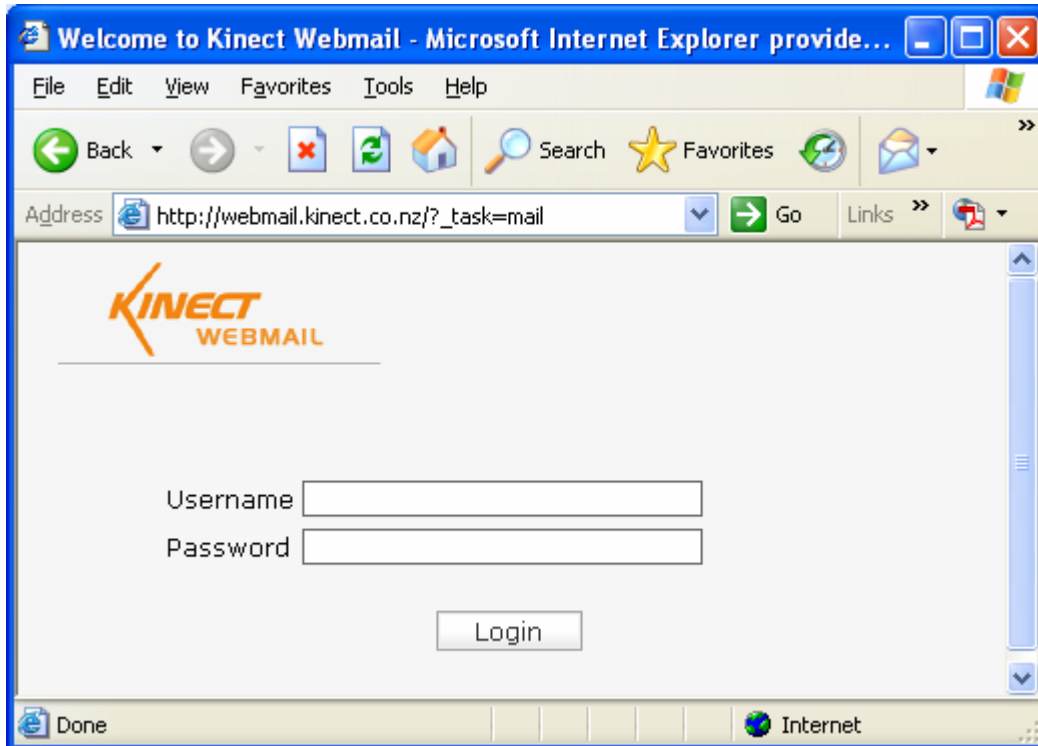


Webmail Help

Accessing Webmail: To use Webmail, go to www.kinect.co.nz and click on Webmail. Alternatively, go to www.webmail.kinect.co.nz.


Logging In: Type in your Kinect username (the first part of your email address before @kinect.co.nz) or if you have a domain with Kinect, prefix/user-id e.g. abc/user-id.

Next type in your password in the **Password** field. Then click **LOGIN** or press Enter.



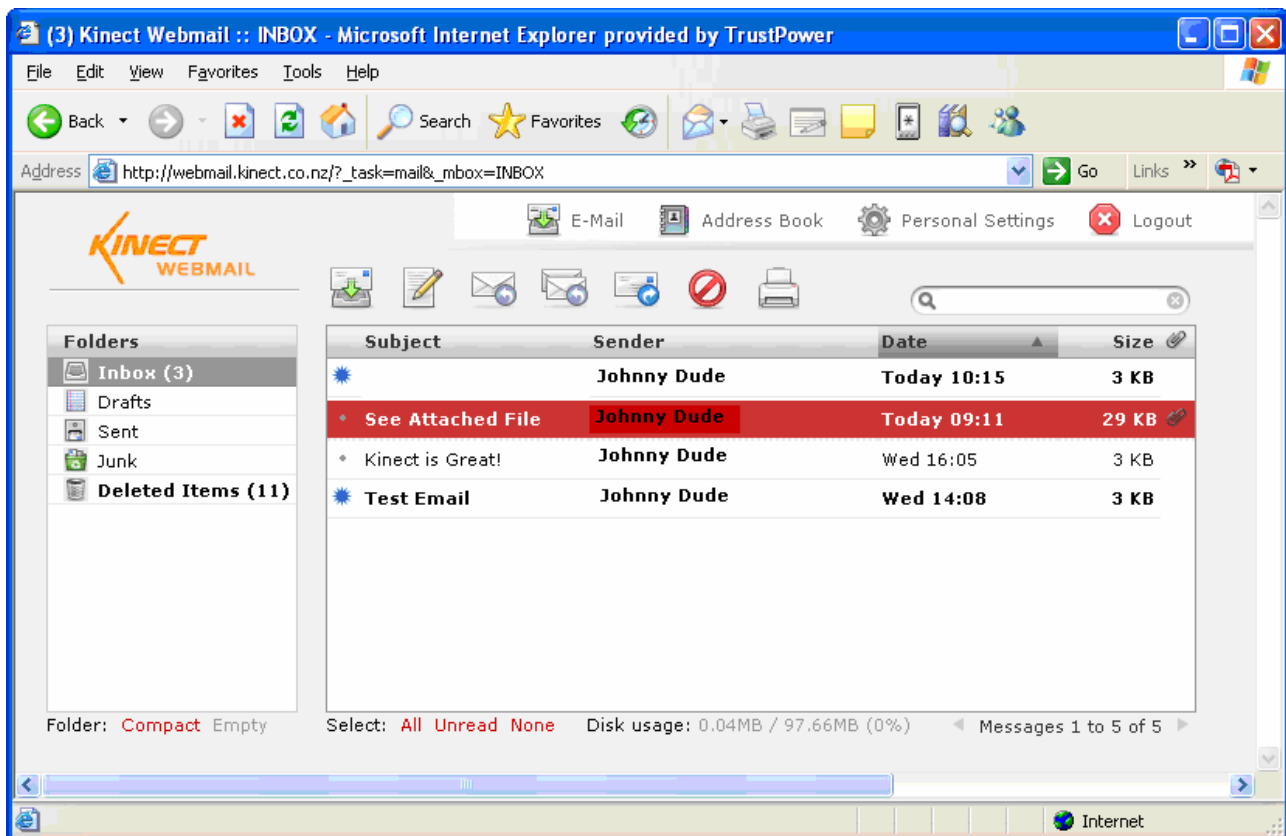
The Basics:

Checking your mail

Always begin by pressing the Check for new messages icon  across the top part of the screen. This will check to see if you have any new messages. Email you receive will appear in the main box in the centre of the screen (as per the picture below).

Webmail View

This is the default view in Webmail. To read or view any message, simply double click on the Subject part of the message and it will then be displayed in a new browser window. The number of rows displayed in the message list can be configured in the Personal Settings.



Managing your message list

Sorting - You can sort your messages by Sender, Subject, Date or by Size, by clicking on Sender, Subject, Date, and Size respectively. Clicking on a title once will sort the messages in an ascending order and clicking on the title twice will sort them in a descending order.

New Mail Icon - The new mail icon in the first column indicates if a message has been read or not (also if the message has not been read it will appear in **bold** type). This icon only appears in the message list window. If the message has been viewed then the icon disappears. You can toggle between the two icons by clicking on them, this allows you to manually mark a message as read or unread.


Paper Clip Icon - This icon indicates if a message has an attachment or not. If there is a paper clip icon showing in the Size column next to a message, this means that this message contains one or more attachments.

Navigating between pages - If there are more messages in the folder than the number of messages per page setting (in the Personal Settings), then the messages will be split up into more than one page. This will be indicated at the bottom right of the message list window. For example Messages 1 to 5 of 5 . To navigate between pages, just either click on the right arrow to move to the next page or click on the left arrow to move to the previous page.

Deleting Messages - To delete a selected message, click on the Delete icon .

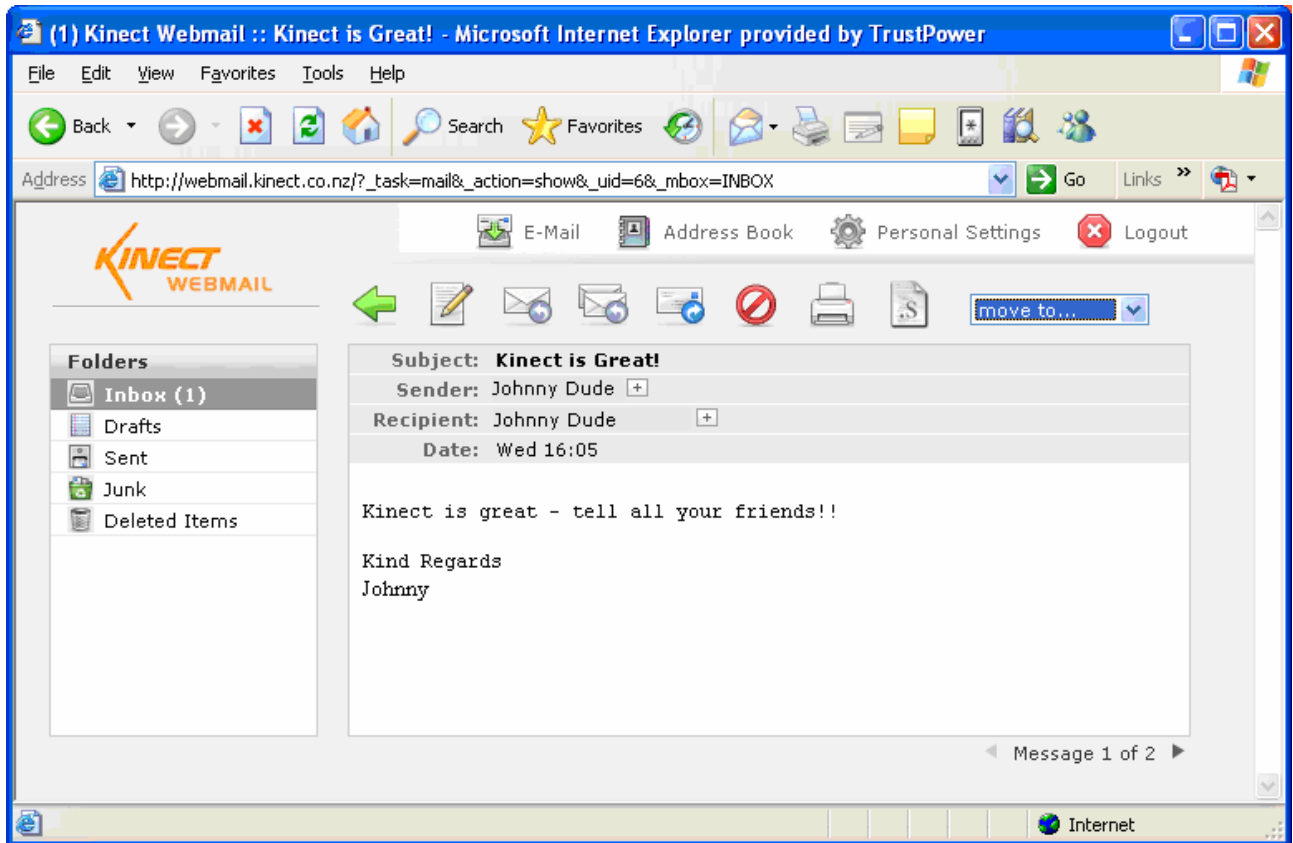
Checking for New Messages - To check for new mail, just click on the Check for new messages icon , this is the first icon on the top left tool bar.

Searching for Messages - To search for messages, choose the folder that you want to search and then click in the Search box . Type in your search criteria


and then press Enter. The search will look at matching items in the Subject and Sender columns and return the results. To go back to the original view before the search click on the  icon in the search box.


Email View


When you open an email it will then be displayed in a new window as displayed below.






Mail Functions:

Reply - If you would like to reply to the message that you have selected, click on the Reply icon . A new browser window will appear with the TO field pre populated with the email address of the sender. You can then compose your message and send it.

Reply to All - If you would like to reply to all of the recipients of a message, click on the Reply to All icon . A new browser window will appear with the original sender in the TO field. The CC and BCC fields will be pre populated just as it was in the original message.

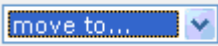
Forward - If you would like to forward a message, click on the Forward icon . A new browser window will appear with the original message in the body text. Either type in the email address of the person or people you would like to forward the message to, or choose from the Address Book drop down list once you type the first few initials of their email address (you need to use the arrow keys – not your mouse - and once the address has been highlighted press Enter).


Print - To print a message, click on the Print icon .


Add Address - **Recipient:** Scott & Jane Harnett  If you would like to save the email address of the sender of your selected message to your Address Book, click on the  Add Address icon (as above). This will add the email address to your Address Book.

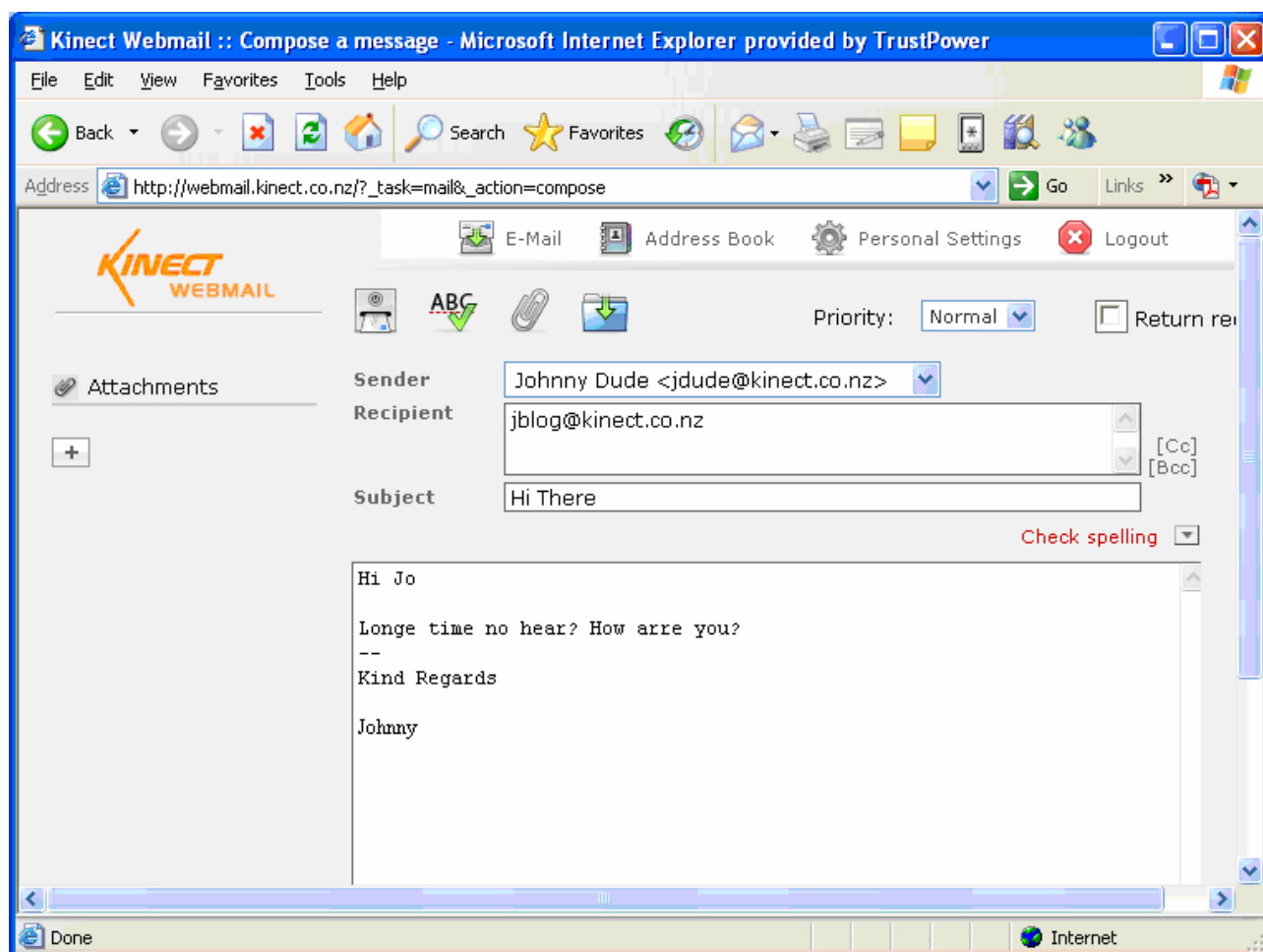
Delete - To delete a selected message, click on the Delete icon .

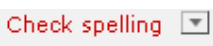
Email Source - If you would like to find the source of the email, click on this icon .

Move Email - If you would like to move the email to a different folder, use this icon and select from the drop down list . Alternatively you can drag and drop a message into the folder that you choose.

Back to Message List: If you want to go back to the message list (main screen), use this icon .

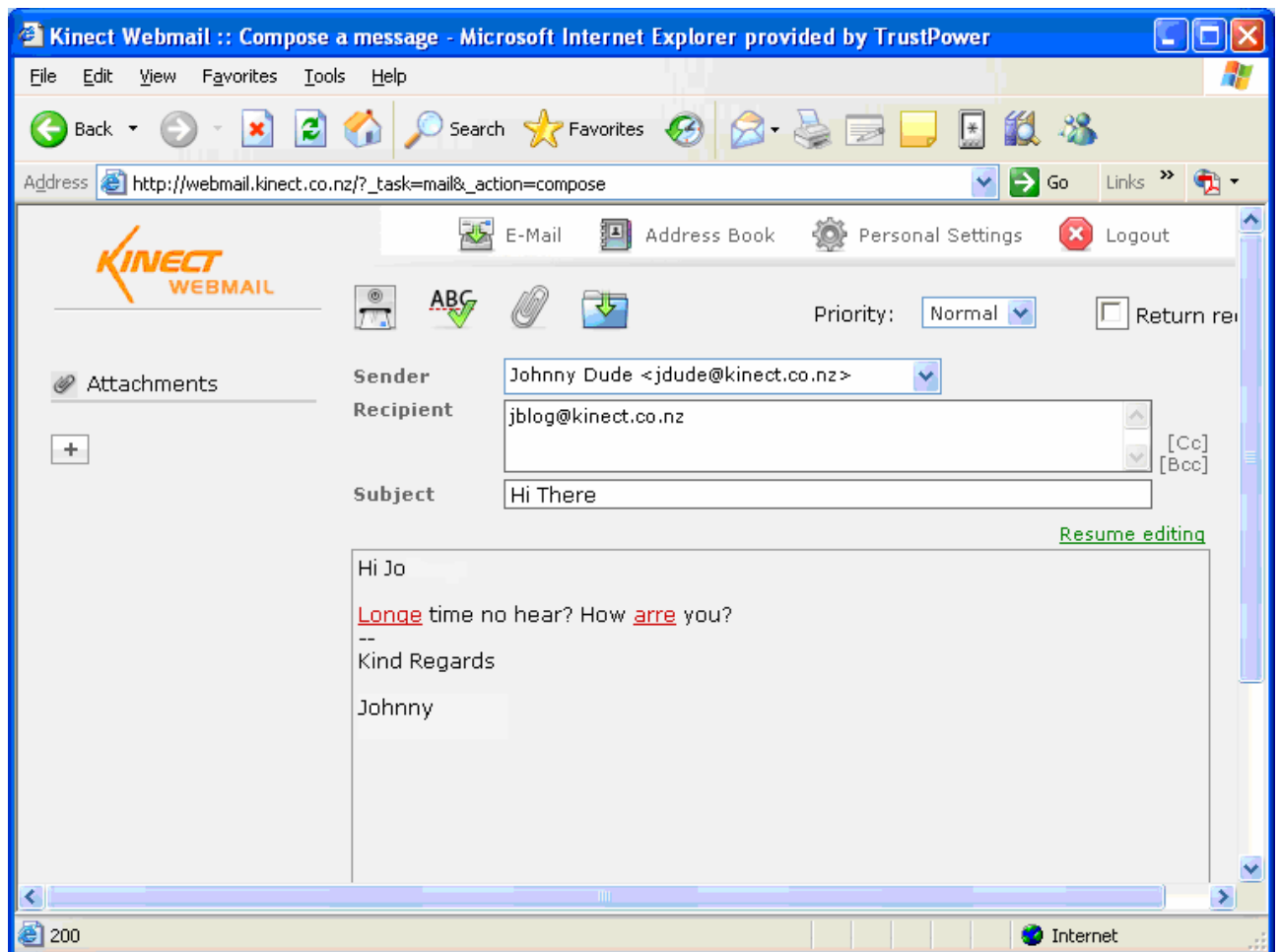
Create a new Message - If you want to create a completely new message, use this icon . A new browser window (as below) will then appear to allow you to compose and send the message.



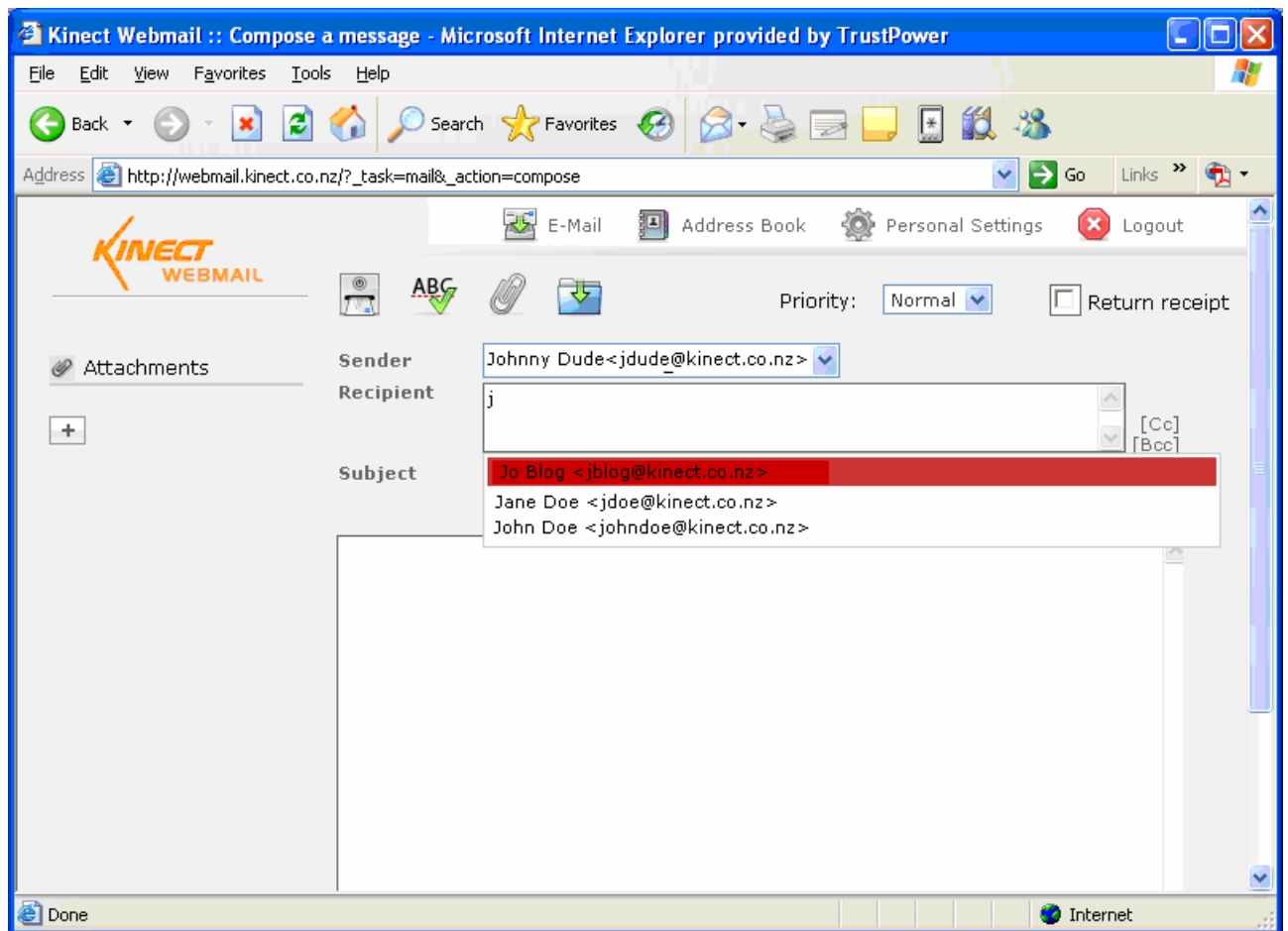
Checking Spelling - You can check your spelling by clicking on the  icon on the right of the message.

The misspelled words are highlighted so you can edit and fix them as per below.


The spelling function only checks for spelling mistakes in the body text of your new message.




Recipient - Click into the recipient box and either type in the email address of the person or people you would like to send the message to, or choose from the Address Book drop down list once you type the first few initials of their email address (you need to use the arrow keys – not your mouse) and once the address has been highlighted press Enter. See the example below.





Sender - This is the address that the recipient will use when replying to your message. This field is pre-populated with your email address.


CC (Carbon Copy) - Click on this icon  to send a copy of the message to one or more email addresses. Please note that each recipient of a carbon copy will be able to see the other email addresses in the Recipient and CC fields.

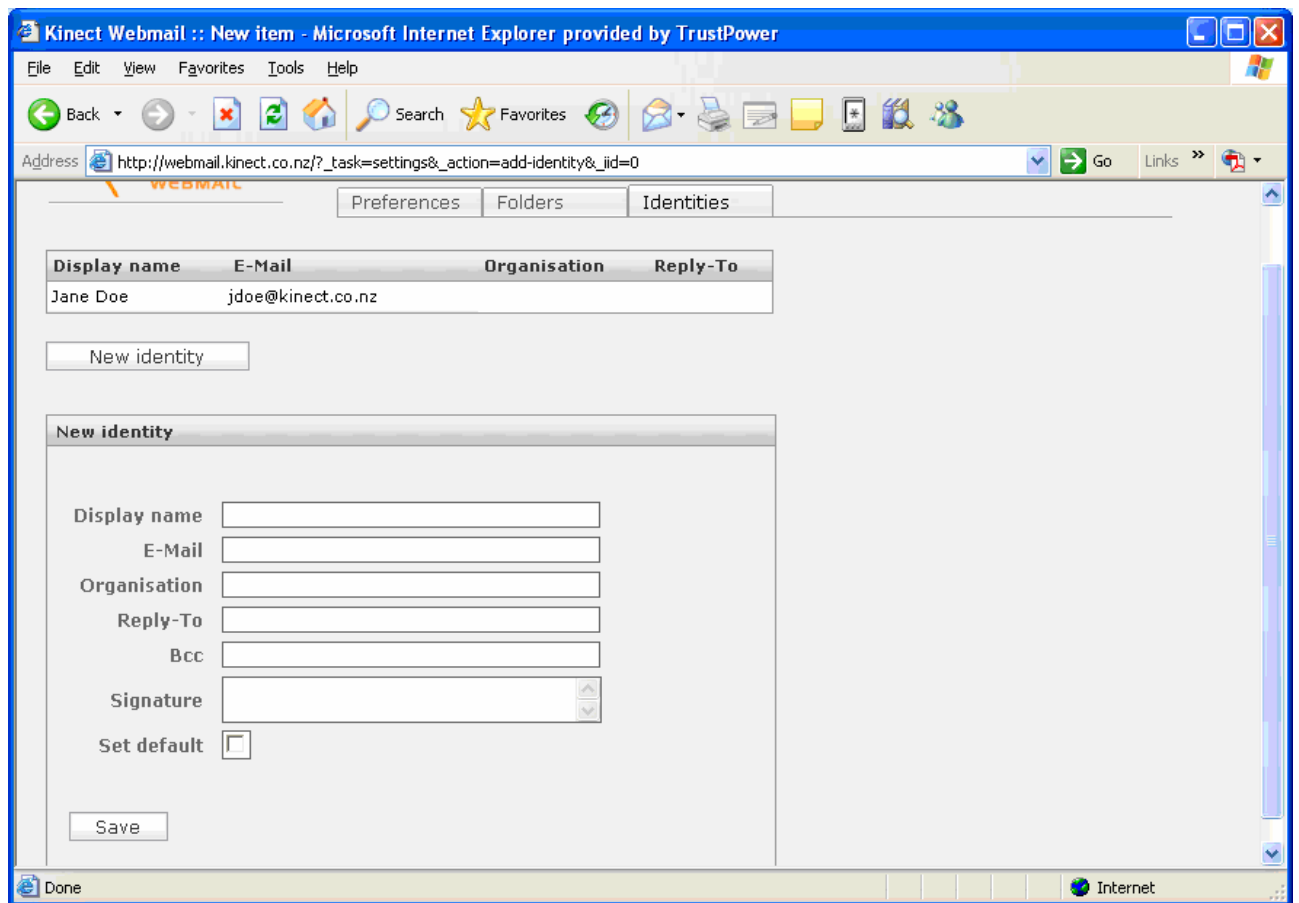
BCC (Blind Carbon Copy) - This field is very similar to CC, but the e-mail addresses of those in the BCC field will not be seen by other recipients. BCC is used to confidentially copy recipients on a message. Click on this icon .

Subject - In this field, type in a brief description of the message. This should give an indication of what the message is about.

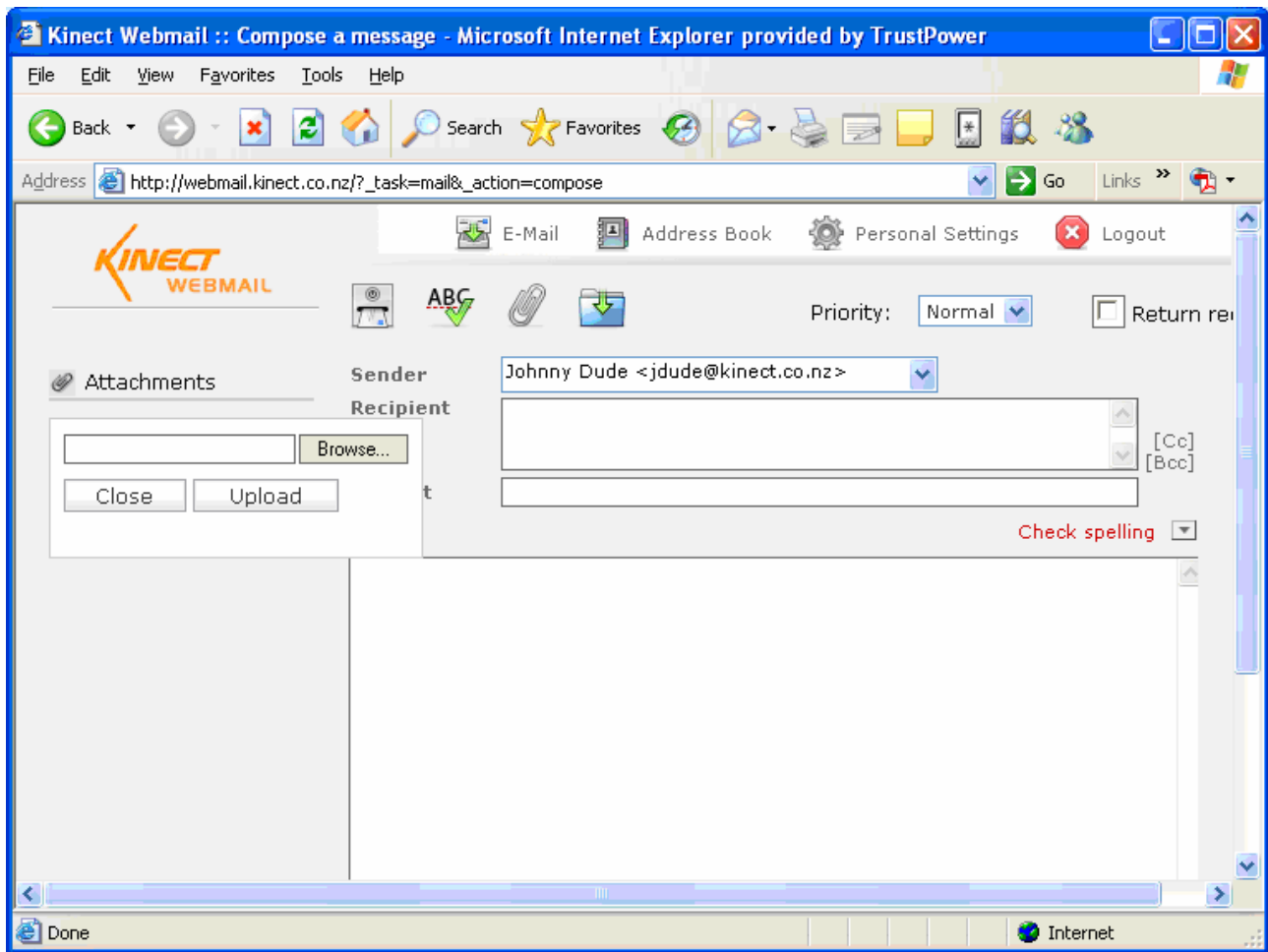
Priority - If your message is an urgent one, you can set the priority to urgent by using the drop down box **Priority:** . Please note that this is merely an indicator for the recipients and does not send the message any faster.


Saving a message that you are Working on - While working on a message you may at any time press the Save icon , which is in the top middle of the screen. This will save a copy of this message you are working on in your Drafts folder. To open it later, go to your main email screen and click on your Drafts folder, then double click on the message you were working on.

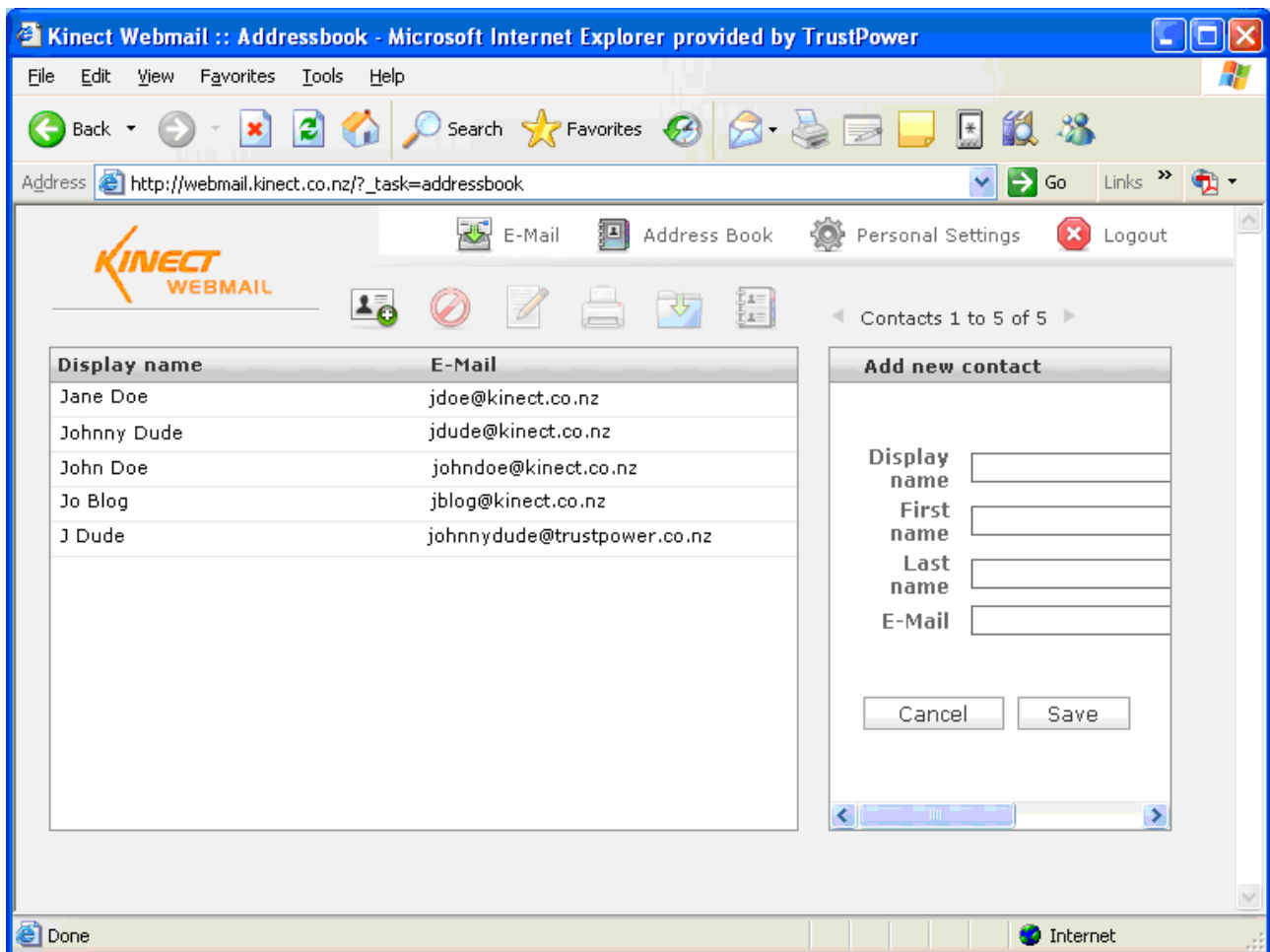
Signature - To setup a Signature, navigate to  **Personal Settings** > **Identities** > **New identity**. If you make that new identity your default identity, then the signature will appear on all emails that you send. See below.





Adding and Removing Attachments to a message - While creating a message, at any time you may click the plus symbol  underneath "Attachments" on the left side of the screen. Alternatively you may click on the paperclip icon . Then press Browse, find the file you are looking for, select it and press Open. Finally, press Upload to complete your attachment. To remove an attachment, press the delete symbol  next to the attachment you wish to delete underneath "Attachments" on the left side of the screen. See below for example.



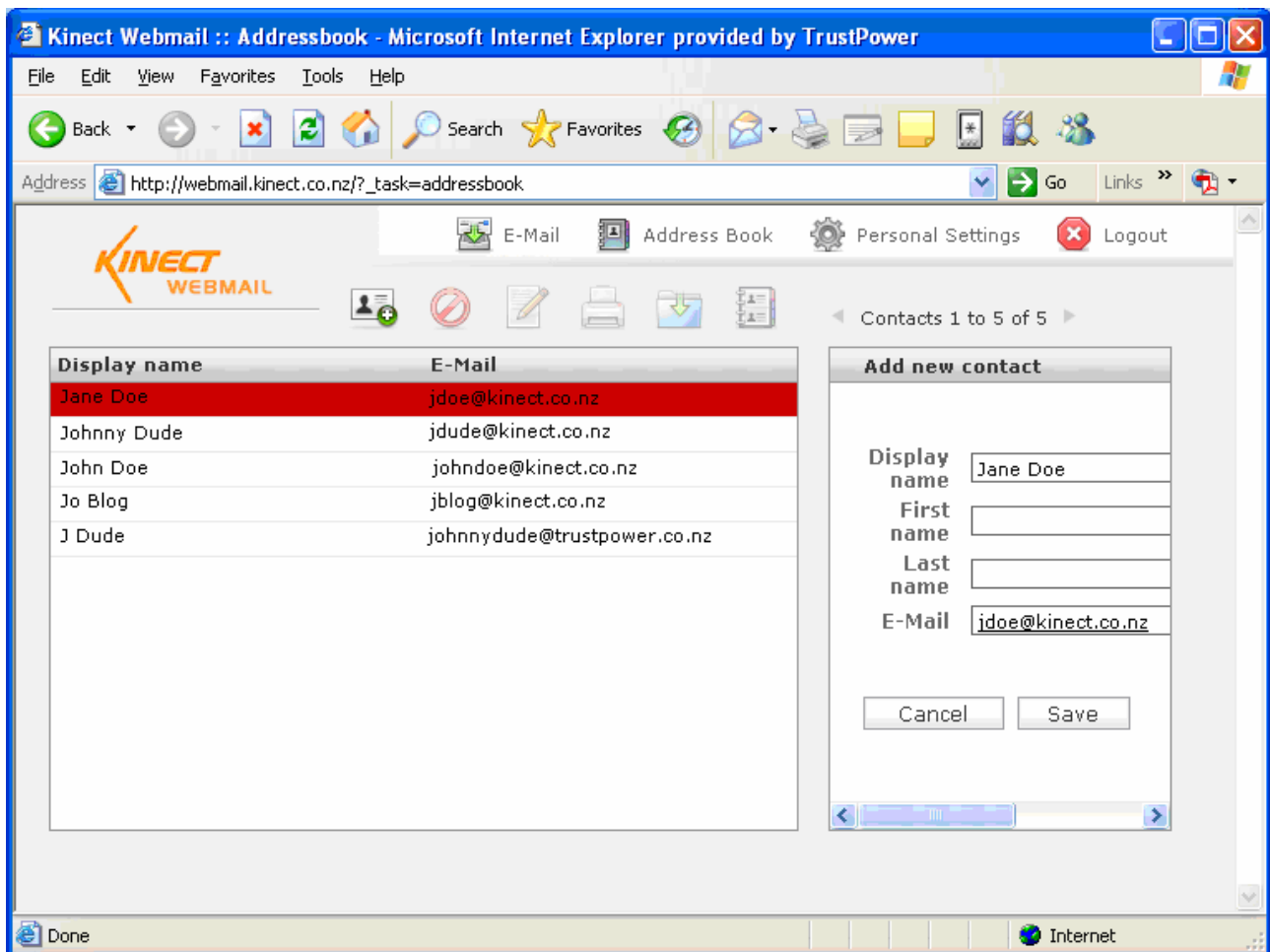
Using Your Address Book - Every time you open an email, a small plus symbol will appear next to the sender and recipient's email addresses. To add either of these addresses to your address book, click on the Add Address icon . To manage your Address Book, click on the Address Book link in the top right hand corner of the screen. In this new screen (shown below), all stored addresses will be displayed in a column on the left.



To add a new Contact, press the Add button . Fill in the necessary information on the right hand side of the screen, and press Save. Display name refers to what will appear as the sender when you receive an email from them. For example, if you wanted it to say "Johnny" when you received an email from Johnny (jdude@kinect.co.nz), you would enter Johnny for the Display name, Jonathan for first name, Dude for last name, and jdude@kinect.co.nz for E-mail.


To change information for existing contacts, select the contact you wish to edit by clicking on it, then press edit contact on the right. Change the information as you please and then press save. To delete a contact, select the contact and press Delete .



Please note addresses are displayed in alphabetical order. The order that addresses are displayed cannot be changed at this time (unless you edit the address and change the display name).




Can I import Address Books from other mail clients? Unfortunately, there is no way to synchronise Address Books.

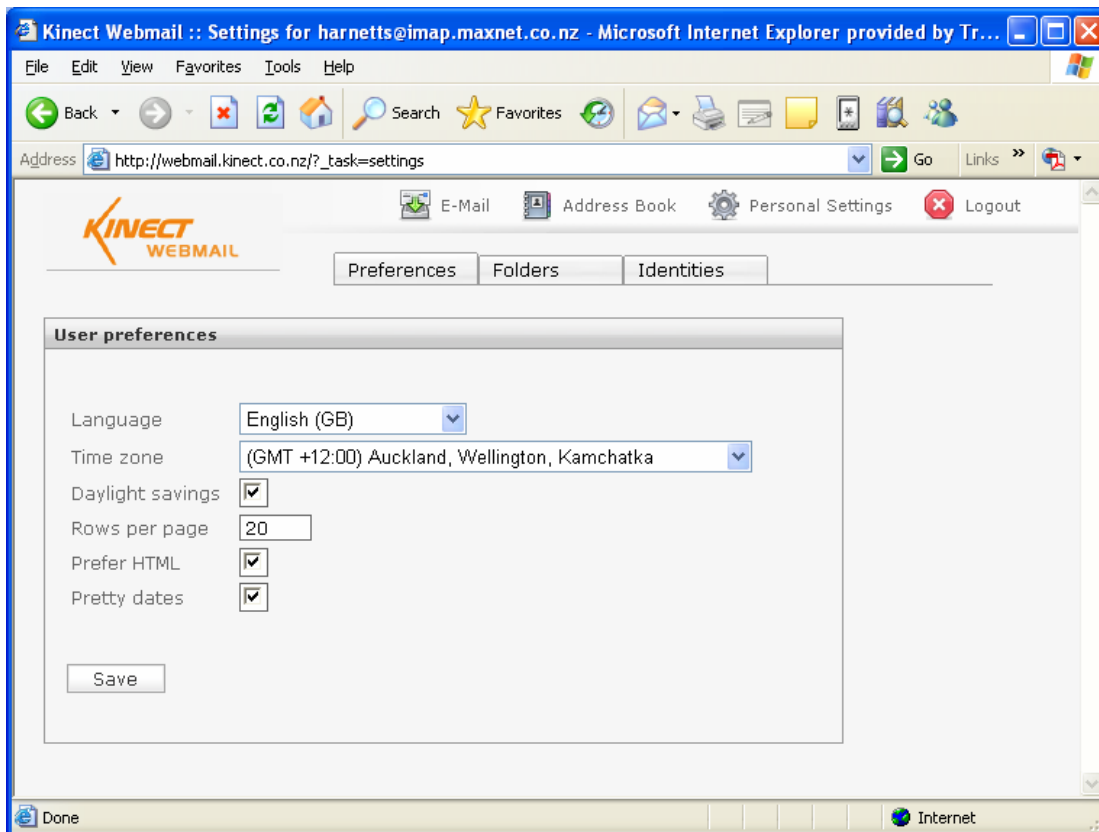
How to use your Folders - All of the folders you have for your email are displayed in the column at the left of the main screen. By default, all new messages will come to your Inbox folder, and all messages you delete will be sent to your Trash folder. Sent contains all messages you have sent, and Drafts is where any email you are working on but have not yet sent is stored. To go to any given folder, click on its name on the left part of the screen. To place an email in any given folder, simply click and drag it onto the folder name.

To manage your folders and create new ones, press  **Personal Settings** in the top right hand corner of the screen. Then select the **Folders** tab in the next screen.

To create a new folder, simply enter in a name where it says "Folder name:" and press Create. To delete a folder, press the trash can symbol  across from its name in the top box. To rename a folder, select the folder you wish to rename, enter in a new name, and press  to Rename. There are four default mail folders:

- **Inbox** - This is the folder that new messages are delivered to.
- **Deleted Items** - This folder contains all of your messages that you have deleted.
- **Drafts** - This folder contains all of your messages that you have saved but not sent.
- **Sent Items** - This folder contains all of your messages that you have sent. Please note that only messages that have the Keep Copies field ticked (in the new message window) before the message is sent will be kept in the Sent Items folder.

Changing Your Other Personal Settings - To change other personal settings, press the Personal Settings link  Personal Settings in the upper right hand corner of the screen.



Here you can set, change or view the following details:

- **Language** – There are a number of different languages to choose from in the drop down box.
- **Time Zone** – Select the correct time zone for your country out of the drop down box to ensure your emails have the correct local time.
- **Daylight Savings** – Check this box so that changes in time due to daylight savings are taken into account.
- **Rows per page** - This sets how many messages you would like to view per page.