

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

Step 1

- Webmail provides you with several different 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 'WEBMAIL' on the right. Below the logo, there are links for '> Back to my.cogeco.ca' and '> Français'. A secondary navigation bar contains 'Mail', 'Help', and 'Logout' buttons. On the left side, there is a vertical menu with the following items: 'MAIL', 'Check Mail', 'Compose', 'Folders', 'Options', and 'Empty Trash'. The main content area is titled 'Your Details' and contains the following settings:

Your Name	<input type="text" value="username@cogeco.ca"/>
Default reply address	<input type="text" value="username@cogeco.ca"/>
Remember my password	<input type="checkbox"/>
Time Zone	<input type="text" value="Eastern Standard (est)"/>
Auto Adjust Time Zone for Daylight Savings?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Number of Messages per page	<input type="text" value="20"/>
Auto refresh newmail screen every	<input type="text"/> seconds

Below the settings is a 'Save' button. At the bottom of the page, there is a link 'Switch to advanced mode' which is circled in red. Below this link is a note: 'Change the display to use a moer advanced user interface with more options.'

Changing your details in Webmail

- At the top of the Webmail Options screen you will find your personal information and settings that you 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 that replies to your e-mail will be sent to. 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 e-mails 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

- 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 signature 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 PC or to download e-mails from Webmail folders to your PC. As such, the basic mode is designed for those people who wish to occasionally check or 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 have been moved to 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 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 'Mail', 'Help', and 'Logout'. The main content area is titled 'Your Details' and contains several settings:

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

At the bottom of the settings area, there is a 'Save' button. Below the settings area, there is a link 'Switch to advanced mode' which is circled in red. Below this link, there is a note: 'Change the display to use a moer advanced user interface with more options.'