

How do I change my WebMail settings?

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You can change some of the features of WebMail to tailor it to exactly how you want it to be. To access WebMail settings: Log into your WebMail Click 'Settings' in the top menu Within the Settings, you can see your account login (the email address) and the amount of space you are using in your mailbox. You can change: Real Name â€œ The name that appears on outgoing emails Reply To â€œ The email address that replies will be sent to Thread Support â€œ Display email messages as threads Thread limit â€œ Decide how old emails must be before they are not included in threads Save Sent Emails to Current Folder â€œ Saves your sent emails to the current folder for more complete thread building Display Email Images â€œ Turn on or off external images in emails Automatic Draft Save â€œ Automatically saves a draft while you are composing emails Notifications â€œ Sets up notifications in the browser, including sound and favicon changes Delete Trash on Logout â€œ Will delete the mail in your Trash folder when you log out Default View â€œ Choose a two-pane or three-pane layout for your Webmail interface Enable Message Preview â€œ Display an inline preview of each email message before you open it Interface Language â€œ Choose the language for your Webmail interface Date Display â€œ Select the display format for the date shown on emails received Messages Per Page â€œ Select the number of emails to show on a page Timezone â€œ Specify your timezone Signature â€œ Create the signature file that will show on all outgoing emails Once you have changed your settings, click 'Save Settings' to save your changes.

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