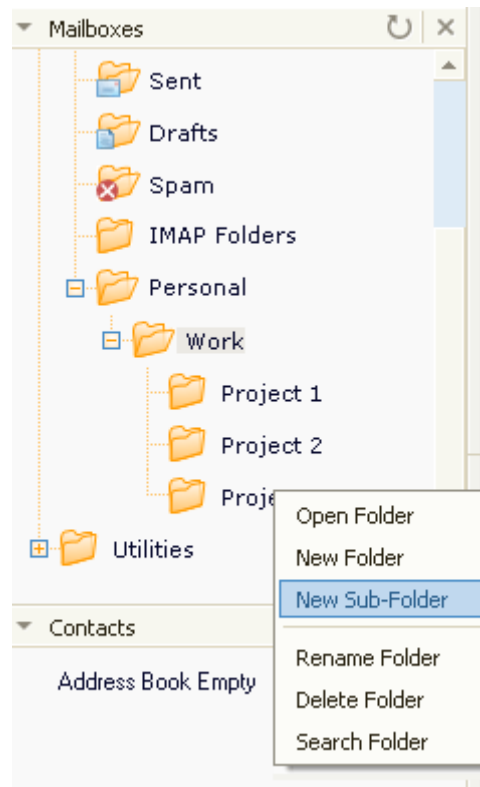
The left hand section, highlighted in red in the above example, includes a list of the mailboxes you have configured to use with this Webmail interface as well as the folders available inside each mailbox. It also includes a Utilities folder where you can customize the appearance and functionality. This panel is always displayed by default. It may be minimized or closed with the buttons on the left and right side of the Mailboxes header.

### Creating a New Folder

Folders are used to store and organize your messages. To create a new folder, right-click on the "Folders"

heading and then left-click on New Folder. Give your new folder a name, then hit the enter key. Your new folder will then appear as a folder listed under the "Personal" heading.

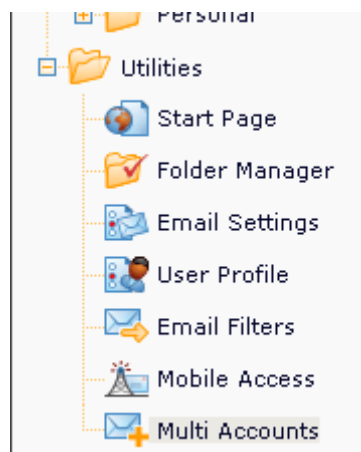
To create a Sub-Folder, right-click on the folder of your choice and then left-click on New Sub-Folder. Please note that not all folders may contain sub-folders! Click the plus and minus signs beside each folder to show or display sub-folders.



You may also delete, rename, or search for messages within folders by right-clicking on the folder and making the appropriate selection from the menu.

## Utilities

At the bottom of the Mailboxes section is the Utilities Folder. This is not a folder for storing messages. It contains several sections to help you get the most out of your Webmail program.



Start Page - This quick link takes you back to your start page from any other screen.

Folder Manager - Similar to Windows File Manager, the Folder Manager shows you how many messages you have in each folder and also allows you to quickly add and delete folders.

E-mail Settings - Controls functionality and display settings such as Interface, Reply-To address and Displayed Name. Also allows you to specify what sort order you would like to use to display your messages, as well as how many messages will be displayed on one screen and what default font will be used to compose new messages.

User Profile - Allows you to customize optional personal information such as name and birthdate.

E-mail Filters - Allows you to set up automatic behavior based on certain message criteria. Example: You would use a mail filter if you wanted all messages from spammer@spamcompany.com to be automatically moved to the trash can or all messages from relative@familymember.com automatically moved to a folder called "Family".

Mobile Access - Advanced instructions for using your account to send and receive e-mail messages using a mobile phone or PDA.

Multi-Accounts - Allows you to set up an external account you already own to also be viewable through your Webmail interface. Also allows you to set up an alternate e-mail address to send messages from. Example: If you receive messages for yourself@sampledomain.com and also sales@sampledomain.com, you can set up your mailbox so that you can reply using either your own e-mail address or the sales e-mail address.

## **Start Page Center Section**

The center section, highlighted in blue above, first lists an E-mail Summary which displays a partial list of your new messages. You can click on the E-mail Summary heading to go directly to your Inbox or you can click on a message to open that message directly in a new window.

Below the E-mail Summary is the Tip of the Day, which gives you a different useful tidbit of information about the Webmail Program each day.

Below the Tip of the Day is the Account Synchronization link, which is an advanced feature for users of both Webmail and Microsoft Outlook.

## **Start Page Right Side Section**

The section on the right side of the Start Page, highlighted in orange above, contains quick links to your Scheduled Tasks, Calendar, E-mail Folder Manager. It also displays the IP Addresses of machines that have previously accessed your account.

## **Toolbar**

The top section, highlighted in yellow in the above example, is called the Toolbar. The toolbar is always displayed and includes the following buttons, from left to right:

Write Message - Allows you to compose and send a new message

Address Book - Allows you to save and retrieve e-mail addresses

Send & Receive - Just like Outlook and Outlook Express, the Send and Receive button checks for new mail and sends any messages you have just composed.

Reply - Only available when you are reading a message. The reply button will allow you to compose a message only to the sender of the message you are currently reading.

Reply All - Only available when you are reading a message. This button will allow you to compose a message to the sender of the message you are currently reading and will also send a copy to EVERYONE who received the original message.

Forward - Only available when a message in your message list is selected or being read. Sends a copy of the selected message or messages to the recipient of your choice.

Delete - Only available when a message in your message list is selected. Moves the selected message or messages to the trash can.

Move Selected - Only available when a message in your message list is checked (See below). Moves the selected message or messages to the folder of your choice.

Print - Only available when you are reading a message. Prints the current message.

Find - Allows you to search for a particular message in your mailbox or a contact in your Address Book.

Settings - Opens your customizable Webmail Preferences so you can change the way your Webmail program looks and behaves.

Calendar - Similar to the calendar feature in Microsoft Outlook, the Webmail Calendar allows you to keep track of your schedule and appointments.

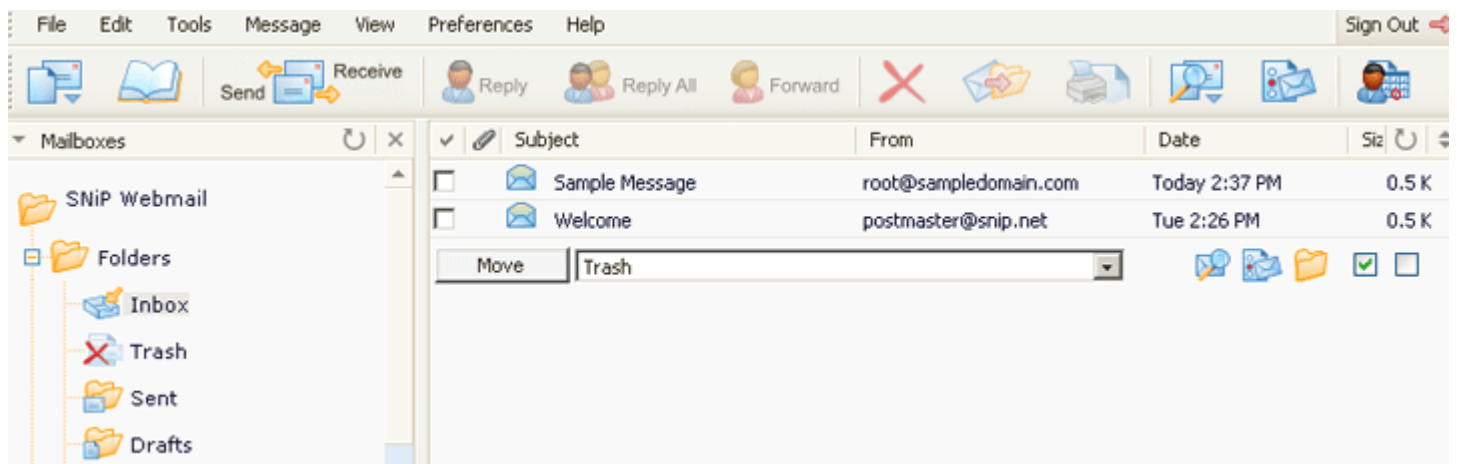
## Exiting Webmail

You can click the Sign Out button in the top right hand corner of all screens (indicated by the red arrow above) to exit the Webmail interface.

## Sending and Receiving E-mail

To access your main Inbox from your Start Page, click on the Inbox link under the Folder List on the right or under Mailboxes on the left. You may also get to the Inbox by clicking on the Send and Receive button on the Toolbar.

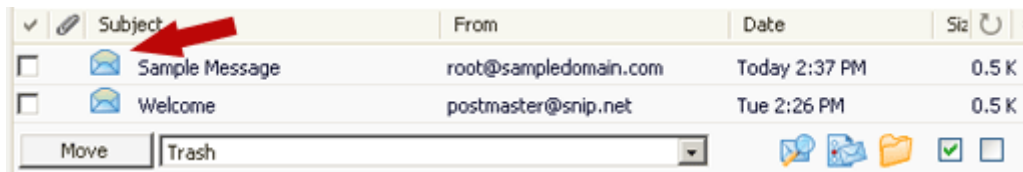
The Inbox looks like this:



## Reading Messages

Click on the Send and Receive button on the Toolbar at any time to check for new messages. The Top Pane of the Inbox has a list of your messages. New messages which have not yet been read will appear in boldface type. There are four columns at the top of the message list: Subject, From, Date and Size. Clicking on any of these four column headers will sort the messages in descending order based on the information in that column. Clicking the same column header again will sort by the same column, though in ascending order.

Clicking on the subject line of a single message will display the contents of that message in a new pane below the message list. While a message is open, the Toolbar buttons for Reply, Reply All, Forward and Move to Folder become available to be used for the current message. On the left side of each message in the message list you will see a small envelope icon and a check box:

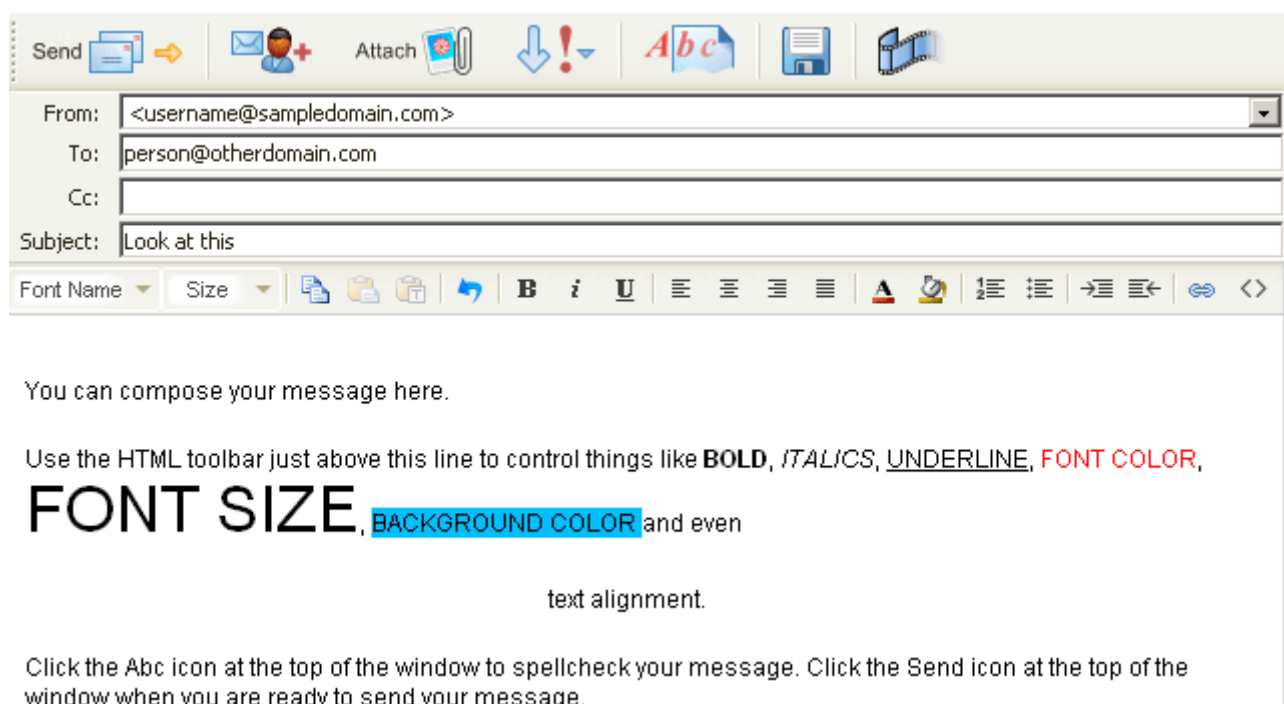


To quickly move a message into another folder, click on the envelope icon and drag the message into the folder of your choice in the Mailboxes box to the left.

To select one or more messages from your list, click in the small white check box to the left of the list. A check mark will appear, indicating that the message has been selected. After the message or group of messages has been selected you can then move them by selecting a folder from the drop down box and clicking "Move". You can also delete selected messages by clicking the Delete button on the Toolbar. The message list will display in the same format for each of the folders in your mailbox.

## Sending Messages

To compose a new message, click on the Write Message button on the Toolbar, then select New Message.

A screenshot of an email composition window. At the top, there is a toolbar with icons for Send, Attach, and HTML formatting. Below the toolbar, the 'From' field is set to '<username@sampledomain.com>', the 'To' field is 'person@otherdomain.com', and the 'Subject' field is 'Look at this'. Below the fields, there is another toolbar with font and text formatting options. The main body of the window contains the following text:

You can compose your message here.

Use the HTML toolbar just above this line to control things like **BOLD**, *ITALICS*, UNDERLINE, **FONT COLOR**, **FONT SIZE**, **BACKGROUND COLOR** and even

text alignment.

Click the Abc icon at the top of the window to spellcheck your message. Click the Send icon at the top of the window when you are ready to send your message.

## Managing Your Account

If you are the Mail Administrator for all e-mail accounts on your domain, you need our [Mail Administrator Instructions](#).

If you are a single user and would like to change your e-mail password or set up your mailbox so that your mail forwards to another account, please visit the Users Management Interface at <http://admin.mail.snip.net/users/>. You may also reach the Users Management Interface by clicking on "Manage Account" at the main login screen:



### Login Details


Please provide login and password information to access your mail-account

username  @


Password:

Interface:


More Options:



### Help Information

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### More Information

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This link will take you to the Administrator's Management Interface:




**Mail admins login here to administer your domain.**

Login (email):

Password:



[Users click here to login to the user section.](#)

Click on the link at the bottom to reach the Users Management Interface:





**Mailbox users login to change your password and aliases.**

Login (email):

Password:

Login with your full e-mail address as the username and your password. Once logged in you will have three options:

Change your forward	Change Password	Logout
Change your forward	Change your email forwarding.	username@sampledomain.com
Change Password	Change your current password.	
Logout	Logout from the system	

If you would like to have your messages automatically go to another address, such as automatically forwarding your work e-mail address to your home while you are on vacation, click on Change Your Forward. Enter your

new destination address on the blank line and click "Edit Alias". This screen may also be used to remove an existing forward.

If you would like to change your password, click "Change Password". Enter your existing password as indicated, then type your new password, type it again to confirm, then click the "Change Password" button.

Click "Logout" to exit the User Administration Interface.

## Secure Passwords

SNiP recommends the use of strong, secure passwords at all times. Your information should always be guarded very carefully, even if it does not seem important. Someone accessing your account without authorization may be able to obtain pieces of your personal information, such as account numbers or the names of your children and where they go to school. A secure password will help protect your account and our network against both human intruders and password guessing programs.

Secure passwords should have both letters and numbers mixed up together in a seemingly random pattern. Passwords should avoid regular English words, names and simple patterns such as abcd or 1234. Also, please keep in mind that simply adding a number "1" to the end of a name or regular word is not enough to make your password secure!

Example of Secure Passwords:

ab29xy84          jo19ey93          rxtx2388          b4byb0y!

Examples of Insecure Passwords:

abcd1234          joey1993          1234567          bobby1

Please visit <http://webmail.snip.net/> and click on Online Documentation if you would like to see the complete User Manual for the Webmail program, or e-mail [helpdesk@snip.net](mailto:helpdesk@snip.net) if you need further assistance.