



Welcome to the Open Webmail Help Tutorials! Open Webmail is a free, open source project that allows people to check their e-mail -- from anywhere in the world! You can use Open Webmail to simply check your e-mail while you are on the road, or as a complete replacement to your offline e-mail client! Open Webmail can also help you manage your daily activities with its easy-to-use calendar tools. In this tutorial, you'll find examples, diagrams, and definitions, all to help you get the most out of Open Webmail.

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[Open Webmail Help Tutorials](#) >> Login

To login to your webmail, open a [web browser](#) , such as [Internet Explorer](#) and type in the URL ([Uniform Resource Locator](#)) into the address bar. For example, if your website address is [www.yourdomain.com](#), your access to webmail will be [www.yourdomain.com/webmail](#) or [www.yourdomain.com/openwebmail](#). However, this is not necessarily true in all situations. If you cannot find your webmail login, please contact your [system administrator](#) for more help.

(Example: <http://www.pdcweb.net/webmail> or <http://www.pdcweb.net/openwebmail>)

Once you have found Open Webmail, you will be greeted with a login screen the same or similar to the following example:



Type your **User Name** (or ID) in the text field beside **UserID:**, and your password in the text field beside **Password:**.

*Note: Your user name is **not** necessarily the same as your e-mail address. If you do not know your user name, please contact your system administrator.*

On the [PDCweb Network](#) your e-mail address, username, and aliases are all valid UserID's.

Example:

Domain: www.muppetlabs.com
Email: bunson@muppetlabs.com
UserID: bhoneydew
Password: Burner




This user can log into his webmail with a UserID of **bunson** or **bhoneydew**.

If you like, you can click the checkbox next to "remember my UserID", and your UserID will automatically be inserted for you the next time you visit Webmail and you will only be required to enter your password.

Once you have entered both of these fields, you can click "Login", or hit the "Enter" key on your keyboard. If you entered your correct UserID and Password, you will be directed to your Inbox.

If it is your first time logging into Open Webmail, you will be taken to your settings configuration. Please see [Basic Settings Configuration](#) . If you have already configured your settings skip ahead to [Using Your Inbox](#) .

Your Inbox is where all your messages are downloaded to, unless you have otherwise specified (see [Setting up Filters](#) to learn about redirecting e-mail). When someone sends you an e-mail, it is displayed in a list fashion:

	Date ▲	Sender	Subject	Size <input type="checkbox"/>
1 	08/21/2002 15:09:59	Brent Epp	How's it going?	964 <input type="checkbox"/>
2 	08/19/2002 17:07:36	William J.A. Brillinger	Re: PHP	1289 <input type="checkbox"/>

The first column represents the **status** of the message. The golden, closed envelope specifies that the message has not been read. Notice that all of the text in that row (of the first message) is also bolded. The envelope in the second message row is white and opened. This means that you have read that message. Also take note that the text in the second message row is in plain format (not bolded). You can change the status of the message by clicking the envelope next to the message you wish to change. If the status is **Read**, it will be changed to **Unread**, and vice-versa.

The second column is the **Date** of which you received the e-mail. The date format, in this case, is MM/DD/YY (see [Configuring Display Settings](#) to learn how to change the date format). It also tells you the **time** at which you received the message. In this case, it is in a 24-hour format. This can be changed in the [Display Settings Configuration](#).

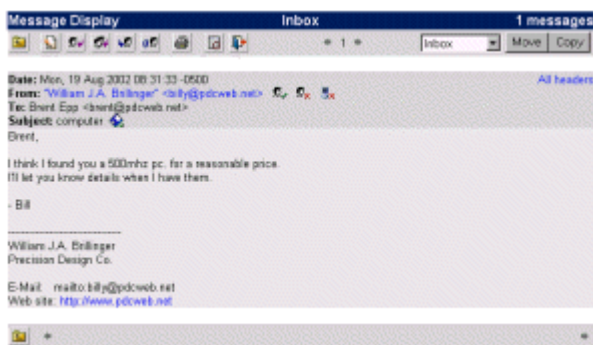
The **Sender** is who the e-mail is from. You can click the name to compose a message to that person (see [Message Composition](#)).

The **Subject** is the topic of which the sender had specified. This gives you a brief, explanatory meaning of the message. By clicking the Subject of the message, you will be redirected to that message. For example, if a user clicked **How's it going?** (see above diagram), he/she would be redirected to that message, and be able to read the message, in full.

The **Size** of the message is the virtual size that the message takes up on the server. This is reported in [Bytes](#).

The **Checkbox** in the last column is for message selection and actions. By clicking one of the checkboxes, a small Checkmark will appear in the box. Clicking it again removes the checkmark. By clicking the checkbox utmost to the top (directly right of "Size"), all of the checkboxes below it will be selected. This tool is for performing actions on selected messages. More will be discussed on this topic in Using the Toolbar.

[Open Webmail Help Tutorials](#) >> Reading a Message



To read a message, find the message in your [Inbox](#), and click the Subject of the message.

	Date ▲	Sender
1 	08/21/2002 15:09:59	Brent Epp
2 	08/19/2002 17:07:36	William J.A. Brillinger

This will bring to to a screen similar to the following on the right-hand side:

The **message toolbar** is for actions to perform on the current message.

The **message headers** contains the same information that is displayed in the [Inbox](#). Click **All Headers** to display more detailed information about the headers.

The message is the text that sender has sent you to read.

The **Message Browser** is a small toolbar that allows you to quickly browse through the different messages in the folder without navigating to the folder.

Using the Toolbars

[The Main Toolbar](#)

[The Message Toolbar](#)

[The Calendar Toolbar](#)

[The Search Toolbar](#)

[The Settings Toolbar](#)

[Open Webmail Help Tutorials](#) >> Using the Main Toolbar

A toolbar is a bar (hence the name) of buttons and options that allow you to quickly perform actions on different objects. There is a toolbar in each of the folders (explained later).

This is the Main Toolbar:



You may use this chart as a reference for these buttons.

Term/Icon	Name/Alternate Text	Action It Performs
	Folder Menu	Displays the current folder and the number of unread/read messages. Also allows you to change the current folder
	New Message	Allows you to write a new e-mail.
	Folders	Allows you to view, edit, delete, and create folders.
	Address Book	Opens the address book for editing.
	Mail Filters	Allows you to filter incoming e-mail.
	POP 3	Receives any e-mail that may have been sent to you during your session.
	Advanced Search	Performs a detailed search for a message.
	Refresh	Reloads the current page.
	Move to Trash	Moves the selected message(s) to the trash.
	Calendar	Opens the Calendar, allowing you to make detailed daily notes.
	User Preferences	Allows you to alter and personalize your settings.
	Logout	Exits Open Webmail
	Destination Menu	Moves or Copies the selected messages to the selected destination folder.

[Open Webmail Help Tutorials](#) >> The Message Toolbar

When you [open a message](#) , a new toolbar appears, giving you more options for the specific page you are on.

The Message Toolbar:



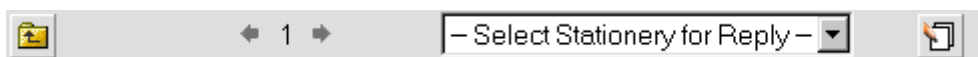
Reference Chart:

Term/Icon	Name/Alternate Text	Action It Performs
	Back to Previous	Takes you back to the previous mailbox
	New Message	Creates a new e-mail message*
	Reply	Replies to the sender of the message.
	Reply All	Replies to all senders of the e-mail, including forwarders
	Forward as Attachment	Forwards the message as an attachment
	Print	Displays a printable version of the message
	Calendar	Opens the calendar
	Logout	Exits your Open Webmail session

Additional Message Icons:

Term/Icon	Name/Alternate Text	Action It Performs
	Import Address Book [sender]	Adds the sender of the e-mail to your address book.
	Block Sender	Blocks the sender by adding a filter.
	Block SMTP Relay	Blocks the SMTP Relay of that message (the server that forwarded the message)

There is a second small toolbar below the message:



The "Back to Previous" performs the same action as the one on the chart above. The Left and Right arrows accompanying the "1" are for browsing between multiple messages in the mailbox (the left arrow navigates to the previous message, the right arrow navigates to the next message). The number in between the arrows tells you what message you are viewing (1 specifies the 1st message in the mailbox).

The drop menu in which the text **Select Stationery for Reply** is in, allows you to select what stationery you would like to use for a reply. Open the menu to display a list of stationery you have made. Once you have selected one, you will be able to reply to the message with the stationery you selected. If you do not have any stationery set up, click the stationery button () after which you will be able to edit and/or create new stationery. For a definition of stationery see [The Settings Toolbar](#) .

* If you are viewing a message in the **drafts** folder (see [Managing Your Folders](#)), this button will Edit the message, rather than start a new one.

[Open Webmail Help Tutorials](#) >> The Calendar Toolbar

The calendar toolbar works similarly to the main toolbar, but it customizes the calendar for you.

The Calendar Toolbar:



Reference Chart:

Term/Icon	Name/Alternate Text	Action It Performs
	View By Year	Displays the current yearly calendar
	View By Month	Displays the current monthly calendar
	View By Week	Displays the current weekly calendar
	View By Day	Displays the current daily calendar
	Back to Inbox	Takes you back to the Inbox
	Logout	Exits Open Webmail

You can also change the year, which will display the dates accordingly. Simply click within the text field where it says "2002", and change it to the desired year. The month, days, weeks, and events will now be changed according to that year.

You can find out more about using the calendar [Here](#) .

[Open Webmail Help Tutorials](#) >> The Search Toolbar

The search toolbar allows you to search the messages in the current folder.



Using this toolbar is actually quite simple. The **Double Left Arrow** () will jump to the absolute first page of messages in the current folder. See [Display Preferences](#) to change the number of messages that are displayed per page.

The **Left Arrow** () will jump to the previous page of messages.

The text field "1", tells you the current page of the total number of pages. You can change this to jump to any page of messages in the folder. For example, if it said "[Page 2 of 7]", you could type in "5" in place of "2", and jump to page five.

The **Right Arrow**, and **Double Right Arrow** do exactly opposite of the Left Arrows.

You can search the messages in the current folder by simply typing in the search query in the text field next to "Search", and selecting the criteria to search in. You can search the who the letter is **From**, who it was **To**, the **Subject**, the **Date**, the **Attachment Filename**, **All of the Above (Header)**, the **Content** of the message, or **All of the Above (All)**. Once you have selected all of your search criteria, click the "Search" button, or hit "Enter" on the keyboard.

This toolbar is for basic message searching and browsing within the current mailbox or folder. There is an advanced search toolbar for more detailed searches. Please see [Advanced Message Search](#) to learn how to perform for specific search queries.






[Open Webmail Help Tutorials](#) >> The Settings Toolbar

The Settings Toolbar will display information and options about the Settings Configuration.

The Settings Toolbar:



Reference Chart:

Term/Icon	Name/Alternate Text	Action It Performs
	Back to Previous	Takes you back to the previous folder
	Edit E-mail Address	Edits the e-mail address information
	View History	Displays the History of your Open Webmail activity
	About	Displays server and Open Webmail information
	Edit Stationery	Takes you to the area where you can edit your stationery. Stationery is preset message text for e-mail replies.

For more information on changing your settings see [Configuring your Settings](#) .

Managing Messages

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[Open Webmail Help Tutorials](#) >> [Moving & Copying Messages](#)



When you **Move** a message, you are deleting it from one location, and placing it in another. When you **Copy** a message, you are duplicating it to make an exact copy in another location.

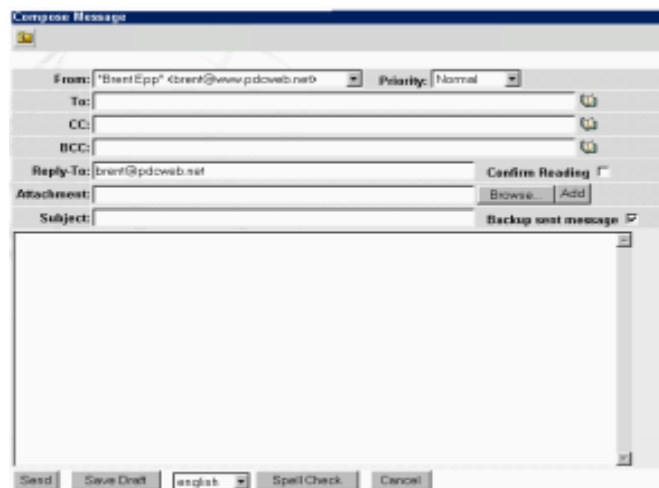
	Size	<input type="checkbox"/>
	3KB	<input checked="" type="checkbox"/>
	1622	<input checked="" type="checkbox"/>
	957	<input type="checkbox"/>

To Copy or Move messages, [select](#) the message(s) you wish to perform one of these actions on, select the location you wish to Move or Copy to, and click either "Move" or "Copy" (depending on what you desire to do).

Observe the following:

In this case, the first two messages will be **Moved** to the **Inbox**. The drop menu allows you to choose any of the folders that are preset, or any that you have created (see [Managing Folders](#) to learn how to create and manage e-mail folders).

[Open Webmail Help Tutorials](#) >> [Composing Messages](#)



When you compose a message, you must know who you are sending it to, what the subject line will be, and, of course, what you will write in the actual message.

To start composing a message, click the "New Message" icon on the toolbar (see [Using the Toolbars](#)). You should be directed to a window that looks something like this:

This is the screen you will see when composing a message. Click it to open a more detailed view.

There are a few options you may want to consider. If you check off "Backup Sent Message", it will put a copy of the message you send in the **Sent** folder. This way, you can keep a record of your sent messages. Also, by checking off "Confirm Reading", you will get a receipt of the e-mail message.

[Open Webmail Help Tutorials](#) >> Adding Attachments

You may also want to add an **Attachment** to your e-mail. An attachment is a file that you send with your e-mail if it cannot be viewed within the e-mail text. This allows the receiver of the e-mail to retrieve the file for viewing in a different application, other than Open Webmail (or whatever e-mail client they may use). However, the receiver must have a proper application for viewing the file. Attachments can be useful for sending e-mails with text in which you want to retain the formatting. **DOC** is popular format (Microsoft Word Document or Windows WordPad Document), as well as **RTF** (Rich Text Format). You can also send images for them to open. Again, be sure that this person has a proper viewing application for the file you are sending them, or they will not be able to open it for viewing.

To add an attachment, click "Browse", by the attachment box. This will open up a dialogue box that allows you to choose a file to attach to your e-mail. Use this dialogue box to locate the file you wish to attach to your e-mail message. Once you have selected the file you wish to attach, click "Open", and then click "Add". Please be patient as your file is attached, because it may require you to wait several seconds, or possibly minutes, depending on the size of the file you are attaching, and the speed of your internet connection. Note that file is only attached **after** you click the "Add" button. You can perform these actions again to attach another file.

If you accidentally attached a file by mistake, click [Del] by the file you wish to delete.

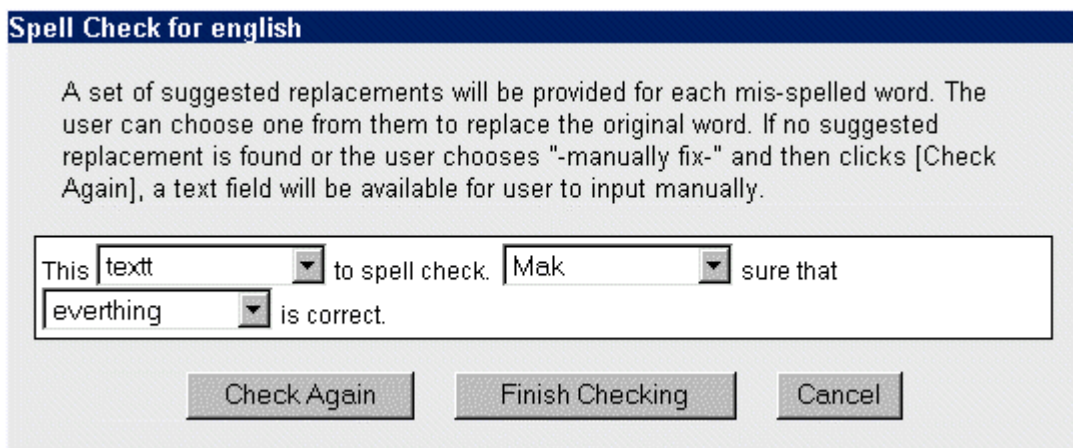
[Open Webmail Help Tutorials](#) >> Using the Spell Checker

You compose a message within the main text box. Once you have finished your message, you may want to check it for spelling errors. However, doing this manually can be tedious. Fortunately, Open Webmail has an extensive spell checker that can do it for you. Simply select the dictionary you wish to use (**English**, or **American**), and click "Spell Check". This will open a new window with the spell checker.

If the message text was:

This textt to spell check. Mak sure that everthing is correct.

You would get a spell check that looks the same or similar to the following:



The misspelled words in the message are the words that are in the drop menus. To correct the words, click the drop menu of the word you would like to fix. A list of suggested words will appear, as well as -- **Manually Fix** -- . You can choose one of the suggested words, if the word you were looking for is in the list, or choose -- **Manually Fix** -- , if the word is not in the list. Once you are finished, click "Finish Checking". The window will close, and the words you have corrected will automatically be changed. If you chose -- **Manually Fix** -- , click "Check Again", and you will be able to type in the area in which you have misspelled a word. Once you have manually fixed the word, you can click "Finish Checking" and it will return you to your message, corrected.

[Open Webmail Help Tutorials](#) >> Saving A Message


You may want to type up a message, and send it later. This can be done by saving a **Draft**. It will save all of the header information (To, From, Subject, etc.) as well as the message text. Once you have finished typing your message, click "Save Draft", and your message will be stored in the "Draft" folder. To restore your message and send it later, simply find it in your "Draft" folder, (see [Managing Your Folders](#)), open it, and click "Send". You can also edit it before sending.

[Open Webmail Help Tutorials](#) >> Managing Your Folders


Folders are a very useful tool for keeping your e-mail organized and tidy. There are five main preset folders, and an infinite amount of user created folders. The five preset folders are:




The Inbox is also a **Mailbox**. It is where all of received messages are downloaded to (unless otherwise specified by a user. see [Setting up a Filter](#) for more information on filtering messages.). Once you have read the e-mail, and no longer need, why bother letting it clutter up your Inbox? You have two options: You can either move it to the trash, or to a newly created folder. If you have no use for message, and won't need it in the future, you might as well move it to the trash. You can do this in one of two ways:

You can select the checkbox () by the message you wish to move, and click the Trash button (). Click "OK" when asked to confirm. The second way is to, again, select the checkbox, then select "Trash", in the drop menu on the top left-hand corner, and click "Move". Or, if you wish to completely delete the e-mail, select **--DELETE--** in the drop menu. This e-mail will no longer exist.

However, if you feel that you may need this e-mail for future reference, you can create folders to store these messages in. For example if you get frequent e-mail that regards your business, you may want to create a folder named "Work" to store all of the e-mails concerning work. To create a folder follow the given steps:

1. Click the "Folders" button on the toolbar ()
2. In the box under "Folder Name", type the name of the folder you wish to create.
3. Click "Add".

You now have your new folder. Now, when you receive several e-mails all regarding the same general subject, you can move those messages to that folder for future reference. This also makes it easier to find these messages, because they are arranged by subject. However, they do not need to be arranged by subject. You can organize them however you like -- by sender, by general address, or any other criteria you wish to use -- it's all up to you how you want to organize your e-mail. Please refer to [moving and copying messages](#) for learning how to put messages into your new folder.


You can also manage your folders form the folder list. If you are not in the folders area already, click the "Folders" button () to do so. You can perform the following actions:

Action	What it Does
MarkRead	Marks messages in that folder as Read
CheckIndex	Checks the number of messages in the folder
ReIndex	Recounts the number of messages in the folder
Rename	Renames the folder
Delete	Deletes the folder

You can navigate to the folder and view the messages within it, by clicking it's name in the Folder List. You can also navigate to the folder by selecting it's name from the drop menu on the top left-hand corner.

[Open Webmail Help Tutorials](#) >> Setting up a Filter

A filter, in the sense of e-mail, is a setting that blocks certain e-mails from selected header criteria. The trick to setting up a filter is to identify a criteria in the message that is unique from all others. Then, specify that all messages with that criteria are to take a desired action.

To set up a filter, click the "Mail Filter Setup" button (), and you will be redirected to the Mail Filter Setup Page. You'll notice that there are already several preset filters in place that are changeable, but not removable. It is likely that these filters will be all that you need.

However, you may want to set up filters for more specifics. By entering the "Mail Filter Setup", (see above paragraph) you can edit, create new, and delete filters.

As you can see, there are several filters setup, but they seem to be unclear. For example, you may see a filter that blocks out `\s{40,}\[[a-z0-9]{5}\]$. This is a specially made filter that will block out several different strings in one criteria. In this case, it will block out any string that consists of 40 or less lowercase characters and 5 or less alphanumeric characters. However, instead of getting into the messy details, this tutorial will explain the basics of setting up a filter.`

Please use this chart as a reference to mail filters:

Term	Action or Meaning
Rules	Select the header criteria to block
Inc/Exc	Includes or Excludes the string (see next)
String	Text to block or accept
Action	What action will be taken when encountering this mail
Destination	Location to dump this mail to
Enable	Check to enable the selected filter
Action[2]	Finalize filter settings (add to filter list)

Here's an example to follow:

Rules	Inc/Exc	String	Action	Destination	Enable
From	Include	bad-website.com	Move	Trash	Enable

Translating this filter into plain English would be:
Move all e-mail that is **from** anyone who resides on **bad-website.com** to the **Trash**. This filter is **enabled**. Therefore, if someone who's e-mail address was *bob@bad-website.com* tried to send you an e-mail, it would be automatically sent to the Trash.

You could also have an exclusive filter, by blocking anyone who does not reside on a certain server. For example, if you changed **include** to **exclude**, you would be allowing e-mail from *only* those at **bad-website.com**.



To edit a filter, simply click the string of the filter, and it will display on the editor at the top. see the above chart for details on filter editing.

If you would like to temporarily disable a filter, there is an easier way than deleting it and having to create it all over again. Simply follow the instructions in the above paragraph to edit the filter, uncheck **Enable**, then click **Add/Modify**, and the filter will no longer be in place. It will store it in a second chart above the preset filters. To enable the filter again, you can either edit the newly created filter in the second chart and check off **Enable**, then click **Add/Modify**; or you can delete the newly created filter by clicking **Delete** to absolute right of the filter you wish to delete.

Backup is data that has been copied to another location for safe-keeping. You should do this with **all** of the important files and folders on your computer periodically, in case of unexpected problems that may occur.

You are given only a certain amount of space to store all of your files on your account, including your Open Webmail e-mail messages. Because of this, you may eventually run out of space (if you are reaching the maximum amount of space that you are allotted, you will receive an e-mail telling you so). This may require you to remove messages from Open Webmail. However, you may have important messages that you want to keep for future reference. You can download your e-mail messages onto your computer and view them at any time with any text editor you have.

To Download an E-mail Folder:

You can download your e-mail messages from an Open Webmail folder onto your computer with the folder manager (click the  toolbar button). When you are in the folder manager, you can click the disk icon () by the folder you wish to download. It will then start to download to your computer. You will be asked whether you want to save or open file. When asked so, select the "Save..." option. It will then pop up a file browser. Browse to the folder on your computer where you wish to save it, and click "Save".

The files are saved in a **.zip** format.* A **.zip** file contains a file or several files that have been compressed into one file. You will need a file compression/decompression utility to open these files. The following is a list of programs that you can use to compress and decompress **.zip** files (note that these are in no way associated with Open Webmail):

- [Winzip](#)
- [PicoZip](#)
- [Free Zip Program](#)
- [ZipWave](#)

To View Your E-mail Messages:


Once you have downloaded the e-mail message folder, you can use one of these programs to decompress the file and read it. You will not be able to double-click the decompressed file to open it. Instead, open a text editor (such as Windows Notepad**), and open it in there by using the **Open** command in the **File** menu. The messages from the folder you downloaded will all be there in plain text, along with all of the [e-mail headers](#) .

The e-mail messages that you download will, unfortunately, be have lines of computer gibberish that you may not want to trudge through. If you are running out of space to store your e-mail messages in Open Webmail, but would like to keep them there for ease of use, please contact your [system administrator](#) to inquire about purchasing more disk space on your user account.


Note: If you are using Microsoft Internet Explorer 5.5, you may experience difficulties opening the file after downloading. It may appear to be in a **.pl file format. If so, change the **.pl** to **.zip** and follow the instructions above.*

***Windows Notepad is limited as to how large of a file it can open. If it is too large, you will be asked to open the file in Wordpad. When asked to do so, click "Yes".*

[Open Webmail Help Tutorials](#) >> Basics

Below, is what you will see on the Advanced Search page. It allows you to perform more specific searches in your mailboxes than the [Search Toolbar](#) . You can navigate to the advanced search page by clicking the Search Button () on the [Main Toolbar](#) .

Advanced Search


Select Folder
 Inbox Saved Sent Draft
 Trash Misc. New Web
 sent-mail-nov-2002

Where	Type of search	Text to search	Line Results
Subject	contains		30
Subject	contains		
Subject	contains		

Results:

Folder	Date	Sender	Subject
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Refer to the following table for help on the Advanced Search page:

Search Term	Action Performed
Select Folder	Select which e-mail folders (mailboxes) you wish to search through. By checking off the checkbox beside "Select Folder", all the folders will become selected.
Where	What part of the e-mail message(s) to perform the search in.
Type of Search	Specifies the method of creating the search filter.
Text to Search	What text to find within the messages you are searching for.
Line results	How many results to display.
Results	Displays all of the messages that matched the search terms, when the "Search" button is pressed.

Using the Address Book


[Editing the Address Book](#)

[Using Address Book Entries](#)

[Importing & Exporting Address Books](#)

[Open Webmail Help Tutorials](#) >> Editing the Address Book


The address book is a small database of your regular e-mail contacts, that allows you to have quick and easy access to them at any time. However, the address book has two different modes to use it in. The Editing mode, which is used to create entries, delete them, edit them, and use advanced features. Then there is the Using mode which allows you to instantly add header information (**To**, **Subject**, etc.) to outgoing e-mail messages.


First, of course, you will need to create entries. You must open the address book for editing. Do this by click the Address Book button () in the main toolbar. You will be redirected to your address book for editing:



Obviously, your first action will be to add an entry (Note: There may be preset entries already in there that set been set by the system administrator). Simply click within the **Name** text field, and enter the necessary information. Use the "Tab" key on the keyboard to jump to the next field. You can also add a note to easily remember the contact by. Once you are finished entering the information, click **Add/Modify**. You can now access this quickly for sending.


Once you have all your e-mail addresses in place, you may want to edit them later. To edit an entry, click the **Name** of the entry, and it will appear in the editing area above. You can click within the text field of the entry information you wish to edit and type what you wish. Once you are finished editing the entry, click **Add/Modify**.

You can delete entries by simply clicking the **Delete** button to the absolute right side of the entry you wish to delete. You may also want to delete all the entries, but deleting them all separately can be tedious. Fortunately, all you have to do is click the "Clear All Addresses" button (). You will be asked to confirm: click "OK" to proceed with deleting all of the entries, or click "Cancel" to abort the operation.

You can also group multiple addresses into one name. This allows you to send to multiple existing entries, with one address book entry, without having to re-enter the information. To group multiple addresses, click the group icon (). You will be greeted with a new window with all of your address book entries. Check off the addresses you wish to group, and click continue. Then click **Add/Modify** once you are finished.

[Open Webmail Help Tutorials](#) >> Using Address Book Entries


Of course, once you have address book entries, you will want to put them into use. Open a new message for composing (See [Composing Messages](#)). You'll see header information that you can change (**To**, **Subject**, etc.) according to your needs.


Often you will have so many e-mail addresses to know (among other things!), that you simply can't remember them all! That is, of course, where the address book comes in handy. You can quickly add an address, or several addresses, to the **To** field. Simply click the "Address Book" icon () next to it. A new window will open up with all of your address book entries with a checkbox next to each one of them. Select the address(es) that you wish to send an e-mail to, and click continue. The address(es) will now be in the header criteria that you specified (In this case, **To**). You can do the same with **CC** and **BCC** by clicking their corresponding address book icons. Clicking "Cancel" will completely close the Address Book and abort the operation.

There is also second way to use your address book to automatically add entries to an outgoing e-mail. If you already happen to be in the Address Book Editor, you can click the e-mail address of the entry, and you will be directed to a new message, with that e-mail address in the **To** field.

[Open Webmail Help Tutorials](#) >> Importing & Exporting Address Books

You may have an address book that is already stored on your computer, but you don't want to bother creating all the entries within the Open Webmail address book. That is what the Import Tool is for. Click

the **Import** toolbar button (). You will then be redirected to the address book importer. This importer is compatible with Outlook Express 5 (or higher), and Netscape Mail 4.x (where "x" is the sub-version). You will need to open your offline e-mail client, and export its address book using a **CSV** file (Comma Separated Values) or a **TXT** file (ASCII Text File). These instructions are also given on the Address Book Importer. You will need to *export* your address book from your offline e-mail client in order to *import* it to the Open Webmail address book (Please consult the documentation for your offline e-mail client for instructions on exporting its address book). Once you have properly exported your address book in the appropriate file format, you can now import it into the Open Webmail address book. To do this, click "Browse", and open the CSV or TXT file from the location on your computer in which you saved it to, once you have selected the proper file, click "Open". Finally, click "Import", and your address book from your offline e-mail client will now be duplicated to the Open Webmail address book.

You can also perform the exact opposite procedure by exporting your Open Webmail address book to your offline e-mail client. Do this by clicking the "Export Address Book" button (). It will redirect you to a page with your address book entries listed in plain text. Use **File > Save As...** to save the address book. Select **Text File (*.txt)** for the **Save as Type**. You can now import these addresses to your offline e-mail client. see the documentation of your offline e-mail client for instructions on importing address books from text files.

Using The Calendar
[Viewing the Calendar](#)
[Adding a Calendar Entry](#)

[Open Webmail Help Tutorials](#) >> Viewing the Calendar

The calendar is a full-featured Open Webmail tool that allows you add daily events and reminders to an organized schedule. To view the calendar, click the calendar button

(). You will then be redirected to the calendar page:



The current day is highlighted in a lighter grey than the rest of the days in the month.

To view a specific day, you can click its corresponding number. This will take you to the times and events for that day. You'll notice that there is also a specific toolbar for the calendar. see [The Calendar Toolbar](#) for more information.

Add Calendar Entry

[Title Field]

Start time: None : 00 am

End time: None : 00 am

Today's date only

Today and next [] days

Every month this year

Every year

Make this item a hyperlink to

http://

Send notification email to

[]

Event Color: None

1a 1b 1c 1d 1e 1f 2a 2b 2c 2d 2e 2f

Save

Of course, to properly utilize the calendar, you will need to be able to add entries to it. This is simply done by using the editing space provided on the daily calendar view (See [Previous](#) for information on that.). The following image is a diagram of the editor space to the right of the events listing.

Open Webmail makes adding an entry quite detailed. There is no navigating to another page to add an entry. Instead you are given everything at a glance, all to make it easier for you. Although the following instructions may seem somewhat complicated, the calendar entry panel is quite self-explanatory and easy-to-use with a little help and experience.

To add an entry, type your memo in the text field under **Add Calendar Entry**. You then will need to select the time(s) at which the event will take place. Beside **Start Time**, select the hour, minutes, and the time of day it will take place (AM or PM -- Morning or Afternoon). You can also select the **End Time** of the event (follow the same instructions as the **Start Time**). If you select "None" for the **Start Time**, the event will be added to the bottom of the daily list, at no particular time. You can use this when, for example, you know the day or date of the event, but don't know the exact time. If you select no **End Time**, then the event will simply not state an end time.

You then have an option to specify how frequently in the current month that this event will take place. If the current day is the only day that the event is relevant to, leave the default selection in the drop menu ("Today's Date Only"). However, this event may take place *every* of the same day that is selected. The calendar will automatically recognize what day you are on, and adjust the drop menu accordingly. For example, if it is Thursday, your other two options will be "Every 1st Thursday of The Month", and "Every Thursday of this Month". These will adjust the events to the selections' obvious meanings.

If you want to be more specific, the Open Webmail calendar allows you to get into a lot more detail. Instead, you can check off "Today and the next ___ days" (Where "___" is a text field in which you can specify a number), and change the text field accordingly to however many days the event is in effect. For example if you had an event that took place at the same time from Monday through Thursday of a week, you would choose the Monday of which the event will take place on the monthly view, check off "Today and the...", and type "3" into the text field.

The other checkboxes ("Every Month of This Year" and "Every Year") allow you to put the event in effect for these frequencies. "Every Month of This Year" will duplicate the event to every month. As well, "Every Year" will duplication the event annually. These effects, as well as the "Today and the...", will only take place if they are checked off. And, because they are checkboxes, you can use them all simultaneously by checking off more than one checkbox.

A *Hyperlink* is a connection to a website or file that may help you remember more details about the event. This can be a link to a website, virtual file, or physical file on your machine. If it is a link to a file or page on the internet, leave the **http://** prevalent in the text field. However, if it is link to a file on your computer, change it to **file:///**, and then the path the file (example: **file:///c:/my documents/file.ext**). Note that if you have created a link to a file on your local machine, it will be accessible from **only** that machine, and no others (unless, of course, that file happens to exist on another machine you may be working on). It is recommended to keep the **http://** within the text field and make a link to an online website to ensure usability.

In the box under **Send notification email to**, you can type an e-mail address as a reminder to someone you may, for example, have a meeting with. Optionally, you could type your e-mail address instead, as a self reminder. When the event is scheduled to take place, an e-mail will automatically be sent to the address specified in this text box.

The **Event Colour** enables you to colour-code your events. This allows for a visual representation of your event schedule, whether colour-coded by times of day, types of events, or anything you wish to have the colour represent. To colourize your event entry, Select a number-letter combination from the drop-menu, that corresponds with the colour in the legend below.

Finally, after you are finished entering in the event data, click "Save" and it will be entered into the list of

events for that day (and any others you may have specified in the event frequency).

You can also edit the events later after you have created them by clicking **[Ed]** by the corresponding event. You can follow the instructions above for editing events as they are relatively identical. The only thing you cannot change by editing is the frequency of the event. A quick workaround would be delete it by clicking **[Del]** by the corresponding event, then creating a new event with the same name and times, and then changing the frequency (monthly or annually).

Configuring Your Settings

[Personal Settings](#)

[Display Preferences](#)

[Message Reading Options](#)

[Message Operation](#)

[Message Replying Options](#)

[Message Filtering Options](#)

[Calendar Options](#)

[Miscellaneous Options](#)

[Open Webmail Help Tutorials](#) >> Personal Settings

The **Personal Information** takes care of what others will see about you when they receive e-mail from you, as well as other personal preferences.

see the following chart for configuring your personal settings:

Term/Setting	What it Sets/Changes
Language	Changes the displayed language of Open Webmail
Charset	Changes the Character Set of the e-mail (recommended to leave as it is)
TimeZone Offset	Sets the time zone difference from Greenwich time (Click the Earth/Clock icon for a time zone map)
From	The display the receiver of the e-mail will see in the From header
Reply-to	The address that the receiver will reply to (if he/she replies)
Autoreply	An automatic reply to your received e-mails
Subject	The subject line of the autoreply (recommended to leave as is)
Autoreply Text	The message of the autoreply (must be 500 characters/digits or less in length)
Signature	An e-mail signature that will be automatically entered into every new message you create.

[Open Webmail Help Tutorials](#) >> Display Preferences

The **Display Preferences** allow you to choose colours, formats, sizes, images, and other display settings.

see the following chart for the display preferences.

Term/Setting	What it Sets/Changes
Style	Changes the colour scheme of your Open Webmail account
Icon Set	Changes the style of the icons/buttons
Background Image	Changes the background image of your e-mail. You can choose one of preset images from the drop menu, or use your own URL by typing it in the text field.
Font Size	Changes the size of the text in your messages
Messages Per Page	Changes the number of messages that are listed per page
Default Sort	Selects the default method of sorting e-mail messages
Date Format	The format of which the dates are displayed (eg.: MM/DD/YYYY would display 08/28/2002 on August 28, 2002)
Hour Format	Sets your hour format to 12 or 24 hour time
Default Headers	Allows you to select what headers are displayed on incoming messages.
Size for Mail Edit Area	The size of the area that in which you write your e-mails
Send button position	Position the mail operation buttons on top, below, or both top and below of the message text area.

[Open Webmail Help Tutorials](#) >> Message Reading Options

The message reading options are simply, yes-or-no options that change the way incoming messages are displayed. You can change these according to your preferences, and to best fit your screen size, if you wish.

Message Reading Options Reference Chart

Term/Setting	What it Sets/Changes
Use Fixed Width Font...	Fixes the width of the font, to best fit the screen
Use Smiley Images...	Allows smiley images (Also known as "Emoticons") to be displayed within messages.
Disable JavaScript within...	Disables JavaScript within messages.
Disable embedded CGI...	Disables embedded CGI scripts within messages
Show image attachment...	Uses a link for attached images rather than displaying them as images directly within the e-mail message.
Charset for Outgoing Message	This selects the Character Set for outgoing messages.

[Open Webmail Help Tutorials](#) >> Message Operation

Message Operation options set the preferences for performing actions on messages (such as Move or Copy).

Message Operation Reference Chart

Term/Setting	What it Sets/Changes
Default Destination	The default location or destination of unspecified filtered messages
Confirm before message move/copy	Confirms before moving or copying a message to another folder
View next after message move/copy	Will redirect to the next message in the current folder after moving or copying a message
Auto Fetch POP3 @ Login	During your login to Webmail, receives any e-mail on the server that may have been sent to you while you were logged out
Move old MSG to saved @ Logout	Moves old messages to the "Saved" folder when you log out of Open Webmail

[Open Webmail Help Tutorials](#) >> Message Replying Options

Message Replying Options set the way that messages are replied to.

Message Replying Options Reference Chart:

Term/Setting	What it Sets/Changes
Send 'Confirm Reading' receipt	Sends you a receipt that the reading of the replied-to message has been confirmed, if set to yes. You can choose "Ask to Confirm", if you want a receipt for only some of the replied messages, and it will ask you before sending a receipt.
Re-paragraph Message Before Reply	Re-paragraphs a message before you reply to it
Reply with original message	Selects the location, when replying a message, to place the original message
Backup Outgoing message to SENT folder	Puts a backup copy of all replied

[Open Webmail Help Tutorials](#) >> Message Filtering Options

The Message Filtering Options determine how and where blocked messages will be filtered to.

Message Filtering Options Reference Chart

Term/Setting	What it Sets/Changes
Limit for Repeated Messages	Sets the filter limit for redundant messages.
Filter fake SMTP	Filters messages with a fake SMTP address.
Filter fake From field	Filters messages with a false value in the From field.
Filter fake EXE	Filters messages with fake executable applications.

[Open Webmail Help Tutorials](#) >> Calendar Options

The **Calendar Options** set the formats and preferences for the calendar (see [Using the Calendar](#) for more information).

Calendar Options Reference Chart

Term/Setting	What it Sets/Changes
Hour Format	Allows you to specify 12-hour or 24-hour time format
Number of items in month view	The number of items, or events, that displayed while the calendar is in the monthly view.
Week Start	Selects the day that you prefer the weekly calendar starts on
Start Hour	The start hour of the daily view
End Hour	The end hour of the daily view
Show Empty Hours	Shows all times of the day (in daily view), even ones without events.
Event Reminder Check Days	Reminds you of an event within the selected number of days before. (Set to "None" to disable)
Reminder for Global Events	Whether or not to remind for Global Events (Irrelevant if "Event Reminder Check Days" is disabled)

[Open Webmail Help Tutorials](#) >> Miscellaneous Options

The Miscellaneous Options group together a number of settings that do not necessarily fit together in one group or category of settings.

Miscellaneous Options Reference Chart:

Term/Setting	What it Sets/Changes
NewMail Sound Notification	Plays a sound at the arrival of a new incoming e-mail
Use RegEx in...	Use Regular Expressions for the Search and the FilterRule
Hide folder internal data	Hides the internal data of the folder
Categorized Folders list	On the folders page, list user folders by category. You define the category by naming the folder as category-foldername, separated by the string or character of your choice (default is "-", "/" is not allowed)
Dictionary for Spell Check	The default dictionary to be used when checking the spelling of a message (This can be changed "On the Fly")
Trash mail reserved day(s)	Number of days to retain e-mails in the "Trash" folder. After the number of specified days, the "Trash" folder will be emptied
Session Timeout	Maximum allowed time to be logged into Open Webmail without action
Refresh Interval	Number of minutes to wait between checking for new mail.
Newmail Window Notification	Number of seconds for New Mail Notification Pop-up Window to remain on the screen. Set to "0" to switch the newmail window off.

Notes, Issues, and Troubleshooting

[Common Issues](#)

[Abilities and Advantages of Webmail](#)

[Additional Help](#)

[About Open Webmail Help](#)

[Open Webmail Help Tutorials](#) >> Common Issues

There are several issues that can be covered in Open Webmail, that you may want to find out more about. However, there are so many different possibilities and variable questions, that they simply cannot all be covered in this tutorial.

Why can't I log in?

You may be getting a error message that says that you have not entered your login information correctly. Try checking your user name and retying your password. Because the username is in viewable text, you can check it directly in the text field. But, because the password field is displayed with hidden characters ('*' or ' ◆ '), you will have to retype it carefully to make sure it is correct.

It may also be that you do not have a login name at the domain you are at. You may possibly be at the wrong domain for login. If you are not sure, go to the server domain (in this case, www.pdcweb.net), and type in /**openwebmail** after the domain. However, it is preferred that you use your own domain.

Why do some of my messages redirect to a folder other than my Inbox?

You may have your filter options set up to block different e-mail messages according to their header information. Simply go to the preferences and uncheck all the options in the Mail Filtering Options.

Why do the toolbars change?

The toolbars will adapt to the current mailbox or mode you are in. see [Using the Toolbars](#) for more information on this topic, including the functionality of the buttons/icons.

Why are some of my messages bolded, and some not?

The messages that are in bold, specify that you have **not** read those messages. It is just the opposite for non-bolded message listings (non-bolded messages are messages that have been read).

Why aren't attachments getting sent with the e-mails?

You must click "Add" after browsing for files to attach to the e-mail. see [Adding Attachments](#) .

Why isn't some of the address book information correct when I import it from my offline e-mail client?

This may be caused by incorrect formatting or selections made while exporting from the offline e-mail client. see [Importing & Exporting Address Books](#) for more information on this topic.

Why is my calendar entry not being entered at a specific time?

In order for a calendar entry to be added a a specific time of day, you must tell it when to start. If you only tell it when the event ends, it will put the event at the bottom of the daily calendar where no specific time is listed. However, by just putting a *start* time, it will be placed at that time without an end time being specified.

[Open Webmail Help Tutorials](#) >> Abilities and Advantages of Webmail

Open Webmail has several abilities and advantages that allow for excellent flexibility and synchronization with your offline e-mail client(s).

E-mail that has been viewed in your Open Webmail inbox...

- Will be downloaded onto your offline e-mail client and marked as **read**.
- Can still be marked as **unread** if changed so within Open Webmail

E-mail that has been downloaded onto your offline e-mail client...

- Will be taken off of the server for viewing on your computer
- Will **not** be available for viewing in your Open Webmail inbox.

Note that you **cannot** have any e-mail in your Open Webmail inbox that has been downloaded onto your offline e-mail client, regardless of the status you mark it as (*read* or *unread*).

Open Webmail also has its advantages. Mainly, that you can view your e-mail from *any* internet-connected computer in the world. You can also plan your daily events and reminders with the Open Webmail [calendar](#) .

Open Webmail also boasts an easy-to-use, compact, and relatively quick navigational system. You can navigate through all the folders by opening the top left-hand drop menu and selecting the folder you wish to navigate to. It also doubles as displaying the current folder.

[Open Webmail Help Tutorials](#) >> Additional Help

If you need Help with Open Webmail beyond the scope of this tutorial, or for help installing Open Webmail, please visit any of the following sites...

[Official Open Webmail Site](#)
[SourceForge.net Webmail Forum](#)
[FreshMeat.net Open Webmail Forum](#)

For Help with Passwords or other related information, please contact your [System Administrator](#) .

[Open Webmail Help Tutorials](#) >> About Open Webmail Help

This tutorial has been put in place to give you the best possible experience with Open Webmail, and to help you use it to its full potential.

If you are new to Open Webmail, it is recommended that you start from the first tutorial, and read them in the order that they are in. You can use the links on the bottom of each page to get to the next tutorial, instead of having to refer back to the index each time.

You will find "Screenshots" of different situations in Webmail, which allow you to have a "hands on" like tour of Open Webmail. You can refer to these tutorials any time, by clicking the "Need Help?" link on the Open Webmail session screens, as well, you can navigate to here yourself by going to <http://www.yourdomain.com/webmailhelp/help/en/> (where [yourdomain.com](#) is the name and extension of your domain.).

The *Open Webmail Tutorials* were originally developed by: Brent Epp and William Brillinger of [Precision Design Co.](#) , Altona, Manitoba, Canada.

If you find an error or feel that these tutorials are lacking something, feel free to [E-mail](#) us! (Please put the text "Open Webmail" in the subject line)

*Please note that we do **not** provide personal technical support for Open Webmail users or administrators. Please e-mail us only to suggest information be put in the Open Webmail tutorial, such as links, resources, or other topics you may like to see covered in these tutorials. **If you need help using Open Webmail, please** browse these tutorials to find what you're looking for, or see [Additional Help](#) for links to other support resources.*

Cheers!

- William Brillinger & Brent Epp

Open Webmail Help Tutorial Version 1.5
Based on the features found in Open Webmail Version 1.81