

Web-Based Email Tutorial

OnYourMark, LLC

A Fine Family of Companies

How to check email online

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Important! Please Read!

We are currently in the process of upgrading our email servers. As we continue with the upgrades, the login procedure for Web-Based Email will change.

If you have been contacted by our Systems Administrators regarding the upgrade, please use the login information provided by Systems Administration and the **NEW Login Procedure** steps below. Log in to Web-Based Email at <http://webmail.yourdomain.com>.

If you have not been contacted regarding the upgrade, please continue to log in to Web-Based Email as usual using the **CURRENT Login Procedure** steps below. Log in at <http://www.onyourmark.com/email>.

Features in Web-Based Email may vary slightly depending on the login type you are using. Please call or email us at support@OnYourMark.com with questions or suggestions.

Web-Based Email allows access to your email from any computer connected to the Internet. Web-Based Email offers a convenient way to check email when you are away from your workstation. For regular email use and storage, we recommend using an email client such as Outlook Express, Courier, Thunderbird or Mac Mail.

NEW Login Procedure - Log in at <http://webmail.yourdomain.com>

To log into Web-Based Email, go to <http://webmail.yourdomain.com>, replacing the "yourdomain.com" portion with your website's domain. For example, if your website is located at "www.xyzinc.com," you will access Web-Based email at "webmail.xyzinc.com." Enter your complete email address and password in the boxes shown to log in. You may select a language from the drop-down menu to change the language Web-Based email is presented in.

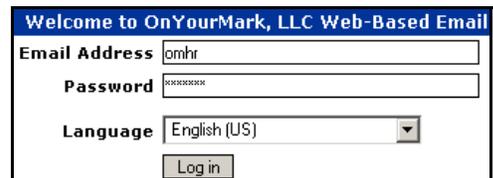


If you do not know your email address, you may check the [Email List](#) section under the **Email** tab of Gateway, or contact us. If your email addresses have been upgraded, the [Email List](#) section in Gateway will appear as shown, without information listed under the "Alias" column. To retrieve passwords, please contact us.

Email Address	Alias
info@badgerhealthcare.com	
sales@badgerhealthcare.com	
news@badgerhealthcare.com	
webmaster@badgerhealthcare.com	webmaster7@badgerhealthcare.com

CURRENT Login Procedure - Log in at <http://www.onyourmark.com/email>

To log into Web-Based Email, enter your Email Alias and password in the boxes shown. You must use your Email Alias. For example, the email alias for hr@onyourmark.com is "omhr". You may select a language from the drop-down menu to change the language Web-Based email is presented in.



If you do not know your alias, you may check the [Email List](#) section under the **Email** tab of Gateway, or contact us. If your email addresses have not been upgraded, the alias will appear in the "Alias" column. To retrieve passwords, please contact us.

Email Address	Alias
info@registersuccess.com	rsinfo
sales@registersuccess.com	rssales
kristen@registersuccess.com	rskris
webmaster@registersuccess.com	webmaster9@registersuccess.com

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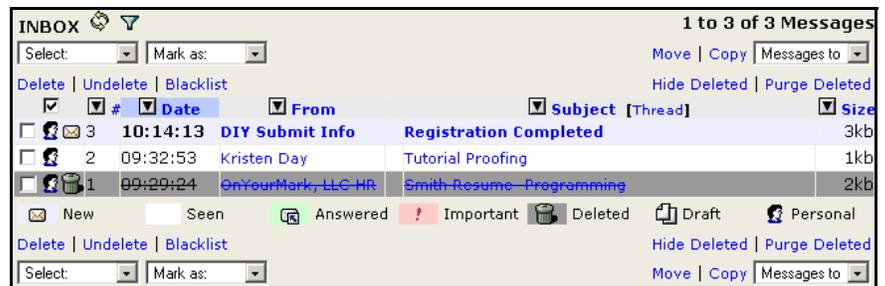
Overview

Web-Based Email allows access to your email from any computer connected to the Internet. Web-Based Email offers a convenient way to check email when you are away from your workstation. For regular email use and storage, we recommend using an email client such as Outlook Express, Courier, Thunderbird or Mac Mail.

The Inbox

 Once logged in to Web-Based Email, all messages currently residing on the mail server will be displayed in the **Inbox**. You may return to the Inbox view at any time by clicking the **INBOX** icon at the top of Web-Based Email screens.

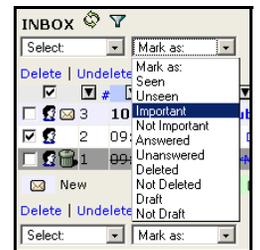
New messages will be highlighted in lavender. Read (seen) messages will be shaded in white. Deleted messages will be shaded in gray. You may click the **From** address or **Subject** to read the message.



Messages may be deleted from the Inbox. To delete a message, check the box in front of the message and click **Delete**. To delete multiple messages without checking each individual box, use the **Select** drop-down menu to choose **All**. This option will check the box in front of every message in the Inbox. You may use the **None** option under the **Select** drop-down to unselect messages, or, check the individual boxes in front of the messages to deselect them. The **Select** drop-down menu can also select messages based on their label, such as "Seen" or "Important."

When a message is deleted, it will be shaded in gray with a line through the text. To completely remove the message, first **Delete** it. Now check the box in front of the message and click **Purge Deleted**. This will delete the message from the mail server. You may use the **Hide Deleted** option to simply remove the message from your inbox view. Be sure you are deleting the right messages before clicking the **Purge Deleted** option to remove them!

The **Mark as:** drop-down menu can be used to label messages for your convenience. To label a message, check the box in front of it and use the drop-down to select a label. Some labels, such as "Seen" messages, are automatically labeled by Web-Based Email.



Reading a Message

After clicking the **From** address or **Subject** of the message in the inbox view, the full content of the message will be displayed. The message view presents the following options:

Delete: Click to delete the message

Reply: Click to reply to the message's sender. The **Compose** feature will open in a new window. The text of the sender's original message will appear in the body of the message. You may add your own text to the reply.

Reply to All: If the sender's email was sent to multiple recipients, this option will allow you to reply to every recipient listed.

Forward: Click to forward the message to another email address. The **Compose** feature will open in a new window. The text of the sender's original message will appear in the body of the message. You may add additional text before sending the message on.

Redirect: This option allows you to forward the message to another email address but does not allow you the option to add text. When **Redirect** is clicked, the **Redirect this message** screen will appear. Enter an email address to send the message to and click **Redirect Message**. Clicking **Cancel Message** will close the redirect option and return you to the message.

Blacklist: Please see the information below for more information on blacklisting.

Message Source: Clicking this option will open the "source" of the message in a new window. The source contains information about the sender, recipient and how the message was sent over the Internet.

Save as: To save the message to your computer, click **Save as**.

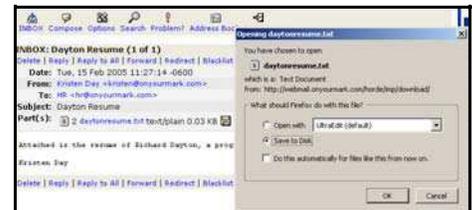
Print: Click to print the message.



```
Return-Path: <www@web3.onyourmark.com>  
Received: from psmt.com (exprod6mx36  
by mail.onyourmark.com (8.11.  
for <hr@onyourmark.com>); Thu,  
(envelope-from www@web3.onyo  
Received: from source ([64.241.226.14  
Thu, 10 Feb 2005 12:41:08 PST  
Received: from web3.onyourmark.com (1  
by web3.onyourmark.com (8.12.  
for <hr@onyourmark.com>); Thu,  
(envelope-from www@web3.onyo
```



If a message has an **Attachment**, the title of the file will be listed under **Part(s)**. Click the title of the attachment to open it. Clicking the disk icon will open a box with options to view or save the attachment.



Blacklist

If you are receiving emails from a user that you wish to block, the **Blacklist** feature can be enabled. A **Blacklist** link appears in both the Inbox and message views. To blacklist a sender from the Inbox view, check the box in front of the message and click **Blacklist**. If you have opened the message, click **Blacklist** at the top of the message.



Web-Based Email will now create a **Filter** to delete all emails from the blacklisted user. You will automatically be directed to the **Filter** screen. If you wish to remove the filter, select the button in front of the filter rule and click **Delete**. The **Move Down** and **Move Up** buttons may be used to prioritize your filters.

The **Filter** option is also available under **Options > Mail Management > Filters > Edit your filter rules**. You may manually enter a filter rule in the **Rule Definition** section. Enter the text you wish to block; this may be an email address or word. You may select what parts of the message Web-Based Email should scan for the entered text. Click **Create** to add the filter. Click **Reset** or **Cancel** to undo your actions.



Composing a Message



To **Compose** a new message, click the **Compose** icon at the top of the screen. Fill in the fields as shown to send a message.

Identity: This drop-down will default to the email account you logged in with.

To: Enter the recipient's email address.

Cc and Bcc: Additional recipients may be entered here. **Cc** will allow additional recipients' email addresses to be visible to all recipients. **Bcc** will hide the additional recipients' emails.

Subject: Enter a detailed heading for your message.

Now enter the body of your message in the large text box. Click **Send Message** to send the email. Click **Cancel Message** to cancel the email and return to the Inbox view.

The [Address Book](#) and [Expand Names](#) options are discussed below in the **Address Book** section of this tutorial.

To add an **Attachment** to the message, click the **Browse** button. A box will appear, allowing you to search your computer to select a file. When you have selected the file, the box will close and the document's path will be listed in the **Attachment** box. Click **Attach** to attach the file.

Once the file has been attached, the document will be listed below the **Attachment** field. To add another attachment, repeat the steps above. To remove an attachment, check the box in front of the file and click [Remove Selected](#).

When all field are complete, click **Send Message** to send your email. Click **Cancel Message** to cancel the email.

Address Book

The **Address Book** allows you to store the email addresses of your recipients. To view the email addresses in your address book, click [Browse](#). You may check the boxes in front of contacts and click [Delete](#) to remove them.

To add contacts to the address book, click [Add](#). Enter details about the contact; make sure to enter a "Name" and "Email." Click **Save** to add the contact.

When you are creating a new message in the **Compose** window, you may enter contact email addresses using the address book. To access the address book, click the [Address Book](#) icon. A new window will open.



The box on the left contains addresses listed in the address book. To insert an address, highlight it and select the field you wish to enter the address in (To, Cc or Bcc). The **Display** drop-down menu can be changed to list contacts by name or email address. When you have finished selecting contacts, click **OK**. The window will close; the selected addresses will now appear in the **Compose** window.

The [Expand Names](#) option can be used to insert address book emails even faster. To use this feature, partially type a contact's name or email address in the To, Cc or Bcc fields (ex: john). Click [Expand Names](#). Your address book will automatically be searched to find contacts matching your query. If a contact matches (ex: john@SampleDomainHere.com), the contact will automatically be inserted in the selected field!

Folders



Emails received in Web-Based Email can be sorted and stored in **Folders**. To create folders, click the **Folders** icon at the top of the screen.

Use the **Choose Action** drop-down menu to select **Create Folder**. A box will pop up, asking you to enter a name for the folder. Type in a name and click **OK**. The folder will now appear in the list of folders under the **INBOX** level. Clicking the **+** sign next to the **INBOX** title expands or collapses the list of folders. Clicking the folder's name will take you to the folder's contents.

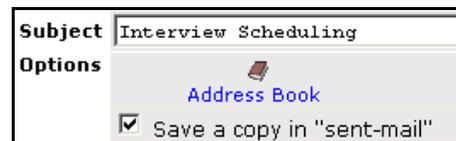


To place received email in a folder, check the box next to the email. Use the **Messages to** drop-down menu to select a folder. Click **Move** to move the email to the selected folder. Now when you click the folder's name under the main **Folders** view, all messages moved to the folder will show.



Messages moved from the Inbox to subfolders will show as "Deleted" in the Inbox view. These messages may be removed using the **Purge Deleted** option in the inbox view as described on Page 1 of this tutorial. Deleting the messages from the Inbox will not delete the copy moved to a subfolder.

A **sent-mail** folder will be created the first time you send a message from Web-Based email. Make sure the **Save a copy in "sent-mail"** box is checked when you compose your first message! Checking this box will trigger creation of the **sent-mail** folder. After the message is sent, a **sent-mail** folder will appear under the main **Folders** view. All sent mail will be stored in this folder.



Folders can be accessed at any time by using the **Open Folder** drop-down menu at the top of every page. Select the folder you wish to view, then click **Open Folder** to view the contents.



Please Note: While OnYourMark, LLC does not put a limit on mailbox size, we reserve the right, with notice, to purge excessive messages being stored on Web-Based Email. Storing mass amounts of email on the Web-Based Email system may hinder performance for all email users. For regular email use and storage, please use an email client such as Outlook Express, Courier, Thunderbird or Mac Mail.

Options



Additional Web-Based Email options are available by clicking the **Options** icon.

Your Information Options

Personal Information: Change the name, address and signature that people see when they read and reply to your email.

Language: Set the language that menu items, explanations and help are in.

Time Zone: Set the current time zone for your location.

Mail Management Options

Filters: Create filtering rules to organize your incoming mail, sort it into folders, and delete spam.

Deleting and Moving Messages: Set preferences for what happens when you move and delete messages.

Maintenance Operations: Customize maintenance operations run upon login to OnYourMark, LLC Web-Based Email.

Other Options

Display Options: Change display options such as how many messages you see on each page and sorting.

Message Composition: Customize how you send mail and where drafts are saved.

Login Tasks: Customize tasks to run upon logon to OnYourMark, LLC Web-Based Email.

New Mail: Control when new mail will be checked for, and whether or not to notify you when it arrives.

Addressbooks: Select addressbook sources for adding and searching for addresses.

