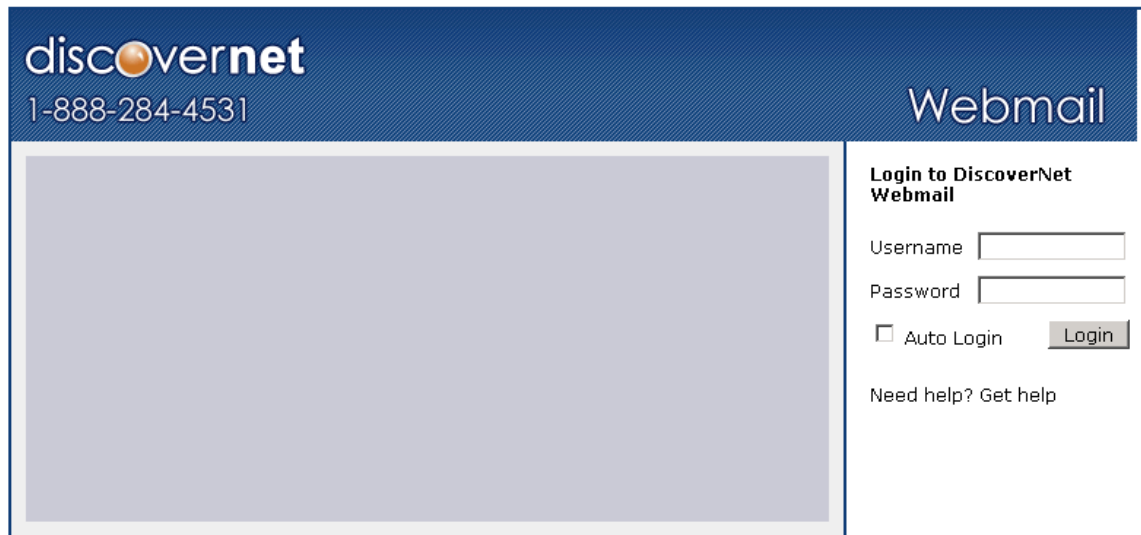


Introduction:

DiscoverNet has recently launched a new Webmail interface. The look and feel is different from the old interface; so we have compiled this guide to explain where all the features used in the old webmail can be found in the new Webmail.

Login Screen:

This is the first screen that you will see when accessing the new Webmail.



The screenshot shows the DiscoverNet Webmail login interface. At the top left, the DiscoverNet logo is displayed with the phone number 1-888-284-4531 below it. At the top right, the word 'Webmail' is written in a large, light blue font. The main area is divided into two sections. On the left is a large, empty grey rectangular box. On the right is the login form, titled 'Login to DiscoverNet Webmail'. It contains a 'Username' label followed by a text input field, a 'Password' label followed by a text input field, an 'Auto Login' checkbox, and a 'Login' button. Below the form, there is a link that says 'Need help? Get help'.

The Username and Password sections work the same as before. Enter your DiscoverNet username (the first part of your email address) in the Username box and Password in the appropriate box and click '**Login**' to continue.

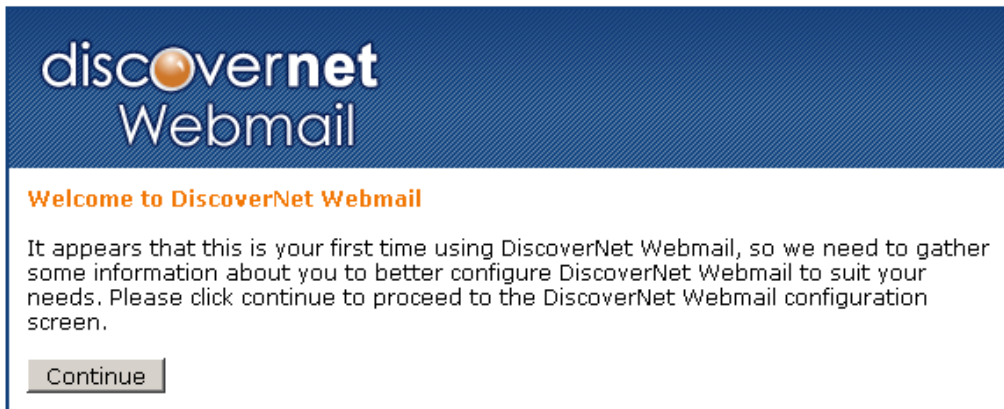
One new feature on the Login page is the '**Auto Login**' checkbox. If you check this box before clicking '**Login**' DiscoverNet webmail will remember that you logged in from this computer and take you directly to your inbox the next time you access Webmail from the same computer.

Loading Screen:



You will see the loading screen shown above after clicking '**Login**'. Within 30 seconds it should disappear and take you to the following screen.

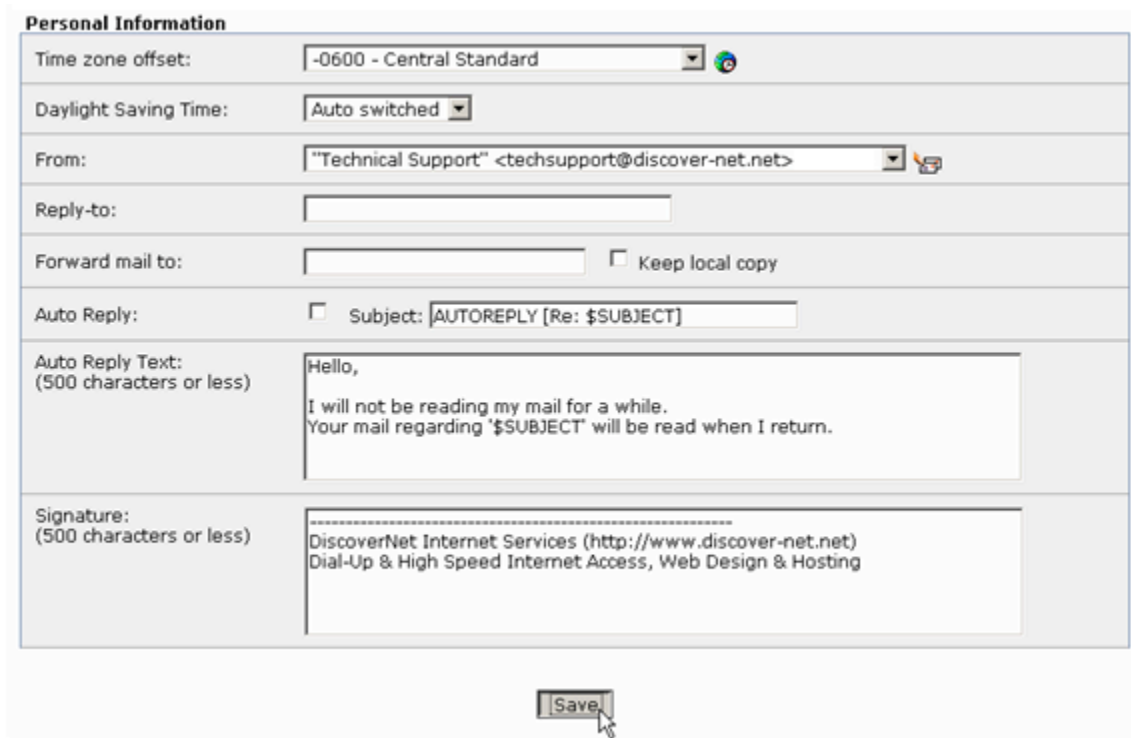
Welcome Screen:



The image shows a welcome screen for DiscoverNet Webmail. It has a blue header with the logo and the text "Webmail". Below the header, there is a white box with the title "Welcome to DiscoverNet Webmail" in orange. The main text explains that this is the first time using the service and asks the user to click "Continue" to proceed to the configuration screen. A "Continue" button is located at the bottom left of the white box.

Simply click '**Continue**' to proceed to the '**Personal Information**' screen.

Personal Information Screen:



The image shows the "Personal Information" screen. It is a form with several sections:

- Time zone offset:** A dropdown menu set to "-0600 - Central Standard" with a globe icon.
- Daylight Saving Time:** A dropdown menu set to "Auto switched".
- From:** A dropdown menu set to "Technical Support" <techsupport@discover-net.net> with an envelope icon.
- Reply-to:** An empty text input field.
- Forward mail to:** An empty text input field with a checkbox labeled "Keep local copy".
- Auto Reply:** A checkbox that is unchecked, followed by a "Subject:" label and a text input field containing "AUTOREPLY [Re: \$SUBJECT]".
- Auto Reply Text:** A text area with a label "(500 characters or less)". The text inside reads: "Hello, I will not be reading my mail for a while. Your mail regarding '\$SUBJECT' will be read when I return."
- Signature:** A text area with a label "(500 characters or less)". The text inside reads: "DiscoverNet Internet Services (<http://www.discover-net.net>) Dial-Up & High Speed Internet Access, Web Design & Hosting".

At the bottom center of the form is a "Save" button with a mouse cursor pointing to it.

On the '**Personal Information**' screen you are presented with a variety of options to customize your Personal Information if you desire to do so. See the descriptions below for each of the options presented. Once you complete the customization of your settings or if you decide not to personalize these options, click on the '**Save**' button to continue.

Time-zone Offset:

Set this item to your current time zone. This allows webmail to customize the time for your time zone.

Daylight Saving Time:

Leave this on 'Auto switched'.

Reply-To:

This allows you to specify a different address for any replies made to a particular message(s) you send from Webmail. Unless you are an advanced user; you will not need to use this feature.

Forward Mail To:

When enabled, this feature forwards all new incoming messages to the address of your choosing. Simply fill in the email address you want email to forward to to enable the feature. It is also a good idea to check the '**Keep Local Copy**' checkbox; this ensures that you will also have a backup copy of the forwarded mail stored in Webmail. To disable the forwarding feature, simply remove the email address.

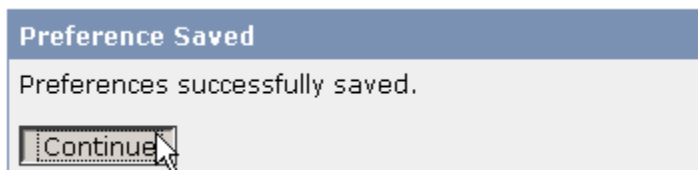
Auto Reply:

This feature is also known as the 'Vacation' feature. Check the '**Auto Reply**' checkbox to enable this feature and customize a reply that will be automatically sent to all senders of messages to your inbox during the time the **Auto Reply** is enabled informing the sender you are on vacation or away from your computer for a specified period of time. Make sure to uncheck the **Auto Reply** when you return.

Signature:

This allows you to change the default signature at the end of all new messages or replies. You can customize this with your name, email address or other information if you like.

Next, you will see the '**Preference Saved**' screen shown below. Simply click '**Continue**' to proceed.



You will now be on your 'Inbox' screen.

The screenshot shows the DiscoverNet Webmail interface. At the top left is the logo "discovernet Webmail". To its right is a top menu bar with buttons for "Inbox", "Compose", "Addresses", "Options", and "Log Out". Below the logo, the address "techsupport@discover-net.net - Inbox (2 new)" is displayed. A "Move selected message to:" dropdown menu is set to "Archive", with "Move" and "Delete" buttons next to it. On the left, there is a "New, Updated Webmail" notification box and a "Folders" sidebar showing "Inbox - 2/2", "Archive - 7/7", "Sent Mail - /", "Drafts - /", and "Trash - 8/8". The main area contains a table of messages:

| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sender | Subject | Date ▲ | Size |
|--------------------------|-------------------------------------|-------------|-------------------|------------------------|------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Techsupport | Example Message 3 | 01/08/2007 04:08:30 pm | 6KB |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Techsupport | Example Message 2 | 01/08/2007 04:08:18 pm | 6KB |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Techsupport | Example Message 1 | 01/08/2007 04:08:06 pm | 6KB |

Here you will see any new messages. They can be opened by clicking on the Sender or Subject of the message.

The Top-Menu Bar:

This screenshot is similar to the previous one but highlights the top menu bar with a red rectangle. The address bar now shows "test@newmail.discover-net.net (3 new)". The "Move selected to:" dropdown is also set to "Archive". The message table is identical to the previous screenshot:

| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sender | Subject | Date ▲ | Size |
|--------------------------|-------------------------------------|-------------|-------------------|------------------------|------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Techsupport | Example Message 3 | 01/08/2007 04:08:30 pm | 6KB |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Techsupport | Example Message 2 | 01/08/2007 04:08:18 pm | 6KB |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Techsupport | Example Message 1 | 01/08/2007 04:08:06 pm | 6KB |

The menu bar (highlighted in red above) has all of the main features of the previous Webmail.

Inbox

This button will take you directly to your current Inbox regardless of where you are in Webmail.

Compose

This button allows you to write new email messages.

Addresses

This button allows you to access your Webmail address book.

Log Out

This button will end your Webmail session and take you back to the Webmail login screen.

Searching Feature:

The screenshot shows a webmail interface with several sections. On the left, there is a 'New, Updated Webmail' notice, a 'Folders' list (Inbox - 2/2, Archive - 7/7, Sent Mail - /, Drafts - /, Trash - 7/8), and a 'Search' section. The 'Search' section is highlighted with a red box and contains a dropdown menu set to 'Subject', a text input field for the search term, and a 'Search' button. On the right, there is a table of email messages with columns for checkboxes, Sender, Subject, Date, and Size. The table contains two messages from 'Techsupport' with subjects 'Example Message 3' and 'Example Message 2'. At the top right and bottom right of the interface, there are 'Move selected to:' and 'Move to folder:' dropdown menus.

The search feature is located as shown above and will allow you to search for a message by subject, 'from', 'to', date and more.

A close-up of the search feature interface. It features a magnifying glass icon followed by the word 'Search'. Below this, there is a dropdown menu with 'Subject' selected, a text input field labeled 'For', and a 'Search' button.

Deleting Messages:

To delete a message, check the box(s) next to the message(s) you want to delete.

Move selected message to:

| <input type="checkbox"/> | Sender | Subject | Date ▲ | Size |
|-------------------------------------|-------------|-------------------|------------------------|------|
| <input type="checkbox"/> | Techsupport | Example Message 3 | 01/08/2007 04:08:30 pm | 6KB |
| <input type="checkbox"/> | Techsupport | Example Message 2 | 01/08/2007 04:08:18 pm | 6KB |
| <input checked="" type="checkbox"/> | Techsupport | Example Message 1 | 01/08/2007 04:08:06 pm | 6KB |

Then, click the 'Delete' button located above and below the message list on the right-hand-side.

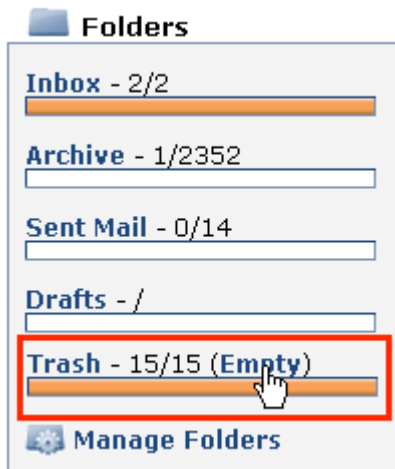
Move selected message to:

| <input type="checkbox"/> | Sender | Subject | Date ▲ | Size |
|-------------------------------------|-------------|-------------------|------------------------|------|
| <input type="checkbox"/> | Techsupport | Example Message 3 | 01/08/2007 04:08:30 pm | 6KB |
| <input type="checkbox"/> | Techsupport | Example Message 2 | 01/08/2007 04:08:18 pm | 6KB |
| <input checked="" type="checkbox"/> | Techsupport | Example Message 1 | 01/08/2007 04:08:06 pm | 6KB |

Finally, click on the '(Empty)' link located next to the Trash item in the 'Folders' section.

The screenshot shows the DiscoverNet Webmail interface. At the top, there's a navigation bar with 'Inbox', 'Compose', 'Addresses', 'Options', and 'Log Out'. Below that, the email address 'techsupport@discover-net.net - Inbox (2 new)' is displayed. The main content area shows a message list with three items. The first item, 'Example Message 1', is selected. Above and below the list are 'Move' and 'Delete' buttons. On the left side, there's a 'Folders' section with a list of folders: 'Inbox - 2/2', 'Archive - 1/2352', 'Sent Mail - 0/14', 'Drafts - /', and 'Trash - 15/15 (Empty)'. The 'Trash' folder is highlighted with a red box, and a mouse cursor is pointing at the '(Empty)' link.

(You can see a closer view of the 'Empty' option below.)



After you've clicked 'Empty', you will see the confirmation prompt pictured below; click 'Ok' to confirm the action and **permanently delete** all items currently in the trash folder.

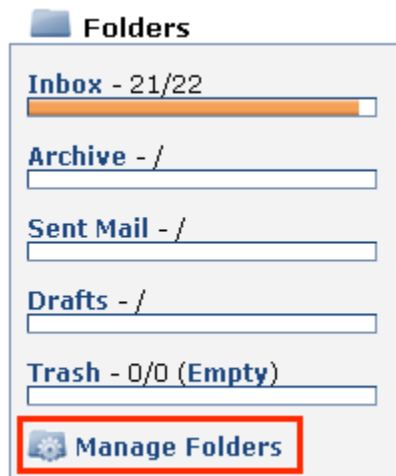


That's it! The messages are now successfully deleted and you can continue using Webmail.

Creating New Mail Folders

Besides the inbox, Archive, Sent Mail, Drafts and Trash folders you can also create your own custom folders to help you organize your messages.

To create a custom folder, you first need to click on the **‘Manage Folders’** link below the list of folders.



You will then see the ‘Edit Mail Folders’ screen shown below, please note the text box next to ‘New:’.

| Folder Name (32 characters) | New | Mesg | Size | Action |
|-----------------------------|-----------|-----------|--------------|--|
| New: <input type="text"/> | | | | <input type="button" value="Add"/> |
| Default folders | | | | |
| Inbox | 21 | 22 | 229KB | <input type="button" value="MarkRead"/> <input type="button" value="CheckIndex"/> <input type="button" value="ReIndex"/> <input type="button" value="Delete"/> |
| Archive | | | | <input type="button" value="MarkRead"/> <input type="button" value="CheckIndex"/> <input type="button" value="ReIndex"/> <input type="button" value="Rename"/> <input type="button" value="Delete"/> |
| Sent Mail | | | | <input type="button" value="MarkRead"/> <input type="button" value="CheckIndex"/> <input type="button" value="ReIndex"/> <input type="button" value="Rename"/> <input type="button" value="Delete"/> |
| Drafts | | | | <input type="button" value="MarkRead"/> <input type="button" value="CheckIndex"/> <input type="button" value="ReIndex"/> <input type="button" value="Rename"/> <input type="button" value="Delete"/> |
| Trash | 0 | 0 | 0 | <input type="button" value="MarkRead"/> <input type="button" value="CheckIndex"/> <input type="button" value="ReIndex"/> <input type="button" value="Rename"/> <input type="button" value="Delete"/> |
| Total | 21 | 22 | 229KB | |

Type the name of your Custom Folder in the box next to ‘New:’ and then click the **‘Add’** button.



You will then see the updated folders list shown below, note your custom folder appears at the top of the list. That's it! You can click on **'Inbox'** to return to your inbox.

See the next section for instructions on how to move messages into your new custom folder.

| Folder Name (32 characters) | New | Mesg | Size | Action | | | | |
|----------------------------------|-----------|-----------|--------------|---|---|--|---------------------------------------|---------------------------------------|
| New: <input type="text"/> | | | | <input type="button" value="Add"/> | | | | |
| My Custom Folder | 0 | 0 | 0 | <input type="button" value="MarkRead"/> | <input type="button" value="CheckIndex"/> | <input type="button" value="ReIndex"/> | <input type="button" value="Rename"/> | <input type="button" value="Delete"/> |
| Default folders | | | | | | | | |
| Inbox | 21 | 21 | 224KB | <input type="button" value="MarkRead"/> | <input type="button" value="CheckIndex"/> | <input type="button" value="ReIndex"/> | <input type="button" value="Delete"/> | |
| Archive | | | | <input type="button" value="MarkRead"/> | <input type="button" value="CheckIndex"/> | <input type="button" value="ReIndex"/> | <input type="button" value="Rename"/> | <input type="button" value="Delete"/> |
| Sent Mail | | | | <input type="button" value="MarkRead"/> | <input type="button" value="CheckIndex"/> | <input type="button" value="ReIndex"/> | <input type="button" value="Rename"/> | <input type="button" value="Delete"/> |
| Drafts | | | | <input type="button" value="MarkRead"/> | <input type="button" value="CheckIndex"/> | <input type="button" value="ReIndex"/> | <input type="button" value="Rename"/> | <input type="button" value="Delete"/> |
| Trash | 0 | 0 | 0 | <input type="button" value="MarkRead"/> | <input type="button" value="CheckIndex"/> | <input type="button" value="ReIndex"/> | <input type="button" value="Rename"/> | <input type="button" value="Delete"/> |
| Total | 21 | 21 | 224KB | | | | | |

Moving Messages Between Folders

To move a message from one folder to another, first **check the box(es)** next to the message(s) you want to move.

| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sender | Subject | Date ▲ | Size |
|-------------------------------------|-------------------------------------|----------|---------------------------------------|------------------------|------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Mr. Test | Please put this in your Custom Folder | 01/27/2007 03:49:32 pm | 847B |

Next, **click on the downward-facing arrow** next to 'Archive' and choose the folder you want to move it to.

Move selected message to: Archive

| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sender | Subject | Date ▲ | Size |
|-------------------------------------|-------------------------------------|----------|---------------------------------------|------------------------|------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Mr. Test | Please put this in your Custom Folder | 01/27/2007 03:49:32 pm | 847B |

Move selected message to: Archive

| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sender | Subject | Date ▲ | Size |
|-------------------------------------|-------------------------------------|----------|---------------------------------------|----------|------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Mr. Test | Please put this in your Custom Folder | 03:49:32 | 847B |

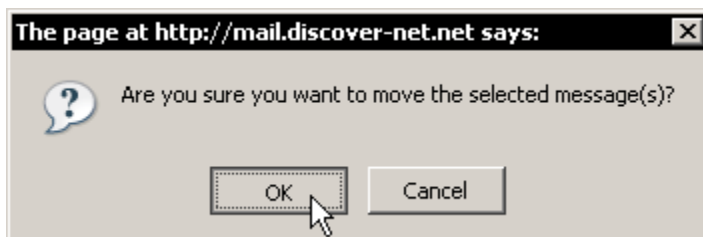
- Inbox
- Archive
- Sent Mail
- Drafts
- Trash
- My Custom Folder

Finally, click the '**Move**' button.

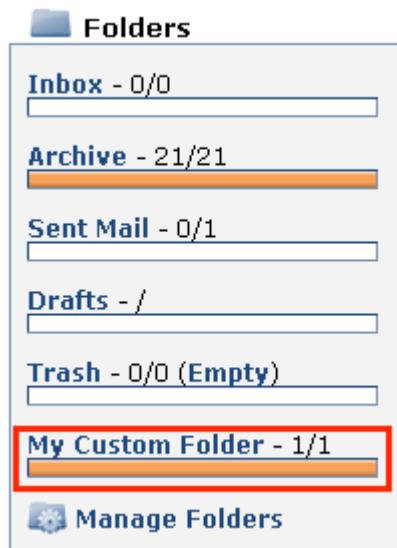
Move selected message to: My Custom Folder

| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Sender | Subject | Date ▲ | Size |
|-------------------------------------|-------------------------------------|----------|---------------------------------------|------------------------|------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Mr. Test | Please put this in your Custom Folder | 01/27/2007 03:49:32 pm | 847B |

You will see the confirmation window shown below, click '**Ok**' to proceed with the move.



The screen will refresh and the message(es) in question will no longer be there. You can find your moved messages by clicking on the folder you moved it/them too in the 'Folders' listing.



Using the DiscoverNet Webmail Address Book

To access the Address Book from your inbox, click on the ‘**Addresses**’ option on the menu bar (as described in Section 1). You will see the ‘Address Book’ screen shown below.

Address Book Tools

[New Contact](#)
[New Group](#)
[Edit Address Books](#)
[Import Addresses](#)

Full Name ▲ Email Phone Note To CC BCC

-- No contacts in this addressbook --

Pages: < 1/1 >

Compose message from selected

Quick Add

First
Last
Phone
Email

Quick Add

Most likely you will see the -- **No contacts in this addressbook** – message. This means you don’t have anyone in your addressbook yet.

Adding a Contact From an Existing Email

The easiest way to add someone to your address book is to open an email from them. Every email in DiscoverNet webmail will have an ‘**Add Sender to Address Book**’ link (as shown below).

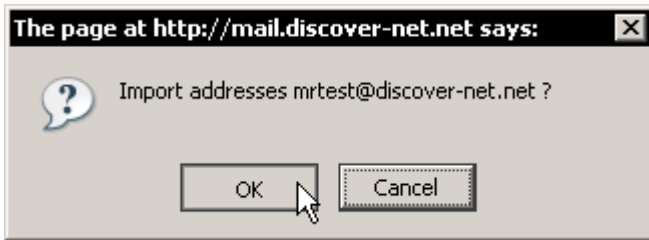
From: "Mr. Test" <mrtest@discover-net.net>
Date: Sat, 27 Jan 2007 17:21:52 -0600
To: [redacted]@discover-net.net
Subject: Add me to your address book!!!

Actions: [Delete](#) | [Reply](#) | [Reply to All](#) | [Forward](#) | [Forward as Attachment](#) | [Printer Friendly Version](#) | [Add Sender to Address Book](#)

Please?
-Mr. Test

DiscoverNet Internet Services (<http://www.discover-net.net>)
Dial-Up & High Speed Internet Access, Web Design & Hosting

When you click ‘Add Sender to Address Book’ you will see the prompt below pop-up. Click ‘**OK**’ to confirm and add the email address to your address book.



This will take you to the 'Edit Contact' screen. It will fill in the **Name Attributes**, **Full Name** and **Email Address** for you.

Edit contact (Return) Destination: My Addresses

Personal Information

Name Attributes*

| | | | | |
|--------|----------------------|----------------------|------|----------------------|
| Mr. | <input type="text"/> | <input type="text"/> | Test | <input type="text"/> |
| prefix | first | middle | last | suffix |

Full Name

Nickname+

Last Name Sort Override

Birthdate

| | | | |
|----------------------|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| monthday | year | age | |

Email Addresses (+)

The 'Edit Contact' screen allows you to add as much additional information as you want about the contact. When you are satisfied with all the information and it's accuracy, **scroll to the bottom of the page** (below 'Work Information') and click 'Save'.

Work Information (+)

| | |
|--|---|
| Company Name | Job Title |
| <input type="text" value="abc, inc."/> | <input type="text" value="v.p., research and development"/> |
| Job Classification | Division Structure + |
| <input type="text" value="manager, executive, etc"/> | <input type="text" value="accounting, european division"/> |



You will then return to the ‘**Address Book**’ screen. Your new contact will be visible (as shown below).

The screenshot displays an address book interface. At the top right, there is a dropdown menu labeled 'My Addresses' and two buttons: 'Move' and 'Copy'. Below this is a table with the following structure:

| Full Name ▲ | Email | Phone | Note | To | CC | BCC |
|-------------|-------------------------|-------|------|--------------------------|--------------------------|--------------------------|
| Mr. Test | mrtest@discover-net.net | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Below the table, there is a pagination indicator: 'Pages: < 1/1 >'. To the right of the table is a button labeled 'Compose message from selected'. On the left side, there is a section titled 'Address Book Tools' containing links: 'New Contact', 'New Group', 'Edit Address Books', and 'Import Addresses'. Below that is a 'Quick Add' section with the message 'Address book is read-only.'. At the bottom left is a 'Search' section with a 'Search field' dropdown set to 'Full Name', a 'Search phrase' input field, and a 'Search' button.

To compose a message to any contact; just click on their email address or name.

If you wish to compose a message to multiple contacts; use the **To**, **CC** and **BCC** checkboxes to indicate where you want specific addresses placed in the message. Then, clicking the **Compose message from selected** button will compose a new message with the addresses in the proper place.

Quick-Adding Contacts to your Address Book

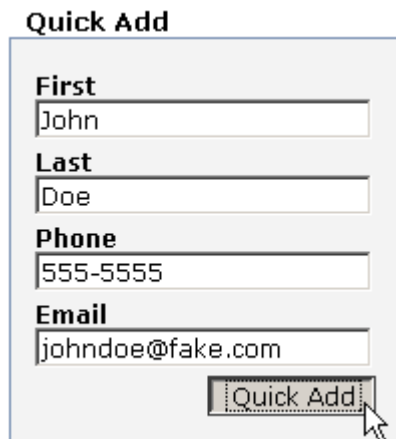
You can also manually add a contact by using the ‘**Quick Add**’ section of the ‘Address Book’ Screen.



The screenshot shows the 'Address Book Tools' section on the left with links for 'New Contact', 'New Group', 'Edit Address Books', and 'Import Addresses'. The main area displays a table with columns: Full Name, Email, Phone, Note, To, CC, and BCC. The table is currently empty, showing '-- No contacts in this addressbook --'. Below the table is a 'Pages: < 1/1 >' indicator and a 'Compose message from selected' button. A 'Quick Add' form is highlighted with a red border, containing fields for 'First', 'Last', 'Phone', and 'Email', and a 'Quick Add' button.

As you can see above, the **Quick Add** section allows you to quickly type an email address along with the contact’s first and last name as well as a phone number.

Please note that only the email address and first and/or last name are required.



The 'Quick Add' form is shown with the following sample data entered:

- First:** John
- Last:** Doe
- Phone:** 555-5555
- Email:** johndoe@fake.com

The 'Quick Add' button is highlighted with a dashed border and a mouse cursor is pointing at it.

Once you’ve filled in the email address and any other information you want to include for your contact; hit the ‘**Quick Add**’ button to create the contact.

Address Book Tools

[New Contact](#)
[New Group](#)
[Edit Address Books](#)
[Import Addresses](#)

Quick Add

First
Last
Phone
Email

--DELETE--

| Full Name ▲ | Email | Phone | Note | To | CC | BCC |
|-------------|------------------|----------|------|--------------------------|--------------------------|--------------------------|
| John Doe | johndoe@fake.com | 555-5555 | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Pages: ◀ 1/1 ▶

You should now see your new contact along with any others on your contact list.

Address Book: Searching

Address Book Tools

[New Contact](#)
[New Group](#)
[Edit Address Books](#)
[Import Addresses](#)

Full Name ▲ Email Phone Note To CC BCC

-- No contacts in this addressbook --

Pages: ◀ 1/1 ▶

Compose message from selected

Quick Add

First

Last

Phone

Email

Quick Add

Search

Search field
Full Name ▼

Search phrase

Search

The **Search** section of the Address Book is located just below the Quick Add section. It allows you to search through your address book entries by Name, Email Address, Phone Number and more.

Conclusion:

Hopefully this guide has acquainted you with DiscoverNet's Webmail service. If you have any further questions; do not hesitate to contact our Technical Support Department.

Technical Support can be reached via voice at 1-888-284-4531 during the times listed below:

Monday – Friday, 9AM – 9PM

Saturday – Sunday 12PM – 8 PM.

You can also reach Technical Support via email by sending your question to techsupport@discover-net.net