

How do I configure my webmail?

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Your webmail is more than just a tool to send and receive emails. In particular, it provides several additional services such as notifications, delivery receipts and more. Here's how to access and change some of these functions:

Change calendar work time settings

You can set your working hours in your calendar to suit your flexible schedule, ensuring that you do not book meetings for a time when you won't be at work. To do so: Click the 'Menu' icon in the top right-hand corner Click 'Settings' Select 'Calendar' Change the 'Start' and 'End of working time' options to suit your needs. Your changes will automatically be saved

Enable notifications

You can customise your email notifications so that you are informed about the creation or deletion of any assigned tasks as well as any changes. To do so: Click the 'Menu' icon in the top right-hand corner Click 'Settings' Select 'Basic Settings' Tick the 'Show desktop notifications' button. Your changes will automatically be saved

Change Refresh Interval time

You can change how often your webmail refreshes and gathers new data. This timer affects your inbox, homepage as well as your task list.

To update your refresh time, simply follow these instructions: Click the 'Menu' icon in the top right-hand corner Click 'Settings' Select 'Basic Settings' Select the time period you want from the 'Refresh interval' field

Switch off automatic collection of contacts

Webmail will automatically save the email address of anyone you send or receive emails from, if they aren't already in your contacts list.

However, you can turn this function off by following these steps: Click the 'Menu' icon in the top right-hand corner Click 'Settings' Select the 'Email' tab Under 'Behaviour', untick the following boxes: 'Automatically collect contacts in the folder "Collected addresses" while sending' 'Automatically collect contacts in the folder "Collected addresses" while reading'

Set up a read receipt

Read receipts can be used to confirm that your email has been opened by the recipient.

To set this up: Create a new email Click on the three lines at the bottom to bring up more options Select 'Request read receipt' However, the recipient can decline to send this receipt once they've opened the message.

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