

Excalibur Technology Corp.

700 Fox Glen
Barrington • IL • 60010
e-mail: support@excaltech.com

Phone: 847-842-9570
Fax: 847-842-0190
www.excaltech.com

WEBMAIL SYSTEM

USER'S MANUAL

**Current information available at:
<http://www.excaltech.com/email>**

Updated January 24, 2003

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Welcome and Introduction

Thank you for choosing Excalibur Technology to handle your e-mail services. Like many other Excalibur services, we have strived to bring you the best possible e-mail solution. There are many enhancements and features to our web based e-mail system that you will not find on any other service. Our Webmail system provides an easy way for you to access your e-mail messages from anywhere in the world, using any Internet connected PC, using only a standard web browser such as Internet Explorer. There is no setup or configuration necessary to use the Webmail system, simply open a web browser and login with your username and password! It is that simple! Of course, you can always configure and use a POP3 e-mail program such as Microsoft Outlook to download and read your mail. Our Webmail interface is not meant to replace your POP3 program, it is simply an enhancement when you are away from your mail computer system and need quick and easy access to your messages. For more information on configuring POP3 clients, please see our website. Please read this entire manual to familiarize yourself with all of the options that are available to you.

Personalization

If you would like to personalize your Webmail system for your company or organization, please call our office at 847-842-9570 and speak to a programmer. We are able to redesign the Webmail interface to completely customize the look and feel of the system for your company! Any of the icons, news messages, company logos, background pictures and icons can be customized to provide a unique experience available to your employees. Rates are extremely reasonable as we are able to perform this service with only a minimal amount of programming. Call today for more information.

System Requirements

- Any Internet-ready computer system or device capable of displaying DHTML graphics and running Java scripts.
- An Internet connection
- Excalibur Hosting Service
- Your domain name, username, and password

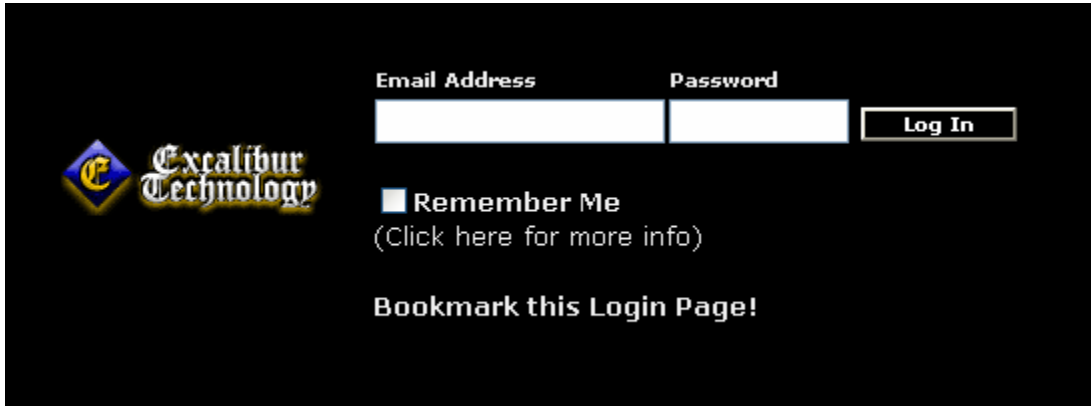
Warranty and Disclaimer

This manual, the Webmail interface, and all features are provided “as is” at no cost to our users. Should you not wish to use the Webmail interface, please use a POP3 e-mail client such as Microsoft Outlook or Outlook Express. No warranty or guarantee as to the performance of this system is made by Excalibur Technology Corp. We are not responsible for any accidental, incidental, or consequential damages that arise from using this system. You assume all and any risk involved by using this system.

Getting Started

How to Access Webmail

Starting the Webmail interface is extremely simple. Open any web browser and type the following line into the address bar: <http://webmail.domainname.com> where *domainname* is your unique domain name such as *excaliburtechnology*. Make sure that you do not type *www* when you enter the address as this will cause an invalid URL error. When you successfully type the URL, you will see the login screen below.



In the *Email Address* box, enter your mailbox name. For example, if your e-mail address is bob@domainname.com, you would enter *bob*. In the *Password* box, enter your mailbox password. If you do not have either of these pieces of information, please see your company e-mail administrator or call Excalibur Technology for additional help.

If you check the *Remember Me* box, your username and password will be stored on your PC and will be automatically entered each time that you enter the Webmail system. If you share your PC with others, or are on a public system such as an Internet café PC, do not check this box as you may inadvertently grant other people access to your mail account.

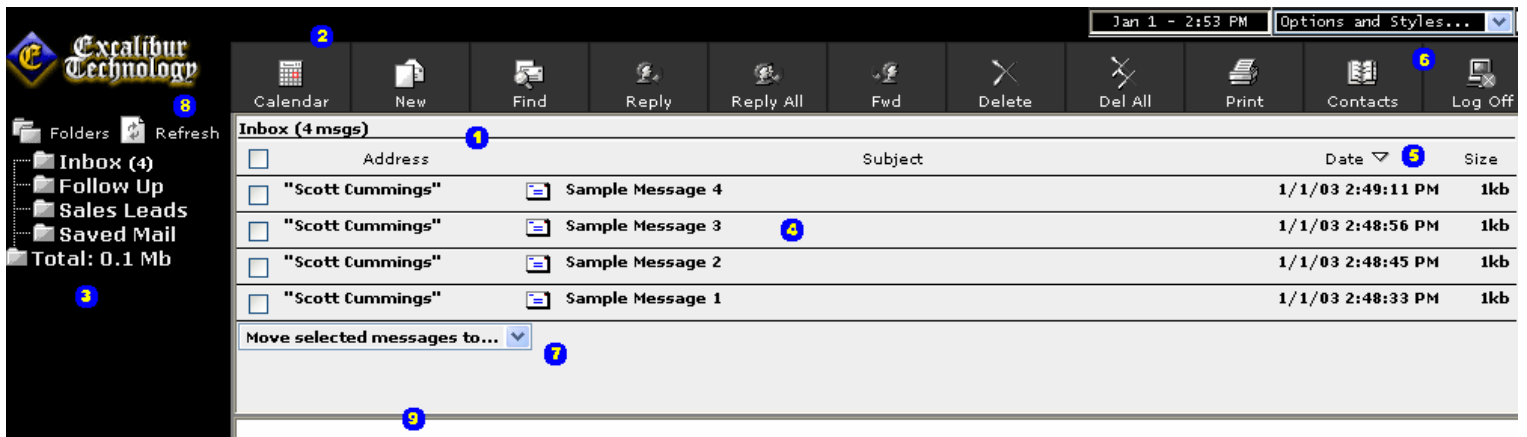
Once your information is entered, click the *Log In* button to continue.

The next screen to be shown is the system news page. If there are any critical alerts or news which you should be aware of, it will be displayed on this screen. An example is below.



To continue to the main Webmail system, simply click *Continue...*

Main Webmail Screen



Once you have successfully logged into the Webmail system, you will see a screen similar to the above screenshot. The main parts of the system are:

1. Inbox
2. Toolbar Icons
3. Folders
4. Messages
5. Sort By Selector (indicated with a triangle)
6. Options and Styles Menu
7. Move Messages Pull Down Menu
8. Refresh Icon
9. Message View Area

Each of these sections will be described in detail in the coming pages.

Inbox

The inbox is probably the most important part of the Webmail interface. Here, all of your new and saved e-mail messages will be displayed for your reference.

Inbox (3 msgs)				
<input type="checkbox"/>	Address	Subject	Date ▾	Size
<input type="checkbox"/>	"Scott Cummings"	New mail message #2	1/5/03 9:39:34 AM	1kb
<input type="checkbox"/>	"Scott Cummings"	Example of a read mail message	1/5/03 9:39:18 AM	1kb
<input type="checkbox"/>	"Scott Cummings"	Great new webmail interface!	1/5/03 9:39:00 AM	1kb

Move selected messages to... ▾

The total number of e-mail messages in your inbox will be displayed in the upper left hand corner of the screen. If you have a number of messages in your inbox, not all messages may be displayed on the preview page.

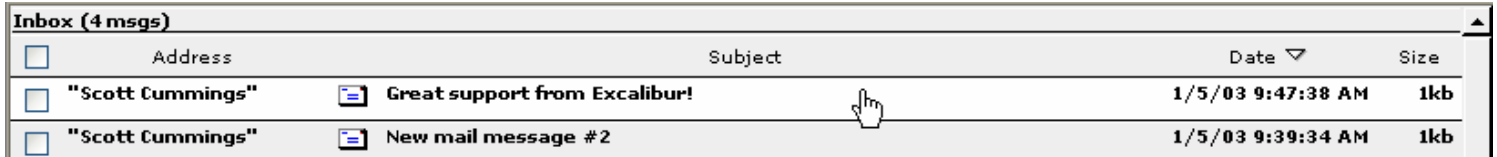
Each line represents a unique message. Information displayed about each message includes Address (of the sender), e-mail subject, the date and time the message was sent, and the total

size of the message. E-mails are initially sorted by date and time with the newest messages being displayed at the top of the screen.

Messages which have not been read before will appear in **bold text**. Messages which have been read and retained will be displayed in normal text.

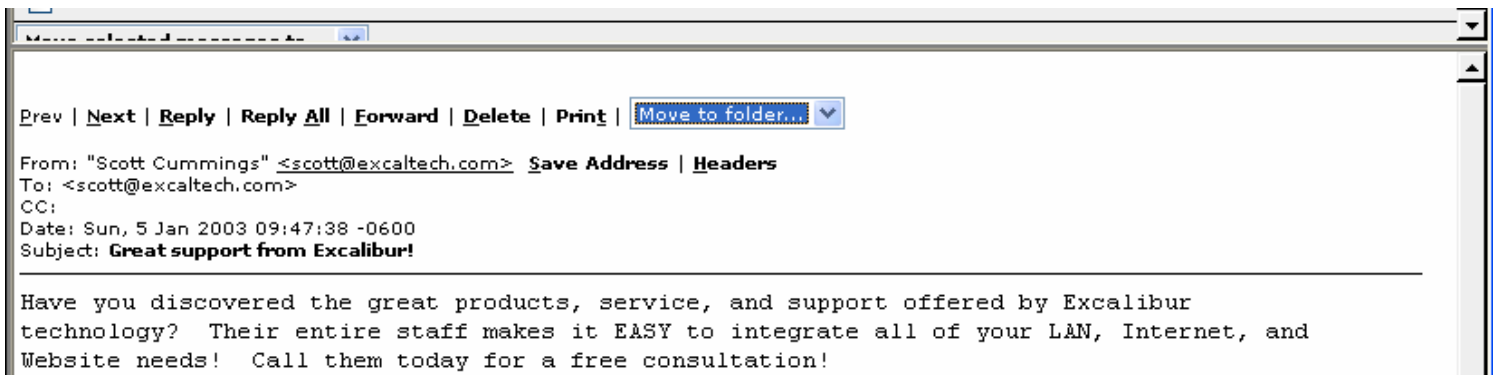
Reading E-mail

To read an e-mail message, simply click the subject line of the desired e-mail.



<input type="checkbox"/>	Address	Subject	Date ▾	Size
<input type="checkbox"/>	"Scott Cummings"	Great support from Excalibur!	1/5/03 9:47:38 AM	1kb
<input type="checkbox"/>	"Scott Cummings"	New mail message #2	1/5/03 9:39:34 AM	1kb

The mouse cursor will become a pointing finger indicating that you may click the message. Once you click an e-mail message, the contents of the message will appear in the *Message View Area*.



Prev | **Next** | Reply | Reply All | Forward | Delete | Print | Move to folder...

From: "Scott Cummings" <scott@excaltech.com> **Save Address** | **Headers**
To: <scott@excaltech.com>
CC:
Date: Sun, 5 Jan 2003 09:47:38 -0600
Subject: **Great support from Excalibur!**

Have you discovered the great products, service, and support offered by Excalibur technology? Their entire staff makes it EASY to integrate all of your LAN, Internet, and Website needs! Call them today for a free consultation!

Your message along with several options will be displayed in the *Message View Area*. Use the scrollbar on the right hand side of the screen to scroll and view the entire e-mail message.

The bold options at the top and bottom of the message give you additional options while viewing your message.

Prev – Jump to the previous message in your inbox

Next – Jump to the next message in your inbox

Reply – Send a reply e-mail to the sender. Opens a new e-mail window and copies the current message into the message.

Reply All – Same as Reply but sends the message to everyone who received the original message.

Forward – Same as reply but does not add any e-mail addresses automatically to the outgoing message. This allows you to send the message to another e-mail recipient.

Delete – Deletes the current message from your inbox.

Print – Prints the current message to your default printer.

Move to folder... - Allows you to move the message from your inbox to another folder.

Save Address – Saves this e-mail address to your address book.

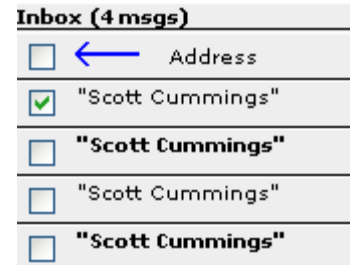
Headers – Shows e-mail header information. This is useful if you turn Message View Area

headers off in the preferences. (See Preferences section)

When you are done reading your e-mail message, click another mail message or use one of the *Toolbar icons* to start another task.

Selecting Messages

You should see *check boxes* next to each message and a master check box immediately below the Inbox message count. To select a message or multiple messages for deletion or filing, simply click the *check box* and a *check mark* will appear in the *check box* indicating that the message has been selected. You can then use a *Toolbar Icon* such as *Delete*, or use your folder options to move mail messages to another folder. This will be discussed in the *Folders* section of the manual. The check box underneath the Inbox message count is the master checkbox. Clicking this checkbox will automatically select / deselect all messages currently displayed.



Toolbar Icons

From left to right, the icons at the top of the screen are:

Calendar – Displays your personal web appointment calendar. See Calendar section.

New – Compose a new outgoing mail message.

Find – Searches your folders for mail messages.

Reply – Reply to the sender of a highlighted e-mail message.

Reply All – Replies to the sender and all other recipients of a highlighted e-mail message.

Fwd – Forwards the highlighted mail message to another user.

Delete – Purges highlighted message or moves it to Deleted folder based on option set.

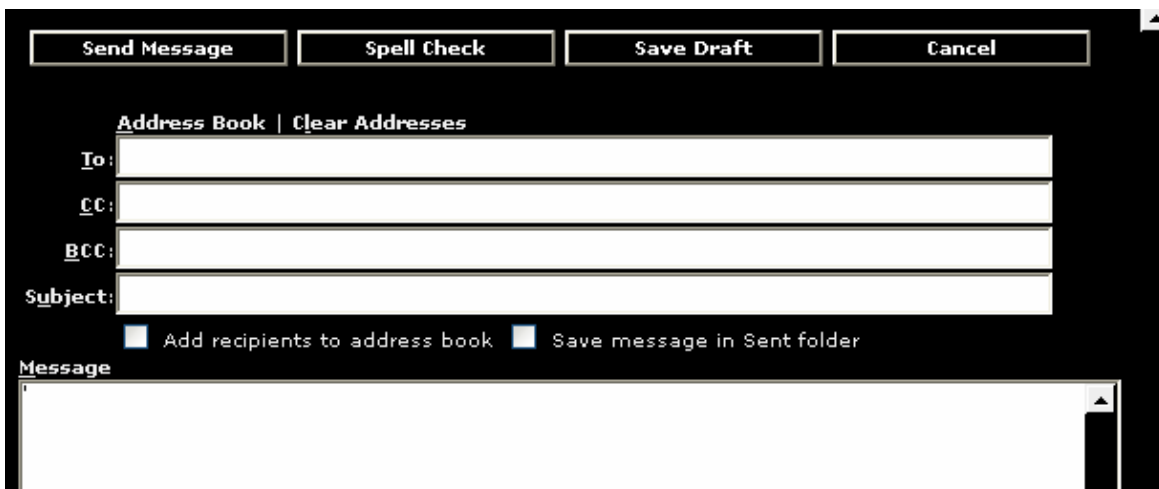
Print – Prints highlighted mail message

Contacts – Displays your stored personal contact / e-mail address book

New (message)



Clicking the New icon will open a New Message window in your browser to allow you to compose an e-mail message to a recipient of your choice. The window will look similar to the one pictured below:



Send Message Spell Check Save Draft Cancel

Address Book | Clear Addresses

To: _____

CC: _____

BCC: _____

Subject: _____

Add recipients to address book Save message in Sent folder

Message

Fill in the To:, Cc:, and Bcc:, and subject lines as you would any e-mail message. Separate multiple addresses using a single comma. (,)

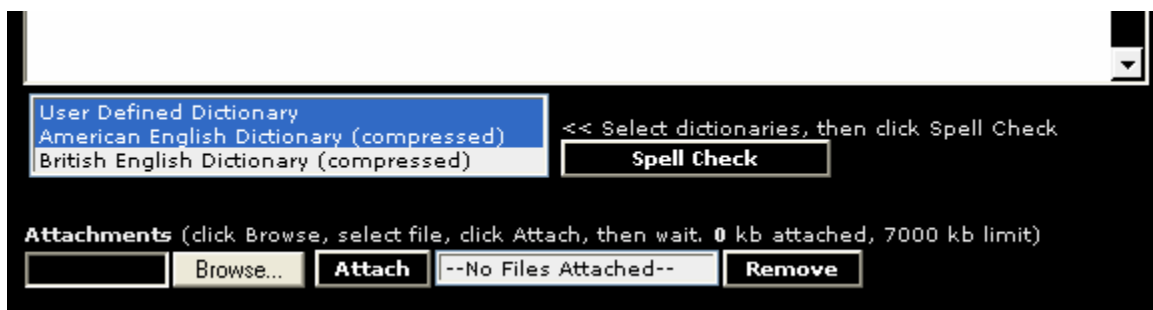
If you wish to pick names from your on-line address book, click Address Book. More information about this feature can be found in the *Contacts* section below.

To delete addresses you have typed, click the Clear Address button. This will erase all addresses in your new message.

If you wish a copy of this message to be saved in your Sent Folder, check the *Save message in Sent folder* option.

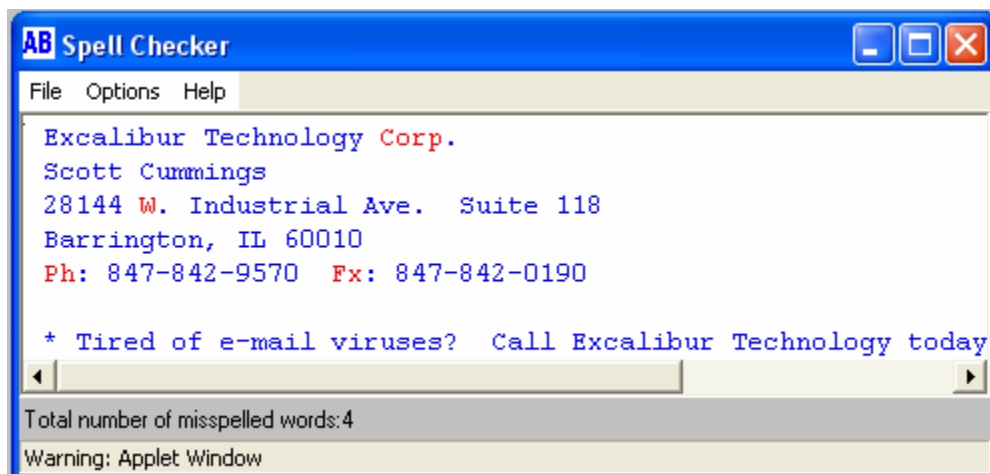
If you wish to add the address you just typed to your Contacts, check the *Add recipients to address book* option.

Spell Checking E-mail Messages



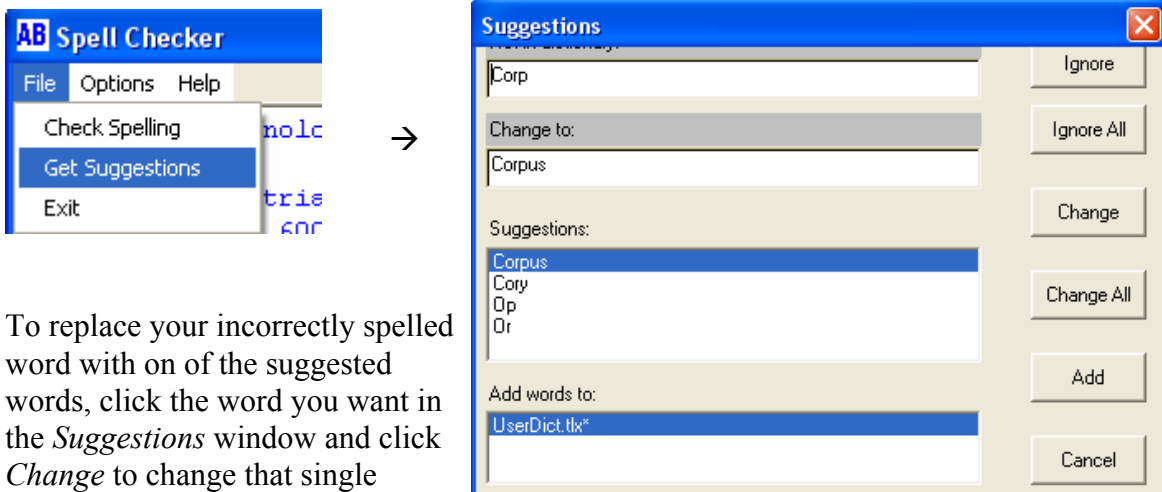
If you wish to spell check your e-mail message before you send it, select one or more of the installed dictionaries and click the *Spell Check* button. To select more than one dictionary, hold the *Control (Ctrl)* key on your keyboard and highlight each dictionary you wish to use.

Once you click the Spell Check button, the Spell Checker application will start as shown below:



Correctly spelled words will show in blue and incorrectly (or unknown) words will show in red.

To get suggestions on an incorrectly spelled word, click on the red word and then click *Get Suggestions* under the *File Menu*. The *Suggestions* menu will pop up.

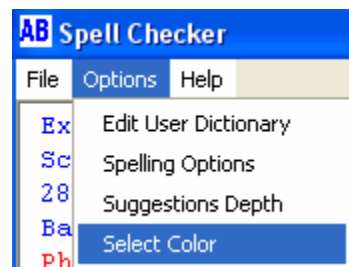


To replace your incorrectly spelled word with one of the suggested words, click the word you want in the *Suggestions* window and click *Change* to change that single instance of the misspelling or *Change All* to change all similar misspellings throughout your e-mail.

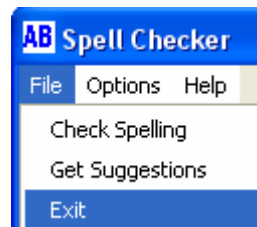
If you wish to add a correctly spelled word that does not appear in the standard dictionaries to your personal dictionary, click the *Add* button. This word will now be stored in the *User Defined Dictionary* and will not register as a misspelling if *User Defined Dictionary* is selected when the spell check begins.

To quit the *Suggestions* application, click *Cancel*.

To change the display color of misspelled words, click *Options* and then click *Select Color*. Choose your new Color,

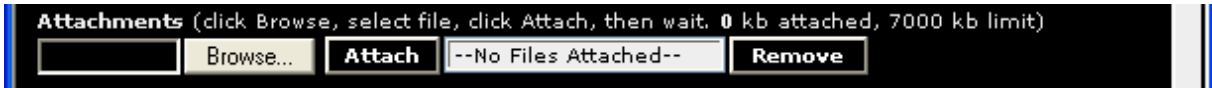


When you are done spell checking your document, click *File* and *Exit*. You will be returned to the *New Message* window and the spelling changes you made will be applied to your e-mail message.



Attaching Files to Messages

If you wish to attach files to your e-mail, click the *Browse...* button at the bottom of the New Message window.



This will bring up a standard file browsing Window on your PC. (This feature will not work on all systems or all browsers.) Browse to the file you wish to attach and click the *Open* button. There will be a delay as the file is copied from your PC to the Webmail server. The larger the attached file, the longer the delay. Note: File attachments must be under 7 Megabytes in total size.

Attached files will show if the dialog box between the *Attach* and *Remove* buttons.

To remove an attached file, click it in the dialog box and then click the *Remove* button.

Sending Mail

When you have finished editing and spell checking your message and have attached any files to the message, you are now ready to send it through the Internet to the intended recipient(s).

To send your message, click the Send Message button.



If you wish to save your e-mail message for later editing instead of sending it, click the *Save Draft* button. This will place a complete copy of your message in your *Drafts folder* for later editing and sending.

To cancel sending your messages and abandon any changes you have made, click the *Cancel* button.

Find

Clicking the Find toolbar icon will cause the inbox to be replaced with the Find Menu as shown below.

This tool is helpful for automatically searching through your e-mail to find particular item. Type the word or phrase you wish to find in the *Find* dialog box. Then, using the first pull down menu, select if you want the search to look at the *Body* of the e-mail, the *Subject*, the *To* field, or the *From* field. Use the second scroll menu to select which of your folders you wish to search. Using the



check boxes, you may choose if you wish you search to be case sensitive, and if you wish to search all of your available folders.

An example search of “excal” as shown below:



Might produce the following list of found items:

Search Results		
1	Inbox "Scott Cummings"	Great support from Excalibur!
		1/5/03 9:47:38 AM 990 bytes

To read any of the found messages, simply click the *Subject* line which is listed underneath *Search Results*. To read the next message, click the next Subject line.

To leave the Find results, click your Inbox folder icon on the left side of the screen.



Contacts

The *Contacts* system is an online e-mail address book that is stored on the mail server and available to you whenever you use your Webmail account. Clicking the *Contacts icon* will bring up your personal address book as shown below.

Your *personal addresses* will be shown at the top of the window. Below your *personal addresses*, *common addresses* will be displayed. These are setup by the system administrator and cannot be modified. To add a name to your personal address list, type a name and an e-mail address at the bottom of the window and click add. To change or delete an existing name, click the name in the list. The *Name* and *Email* address boxes will display the selected information. To modify the information, make any necessary changes and click the *Modify* button. The list will now reflect your new information. To completely delete an entry, select it and click the delete key.

To write to an address stored in the Contact list, select the name and click



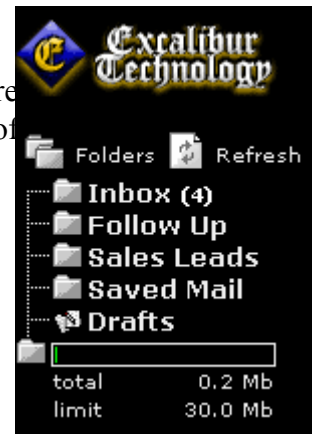
either the *To*, *Cc*, or *Bcc* button. This will open a new e-mail message and copy the selected addresses to it automatically. The *Select and Close* button functions the same as the *To* button.

Tip: To select multiple names, hold down the Control (Ctrl) key on your keyboard and click all desired names. To select a range of names, click the first name, hold down the Shift key on your keyboard, and click the last name in the range. All names within the range will be automatically selected.

Folders

Folders allow a way for you to manage your inbox, save and organize important information, and reduce SPAM messages. All of your folders are displayed on the left side of the Webmail interface. To view the contents of a folder click it. It will open and replace the *Inbox view* with a view of the folder contents. The items in the folder will function exactly as the items of the *Inbox*.

To create new folders and sub-folders, click the *Folders* icon in the upper left corner of the screen. This will open the *My Folders* window.



My Folders

Create a Folder

Folder Name Subfolder of...

Enter the name of a new folder to create, and optionally specify a parent folder. The folder name must not exceed 15 characters, and must not contain special characters or periods. You or others can send email directly to a folder with no spaces in the name by using an email address like "yourname-foldername@yourdomain.com".

Modify a Folder

To rename a folder, choose it from the list to the right. Enter a new name in the box below and click on the **Rename** button.

To delete a folder, choose it from the list and click on the **Delete** button. Deleting a folder will delete **ALL** the messages it contains.

Follow Up
Sales Leads
Saved Mail

Creating a Folder

To create a folder in addition to any you may already have, type a name in the *Folder Name* box. If you wish to have the folder created in the main folder directory, click the *Create* button. To create a folder underneath an existing folder to create a subsystem of folders, pull down the *Subfolder of...* arrow, select an existing folder, and click *Create*. Your new folders will appear in the list on the *My Folders* screen as well as the *Folders* section of the main view.

Modifying a Folder

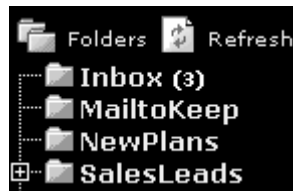
To change the name of an existing folder, simply click the current name on the right side list, type the new name in the box under the *Modify a Folder* listing, and click the *Rename* button. The folder list will now show the new name of the folder.

Deleting a Folder

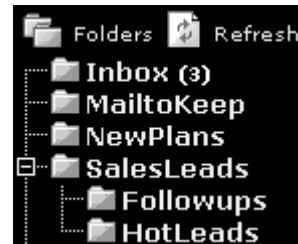
To permanently remove a folder AND all of the messages contained within that folder, simply click the folder on the right side list, and click the *Delete* button. The folder and all of its contents will be permanently removed from the system.

Folder Levels

If you have subfolders within any of your folders, a “+” sign will be displayed to the left of the folder. Clicking the “+” sign will display the subfolders. Clicking the “-“ sign which replaces the “+” will close the subfolders.



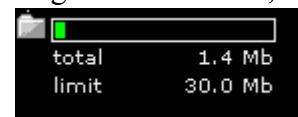
Folder with subfolders hidden.



Folder with subfolders displayed.

Mailbox Space Used and Available

There is a limit to the amount of space your messages may occupy on the server at any time. Unless you have purchased additional space, the current limit is 30 megabytes. Without large attachments, this space is large enough to hold hundreds of messages. If you do have large attachments in your inbox, or if you store numerous read messages on the server, this space can be used quickly. Underneath your folder list, a gauge will display your current limit and the amount of space you have used as well as your mailbox limit. If your mailbox reaches the limit, you will not be able to receive additional new messages. To help keep your mailbox within the allowed limit, download messages regularly from the server using a POP3 mail client such as Outlook or Outlook Express, make sure that your POP3 mail client deletes messages from the server after five days, and do not store messages longer than necessary on the Webmail interface.



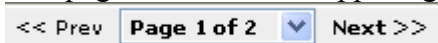
Messages

The Messages section of the Webmail interface provides useful information about your e-mail. The upper left corner of the *Messages* section will display the name of the current

Inbox (3 msgs)				
<input type="checkbox"/>	Address	Subject	Date ▾	Size
<input type="checkbox"/>	"Scott Cummings"	New mail message #2	1/5/03 9:39:34 AM	1kb
<input type="checkbox"/>	"Scott Cummings"	Example of a read mail message	1/5/03 9:39:18 AM	1kb
<input type="checkbox"/>	"Scott Cummings"	Great new webmail interface!	1/5/03 9:39:00 AM	1kb

Move selected messages to... ▾

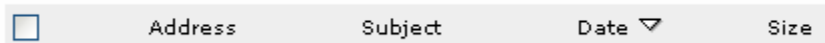
folder you are viewing. It will also display the total number of messages in parentheses. If you have more messages in your Inbox than can be displayed in the current view, you will see a page selector in the upper right corner of the *Message* section.



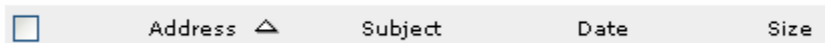
To move to the next grouping of messages, click the *Next>>* button. To move to the previous grouping of messages, click the *<<Prev* button. To jump to a specific page of messages, select a page using the pull-down arrow. The messages in your *Inbox* will now reflect the contents of the selected page.

Sort By Selector

E-mail contained within the *Messages* section is sorted by date received by default. You may also sort your e-mail by *Address*, *Subject*, and *Size*. The title bar in the *Messages* section will show an inverted triangle to indicate which choice is currently selected.

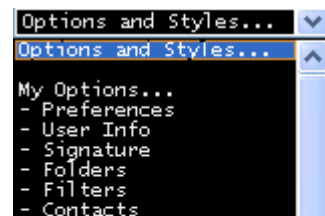


To sort by one of the other selections, simply click on the new choice. The mail will be resorted and redisplayed. *Messages* are sorted in ascending order by default. To sort them in descending order, click your new choice twice. The mail will be resorted and redisplayed. The triangle will also point upward indicating your choice.



Options and Styles Menu

In the upper right corner of the Webmail interface is the *Options and Styles Menu*. This menu will allow you to customize your Webmail interface to suit your needs. To select an option to customize, click the pull down menu. You will see several Options listed first and then a list of display Styles from which to choose. To customize one of the Options, click your selection from the menu.



Preferences

Mail Sending Options	
Forward Editing:	<input checked="" type="radio"/> Edit original message <input type="radio"/> Don't edit original message
Forward Attachments:	<input type="radio"/> Include attachments <input checked="" type="radio"/> Don't include attachments
Replying:	<input checked="" type="radio"/> Include original message <input type="radio"/> Don't include original message
Reply message (original message indicator):	<input checked="" type="radio"/> ">" <input type="radio"/> None
Save copy of outgoing mail in Sent folder:	<input checked="" type="radio"/> No <input type="radio"/> Yes
For spell check applet, use Java:	<input checked="" type="radio"/> 1.1 <input type="radio"/> 1.2
Open Web Calendaring in:	<input type="radio"/> New <input checked="" type="radio"/> Current window

Selecting *Preferences* will bring up several option boxes that control how your mail is displayed and sent. The first is *Mail Sending* options. These options are self explanatory. Mark your selections and click the *Save* button found under the *Delete Options*. To set all of the options back to the default selections, click the *Reset* button. Any changes you have made to the options will be discarded and the defaults will be used once again.

User Information

Selecting *User Information* will display a window with your user information. The first three lines must be completed.

The rest of the lines are optional.

The *Common Name* is the name that people will see in their “From” menu when you send them e-mail through the Webmail system.



Delete Options	
Delete messages:	<input type="radio"/> Move to Deleted folder <input checked="" type="radio"/> Purge message
Confirm delete messages:	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/>	

Signature

This text will be auto-entered as a *signature* at the end of your messages, and is limited to 1000 characters. This feature is disabled if the text box is empty. To create a *signature*, type your desired text into the *My Signature* box and click *Save*. To delete your *signature*, delete the text from the *My Signature* box and click *Save*.

Folders

Selecting *Folders* will bring up the *Folders* menu as discussed earlier.

Filters

Filters are useful for eliminating SPAM as well as automatically scanning your e-mail and moving it to a desired folder. Unless you are an advanced user, you should not use the *Filters* section as you could prevent legitimate e-mail from reaching your mailbox. If you receive unwanted SPAM, please forward the message to abuse@excaltech.com for server elimination.

If you want to learn more about *Filters*, see the on-line help section or call Excalibur Technology for additional help.

Contacts

This will display the *Contacts* address book as previously discussed.

Forwarding

If you ever want all of your e-mail forward to another e-mail box, enable this option. All incoming mail messages will be sent to your selected e-mail address. No copy will remain in your Webmail box. To enable this option, type an e-mail address in the *Forwarding*

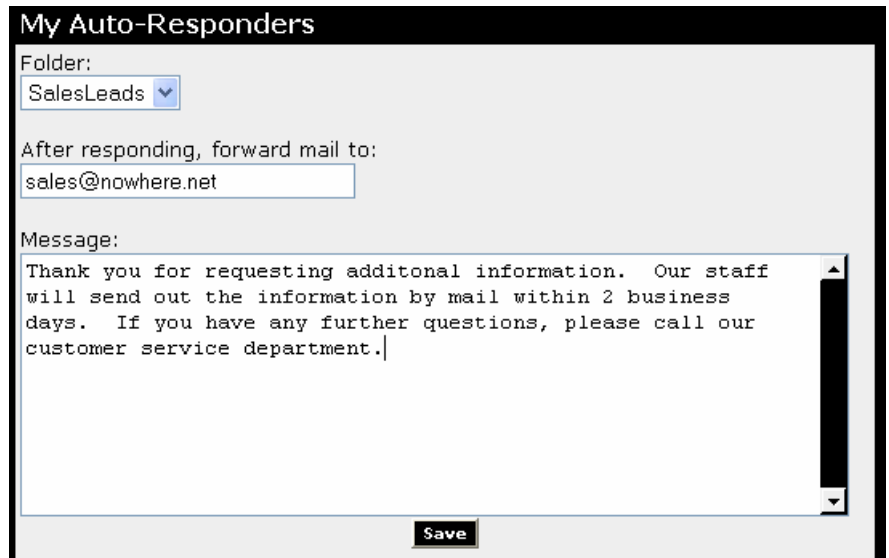
option box and click *Save*. To remove this option, delete the e-mail address from the *Forwarding* option and click *Save*.

AutoResponder

If you wish to have your Webmail box send an automatic reply to received e-mail, use the *AutoResponder* feature. First, select the *Folder* from the pull down menu that will generate the auto response. This is the folder that the message is first delivered to when received.

Unless you have setup *Filters*, this will be the *Inbox*. Next, (optional) enter an e-mail address to forward the message to once the auto response. The message will be forwarded to this e-mail address and will also remain in your Webmail box.

Lastly, type the message you wish the auto responder to send back to whomever sent you the original mail. When all of your selections are made, click *Save*.



The screenshot shows a webmail interface titled "My Auto-Responders". It features a "Folder:" dropdown menu with "SalesLeads" selected. Below it is a text input field for "After responding, forward mail to:" containing "sales@nowhere.net". A larger text area for "Message:" contains the text: "Thank you for requesting additional information. Our staff will send out the information by mail within 2 business days. If you have any further questions, please call our customer service department.|" A "Save" button is located at the bottom right of the form.

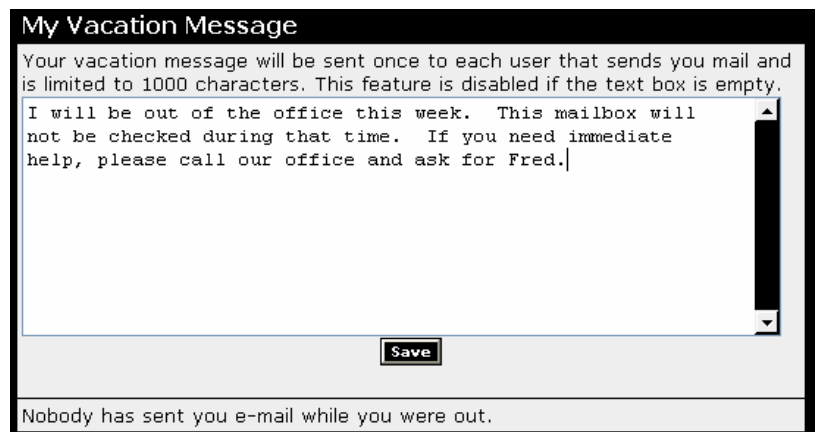
Vacation Message

While you are out of the office, you can enable the *Vacation Message* option. When you have text in the *Vacation Message* option, this text will be e-mailed ONCE to each user that sends you mail. This message is limited to 1000 characters. If a user writes to you a second time before you

clear your *Vacation Message Recipients*, they will receive no reply from your mailbox. To

enable your *Vacation Message*, enter the text in the box and click the *Save* button. To disable your *Vacation Message*, delete all text from the box and click the *Save* button. If anyone has written to

you while your vacation message was in use, you will see *My Vacation Message Recipients* under the *My Vacation Message* box. A list of all e-mail addresses to which your vacation message was sent will be displayed. To delete this list click the *Clear Recipient List* button. Until this list is cleared, anyone listed will not receive another reply to your *Vacation* Message.



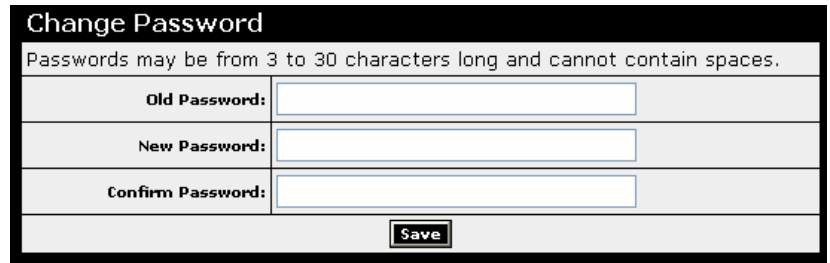
The screenshot shows a webmail interface titled "My Vacation Message". It contains a text area with the text: "Your vacation message will be sent once to each user that sends you mail and is limited to 1000 characters. This feature is disabled if the text box is empty. I will be out of the office this week. This mailbox will not be checked during that time. If you need immediate help, please call our office and ask for Fred.|" A "Save" button is located at the bottom right of the form. Below the form, a status message reads: "Nobody has sent you e-mail while you were out."



The screenshot shows a webmail interface titled "My Vacation Message Recipients". It displays the text: "The following people sent e-mail while you were out:" followed by a list containing the email address "<scott@excaltech.com>". A "Clear Recipient List" button is located below the list.

Password

Changing your *password* on a regular basis will help prevent unauthorized access to your mail account. To change your *password*, type your old *password* first, your new *password* twice, and click the *Save* button. The change is immediate. You will need to type this new *password* to log onto the Webmail system. Reminder: You will need to change the stored *password* in any POP3 e-mail programs such as Outlook or Outlook Express as well.



The image shows a 'Change Password' form. At the top, it says 'Change Password' and 'Passwords may be from 3 to 30 characters long and cannot contain spaces.' Below this are three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. A 'Save' button is located at the bottom right of the form.

Finger Info

This feature is disabled.

Help Topics

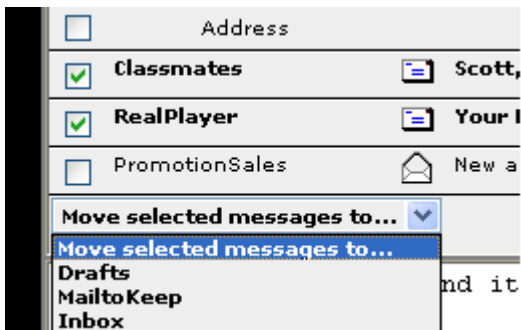
Displays additional on-line help. This is useful if you are away from this copy of the manual and need immediate help.

Styles

Below the above mentions options are listed 23 different *styles* from which to choose. These styles will personalize your Webmail account to display a different theme. *Black/White* is the default *style* selection. This is a fast loading and professional looking style. If you wish to set another *style* as your default, click on any of the 23 *styles* listed. This *style* will become your default *style* on the current PC at which you are working. Should you work on another PC, you will need to re-select your preferred *style* again. *Styles* are saved on a per user basis. Changing the *style* for one user on a machine does not affect the chosen *styles* of other users.



Move Messages Pull Down Menu



Beneath the *Messages* section of the Webmail system is the *Move Messages* menu. This function is used to move mail from one folder to another. If you select any messages using the *checkbox selector* and then select any of the available folders listed in the *Move Message* menu, the messages you have selected will be moved from the current folder to the folder you have chosen.

This utility is useful for organizing messages you wish to save on the Webmail system while maintaining a clean inbox.

Refresh Icon

The *inbox* will automatically refresh and show new incoming messages every five minutes by default. If you wish to check for new mail prior to the automatic refresh, click the *Refresh* icon. This will pull a current listing of your available mail and display it in the inbox. If you are in another folder, go to your *Inbox* to display your new mail messages.



Message View Area

The *Message View Area* will display the currently selected e-mail message. You are able to copy text and graphics from this view panel using standard Microsoft Windows copy and paste techniques.

Calendar

The Webmail system has a calendar system available for your use. This calendar can store appointments and will be available for you from any terminal since all of the appointment information is stored on the Excalibur web server.

More information about this feature will be released in future versions of this document.