

# HOW TO USE WEBMAIL

## Logging In

1. Open a web browser, such as Internet Explorer or Mozilla.

On the address box, type <http://pop.callkeynetworks.co.ke/>

2. In the **Username:** yourname@domain.com
  3. Tab to the **Password:** [providedpassword](#)
  4. Click the **Log In** button.
  5. When you are successfully logged in, you will see a new window with a tool bar across the top and a list of messages in your Inbox.
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## Using WebMail

1. From the opening screen you can read a specific message by clicking on it's **From** or **Subject** fields.
  2. To send an email message, click on the **Compose** button.
  3. You can also select multiple messages by clicking the small box next to each message subject. After marking messages:
    - Click the **Delete** button to remove the selected messages, or
    - Click the **File** button to move the selected messages to another mail folder.
  4. To create a new mail folder
    - Click the **File** button on the toolbar
    - Enter the new folder name in the **Folder:** box
    - Enter a description in the **Description:** box
    - Click the **Create** button.
  5. Sort messages by different fields by clicking on the desired column header, such as **From** or **Date**.
  6. To search messages for a sender or string of text,
    - Click the **Search** button
    - Enter the search text into the appropriate field(s) you wish to search
    - Click the **OK** button.
  7. If you have any problems, click the **Help** button to access extensive documentation on how to use Web Mail.
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## Reading E-mail

1. To read a message from your message index, click the **From** or **Subject** field for that message.
  2. The window will change, and you will see the message. From the toolbar on this screen you can:
    - Permanently remove the message with the **Delete** button.
    - Move the message to another folder with the **File** button.
    - Send a new message with the **Create** button.
    - Reply to the sender of the message with the **Reply** button.
    - Reply to all recipients of the message with the **Reply All** button.
    - Forward the message to another address with the **Forward** button.
    - Go back to the message list with the **Index** button.
    - Navigate through the index of messages using the **Next** and **Previous** buttons.
  3. To copy the sender's email address to your address book, click the **Add to Address Book** button.
  4. If the message contains a link to a web site, click the link and a new browser window will open to that web page.
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### Sending E-mail

1. To send an email message, click the **Compose** button from any toolbar in WebMail.
2. Enter the address or addresses of the people you want to receive the message in the **To:** box. You can also enter addresses in the **CC:** (copy) or **BCC:** (blind copy) boxes.
3. To enter an address from your address book click the **Addresses** button; select the person(s) from the box on the left, then click the **TO**, **CC**, or **BCC** button. When you finish adding addresses, click the **OK** button at the bottom of the Address Book window.
4. Enter the subject of the message in the **Subject:** box.
5. Type your message into the large **Message:** pane.
6. To attach one or more files to the message, for instance a graphic or Word document:
  - Click the **Attach** button.
  - Click the **Browse** button to find the file you want to attach.
  - Click the **Add File** button.
  - Repeat to attach additional files to the message.
  - Click the **OK** button at the bottom.
7. Spell check your message by clicking the **Check Spelling** button.
8. Click the **Send** button when ready send the message.

9. To save the message so you can finish it at another time, click the **Draft** button.
  10. To cancel the message, click the **Inbox** button.
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### Using the Address Book

1. The easiest way to add someone to your Address Book is to click the **Add to Address Book** button next to the From: line of a message.
2. To edit or manually add entries, you must open the Address Book:
  - Click on **Create** button from any tool bar
  - Click the **Address** button from the new window.
3. To manually add someone to your Address Book
  - Enter the person's name in the **Name:** box near the bottom of the screen
  - Enter the email address in the **Email Address:** box
  - Click the **Save** button.
4. To remove an address:
  - Select the person from the list of addresses on the left
  - Click any of the **DEL** buttons in the middle of the screen.
5. To change a person's email address, follow the same procedure in Step 3, and the previous entry will be replaced.
6. If create a distribution list:
  - Select the Addresses you want to include (hold Ctrl and click names).
  - Enter the list name in the **Save "Selected Recipients" as a personal distribution list named:** box.
  - Click the **Save List** button.
7. To close the Address Book, click the **OK** button at the bottom of the screen.