

How to use the Options Menu in Webmail (Advanced Mode)

Step 1

- Webmail provides a variety of options that allow you to customize your webmail experience. To access the options in Webmail click on the Options button on the left hand menu.

The screenshot shows the COGECO Webmail interface. At the top, there is a navigation bar with the COGECO logo on the left and the word "WEBMAIL" on the right. Below the logo, there are links for "Back to my.cogeco.ca" and "Français". The main navigation bar contains several tabs: "Mail", "Addresses", "Note", "Help", and "Logout". On the left side, there is a vertical menu with the following items: "MAIL", "Check Mail", "Compose", "Search Messages", "Folders", "Options", and "Empty Trash". The "Options" menu item is highlighted. The main content area displays the "Your Details" settings page. It includes the following fields and options:

- Your Name:** A text input field containing "username@cogeco.ca".
- Default reply address:** A text input field containing "username@cogeco.ca".
- Time Zone:** A dropdown menu set to "Eastern Standard (est)".
- Auto Adjust Time Zone for Daylight Savings?** Radio buttons for "Yes" and "No", with "No" selected.
- Number of Messages per page:** A text input field containing "20".
- Auto refresh newmail screen every:** A text input field followed by the word "seconds".

Below the "Your Details" section, there are several other options, each with a "Save" button:

- Switch to simple mode:** Change the display to use a simpler user interface with less options.
- Check Other Email Accounts:** Setup WebMail to check your other email accounts here.
- Your Signatures:** Create and edit your signatures here.
- Reject List:** Edit the list of people that you would like to reject email from here.
- Email Filters/Rules:** Have emails that meet certain criteria go to certain folders automatically here.

Changing your details in Webmail

Step 1

- At the top of the Webmail Options screen you will find your personal information and settings that can be changed:
 - Your Name:** The name that is displayed as the sender of the e-mail. The default is your email address.
 - Default Reply Address:** The e-mail address where replies to your e-mail will be sent. The default is your Cogeco e-mail address.
 - Time Zone:** The current time zone you are in. The time zone is used to set the time “stamp”, which is a record of the time the e-mail was sent (with respect to GMT). Default is Eastern Standard.
 - Auto Adjust Time Zone for Daylight Savings:** The time stamp is adjusted automatically for daylight savings time.
 - Number of messages per page:** This option allows you to specify how many messages are displayed per page in your inbox (default is 20). If there are more messages in your inbox than specified, you will have to click the next button to see the additional e-mails.
 - Auto Refresh new mail screen:** This option allows you to specify if you want webmail to check for new messages automatically at a set time interval. The interval is in seconds.
 - Save:** Once you have changed your personal settings, click to save.

Switch to Basic or Advanced modes in Webmail

Step 1

- Webmail was created with two different modes: **Basic** and **Advanced**.
- **Basic** mode is the default mode and is designed for those who only wish to read and send e-mails online.
- **Advanced** provides advanced features such as: Address book, folders, adding additional POP e-mail accounts, message searches, email filters/rules and e-mail signatures management.
- To switch between Basic and Advance modes simply click on the **Switch to Advanced or Basic** link on the options page. Prior to switching between advanced and basic, it should be understood that it is not possible to download addresses entered in your address book to a computer or to download e-mails from folders to your PC. As such, the basic mode is designed for those people who wish to check their e-mails or occasionally write e-mails while not at their home PCs. Advanced mode is designed for people who wish to keep their e-mails and addresses in webmail as opposed to keeping them all on their PC. It is still possible to download e-mails to your PC in advanced mode, but you will only be able to download those that are in your inbox and not those that are in folders. This means that if you wish to download e-mail from your folders to your PC, you will need to forward the e-mail to yourself so that it is “sent” to your inbox.

The screenshot displays the COGECO Webmail interface. At the top, the COGECO logo is on the left, and 'WEBMAIL' is on the right. Below the logo is a navigation bar with tabs for Mail, Addresses, Note, Help, and Logout. The main content area is titled 'Your Details' and contains the following fields:

- Your Name:
- Default reply address:
- Time Zone:
- Auto Adjust Time Zone for Daylight Savings? Yes No
- Number of Messages per page:
- Auto refresh newmail screen every seconds

A 'Save' button is located below these fields. Below the 'Your Details' section, there are several menu items, each with a description:

- Switch to simple mode** (circled in red): Change the display to use a simpler user interface with less options.
- Check Other Email Accounts**: Setup WebMail to check your other email accounts here
- Your Signatures**: Create and edit your signatures here
- Reject List**: Edit the list of people that you would like to reject email from here
- Email Filters/Rules**: Have emails that meet certain criteria go to certain folders automatically here

On the left side of the interface, there is a sidebar menu with the following items: MAIL, Check Mail, Compose, Search Messages, Folders, Options, and Empty Trash.

Check other email accounts in Webmail

Step 1

- You can use webmail to retrieve your e-mail from several different POP e-mail accounts in addition to your Cogeco account (POP is a means of sending and retrieving e-mail - check with your e-mail provider to find out if your account uses POP). To add other POP e-mail accounts, click on the **Check Other Email Accounts** link on the options page.

The screenshot shows the Cogeco Webmail interface. At the top, there is a navigation bar with the Cogeco logo on the left and the word 'WEBMAIL' on the right. Below the logo, there are links: '> Back to my.cogeco.ca' and '> Français'. A menu bar contains 'Mail', 'Addresses', 'Note', 'Help', and 'Logout'. On the left side, there is a sidebar menu with options: 'MAIL', 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The main content area is titled 'Your Details' and contains several settings:

- Your Name:
- Default reply address:
- Time Zone:
- Auto Adjust Time Zone for Daylight Savings? Yes No
- Number of Messages per page:
- Auto refresh newmail screen every seconds

Below these settings is a 'Save' button. Further down, there are several sections:

- Switch to simple mode**: Change the display to use a simpler user interface with less options.
- Check Other Email Accounts**: Setup WebMail to check your other email accounts here. This link is circled in red.
- Your Signatures**: Create and edit your signatures here.
- Reject List**: Edit the list of people that you would like to reject email from here.
- Email Filters/Rules**: Have emails that meet certain criteria go to certain folders automatically here.

Step 2

- To add a POP e-mail account you will need your POP server name (address), username and password – if you are unsure of these please contact your e-mail provider. Enter the Pop3 server name, username and password in the appropriate boxes then select an account symbol and click **Add**. The account symbol is a colour-coded symbol that appears beside all e-mail from the POP account in your inbox – making it easier to identify the e-mail from this account. The newly added account should now appear in the POP account list at the bottom of the screen.
- You can stop retrieving e-mail from a POP account into your inbox at any time by going to the check other e-mail accounts option and clicking on the **delete** link to the right of the account in the POP account list.

The screenshot shows the COGECO WEBMAIL interface. At the top, there is a navigation bar with the COGECO logo on the left and the word 'WEBMAIL' on the right. Below the logo, there are several menu items: Mail, Addresses, Note, Help, and Logout. The main content area is titled 'Check Other Email Accounts' and contains the following text: 'To check other email accounts with WebMail enter their details here. Messages in these accounts will be displayed in your Inbox along with your WebMail messages'. Below this, there is a section for 'Account Symbol' with a row of colored circles. The form fields are: 'POP3 Server Name' (pop.cogeco.ca), 'Username' (webtest3@cogeco.ca), and 'Password' (empty). An 'Add' button is located to the right of the password field. At the bottom of the form, there is a table with the following data:

Symbol	POP3 Server Name	Username	
	pop.cogeco.ca:110	webtest3@cogeco.ca	delete

Step 3

- Webmail will automatically check for e-mail in the newly added POP accounts every time you click on the **Check Mail** button on the menu bar. Webmail will always check all the email accounts in your POP account list.

The screenshot shows the COGECO WEBMAIL interface. At the top, there is a navigation bar with the COGECO logo on the left and the word "WEBMAIL" on the right. Below the logo, there are menu items: Mail, Addresses, Note, Help, and Logout. The main content area displays a welcome message: "Welcome username@cogeco.ca: You have no new messages". Below this message, there is a table with two columns: "Status" and "Sel". The table contains two rows of email data. Below the table, there is a checkbox labeled "Select all messages". At the bottom, there is a status bar showing "You are currently using 0.00k/10000k" and a "Page 1 of 1 / Previous / Next" navigation link. There are also buttons for "Delete", "Move to:", "Forward", and "Copy to:", along with a dropdown menu currently set to "Drafts".

> Back to my.cogeco.ca > Français

MAIL

Check Mail

Compose

Search Messages

Folders

Options

Empty Trash

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

Page 1 of 1 / Previous / Next

Status	Sel	Subject	Who	Date	Size
	<input type="checkbox"/>	Welcome to Cogeco...	Customer Service	11/18/2003 4:01:20 pm	32338
	<input type="checkbox"/>	Welcome to Cogeco...	Customer Service	11/18/2003 11:08:01 am	32913

Select all messages

You are currently using 0.00k/10000k

Page 1 of 1 / Previous / Next

Delete Move to: Drafts

Forward Copy to:

Create your own signatures in Webmail

Step 1

- Webmail allows you to create and edit your own signatures. A signature is a line that is automatically added to the end of all e-mails that are sent from your account. Click on the link labeled **Your Signatures** in the Options menu to set your signature.

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: > Back to my.cogeco.ca > Français. Below the logo is a menu with options: Mail, Addresses, Note, Help, Logout. On the left side, there is a sidebar menu with options: MAIL, Check Mail, Compose, Search Messages, Folders, Options, Empty Trash. The main content area is titled 'Your Details' and contains the following settings:

- Your Name:
- Default reply address:
- Time Zone:
- Auto Adjust Time Zone for Daylight Savings? Yes No
- Number of Messages per page:
- Auto refresh newmail screen every seconds

Below the settings is a 'Save' button. Further down, there are several sections:

- Switch to simple mode**: Change the display to use a simpler user interface with less options.
- Check Other Email Accounts**: Setup WebMail to check your other email accounts here
- Your Signatures**: Create and edit your signatures here (This link is circled in red in the image)
- Reject List**: Edit the list of people that you would like to reject email from here
- Email Filters/Rules**: Have emails that meet certain criteria go to certain folders automatically here

Step 2

- You can create multiple signatures for your e-mail account by assigning signatures unique names. Enter a signature name and then enter the signature in the **Signature:** box.

The screenshot shows the COGECO WEBMAIL interface. At the top, there is a header with the COGECO logo on the left and the text "WEBMAIL" on the right. Below the header is a navigation bar with tabs for "Mail", "Addresses", "Note", "Help", and "Logout". On the left side, there is a sidebar menu with options: "MAIL", "Check Mail", "Compose", "Search Messages", "Folders", "Options", and "Empty Trash". The main content area is titled "Signatures" and contains a "Done" button in the top right corner. Below the title bar, there is a form with the following elements:

- Signature Name:** A text input field containing the word "default". To its right are "Delete" and "Save" buttons.
- Signature:** A large, empty text area for entering the signature text.
- Default Signature:** A dropdown menu.
- Note:** A text block stating: "Note: To add a new signature all you need to do is change the 'Signature Name' and click save."
- Table:** A table with two columns, "Name" and "Value", and one empty row.

Step 3

- When you have finished entering your signature, click on **Save** button. To edit your signature it, click on its **Name**, make the desired changes and then click **Save** once more.

The screenshot shows the COGECO WEBMAIL interface. The top navigation bar includes the COGECO logo, a 'Back to my.cogeco.ca' link, and a 'Français' language option. Below the navigation bar are tabs for 'Mail', 'Addresses', 'Note', 'Help', and 'Logout'. The left sidebar contains a 'MAIL' section with links for 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The main content area is titled 'Signatures' and features a 'Done' button in the top right corner. The 'Signature Name' field is set to 'Main', with 'Delete' and 'Save' buttons next to it. The 'Signature' text area contains the following text: 'John Doe', 'Manager', '555-555-5555', and 'johndoe@cogeco.ca'. The 'Default Signature' dropdown menu is also set to 'Main'. A note below the form states: 'Note: To add a new signature all you need to do is change the "Signature Name" and click save.' At the bottom, a table lists the current signature:

Name	Value
Main	John Doe Manager 555-555-5555 johndoe@cogeco.ca

Step 4

- To add a signature, when composing an e-mail put a checkmark in the “add signature” button at the bottom of the compose e-mail screen, choose from the signatures available and select the one you would like in the box beside the “add signature” button.

The screenshot displays the COGECO Webmail interface. At the top, the COGECO logo is on the left, and navigation links for 'Back to my.cogeco.ca' and 'Français' are on the right. Below the logo is a navigation bar with tabs for 'Mail', 'Addresses', 'Note', 'Help', and 'Logout'. The left sidebar contains a 'MAIL' menu with options: 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The main area is the 'Compose' screen, showing fields for 'To:' (johndoe@cogeco.ca), 'Reply to:' (username@cogeco.ca), 'CC:', 'BCC:', 'Attached:' (none), and 'Subject:' (Your Order). On the right side of the compose area are buttons for 'Switch to HTML', 'Address Book', 'Check Spelling', and 'Attachments'. The email body contains the text: 'Hi John, I have shipped your order as per our discussion. Regards,'. At the bottom of the compose area, there are buttons for 'Send' and 'Save', a 'Drafts' dropdown, a checkbox for 'Keep a Copy of this Message', a red-circled 'Add Signature' button with a 'Main' dropdown, and a 'Priority: Normal' dropdown.

How to use the Reject list in Webmail

Step 1

- Webmail allows you to block email from specific e-mail addresses. This feature can be accessed from the options menu by clicking on the **Reject List** link.



The screenshot shows the COGECO Webmail interface. At the top, there is a navigation bar with the COGECO logo on the left and 'WEBMAIL' on the right. Below the logo, there are links for 'Back to my.cogeco.ca' and 'Français'. The main navigation menu includes 'Mail', 'Addresses', 'Note', 'Help', and 'Logout'. On the left side, there is a sidebar menu with options: 'MAIL', 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The main content area displays the 'Your Details' settings page. The settings include: 'Your Name' (username@cogeco.ca), 'Default reply address' (username@cogeco.ca), 'Time Zone' (Eastern Standard (est)), 'Auto Adjust Time Zone for Daylight Savings?' (Yes/No), 'Number of Messages per page' (20), and 'Auto refresh newmail screen every' (seconds). A 'Save' button is located below the settings. Below the settings, there are several sections: 'Switch to simple mode', 'Check Other Email Accounts', 'Your Signatures', 'Reject List' (circled in red), and 'Email Filters/Rules'.

COGECO WEBMAIL

> Back to my.cogeco.ca > Français

Mail Addresses Note Help Logout

MAIL

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

Your Details

Your Name: username@cogeco.ca

Default reply address: username@cogeco.ca

Time Zone: Eastern Standard (est)

Auto Adjust Time Zone for Daylight Savings? Yes No

Number of Messages per page: 20

Auto refresh newmail screen every: seconds

Save

Switch to simple mode

Change the display to use a simpler user interface with less options.

Check Other Email Accounts

Setup WebMail to check your other email accounts here

Your Signatures

Create and edit your signatures here

Reject List

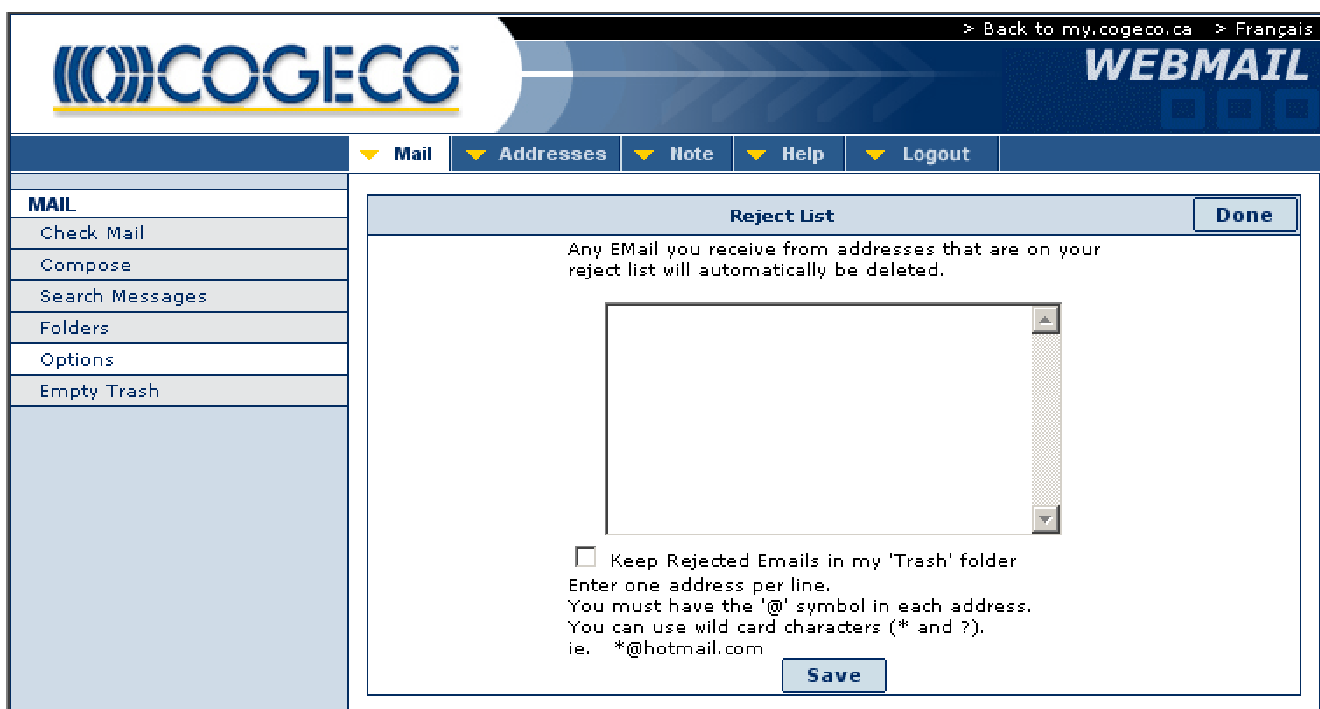
Edit the list of people that you would like to reject email from here

Email Filters/Rules

Have emails that meet certain criteria go to certain folders automatically here

Step 2

- To reject email you must enter the full email address of the sender in the box – example: webmail@cogeco.ca. Only one e-mail address can be entered per line. To enter additional e-mails press enter after each e-mail address. Once you have finished adding e-mails, click **Save** and **Done** to finish. To have rejected e-mails placed in your webmail trash folder so that you can check them, click on the “Keep rejected Emails in my “Trash” folder checkbox. Otherwise, all incoming e-mails will be blocked in Webmail.



The screenshot shows the COGECO Webmail interface. At the top, there is a navigation bar with the COGECO logo on the left and the word "WEBMAIL" on the right. Below the logo, there are links for "> Back to my.cogeco.ca" and "> Français". The main navigation bar contains several tabs: "Mail", "Addresses", "Note", "Help", and "Logout". On the left side, there is a sidebar menu with the following options: "MAIL", "Check Mail", "Compose", "Search Messages", "Folders", "Options", and "Empty Trash". The main content area displays a "Reject List" dialog box. The dialog box has a title bar with "Reject List" and a "Done" button. The text inside the dialog box reads: "Any EMail you receive from addresses that are on your reject list will automatically be deleted." Below this text is a large, empty text input area. At the bottom of the dialog box, there is a checkbox labeled "Keep Rejected Emails in my 'Trash' folder". Below the checkbox, there is a note: "Enter one address per line. You must have the '@' symbol in each address. You can use wild card characters (* and ?). ie. *@hotmail.com". A "Save" button is located at the bottom right of the dialog box.

How to use Email Filter/Rules in Webmail

Step 1

- You can set up email filters and rules through webmail to perform specific actions on incoming e-mails (i.e. automatically delete them or move them to specific webmail folders). To access this feature, click on the **Email Filters/Rules** link at the bottom of the page.

The screenshot displays the COGECO Webmail interface. At the top, the COGECO logo is on the left, and navigation links for 'Back to my.cogeco.ca' and 'Français' are on the right. Below the logo is a navigation bar with tabs for 'Mail', 'Addresses', 'Note', 'Help', and 'Logout'. A left sidebar contains a 'MAIL' menu with options: 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The main content area is titled 'Your Details' and contains the following settings:

- Your Name:
- Default reply address:
- Time Zone:
- Auto Adjust Time Zone for Daylight Savings?: Yes No
- Number of Messages per page:
- Auto refresh newmail screen every seconds

A 'Save' button is located below these settings. Below the settings are several sections:

- Switch to simple mode**: Change the display to use a simpler user interface with less options.
- Check Other Email Accounts**: Setup WebMail to check your other email accounts here
- Your Signatures**: Create and edit your signatures here
- Reject List**: Edit the list of people that you would like to reject email from here
- Email Filters/Rules**: Have emails that meet certain criteria go to certain folders automatically here. This link is circled in red.

Step 2

- The email-filtering screen allows you to design your own rules for the messages you receive as the e-mail arrives into your account.
- The webmail application can move or copy an e-mail to a folder or to the trash (move will delete the e-mail from your inbox while copy will leave a copy in the inbox) or forward the e-mail to another e-mail address. The rules can be set based on an e-mail address or specific words contained in the subject or in e-mail addresses.
- To create a rule, first you need to determine when the rule should be applied – based on words in the subject line or words or e-mail address in the to, cc, from or reply-to boxes. Select when to apply the rule using the boxes in the “If header” column.
- Enter the words or e-mail address in the “Contains” column.
- Then you must specify the action to perform. The e-mail can be moved to another folder, can be copied to another folder (a copy being left in the inbox), deleted, forwarded to another e-mail address or forwarded to another e-mail address and deleted from the inbox. Select the action to perform in the “Action” column.
- If the action is to move or copy the e-mail to a folder, select the folder in the “Destination Folder” column.
- If the action is to forward the e-mail to someone else, enter the e-mail address to forward it to in the “Destination Address” column.
- Once you are finished entering the rule click on the **Save** button and then the **Done** button. The new rule is applied immediately to all incoming e-mail messages.

> Back to my.cogeco.ca > Français

COGECO **WEBMAIL**

Mail | Addresses | Note | Help | Logout

MAIL

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

Done

Email Filters/Rules

You can setup filtering rules to identify a particular message. Eg. if the "Subject" containing the word "Coffee" or if the message comes "From" the address "myfriend@home.com". Once a message has been identified you can get the action to "Move" or "Copy" the message to the "Destination Folder" or "Forward" the message to the "Destination Address".

If Header	Contains	Action	Destination Folder	Destination Address
(No Rule) ▾		(No action) ▾	Inbox ▾	
(No Rule) ▾		(No action) ▾	Inbox ▾	
(No Rule) ▾		(No action) ▾	Inbox ▾	
(No Rule) ▾		(No action) ▾	Inbox ▾	

Save