



Webmail user guide

September 2019



Introduction

The Webmail service is changing, we are introducing some new features and a slightly different look. All day to day features and user info (e.g. emails, calendars and contacts), are still there but we appreciate it may take a little while to get used to the new interface.

At KCOM, we pride ourselves on providing the best customer experience and ensuring that you have access to excellent support, whether it be over the phone or in this case a useful guide.

The following document provides step by step instructions on how to use the system and support details should you need to get in touch.

Contents

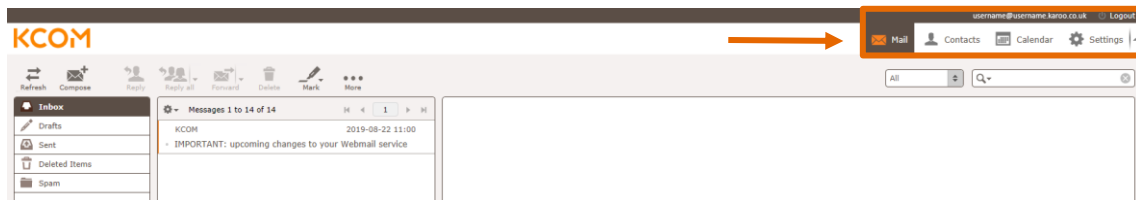
1. Your KCOM webmail service	4
1.1. Buttons and shortcuts on the homepage	4
1.2. Sending an email	4
1.3. Adding an attachment	4
1.4. Sending in plain text or HTML	5
1.5. Keeping an eye on your mailbox capacity	5
1.6. Refreshing your mailbox	6
1.7. Adding Contacts.....	6
1.8. Creating a contact group	7
1.9. Edit contacts	8
1.10. Calendar.....	9
2. Settings.....	11
2.1. User Interface	11
2.2. Mailbox View	11
2.3. Displaying Messages	11
2.4. Composing Messages	12
2.5. Contacts	12
2.6. Special Folders	12
2.7. Server Settings	13
2.8. Calendar	13
2.9. Identities.....	14
3. Support	15

1. Your KCOM webmail service

Here's an easy to use guide on how to use your webmail service

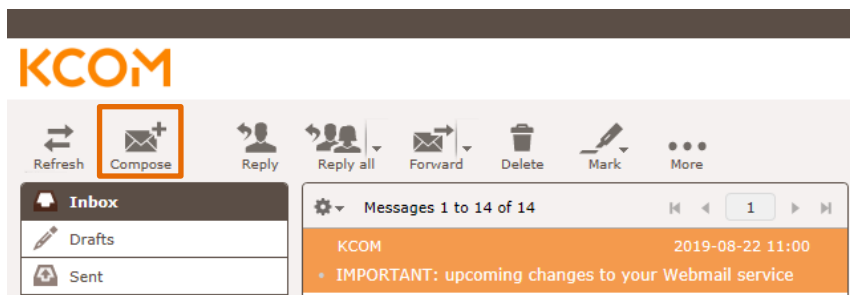
1.1. Buttons and shortcuts on the homepage

On the homepage, you'll be able to access your **Mail**, **Contacts**, **Calendar**, and **Settings**. **Tasks** can still be created by setting events in the **Calendar**.



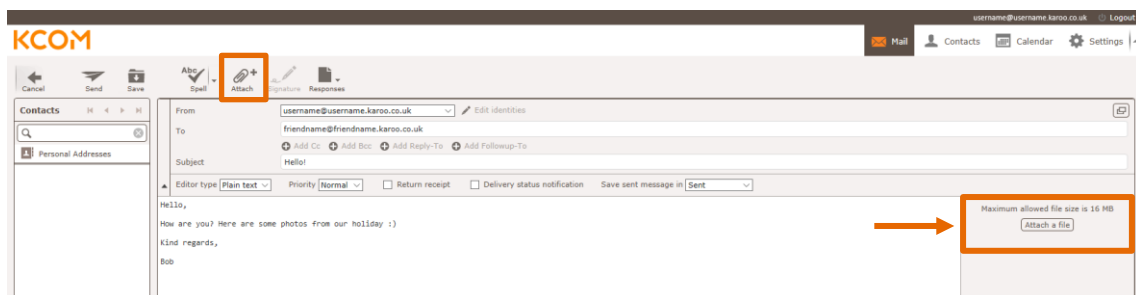
1.2. Sending an email

On the Mail homepage use the **Compose** button in the top left corner of the page – see below.

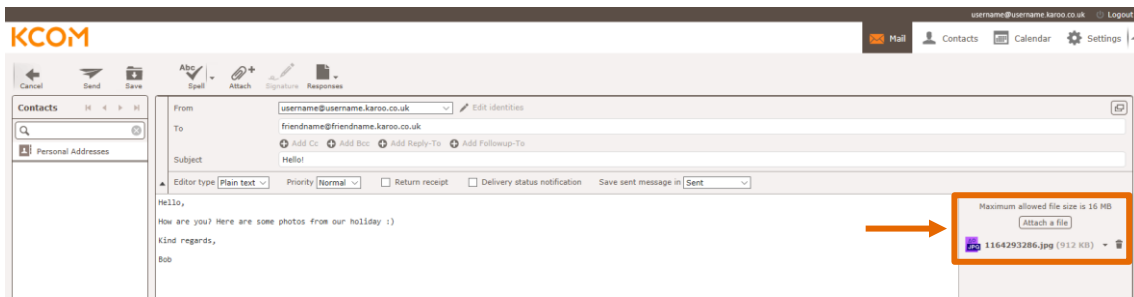


1.3. Adding an attachment

If you need to add an attachment there are two places you can click to attach a file. The maximum file size is **16MB** – see below.

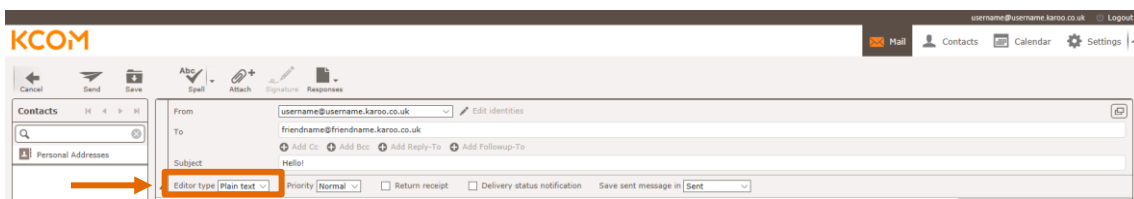


Once you've attached a file, you'll see it displayed below the **Attach a file** button on the right-hand side of the screen.

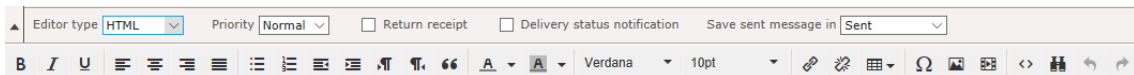


1.4. Sending in plain text or HTML

You have the option to send emails in plain text, or full HTML (allowing you to change font style, size, and colour, text alignment, etc.) Click the drop-down for **Editor type** to change to one or the other.

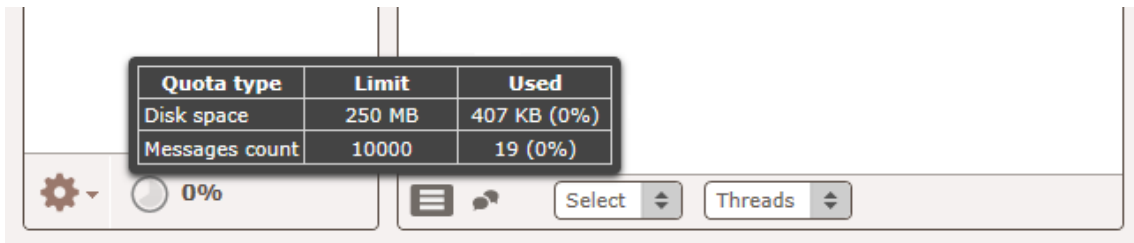


Once you switch **Editor Type** to HTML, you'll see the editor bar appear, shown below



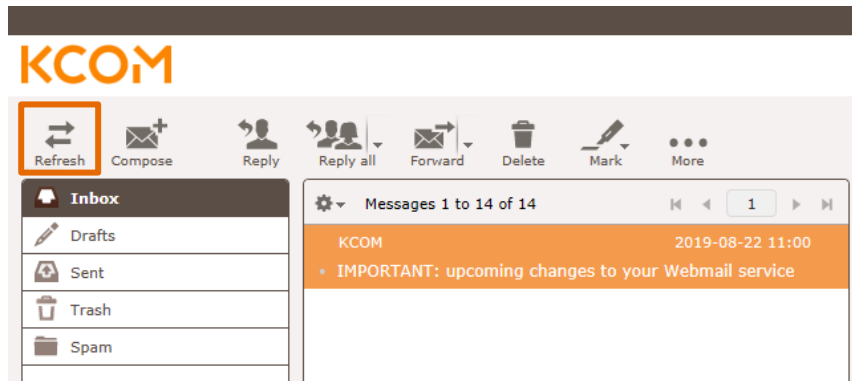
1.5. Keeping an eye on your mailbox capacity

By checking the mailbox indicator in the bottom left-hand corner of the page, you'll be able to see how much capacity you have used and have available. By clicking on the pie chart, you'll see how many messages you have, and how much space these have used.



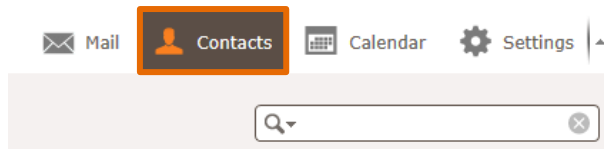
1.6. Refreshing your mailbox


To refresh your mailbox to make sure you're seeing all your up to date mail, just click the **Refresh** button on the **Mail** homepage, shown here.

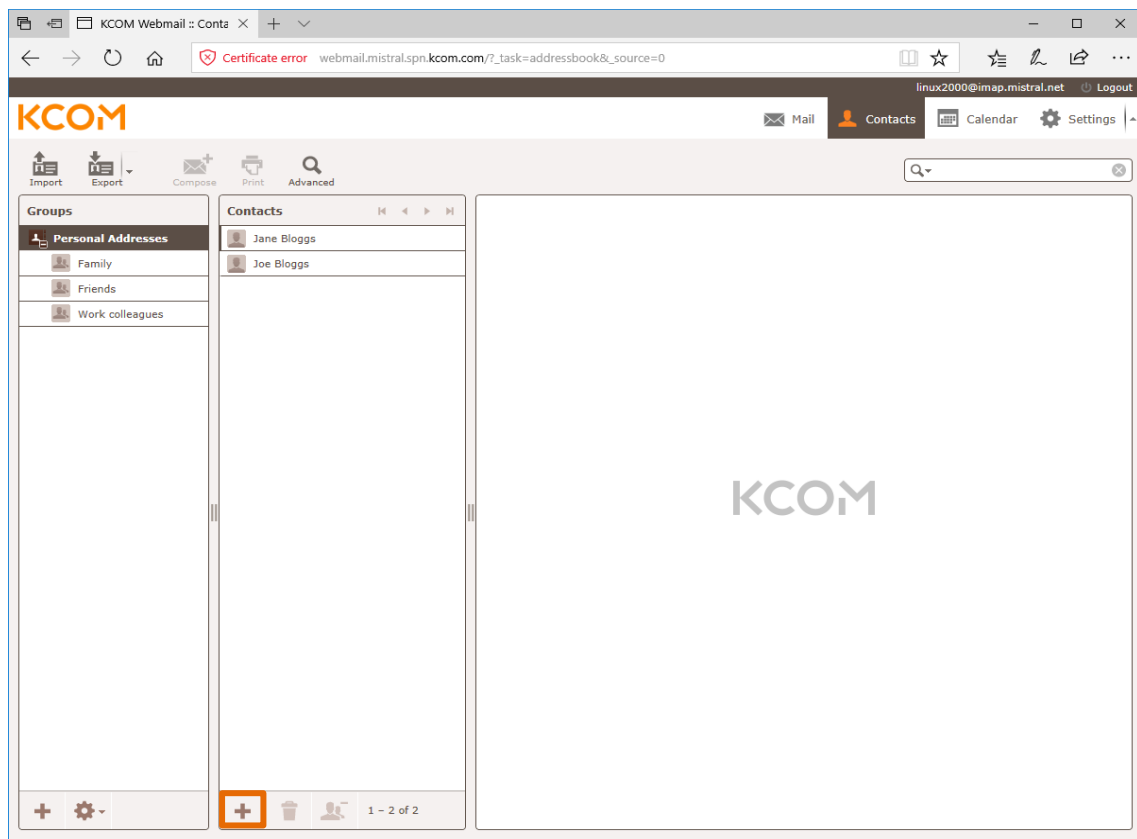


1.7. Adding Contacts

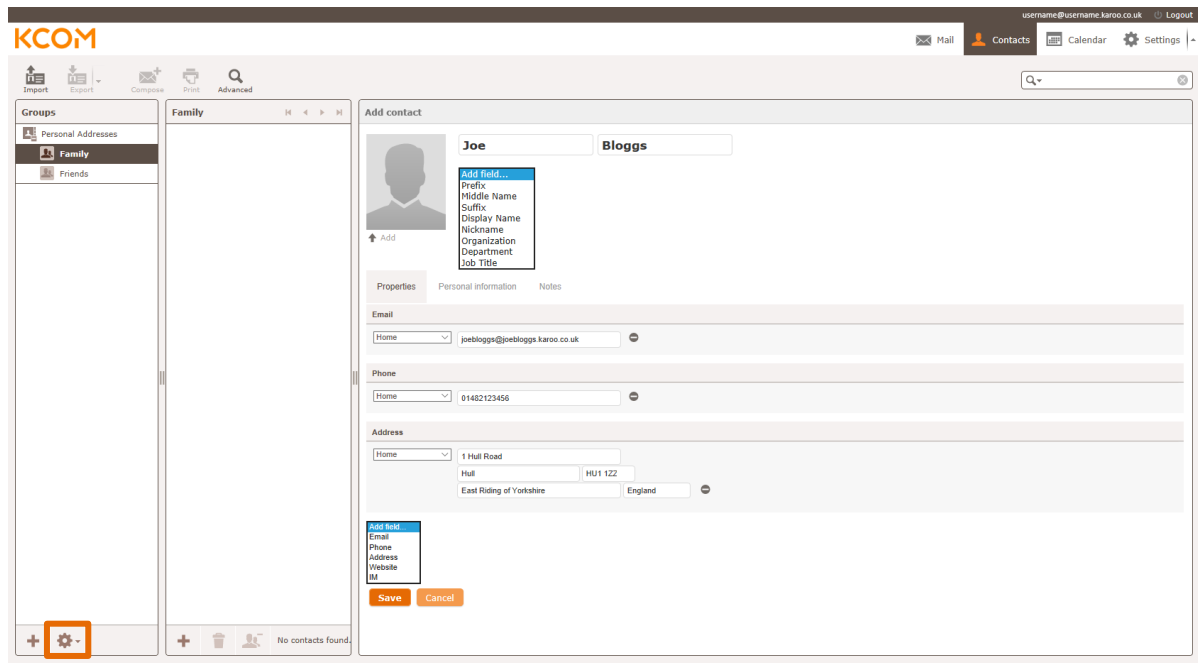
To add a new contact, select **Contacts** in the top right corner of the screen.



You'll then see this screen and you will be able to create a single contact. Use the  button at the bottom of the Personal address column.

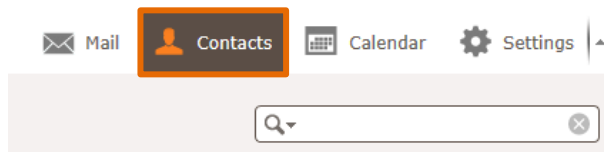


Here you can fill in all the details for your contact. You can add extra fields by clicking the drop-down menus shown below.

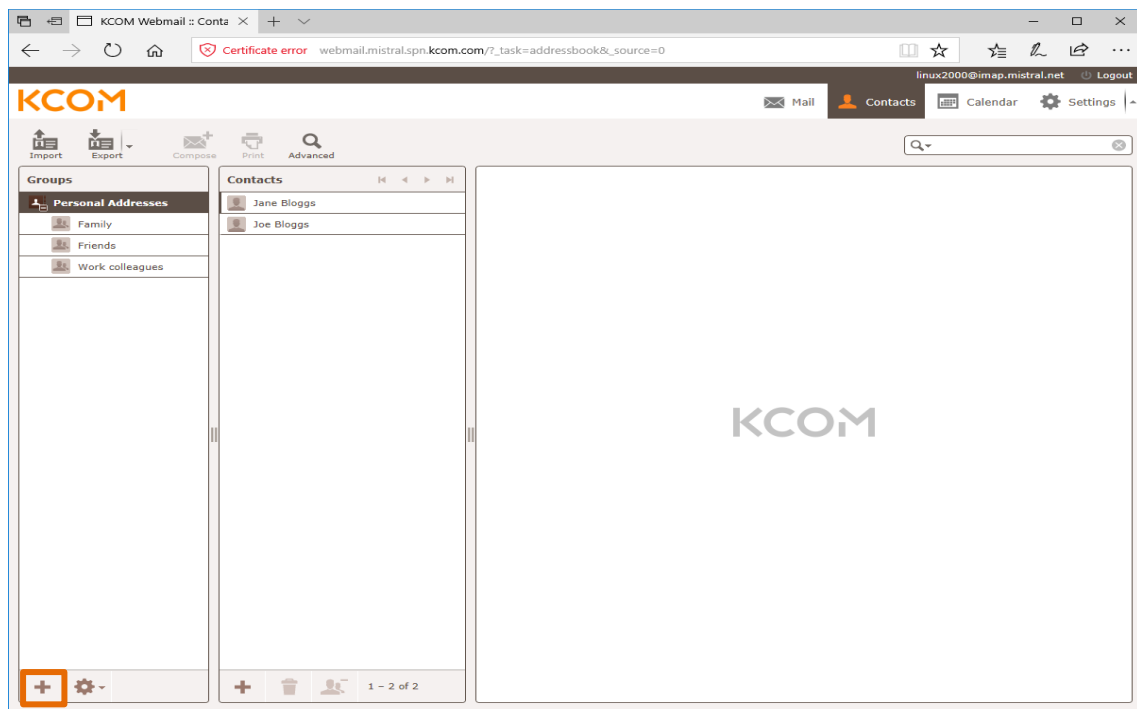


1.8. Creating a contact group

To add a contact group, select **Contacts** in the top right corner of the screen.



You'll then see this screen and to create a group of contacts, use the  button at the bottom of the Groups column.

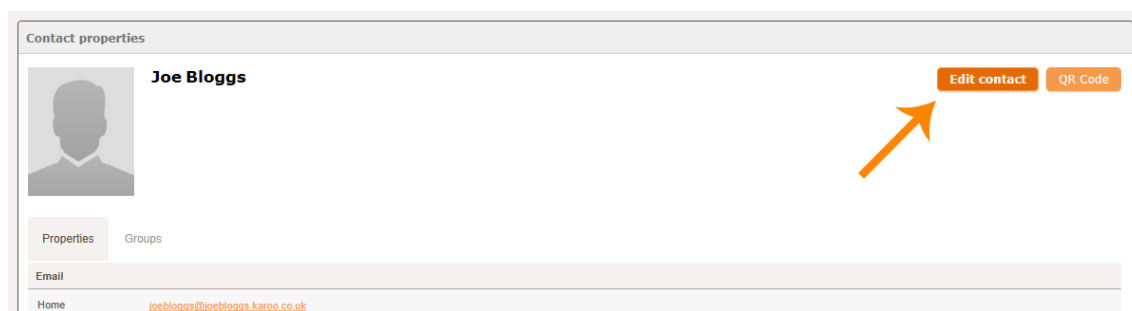



Once you've created a new group, you can either **Rename** or **Delete** the group by clicking the settings button at the bottom of the **Groups** column.



1.9. Edit contacts

To edit or update a contact, click on their name in the **Contacts** column, and then **Edit contact** on the contact card.



To delete a contact completely, click on their name in the **Contacts** column, and then click the  icon at the bottom of the **Contacts** column.

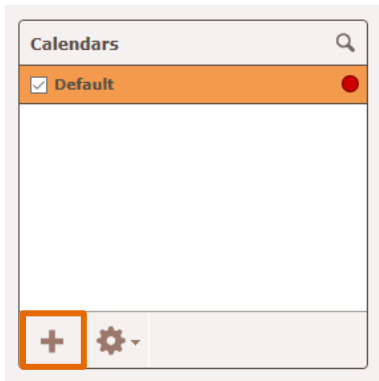


1.10. Calendar

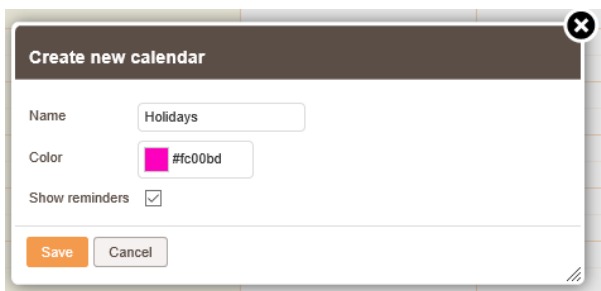
You can access the calendar on the new webmail by clicking the **Calendar** button in the top right corner of the screen.



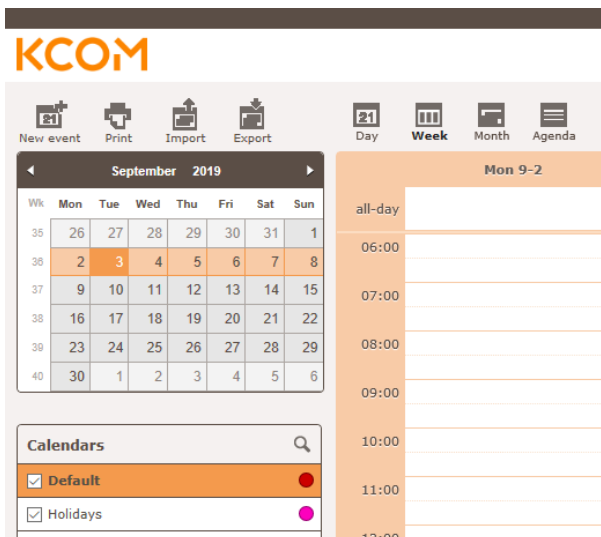
To create a new calendar (for work / holiday / family events etc.) click the  icon in the bottom left corner of the screen, at the bottom of the **Calendars** column.



You'll then see this window – you can change the name, colour that the events show on the full calendar view, and whether to show reminders for events in this calendar.



Your custom calendars will then show on the left side of the screen under **Calendars**.

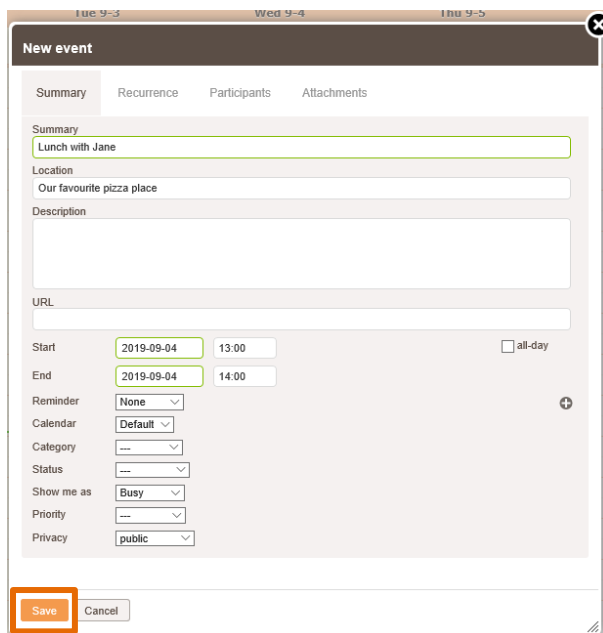


To create a new event for the current calendar, click the **New event** button in the top left corner of the screen.



Next, you'll fill in all the details for the calendar event. You can fully customise your event using the tabs along the top of the **New Event** window. Choose how often it repeats this reminder (**Recurrence**), share it with other people (**Participants**), or attach a document or picture to it (**Attachments**).

Once you've completed all the details for the calendar event, click **Save**, shown below.



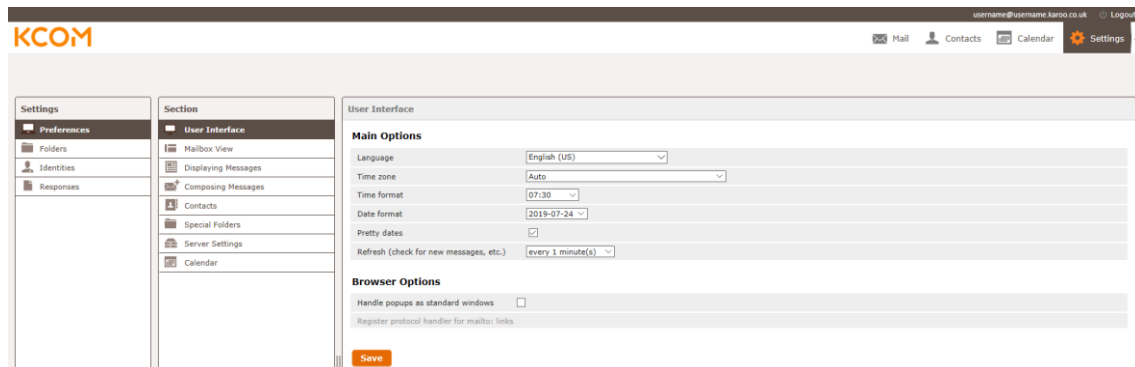
2. Settings

There are lots more settings available with your webmail, allowing you to customise your email, contacts, and calendar.

Select 'settings' in the top right-hand corner of your webmail. In here you'll find;

2.1. User Interface

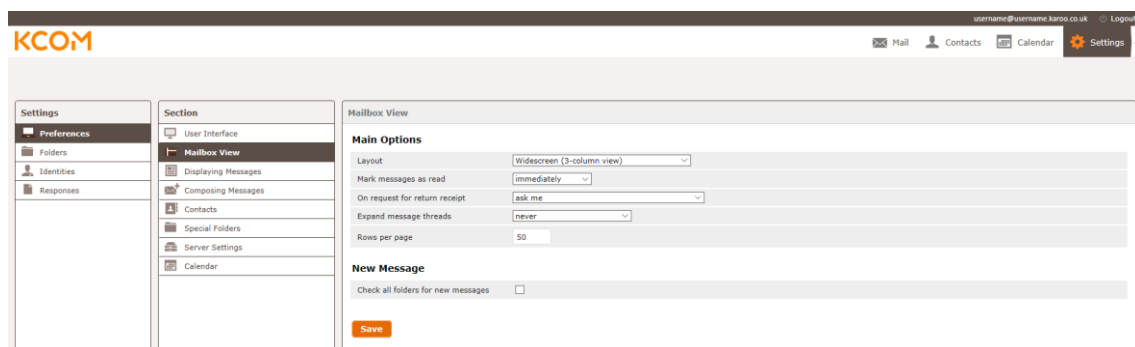
Here you can change the language, time and date settings, and refresh frequency for your mailboxes.



The screenshot shows the 'User Interface' settings page. On the left, there is a 'Settings' sidebar with 'User Interface' selected under the 'Section' column. The main content area is titled 'User Interface' and contains two sections: 'Main Options' and 'Browser Options'. The 'Main Options' section includes: Language (English (US)), Time zone (Auto), Time format (07:30), Date format (2019-07-24), Pretty dates (checked), and Refresh (check for new messages, etc.) (every 1 minute(s)). The 'Browser Options' section includes: Handle popups as standard windows (unchecked) and Register protocol handler for mailto: links (unchecked). A 'Save' button is located at the bottom of the form.

2.2. Mailbox View

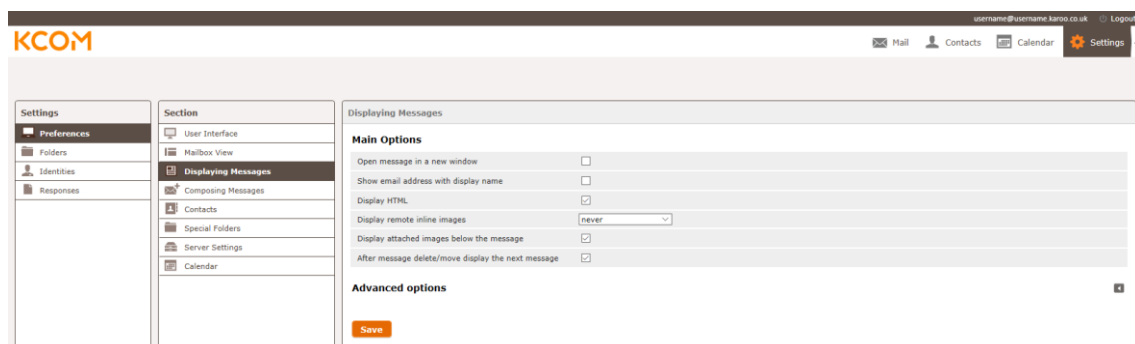
Here you can change how your mailboxes display, read message options, and the number of rows per page.



The screenshot shows the 'Mailbox View' settings page. On the left, the 'Settings' sidebar has 'Mailbox View' selected under the 'Section' column. The main content area is titled 'Mailbox View' and contains two sections: 'Main Options' and 'New Message'. The 'Main Options' section includes: Layout (Widescreen (3-column view)), Mark messages as read (immediately), On request for return receipt (ask me), Expand message threads (never), and Rows per page (50). The 'New Message' section includes: Check all folders for new messages (unchecked). A 'Save' button is located at the bottom of the form.

2.3. Displaying Messages

Here's all your message display options – meaning you can view your emails exactly how you want to.



The screenshot shows the 'Displaying Messages' settings page. On the left, the 'Settings' sidebar has 'Displaying Messages' selected under the 'Section' column. The main content area is titled 'Displaying Messages' and contains two sections: 'Main Options' and 'Advanced options'. The 'Main Options' section includes: Open message in a new window (unchecked), Show email address with display name (checked), Display HTML (checked), Display remote inline images (never), Display attached images below the message (checked), and After message delete/move display the next message (checked). The 'Advanced options' section is currently collapsed. A 'Save' button is located at the bottom of the form.

2.4. Composing Messages

All your options for writing emails are here – including default fonts, signature options (to create a signature go to **Identities** under the main **Settings** list) and spellcheck options.

The screenshot shows the 'Composing Messages' settings page in the KCOM webmail interface. The left sidebar contains a 'Settings' menu with options: Preferences, Folders, Identities, Responses, Composing Messages, Contacts, Special Folders, Server Settings, and Calendar. The 'Composing Messages' section is active, displaying the following options:

- Main Options:**
 - Compose in a new window:
 - Compose HTML messages: never
 - Automatically save draft: every 5 minute(s)
 - Always request a return receipt:
 - Always request a delivery status notification:
 - Place replies in the folder of the message being replied to:
 - When replying: start new message below the quote
 - Messages forwarding: inline
 - Default font of HTML message: Verdana, 10pt
 - Default action of [Reply all] button: reply to all
- Signature Options:**
 - Automatically add signature: always
 - Place signature below the quoted message:
 - When replying remove original signature from message:
 - Force standard separator in signatures:
- Spellcheck Options:**
 - Check spelling before sending a message:
 - Ignore words with symbols:
 - Ignore words with numbers:
 - Ignore words with all letters capitalized:
- Advanced options:** (collapsed)

A 'Save' button is located at the bottom of the settings panel.

2.5. Contacts

This is where you set which address book is to be used as your default, as well as how your contacts display.

The screenshot shows the 'Contacts' settings page in the KCOM webmail interface. The left sidebar is the same as in the previous screenshot, with 'Contacts' selected. The 'Contacts' section displays the following options:

- Main Options:**
 - Default address book: Personal Addresses
 - List contacts as: Display Name
 - Sorting column: Last Name
 - Rows per page: 50
 - Skip alternative email addresses in autocompletion:

A 'Save' button is located at the bottom of the settings panel.

2.6. Special Folders

You can choose how your folder names display for your mailbox here

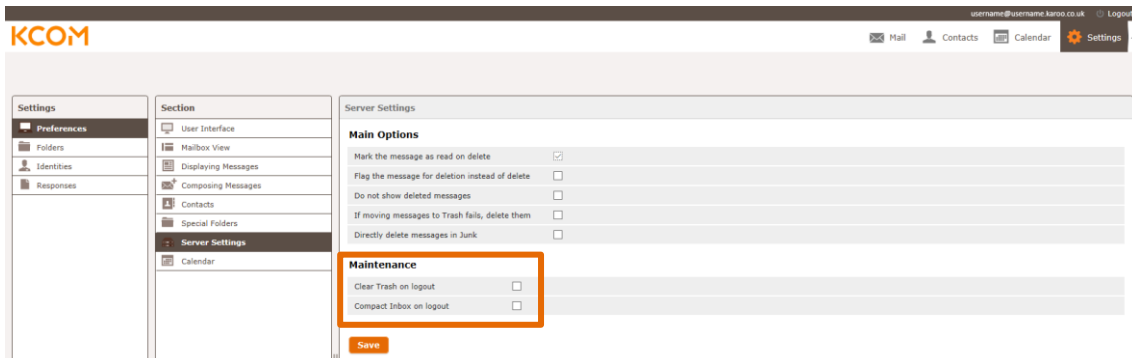
The screenshot shows the 'Special Folders' settings page in the KCOM webmail interface. The left sidebar is the same as in the previous screenshots, with 'Special Folders' selected. The 'Special Folders' section displays the following options:

- Main Options:**
 - Show real names for special folders:
 - Drafts: Drafts
 - Sent: Sent
 - Junk: ...
 - Trash: Trash

A 'Save' button is located at the bottom of the settings panel.

2.7. Server Settings

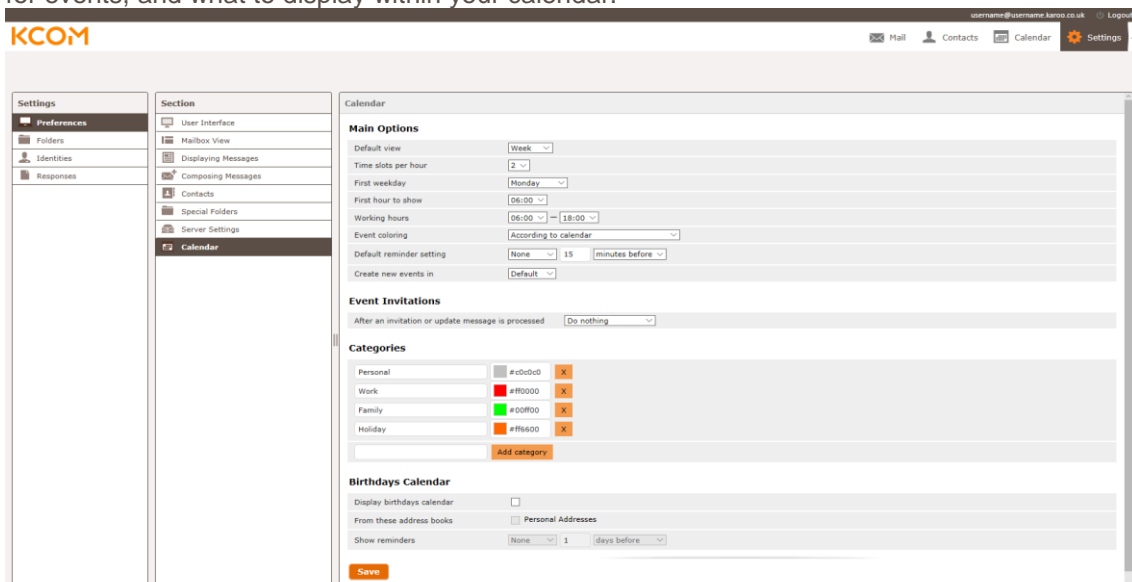
These settings are for deleted items. To turn on the **Clear Trash on logout** and **Compact Inbox on logout**, tick the two options under **Maintenance** to help keep on top of your mailbox capacity.



The screenshot shows the 'Server Settings' page in the KCOM webmail interface. The left sidebar contains a 'Settings' menu with 'Server Settings' selected. The main content area is divided into 'Main Options' and 'Maintenance'. The 'Maintenance' section, highlighted with an orange box, contains two checkboxes: 'Clear Trash on logout' and 'Compact Inbox on logout', both of which are currently unchecked. A 'Save' button is located at the bottom of the page.

2.8. Calendar

All your calendar settings are here – making any changes to your custom calendars, default settings for events, and what to display within your calendar.



The screenshot shows the 'Calendar' settings page in the KCOM webmail interface. The left sidebar contains a 'Settings' menu with 'Calendar' selected. The main content area is divided into several sections: 'Main Options', 'Event Invitations', 'Categories', and 'Birthdays Calendar'. The 'Main Options' section includes settings for 'Default view' (Week), 'Time slots per hour' (2), 'First weekday' (Monday), 'First hour to show' (06:00), 'Working hours' (06:00 - 18:00), 'Event coloring' (According to calendar), 'Default reminder setting' (None, 15 minutes before), and 'Create new events in' (Default). The 'Event Invitations' section has a dropdown for 'After an invitation or update message is processed' set to 'Do nothing'. The 'Categories' section lists 'Personal' (#e0e0e0), 'Work' (#ff0000), 'Family' (#00ff00), and 'Holiday' (#ff6600), each with a color swatch and an 'X' icon. The 'Birthdays Calendar' section includes a checkbox for 'Display birthdays calendar', a dropdown for 'From these address books' set to 'Personal Addresses', and a dropdown for 'Show reminders' set to 'None' with '1 days before'.

2.9. Identities

This is for the Identities that are set up within a KCOM email account. Here you can set an auto-signature per identity – go to **Settings > Preferences > Composing Messages** to change the signature display settings.

The screenshot shows the 'Edit Identity' settings page in the KCOM webmail interface. The page is divided into three main sections: a left sidebar with navigation options (Settings, Preferences, Folders, Identities, Responses), a middle pane showing the selected identity, and a right pane for editing the identity details. The 'Signature' section is highlighted with an orange box. It contains a preview of the signature text: 'John Doe, KCOM Customer'. Below the preview is a checkbox for 'HTML signature', which is currently unchecked. A 'Save' button is located at the bottom of the form.

Settings	
Preferences	
Folders	
Identities	
Responses	

Identities	
<casename@username.karoo.co.uk>	

Edit Identity	
Settings	
Display Name	John Doe
Email	username@username.karoo.co.uk
Organization	
Reply-To	
Bcc	
Set default	<input type="checkbox"/>
Signature	
Signature	John Doe KCOM Customer
HTML signature	<input type="checkbox"/>
Save	

3. Support

If you have any queries, please don't hesitate to contact us using your usual support number. You can find a list of support numbers on our website [here](#).

Thank you for your continued use of the Webmail service and we hope that this guide has been useful.



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