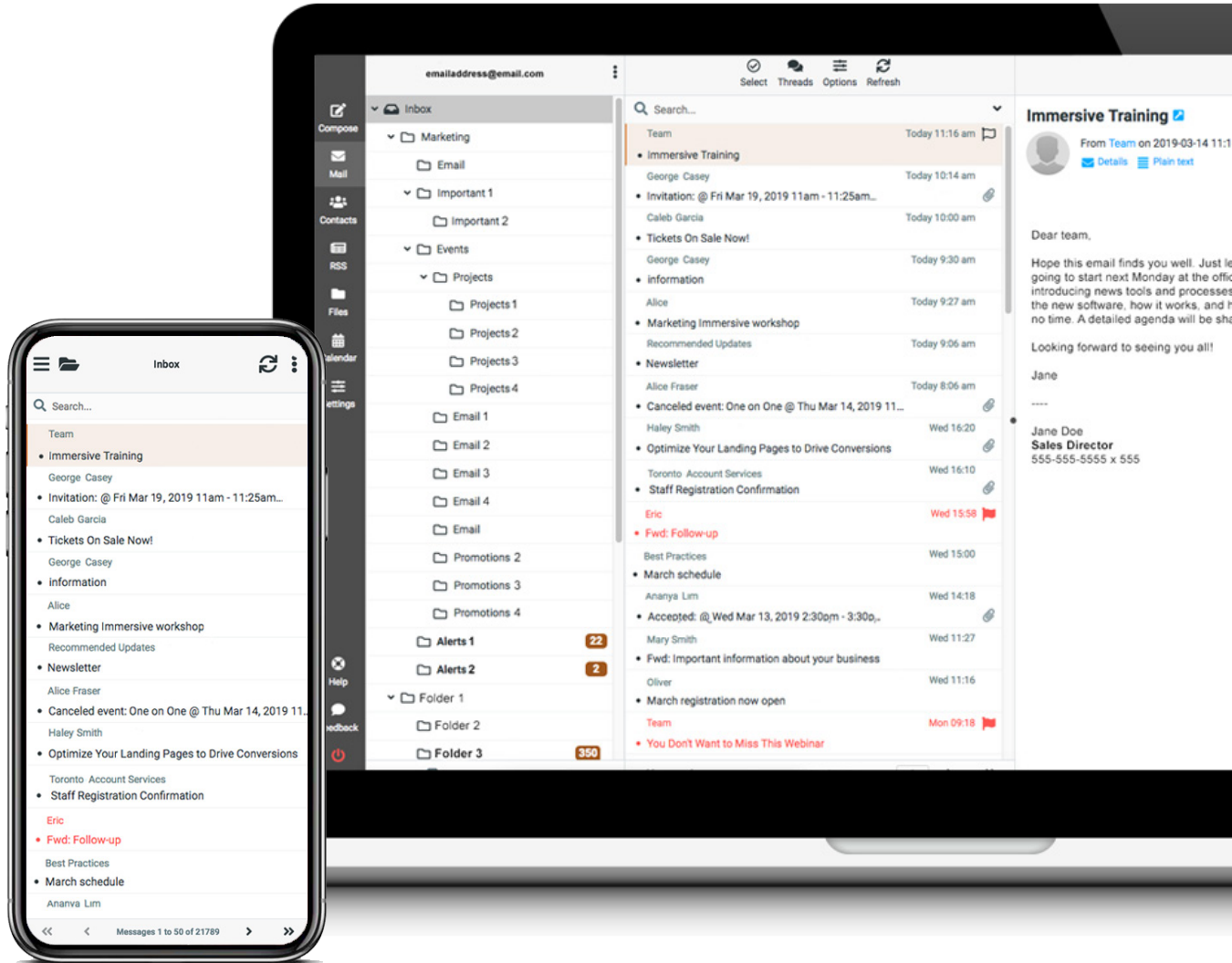
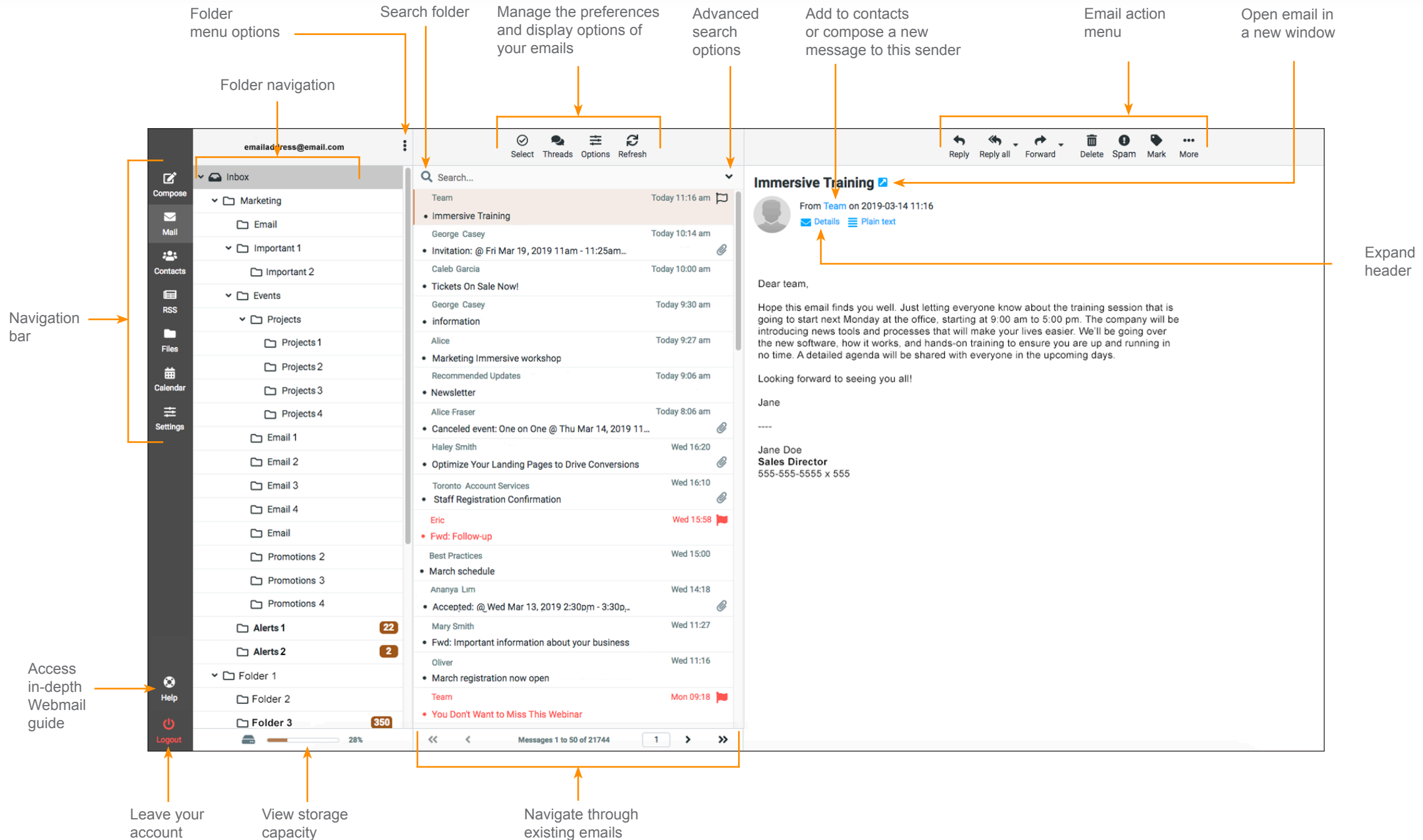


Webmail Cheat Sheet



Mail overview



Compose overview

The screenshot displays the 'Compose overview' interface, which is divided into several functional areas. The left sidebar contains navigation links: Compose, Mail, Contacts, RSS, Files, Calendar, Settings, Help, and Logout. The main content area is split into three panels. The 'Contacts' panel on the left includes a search bar and a list of contacts. The 'Options and attachments' panel in the middle allows for configuring message options like 'Return receipt', 'Priority', and 'Save sent message in', as well as attaching files. The 'Compose' panel on the right is for writing the email, featuring fields for 'From', 'To', and 'Subject', a rich text editor with various formatting tools, and a 'Send' button. Annotations with orange arrows point to specific features: 'Search contacts' points to the search bar; 'Add an attachment' points to the 'Attach a file' button; 'Send options' points to the 'Priority' dropdown; 'Adjust the formatting of a message' points to the rich text editor; 'Save your message, attach a file, insert a pre-made response or spell-check' points to the 'Save', 'Attach', 'Signature', 'Responses', and 'Spell' buttons; 'Switch identities' points to the identity selection dropdown; 'Identity preferences' points to the identity settings icon; 'Add Cc, Bcc, Reply-to and Followup-to fields' points to the '+' button in the 'To' field; 'Switch between HTML and plain text editors' points to the 'HTML' and 'Plain text' tabs; and 'Add a recipient, attached with a specific level of mail visibility' points to the 'To+', 'Cc+', and 'Bcc+' buttons at the bottom.

Search contacts

Add an attachment

Send options

Adjust the formatting of a message

Save your message, attach a file, insert a pre-made response or spell-check

Switch identities

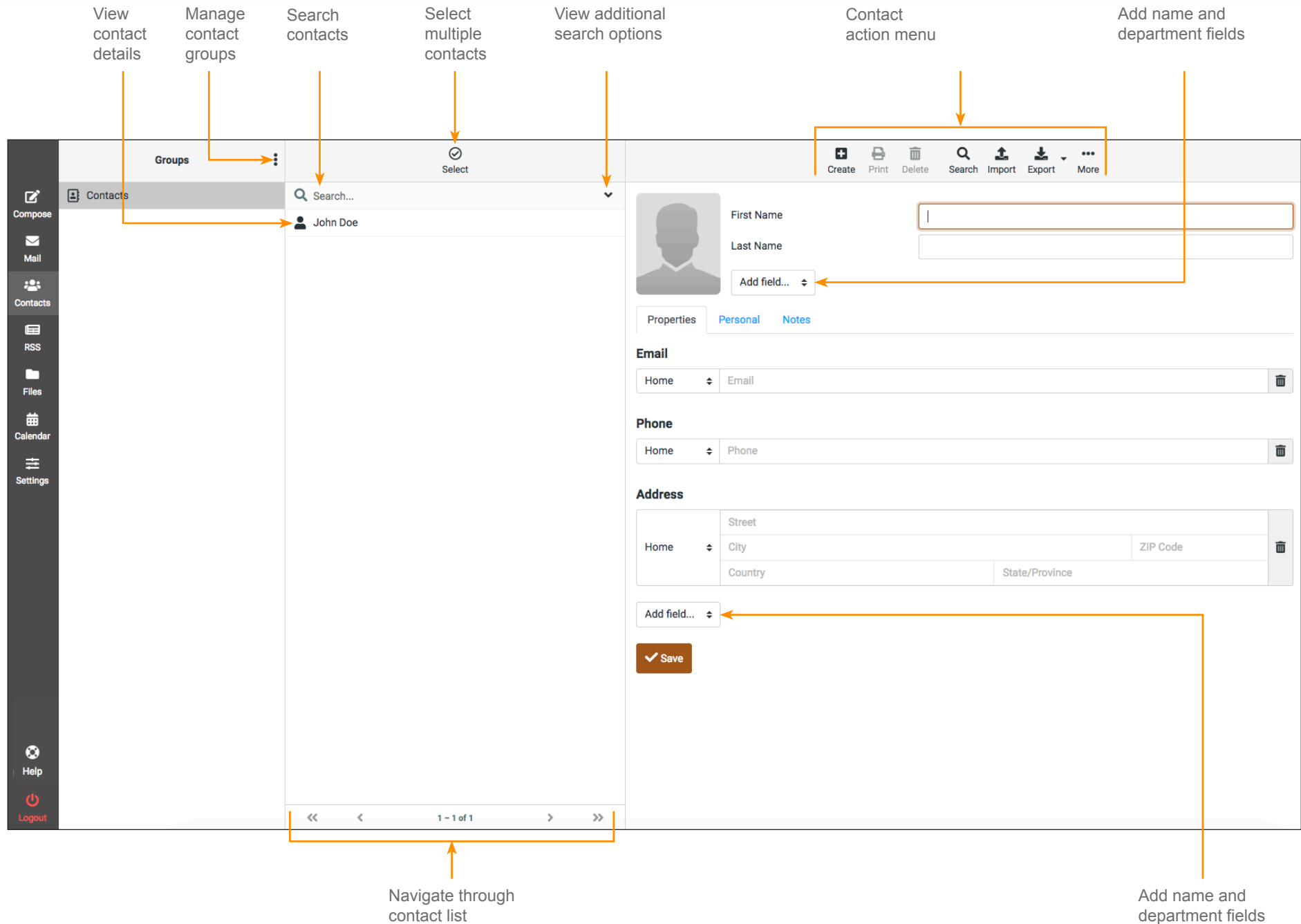
Identity preferences

Add Cc, Bcc, Reply-to and Followup-to fields

Switch between HTML and plain text editors

Add a recipient, attached with a specific level of mail visibility

Contacts overview



Admin overview

Admin
action menu

domain name

Settings

Users

Add User

Deleted Users

Workgroups

Add Workgroup

Stats

email address

Settings

Stats

Restore Email

Release Spam

Compose

Mail

Contacts

Admin

RSS

Files

Calendar

Settings

Help

Feedback

Settings

Basic Settings

Domain

domain name

User Limit

Alias Limit

Webmail Domain Alias

☒

Created

2019-09-22 11:09:11

Aliases

Inheritable For Users

Brand

your brand

Spam Header

Spam Folder

Spam Tag

SMTP Limit

Spam Level

quarantine report

Spam Settings

Allow

Block

Update

RSS overview

Manage different types of articles

Select, star or publish an article

Settings to organize and sort articles

Score an article

Feed action menu

View feed as RSS

The screenshot displays an RSS feed application interface. On the left is a dark sidebar with icons for Compose, Mail, Contacts, RSS, Files, Calendar, and Settings, along with Help and Logout buttons at the bottom. The main content area is divided into a left sidebar for article management and a central feed. The management sidebar includes categories like 'Special', 'All articles', 'Fresh articles', 'Starred articles', 'Published articles', 'Archived articles', 'Recently read', and 'Uncategorized'. The central feed shows a list of articles, each with a selection checkbox, star icon, and document icon. Annotations with orange arrows point to specific features: 'Manage different types of articles' points to the management sidebar; 'Select, star or publish an article' points to the article management icons; 'Settings to organize and sort articles' points to the top toolbar with dropdowns for 'Adaptive', 'Default', and 'Mark as read', and a 'Select' menu; 'Score an article' points to the star icon; 'Feed action menu' points to the 'Actions...' dropdown; and 'View feed as RSS' points to the RSS icon in the top right corner. The feed itself shows article titles like 'Technology article - Tech company' and 'Technology article 2 - Tech company', followed by placeholder text and a 'Continue Reading' link. A status bar at the bottom right indicates '1 article selected' and 'Uncategorized'.

Files overview

File folder management

File selector

File share link

Files action menu

The screenshot shows a web-based file management application. On the left is a dark sidebar with navigation links: Compose, Mail, Contacts, RSS, Files (highlighted), Calendar, Settings, Help, and Logout. The main area is titled 'Files' and displays a folder tree on the left and a file list on the right. The folder tree includes a root folder with 1 item, 'Folder 1/' with 0 items, 'Folder 2/' with 0 items, 'Folder 2A/' with 4 items (highlighted in blue), and 'Folder 2AB/' with 0 items. The file list has columns for Name, Size, and Sharing. It contains four files: 'Attachment 1.png' (8.73 KB), 'Product_Image.png' (3.82 KB), 'Sample image 1.png' (4.7 KB), and 'Uploaded file 1.png' (8.43 KB). Each file has a checkbox and a share link icon. Annotations with orange arrows point to specific elements: 'File folder management' points to the folder tree; 'File selector' points to the checkboxes in the file list; 'File share link' points to the share link icons; and 'Files action menu' points to the top toolbar containing 'Create fold...', 'Upload Fil...', 'Delete', 'Share', 'Unshare', and 'Move'.

Name	Size	Sharing
<input type="checkbox"/> Attachment 1.png	8.73 KB	Share
<input type="checkbox"/> Product_Image.png	3.82 KB	Share
<input type="checkbox"/> Sample image 1.png	4.7 KB	Share
<input type="checkbox"/> Uploaded file 1.png	8.43 KB	Share

Calendar overview

Calendar overview interface with annotations:

- Calendar selector:** Points to the "default" calendar entry in the "Calendars" section.
- Hide/Show calendar:** Points to the toggle switch next to the "default" calendar entry.
- Select month and year views:** Points to the "March" and "2019" dropdowns in the calendar navigation bar.
- Selectable dates:** Points to the date grid in the calendar navigation bar, where the date "27" is highlighted.
- Add, edit or delete a calendar:** Points to the three-dot menu icon in the "Calendars" section.
- Search calendar:** Points to the "Search..." input field in the "Calendars" section.
- Change calendar view:** Points to the "Day", "Week", "Month", and "Agenda" view tabs.
- Create, print, or import/export a calendar:** Points to the "Create", "Print", "Import", and "Export" icons in the top right.
- View past or upcoming days, weeks or months:** Points to the "Today" button in the top right.

The main calendar view displays a weekly grid for March 25 - Mar 31, 2019, with events such as "Meeting" and "Lunch with John" scheduled.

Settings overview

Primary settings menu. The following can be configured:

- Preferences
- Identities
- Responses
- Password
- Autoresponder
- Spam Settings
- Mail Forwarding
- Filters

The screenshot shows the 'Settings' interface. On the left is a dark sidebar with icons for Compose, Mail, Contacts, RSS, Files, Calendar, and Settings. The 'Settings' icon is highlighted. An orange arrow points from the 'Primary settings menu' text to this icon. Another orange arrow points from the 'Secondary settings menu' text to the 'Contacts' option in the 'Settings' list. A third orange arrow points from the 'Tertiary settings menu that allows customizations' text to the 'Main Options' section on the right. The 'Main Options' section contains several settings: 'Default address book' (set to 'Contacts'), 'List contacts as' (set to 'Display Name'), 'Sorting column' (set to 'Last Name'), 'Rows per page' (set to '50'), and a toggle for 'Skip alternative email addresses in autocompletion' (which is currently off). A 'Save' button is at the bottom of this section.

Settings	
Preferences	User Interface
Folders	Mailbox View
Identities	Displaying Messages
Responses	Composing Messages
Password	Contacts
Autoresponder	Special Folders
Spam Settings	Server Settings
Mail Forwarding	Other Accounts
Filters	Calendar
About	

Main Options

Default address book:

List contacts as:

Sorting column:

Rows per page:

Skip alternative email addresses in autocompletion: ☐