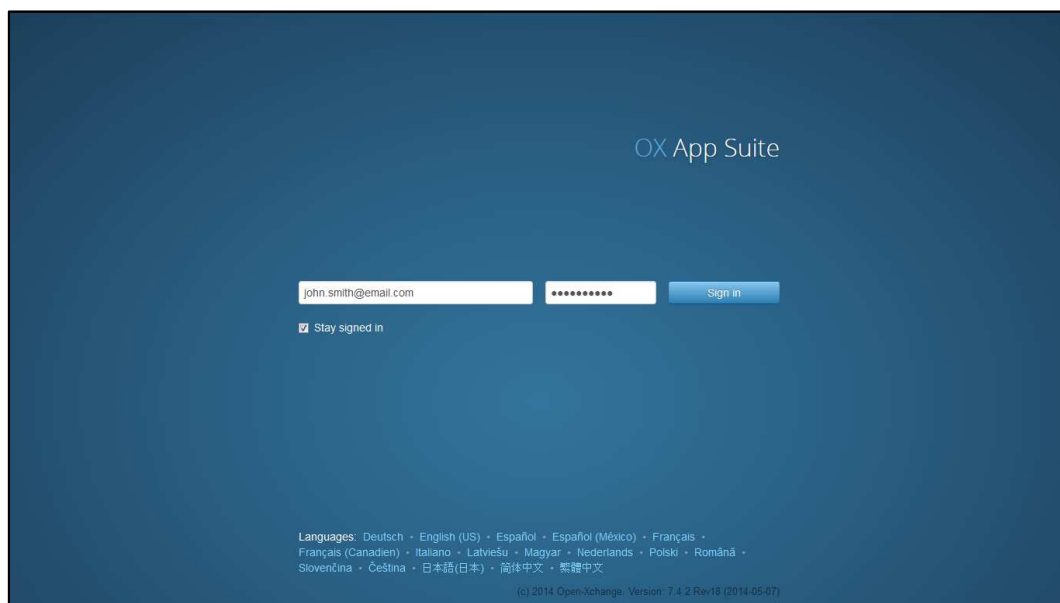# 1 Accessing the Webmail Portal

Each email account on the Webmail platform will be provided with login details to access their email accounts via the simple online portal. The URL to access the email account is http://webmail.suffolkonline.net and can be used in any internet explorer. This displays a log in page as shown below:

Users should simply enter their email address and password and select **Sign In**.

2 Mail View

On logging on to the Webmail, the initial display presents a familiar overview, with a listing of folders, mail in Inbox and a preview of any selected mail:
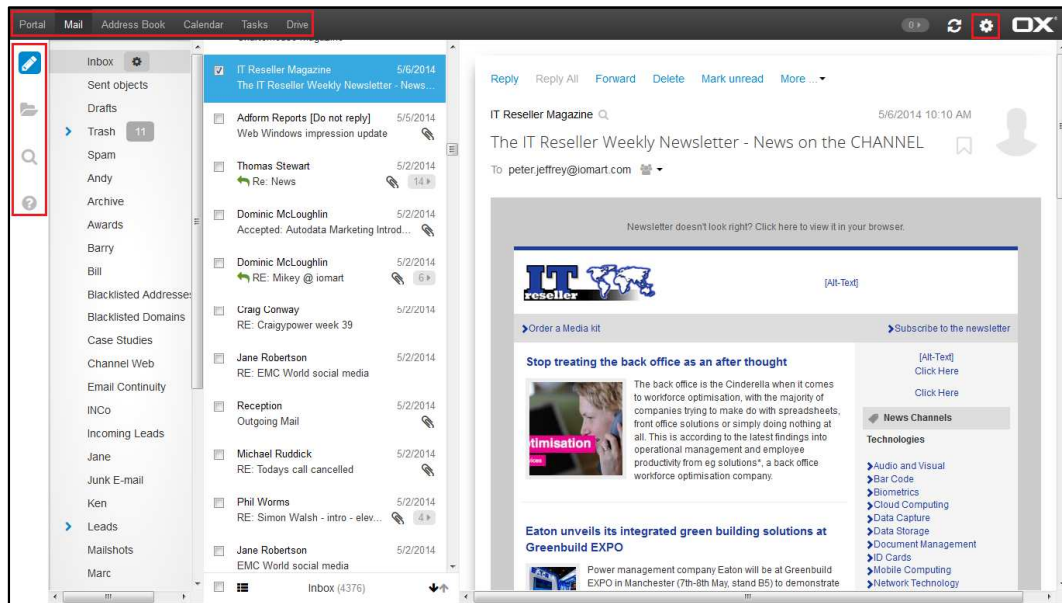
Users can navigate their mail box simply by selecting the required folder and the required email to display in the right viewing panel, which has the standard options available; **Reply, Reply All, Forward, Delete** etc.

The menu on the left of the view highlighted above allows users to:

- Compose a new email
- Toggle the Folders view on or off
- Search the mailbox
- Access a range of stats on their mailbox usage
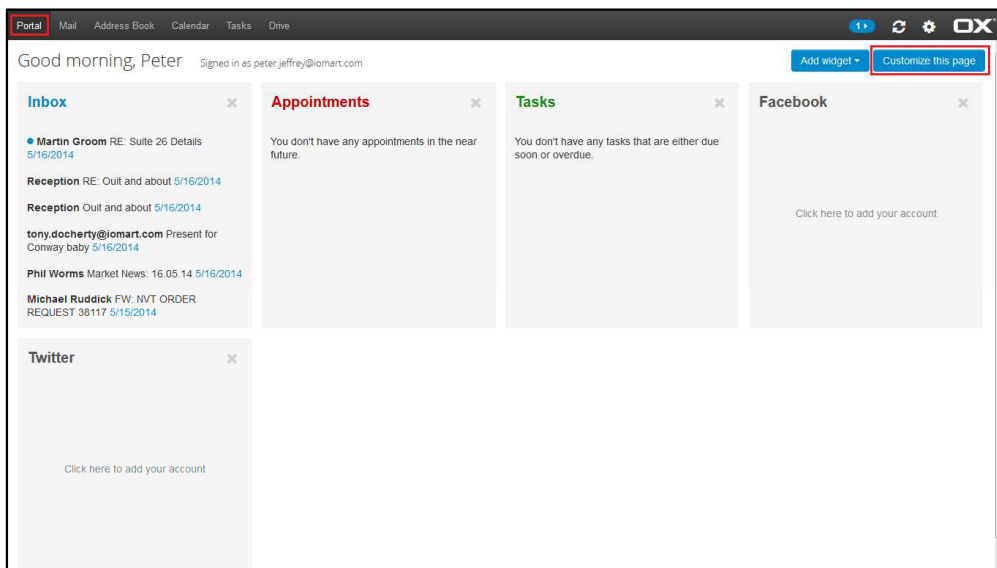
2.1   Compose New Email

To compose a new email, users should simply select the pencil icon from the top of the menu. This will present the following display:
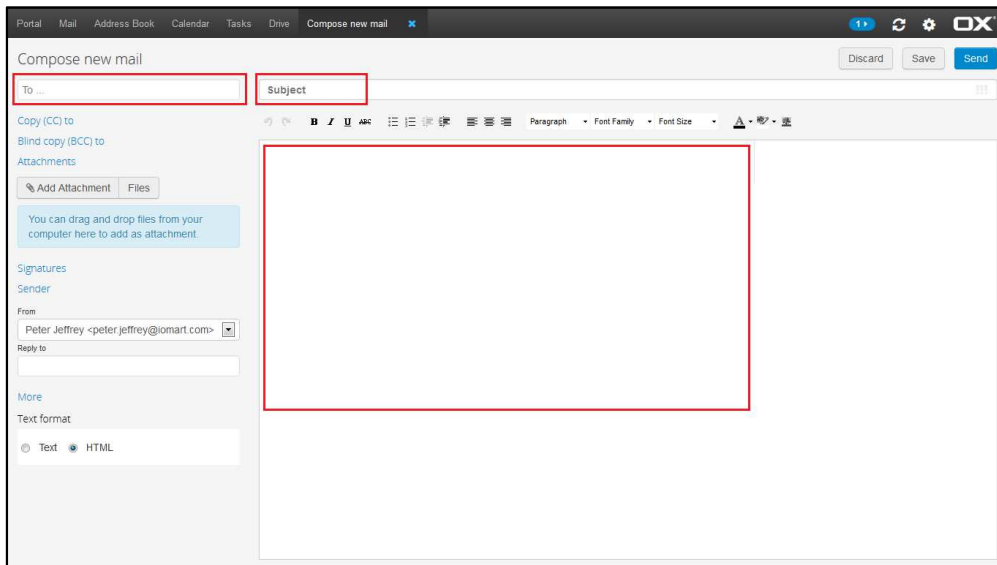
Users should input the intended recipient, email subject and content as with other mail platforms.

3   Portal View

Selecting **Portal** from the top menu displays the following view:

This functions as a summary of the email account and can be customized to display recent inbox items, upcoming appointments and tasks as well as social media feeds such as Facebook and Twitter.

Selecting **Customize this page** provides users with a range of options to configure their Webmail portal.
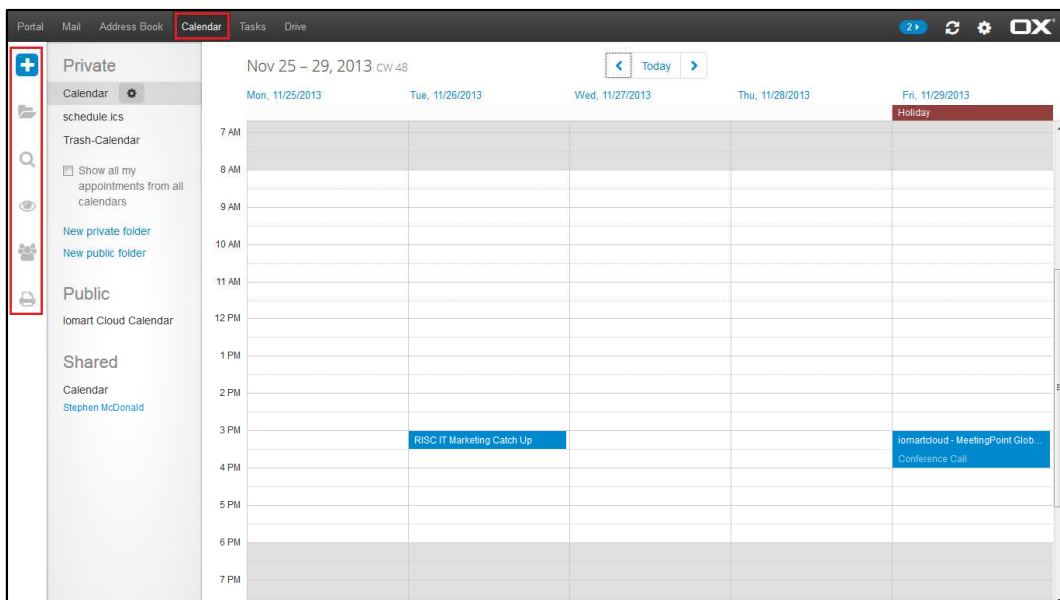
4   Address Book View

The **Address Book View** provides a view of the users contacts and the ability to add new contacts and group them in distribution lists.
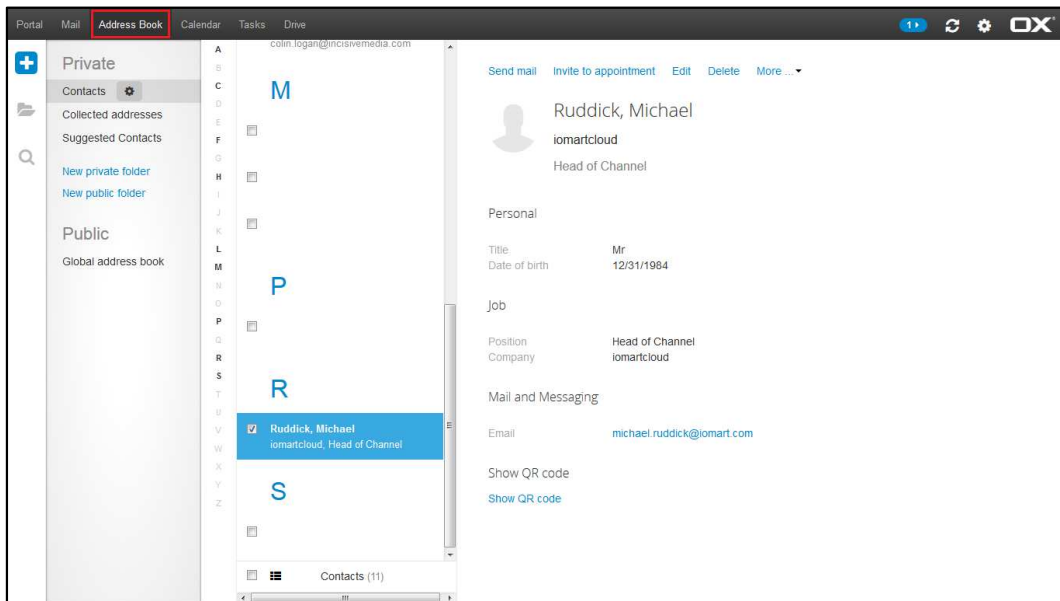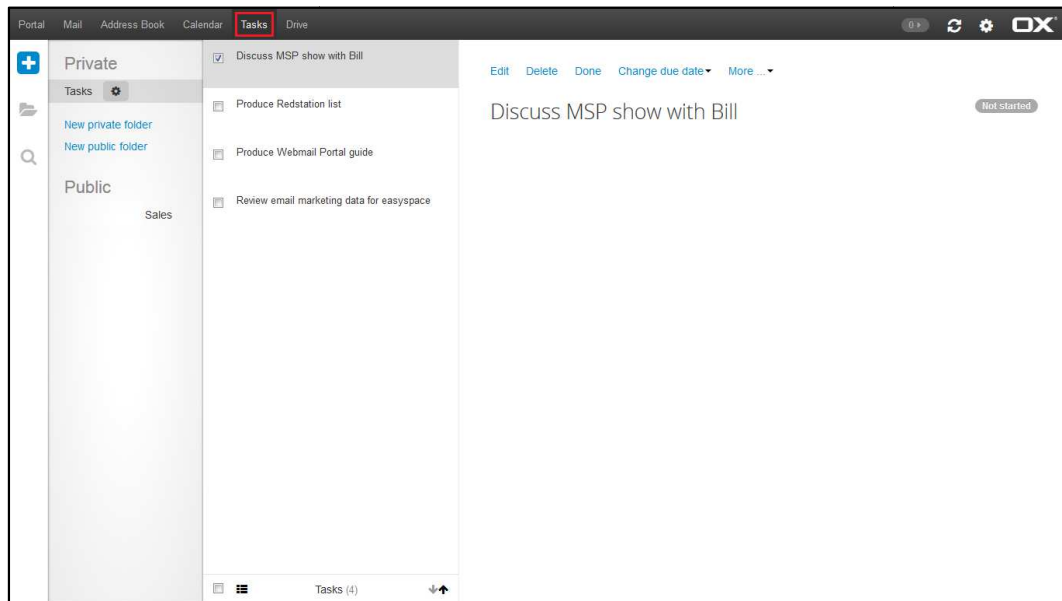

5   Calendar View

Accessing the **Calendar View** displays all upcoming and previous appointments recorded as well as the ability to schedule meetings and appointments.
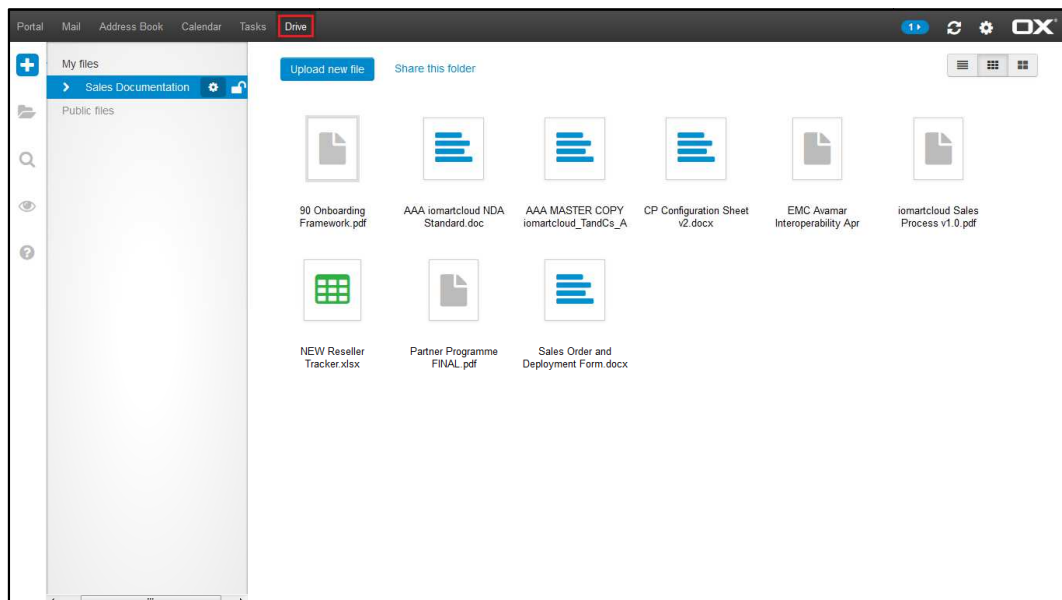

6   Tasks View

Tasks View shows and outstanding tasks or 'to do' list the user has. It also allows users to share or set tasks with other users.


7   Drive View

After selecting **Drive** from the top menu, users will be able to access any documents or files they have stored as well as having the ability to share those documents with other users with appropriate access granted.
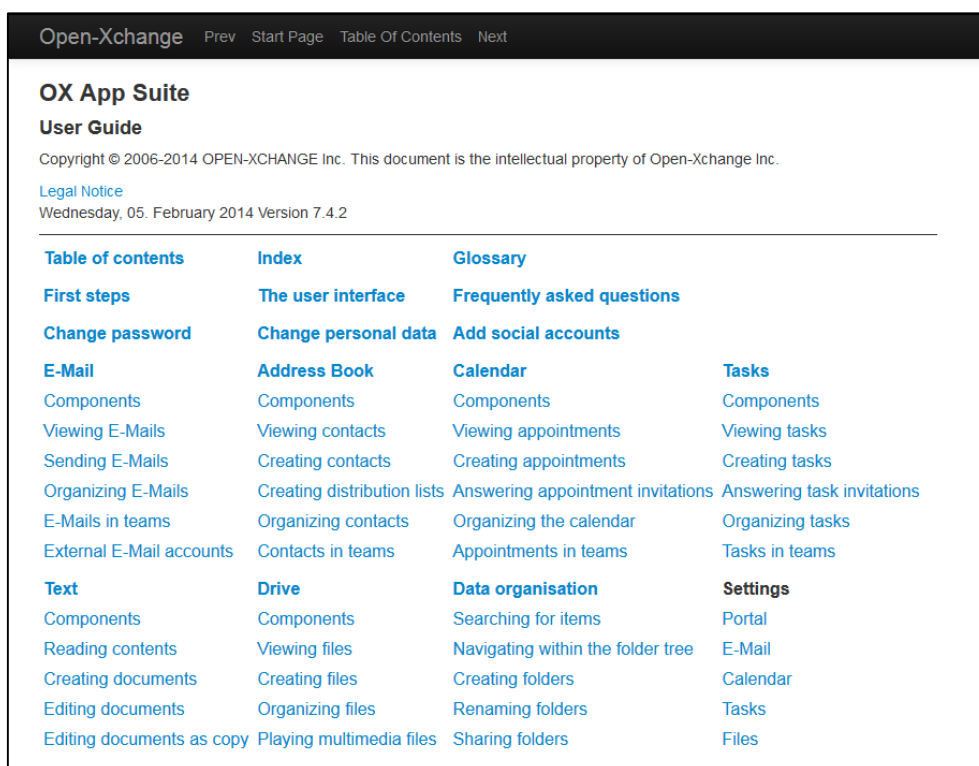

8   Additional Help

Full user instructions are available through the Webmail interface and can be easily accessed by simply selecting the cog icon to the right on the menu bar and **Help** in the sub menu.
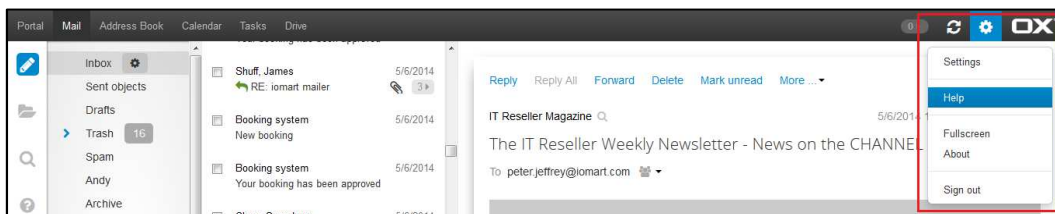
This will display a comprehensive user guide for users on all the features and functionality of the Webmail portal.

For any additional assistance, please contact support@suffolkonline.net or call 01473 345305.