

# How to send Email using Webmail (Advanced 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. The top navigation bar includes the COGECO logo, a 'WEBMAIL' label, and links for 'Back to my.cogeco.ca' and 'Français'. Below the navigation bar is a menu with 'Mail', 'Addresses', 'Note', 'Help', and 'Logout'. The left-hand menu is expanded, showing options like 'MAIL', 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The 'Compose' button is circled in red. The main content area displays a welcome message for 'username@cogeco.ca' and a table of messages. The table has columns for Status, Sel, Subject, Who, Date, and Size. A single message is listed with the subject 'Welcome to Cogeco...'. Below the table are buttons for 'Delete', 'Move to:', 'Forward', and 'Copy to:', along with a 'Drafts' dropdown menu. The interface also shows a storage usage indicator: 'You are currently using 65k/15000k'.

> Back to my.cogeco.ca > Français

**COGECO** **WEBMAIL**

▼ Mail ▼ Addresses ▼ Note ▼ Help ▼ Logout

**MAIL**

Check Mail

Compose

Search Messages

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 | 11/19/2003 11:08:01 am | 32913 |

Select all messages

You are currently using 65k/15000k

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Delete Move to: Drafts

Forward Copy to:

## Step 2

- This brings you to the compose email screen.

The screenshot shows the COGECO WEBMAIL interface for composing an email. The top navigation bar includes the COGECO logo and the text 'WEBMAIL'. Below this are 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 contains the following fields and buttons:

- To:** [Empty text box]
- Reply to:** [username@cogeco.ca]
- CC:** [Empty text box]
- BCC:** [Empty text box]
- Attached:** (none)
- Subject:** [Empty text box]
- Buttons:** Switch to HTML, Address Book, Check Spelling, Attachments
- Bottom Section:** Send, Save, Drafts (dropdown),  Keep a Copy of this Message,  Add Signature (dropdown), Priority: Normal (dropdown)

- Definition of options and boxes on this screen:

**To:** The email address of the person you are sending the e-mail to.

**Reply To:** The reply to address of your message – the e-mail address you would like the response to be sent to (default is your own)

**CC:** Carbon Copy - if you would like someone else to receive a copy of this e-mail enter their e-mail address here.

**BCC:** Blind Carbon Copy – if you would like someone else to receive a copy of the e-mail without others knowing that they are receiving a copy enter their address here.

**Subject:** The subject of your e-mail.

**Message Box:** This is where you write your e-mail.

**Switch to HTML:** Switches your message from Plain Text format to HTML format (HTML format allows for fonts and graphics to be sent with the e-mail).

**Address Book:** Click here to access your online address book.

**Check Spelling:** Click here to check e-mail spelling.

**Attachments:** Allow you to send files with the e-mail.

**Send:** Sends the e-mail.

**Save:** Allows you to save a copy of the e-mail you are sending in a webmail folder. The list beside the save button allows you to select the folder in which to save the e-mail.

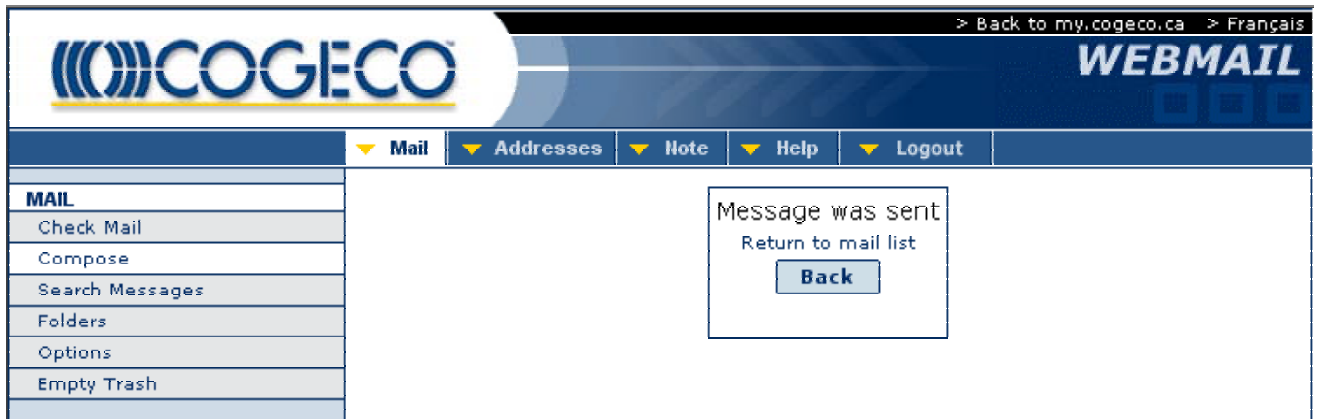
**Keep a copy of this Message:** Putting a check in this box will ensure that a copy of your e-mail is saved in the Sent items folder.

**Add Signature:** Automatically attaches a signature to your e-mail. Signatures are set in the Options menu.

**Priority:** Sets the priority of the e-mail to Low, Normal or High.

### Step 3

- Once you finish typing your email, click on the **Send** button to send the message. A confirmation window comes up to let you know the e-mail was sent.



- From here you can click on **Back** to go back to the message or **Return to mail list** to go back to your inbox.