# How to use Webmail

#### **Overview:**

This document covers the basics of how to use the High Speed interface style for Primus' Webmail service. Please note that at the present time this interface is not compatible with browsers using the WebKit rendering engine (Google Chrome & Apple Safari).

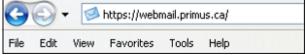
## **Accessing Webmail**

1. Open a web-browser (Internet Explorer or Mozilla Firefox)



2. Locate the Address Bar

Enter	webmail.primus.ca



Press Enter or Return on your keyboard

	-	ENTER
6		

3. The Login Details screen will appear

Enter your email address and password in the fields provided
Login Details

Please provide login and password information to access your mail-account			
	xxxxx @ primus.ca		
		Password:	

## **Viewing Messages**

1. Locate and click on the Inbox icon (left-side of the page)



- 2. Locate the message that you wish to view
  - Holding your mouse pointer over the message will display the first line(s) of the message in a small popup window

• Click on the message to view the full message

× 6	Subject	
	🖂 test	

### How to reply, reply all, forward

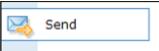
- 1. Click on the icon for the appropriate action (While reading the message you wish to reply to or forward)
  - **Reply** sends a message back to the person that sent the message in question
  - Reply All sends a message to the sender as well as everyone that the initial message was sent to
  - **Forward** sends the original message (as well as anything you wish to add) to anyone's email that you choose. You must know (and enter) the destination address(es).



2. Enter your text

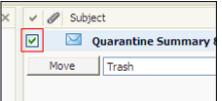
Font Name 🔻	Size 🔻	N 🗈	💼 l 🦛	в	i	<u>U</u>   ≡	101
type message	e here						

3. Click on Send.



## How to delete a message.

1. Locate the message(s) that you wish to delete Put a check mark in the box to the left of the message



2. Click the delete button (red "X")



Your message should be deleted.

# Alternate delete function

1. While viewing the message, click the delete button (red "X")



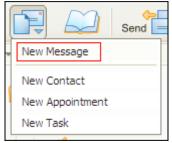
Click **OK**. Your message has been deleted.

#### To Compose a Message

1. Locate and click on the button shown below



2. Select New Message from the options



3. Enter the destination address(es) in their appropriate fields:

#### To:

- Enter the address(es) that you wish to send the message to.
- For multiple recipients use commas (,) between addresses
  - You can click on the word "To:" to select people from your webmail address book.

#### CC:

- Enter (or select from your address book) addresses to which you wish to have a copy of your message sent.
- The result will be essentially the same as if their addresses were in the "TO:" field.

#### Subject:

- Enter the subject of the message.
- A brief description with key words works best

#### BCC:

• Enter the email address of anyone to whom you want to send a copy of the message without the other recipients being aware.

From:	xxxxx@primus.ca
<u>To:</u>	
Cc:	
Subject:	

4. Compose the text of your message.



5. Click send.



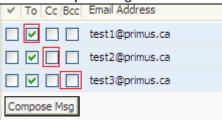
## Alternate way to send e-mail

1. Click on the icon below to open your address book



2. Use the tick-boxes to select who you wish to send a message to and what type of destination they should be (To / Cc / Bcc)

#### Click on **Compose Msg**.



3. Compose your message.



4. Click send.



## To save an unfinished email composition without sending it

1. Click **Save Message** near the top of the Compose Message window. Your message has now been saved as a draft



## **Opening a saved draft**

1. Click **Drafts** from the left-hand folder listing.



2. Locate and click the message that you want to continue composing.

✓   Ø   Subject	From
📃  🖂 No Subject	xxxxx@primus.ca
📃  No Subject	xxxxx@primus.ca

Messages saved in your Drafts folder will remain there until you delete them or send them.

### How to add a file attachment

1. Locate and click on the **Attach** button (left hand side of the screen).

Attach 🞯	Ŷ

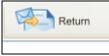
2. Locate and select the desired file on your computer

eturn	
nail.bmp	Browse
	Size

3. Click **Upload** to add the attachement from your computer.

	Return		
H:\webmail hi-speed	d\address to email.bmp	Brows	e
Filename		Size	

4. Click **Return** when finished adding attachments.

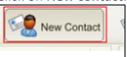


#### Adding & deleting contacts

1. Access your webmail address book by clicking on the button shown below.



2. Click on New contact.



3. Enter the contact information.

Ensure to click **Add** after entering an email address for your contact. Multiple email addresses can be added here, simply enter the address and click Add.

Personal H	fome Business	Notes/Profile		
First Name:		Middle Name:		
Last Name:		Title:		
Gender:	Select 💙	Birth Date:		
Contact Type:	• Personal Contact			
Email Address:				Add
				Delete Set Default
		ОК	Cancel	

Click  $\mathbf{OK}$  when finished adding or updating the information.

# To delete a contact

1. Access your webmail address book by clicking on the button shown below.

•		Send =
ilbo	xes	

2. Select the contacts that you want to delete by putting a checkmark in the "x" box.

Email Address
test1@primus.ca
test2@primus.ca
test3@primus.ca

3. Click **delete** in the left hand side.



# **Emptying Trash**

1. Click Trash in the folder listing



2. Put a check mark in the box next to the email that you want to delete. Select **Erase Selected** from the dropdown list.

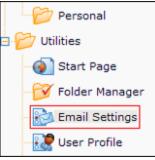
Tag		Subject
<ul><li>✓</li></ul>	$\bowtie$	test
	$\bowtie$	test
Md	ve	Drafts Drafts Inbox Sent Spam Erase Selected

3. Click Move.



## **Email settings**

1. Locate and click on **Email settings** in the Utilities folder on the left.



#### 2. Displayed Name

This is shown on your sent messages.

Displayed Name Enter the Name that will appear on outgoing emails	
Enter the Name that will appear on outgoing emails	

3. Reply To

You can specify that replies be automatically sent to an alternate email address

Reply To / From	
Specify a Reply-To or From address if different from your	
login name	

#### 4. Email Signature

You can specify a signature to be included on all of your correspondence



Click	Save	<b>Settings</b>	when	done
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## **Managing Folders**

1. Select Folder Manager from the Mailboxes area on the left

🛛 📝 Folder Manager	
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• To delete all of the messages in a folder:

Click on the **Delete** to the right

Mailbox Name	Total Messages	File size (KB)	Delete
Inbox	0 messages	0 Kb	×
Trash	0 messages	0 Kb	×
Sent	0 messages	0 Kb	×
Drafts	0 messages	0 Kb	×
Spam	0 messages	0 Kb	×

#### • To create a new folder:

Click on New Folder

New Folder

Enter the name you want to assign to the folder as the Mailbox name

Add Folder
Mailbox Name:
xxxxx@primus.ca
Select where to place the folder:
📂 Primus Webmail
Personal

Click on "Add Folder" in the top bar



• To check your Mailbox usage / Quota



Blocking mail from a specific sender

By blocking someone's email address you will prevent any mail sent from him or her to reach you when you use Primus Webmail.

#### To block an address

1. Go to the "Block Email address/Spammers" area Enter the address in the "Enter email address to block" field

Block Email address/Spammers			
Enter Email-address to block	Enter E-mail Address	Add Email	

2. Click "Add Email"



3. The address will then appear on the list of blocked addresses

Block Email address/Spammers			
Enter Email-address to block	Enter E-mail Address	Add Email	
Current Spam Database	xxxxx@primus.ca 💌	Delete Entry	

#### To unblock an address

- 1. Click on the name
- 2. Click on **Delete Entry**

