

How to send Email using Webmail (Basic Mode)

Step 1

- To send an email using Webmail, click on the Compose button on the left hand menu.



The screenshot shows the Cogeco Webmail interface. At the top left is the Cogeco logo. To the right of the logo is a navigation bar with links for "Back to my.cogeco.ca" and "Français". The main header area contains the word "WEBMAIL" in large, bold letters. Below the header is a navigation menu with "Mail", "Help", and "Logout" options. On the left side, there is a vertical menu with the following items: "MAIL", "Check Mail", "Compose", "Folders", "Options", and "Empty Trash". The "Compose" button is highlighted. The main content area displays a welcome message: "Welcome username@cogeco.ca: You have no new messages". Below this message is a table with the following columns: "Status", "Sel", "Subject", "Who", "Date", and "Size". The table contains one row with the following data: "Status" is a lock icon and a left arrow, "Sel" is a checkbox, "Subject" is "Welcome to Cogeco...", "Who" is "Customer Service", "Date" is "11/18/2003 11:08:01 am", and "Size" is "32913". Below the table is a checkbox labeled "Select all messages". At the bottom of the main content area, there is a status bar that says "You are currently using 32k/15000k" and a "Page 1 of 1 / Previous Next" navigation link. There are also "Delete" and "Forward" buttons below the status bar.

> Back to my.cogeco.ca > Français

COGECO **WEBMAIL**

Mail Help Logout

MAIL

- Check Mail
- Compose
- Folders
- Options
- Empty Trash

Welcome username@cogeco.ca: You have no new messages

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Status	Sel	Subject	Who	Date	Size
 	<input type="checkbox"/>	Welcome to Cogeco...	Customer Service	11/18/2003 11:08:01 am	32913

Select all messages

You are currently using 32k/15000k

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Delete

Forward

Step 2

- The compose screen consists of several fields and buttons.

The screenshot shows the COGECO WEBMAIL interface. At the top, there is a navigation bar with the COGECO logo on the left, the word "WEBMAIL" in the center, and links for "Back to my.cogeco.ca" and "Français" on the right. Below the navigation bar, there are three tabs: "Mail", "Help", and "Logout". On the left side, there is a sidebar with the heading "MAIL" and several menu items: "Check Mail", "Compose", "Folders", "Options", and "Empty Trash". The main content area is divided into two sections. The top section contains form fields for "To:", "Reply to:", "CC:", "Attached:", and "Subject:". The "Reply to:" field is pre-filled with "username@cogeco.ca". The "Attached:" field is pre-filled with "(none)". To the right of these fields is a button labeled "Attachments". Below the form fields is a large text area for composing the message. At the bottom left of the text area is a "Send" button.

- These fields are listed below:

To: The email address of the recipient of your message.

Reply To: The reply to address of your message. The default address is the email address you logged in with but you may use any address you like.

CC: Allows you to send a copy of the email to people other than the designated recipient.

Subject: The subject of your message. This appears as a title to the recipient and should explain what the email is about.

Message Box: This is where you type your message.

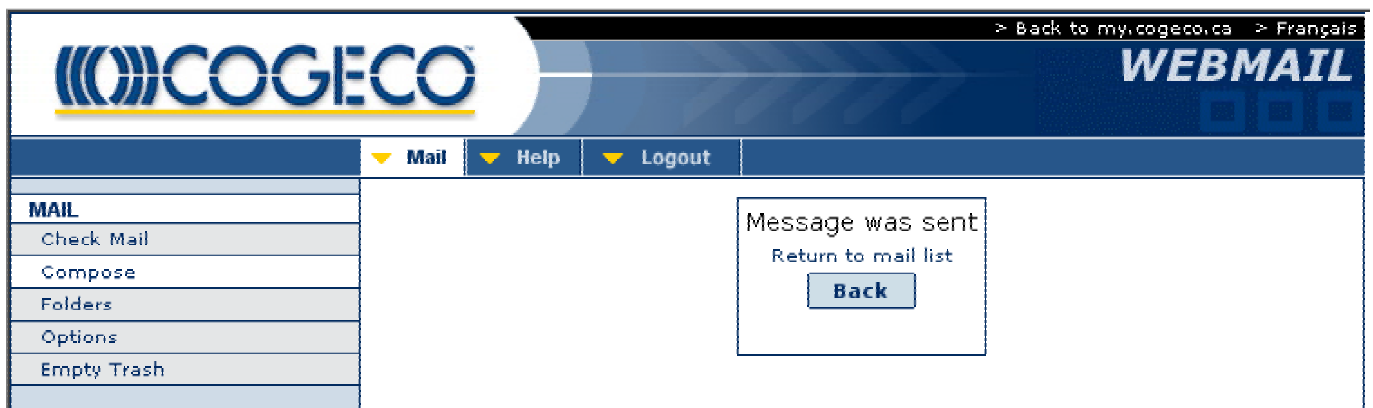
Attachments: Allow you to send files with your messages. You can send files by pressing the attachment button, which will take you to the attachment window. In the attachment window, press the browse

button to locate the file to send and then click on the attach button to include the file with your e-mail. The file will appear in the “Current Attachments” window. You can then use the **Browse** button to attach another file to the e-mail, remove a file from the email by pressing the **Delete** button. When you have added all the attachments, press the **Done** button to finish attaching files and return to the main e-mail compose screen.

Send: Pressing this button sends the completed message to the recipient.

Step 3

- Once you complete your email, click on the **Send** button to send the message. The following message will appear to let you know your e-mail was sent.



- From here you can click on **Back** to return to the e-mail you have just sent (to send it to someone else for example) or the **Return to mail list** button to go back to your inbox.