

# **Bizmail: User Manual of Webmail**

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**Thai Version 3.0**

# Content

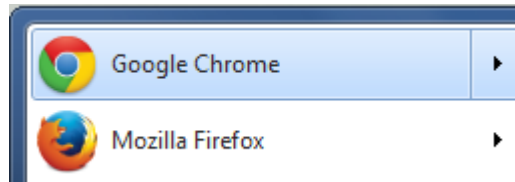
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# 1 INTRODUCTION

KSC Webmail is quite similar to other web-based E-mail services that are accessible from any standard web browsers, such as [Google Chrome](#) or [Mozilla Firefox](#). It's a web-based program working as client-based program and packed with abundant functions.

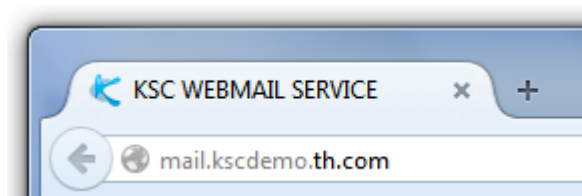
## 1.1 How to start

- 1) Open web browser on your computer.

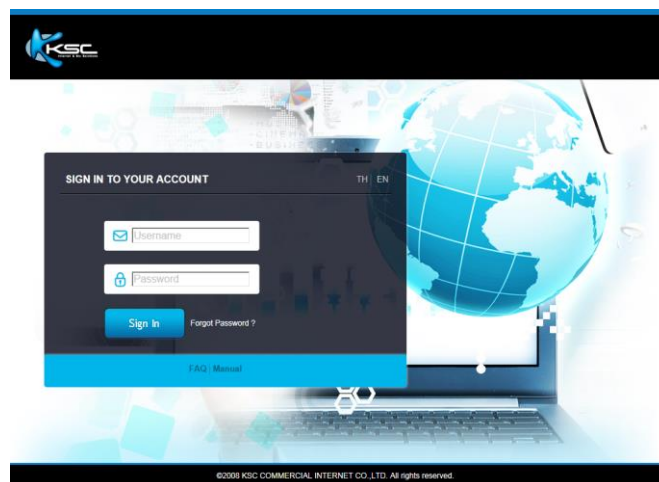


**\*\* Google Chrome or Firefox are recommended.**

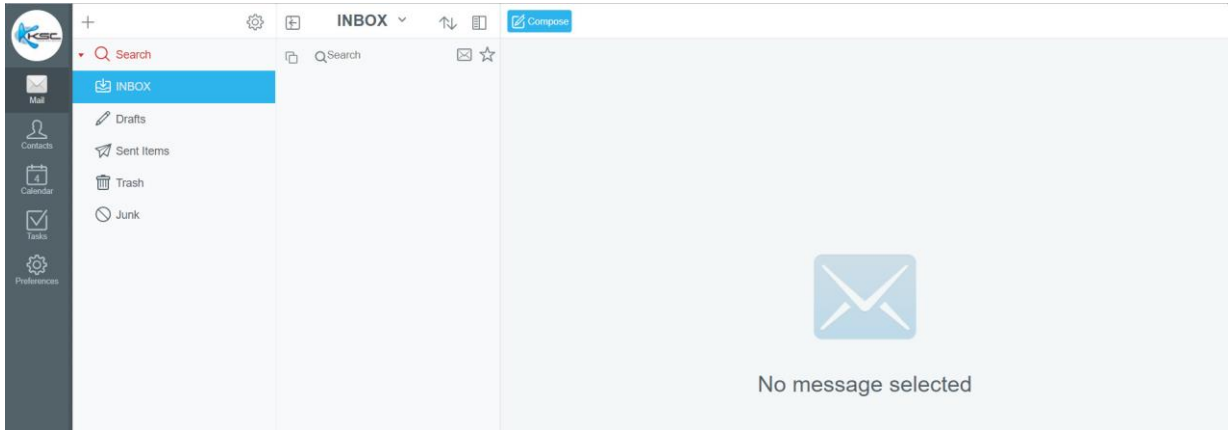
- 2) Type URL, for example <http://mail.domainname.xx> in the address bar on the top left of the page. You can contact Administrator or Postmaster to request for correct URL.



- 3) At Webmail service page, fill in your username (no need to type "@domainname.com") and password. Click "Sign In" button.








4) You will get into the first page of the service.



## 1.2 Webmail composition

Menu bar: It gives you access to sets of Webmail functions.

 Mail	Click to lists all Mailboxes in your account.
 Contacts	Click to to browse your Contact-type (Address Book).
 Calendar	Click to lists all events in your account.
 Tasks	Click to lists all tasks in your account.
 Preferences	Click to setup webmail configuration.

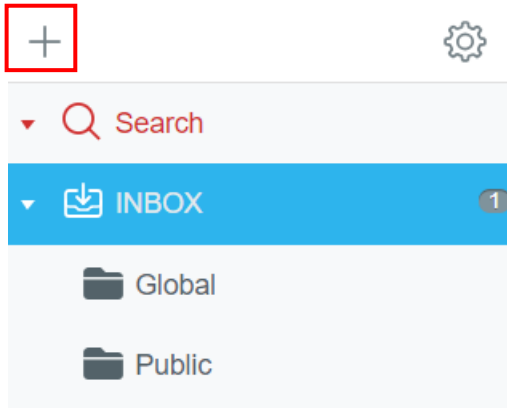
## 2 FOLDER/ MAILBOX

For Webmail, User can create multi-mailboxes or multi-level mailboxes.

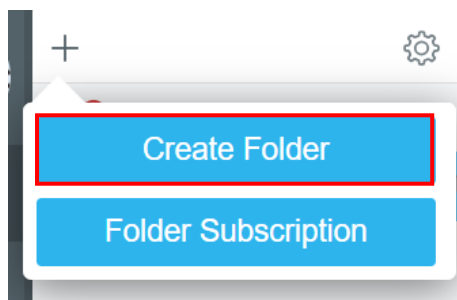
### Account/ additional folder

User can create mailbox/ folder as desires by just follow the steps below.

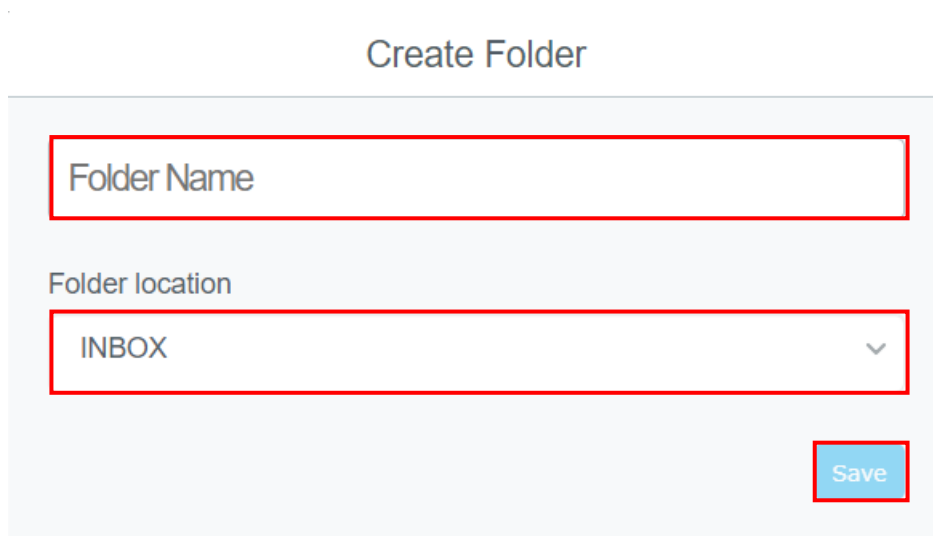
1. Click button **+** from action bar in above of mailbox.



2. Select **Create Folder**.



3. Fill in the name of mailbox/ folder that you would like to create. And then click **Save** to confirm.

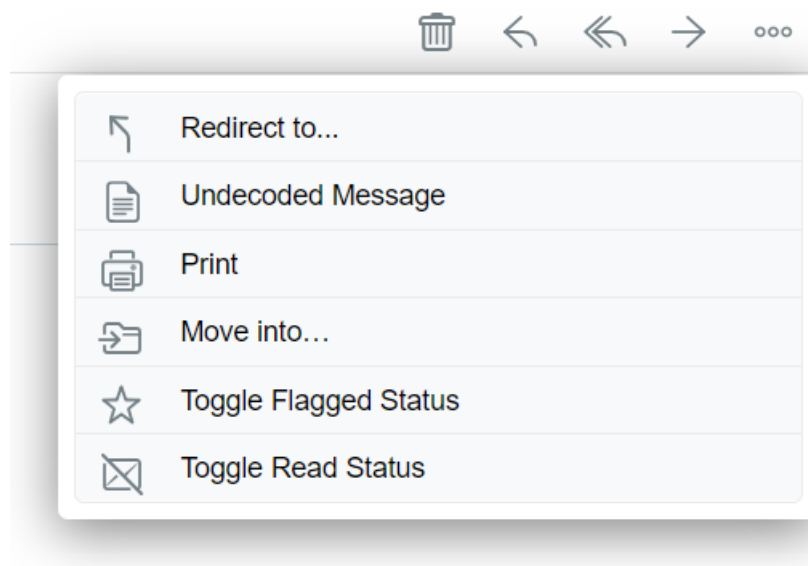
A screenshot of a 'Create Folder' form. The title 'Create Folder' is centered at the top. Below it is a text input field with the placeholder text 'Folder Name'. Underneath is a dropdown menu labeled 'Folder location' with 'INBOX' selected. At the bottom right of the form is a blue 'Save' button. The 'Folder Name' field, the 'Folder location' dropdown, and the 'Save' button are all highlighted with red rectangular boxes.

## 3 SEND-RECEIVE E-MAIL

### 3.1 How to see new E-mail message

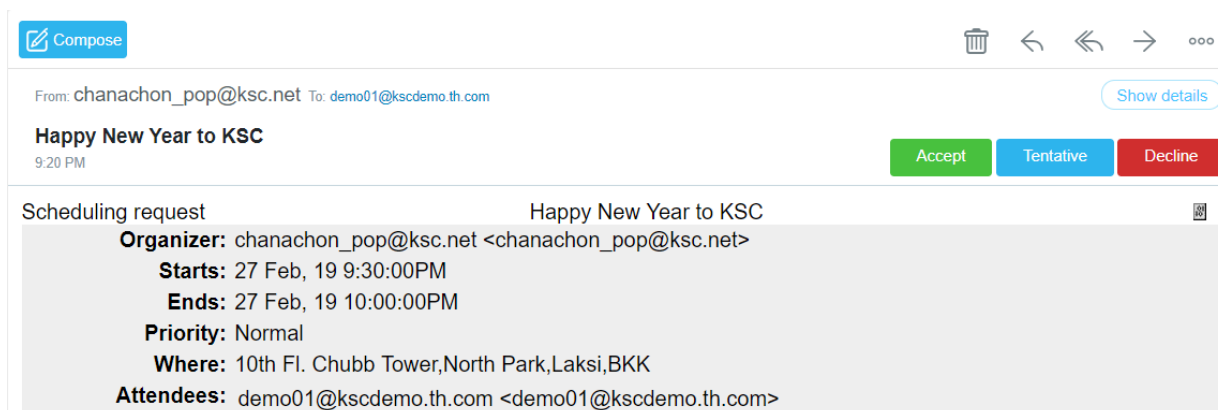
You can access inbox by click message and E-mail messages will be shown in right.

1. The function of each E-mail message will be shown. The details are as below.



- **Reply:** Reply to senders.
- **Reply to All:** Reply to senders including CC list.
- **Forward:** Forward message.
- **Redirect to...:** Redirect to other.
- **Print:** Show ready to print format.
- **Move into:** Move current message to selected folder.
- **Delete:** Delete message
- **Toggle Flagged Status:** Flag the important message.
- **Toggle Read Status:** Set as read/unread message.

2. Calendar message: It is sent from whom creates the meeting date, and the receiver is invited to the meeting. Functions in calendar consist of.



- **Accept:** Accept to join the meeting.
- **Tentative:** Not sure yet.
- **Decline:** Deline to join the meeting.

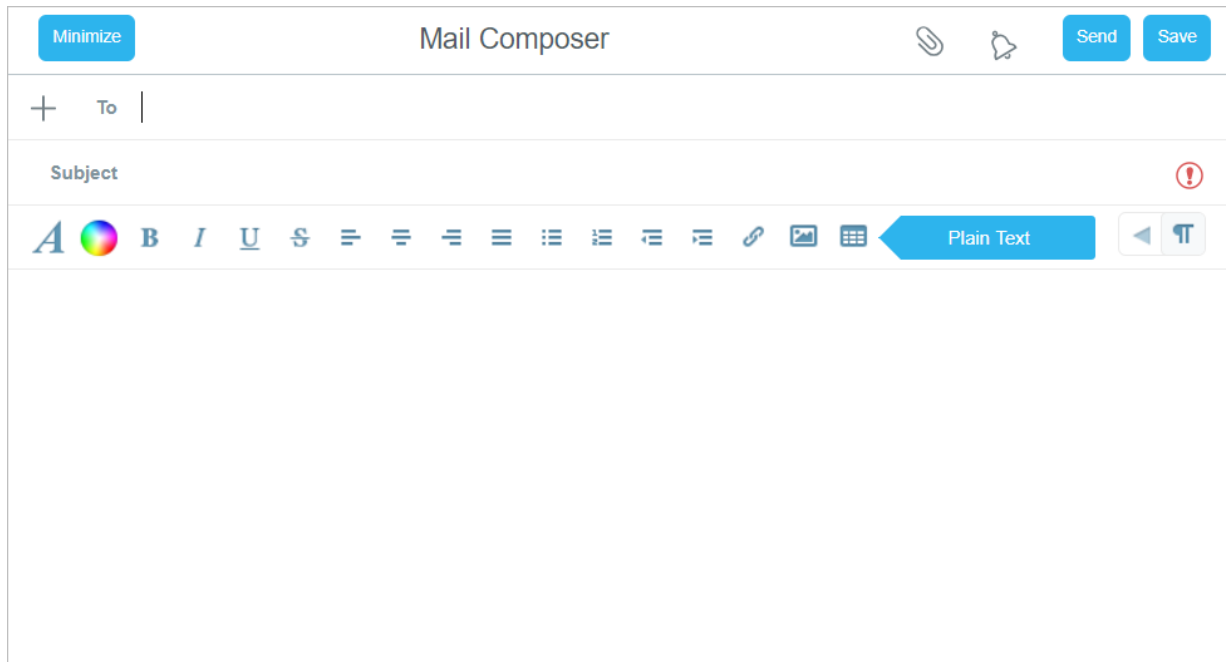
### 3.2 Composing a new E-mail message

To compose an E-mail message, you will need to create a new message by clicking the icon



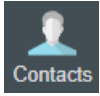
on the menu bar. The following functions will be appeared.

- **Minimize:** Close.
- **Send:** Send message (message will be copied to sent items folder).
- **Save:** Save message as draft.
- **Address Book:** See address book (to select receivers' E-mail addresses).

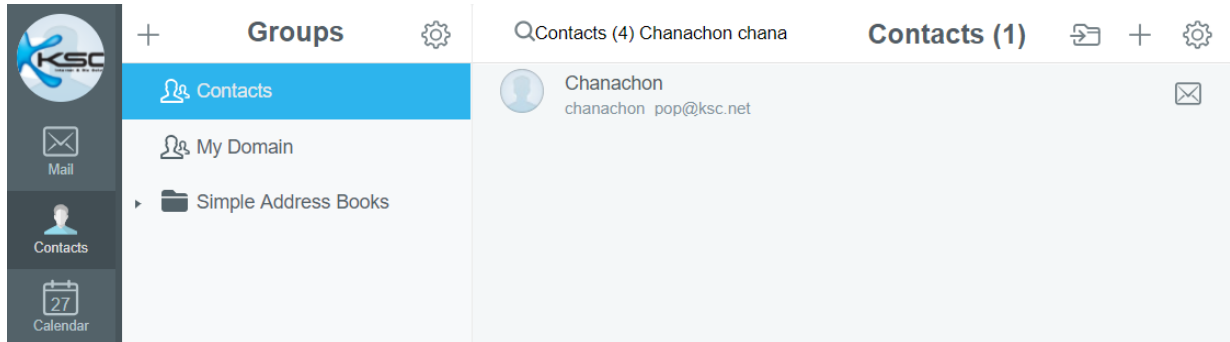


- **To:** Receiver's name and E-mail addresss.
- **Cc:** Receiver's name and E-mail addresss (carbon copy).
- **Bcc:** Receiver's name and E-mail addresss (blind carbon copy).
- **Subject:** Message topic.
- **Attachment:** Attached files.
- **Notify when Delivered:** Notice the sender when message is received.
- **Notify when Read:** Notice the sender when message is opened.
- **Priority:** Show priority of message consisting of Low, Medium, High and Undefined.
- **Plain Text:** Show text only functions.
- **Rich formatting:** Show text functions consisting of bold, dark and italic.

## 4 ADDRESS BOOK



Click **Contacts** button on menu bar to get into address book function.



### 4.1 Create new contact

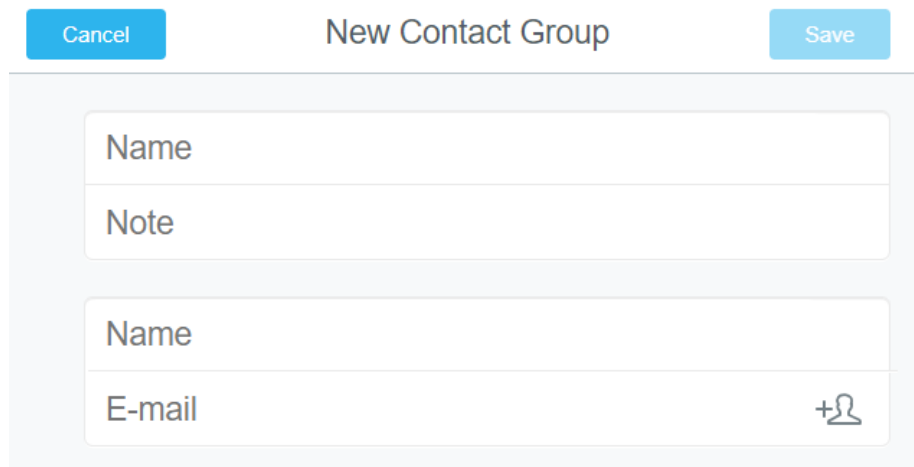
Click **+** button on sub-menu of **Contacts**. Fill in new contact information. Click **Save** button to confirm.

A screenshot of a 'New Contact' form. At the top are 'Cancel' and 'Save' buttons. The form has a profile picture placeholder with 'Upload File' and 'Clear' buttons. The main form fields are: 'File As', 'Title', 'First Name', 'Middle Name', 'Last Name', 'Suffix', 'Birthday' (with a calendar icon), 'Organization', 'Unit', and 'Job Title'. At the bottom, there is an 'E-MAIL' section with a dropdown menu set to 'Home' and an 'E-mail' input field.

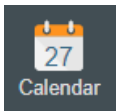


## 4.2 Create contact group

Click **+** button on sub-menu of **Contacts**. Fill in group's name behind **Name**. Fill in new contact(s) behind **E-mail** or click **Address book** button to find contacts from address book.



## 5 CALENDARS AND SCHEDULE



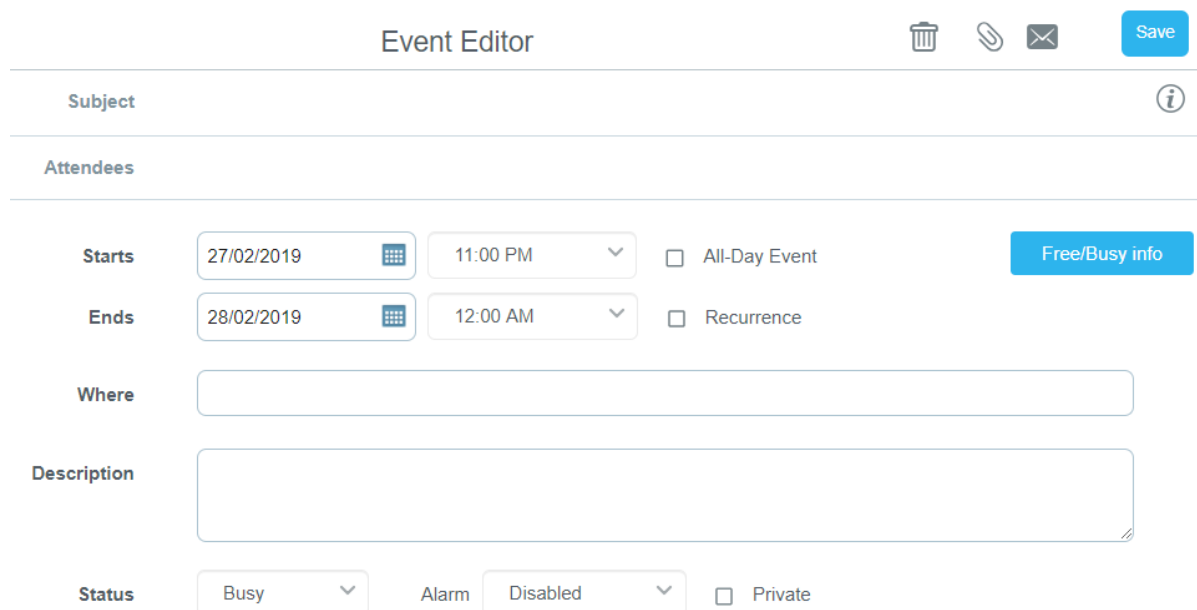
Click **Calendar** button on menu bar to get into calendar function.

Can choose the view of the calendar as the day, work week and month.



### Create new event

Click **+** button in Actions Bar of Calendar. Fill in new contact information.




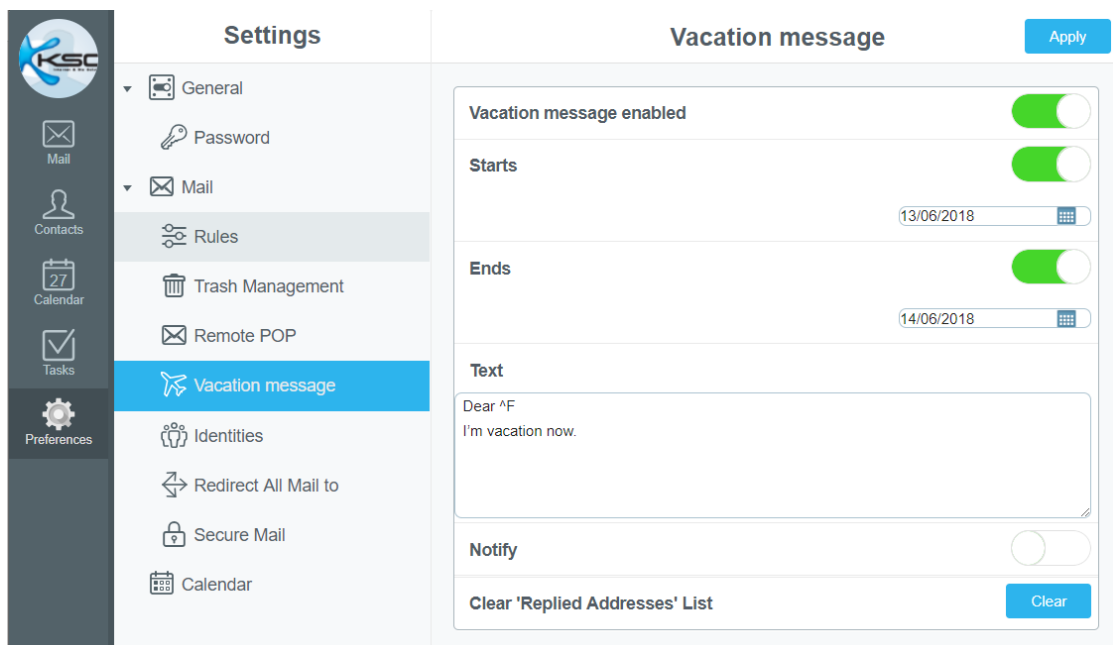
- **Subject:** Specific the title for the event.
- **Attendees:** Specific receivers' E-mail addresses.
- **Starts:** Specific start date.
- **Ends:** Specific end date.
- **All-Day Event:** An event is an activity that lasts 24 hours or longer.
- **Recurrence:** A recurring meeting repeats on a regular basis (for example, every day, month or year)
- **Where:** Event Location
- **Description:** Detail of meeting.
- **Status:** Your presence status. (for example Free, Busy, Tentative and Unavailable)
- **Alarm:** A recurring alarm repeats on a regular basis.
- **Private:** Marking a meeting or appointment private can hide some of the meeting details from others in your organization.

## 6 RULES AND PERSONAL SETTING

### 6.1 Create vacation message

In case user is on vacation or can't reply to incoming message, user can create auto-reply

message by clicking  button on menu bar, after that click **Vacation message**. Fill in auto-reply messages behind **Text**. Use special text "^F" in stead of sender's name, then click **Vacation message enabled** to activate the function. When user needs to cancel auto-reply message, simply delete right sign from the square behind **Vacation message enabled** then click **Apply** button to confirm.



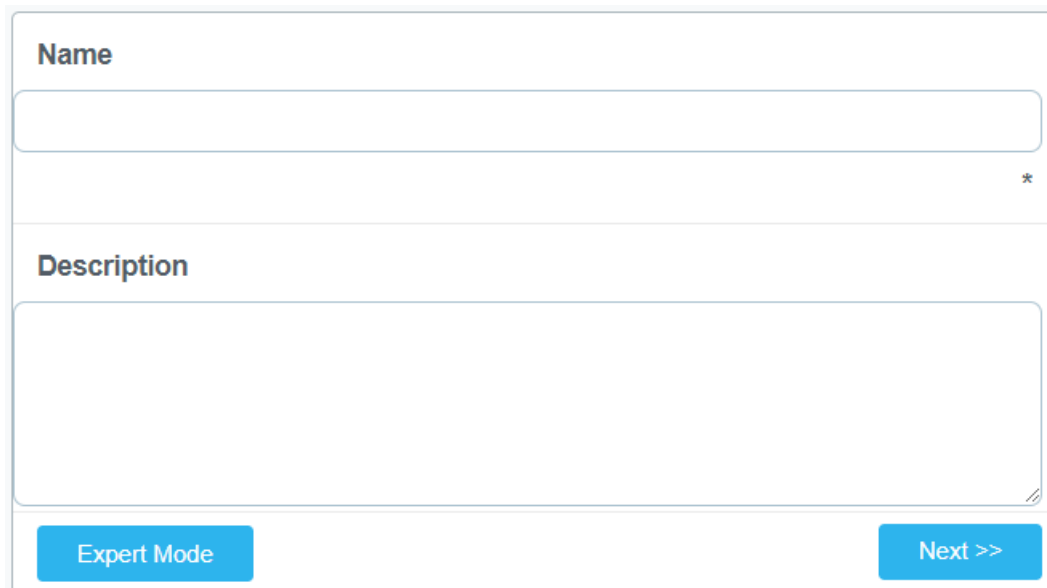
The screenshot displays the 'Vacation message' configuration window. On the left, the 'Settings' menu is visible with 'Vacation message' highlighted. The main area is titled 'Vacation message' and includes an 'Apply' button in the top right corner. The settings are as follows:

- Vacation message enabled:** A green toggle switch is turned on.
- Starts:** A green toggle switch is turned on, with a date field set to 13/06/2018.
- Ends:** A green toggle switch is turned on, with a date field set to 14/06/2018.
- Text:** A text area containing the message: "Dear ^F" and "I'm vacation now."
- Notify:** A toggle switch is currently turned off.
- Clear 'Replied Addresses' List:** A blue button with the text 'Clear' is located at the bottom right.

## 6.2 Create rules

Rules are created to manage and control incoming messages.

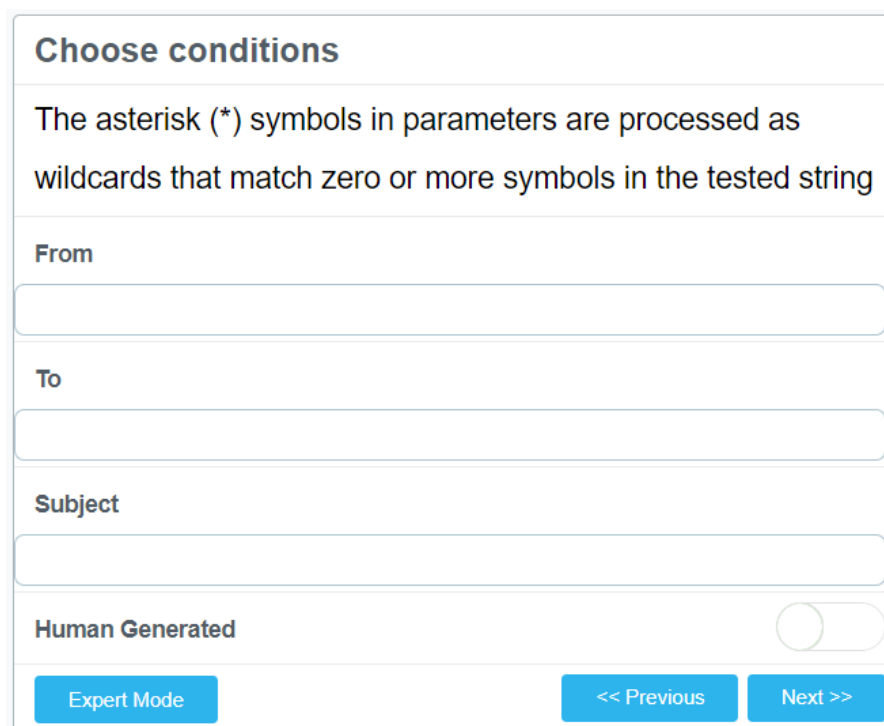
Start from add rule's name behind "**Preferences** → **Rules**" then click **+** button. Set rules and conditions and Click **Save Rule** button to configm.



The screenshot shows a form for creating a rule. It has a 'Name' field with an asterisk, a 'Description' text area, and buttons for 'Expert Mode' and 'Next >>'.

Rules consist of 2 main parts.

- 1) **Choose Conditions** Set the rules of information appeared in any message.



The screenshot shows the 'Choose conditions' form. It includes a title, an explanatory text about asterisks, and input fields for 'From', 'To', and 'Subject'. There is also a 'Human Generated' toggle switch and buttons for 'Expert Mode', '<< Previous', and 'Next >>'.

**From:** From (sender)

**To:** To (receiver)

**Subject:** Subject

2) **Choose actions** Set the rules that system must follow under some conditions.

**Choose actions**

Delete It

Mark as Read

Flag It

Move to Mailbox <None> v

Forward It

Reply with

Expert Mode << Previous

**Delete It:** Delete message.

**Mask as Read:** Set message status as read.

**Flag It:** Flag the important message.

**Move to Mailbox:** Move message to specific mailbox.

**Forward It:** Send to specific receivers' E-mail addresses.

**Reply with:** Reply with specific message.

### **Example of how to create rules**

Ex1- Discard (don't receive) invalid E-mail format

Data: Message-Id is not \*@\*

Action: Discard

Ex2- - Discard (don't receive) E-mail message that requests receiver to reply to info@xxx.com

Data: Return-Path is <info@xxx.com>

Action: Discard

Ex3- Mark flagged E-mail messages come after 8:15 a.m.

Data: Time Of Day is greater 8:15 a.m.

Action: Mark Flagged

Ex4- If E-mail header includes "X-Spam", add "X-Color" Header Field and add subject as [SPAM]

Remark: X-Color is the color command, here is set as red

Data: Header Field is X-Spam: \*

Action: Header X-Color: red

Action: Tag Subject [SPAM]

Ex5- If E-mail subject includes \*list\*, mark flagged this E-mail as important message

Data: Sender is \*list\*

Action: Mark Flagged

Ex6- If E-mail message comes from abcdef.com, move to "ABCDEF" mailbox which is the sub-folder of "INBOX"

Data: From is \*@abcdef.com

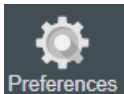
Action: Store in INBOX/ABCDEF

Ex7- If E-mail message comes from [veerachart@xxx.com](mailto:veerachart@xxx.com) who are boss, mark flagged this E-mail as important message

Data: From is veerachart@xxx.com

Action: Mark Flagged

### 6.3 Change password



Click **Preferences**. Choose tab in sub-menu General → **Password**.

**Settings** **Password** Apply

General

**Password**

Mail

Rules

Trash Management

Remote POP

Vacation message

Identities

Redirect All Mail to

**Current Password** \*

\* This field must be filled in order to change other preferences on this page

**Password Modification**

**New Password**

**Reenter Password**

**Forgotten Password Recovery**

**E-mail Password to** chanachonp@icloud.com

## 6.4 Create signature format



To create E-mail signature, click **Preferences** button on menu bar. Choose **Mail** tap in sub-menu. New window will be appeared. Add data and signature in the space behind **Signature**, then click **Apply** button to save.

