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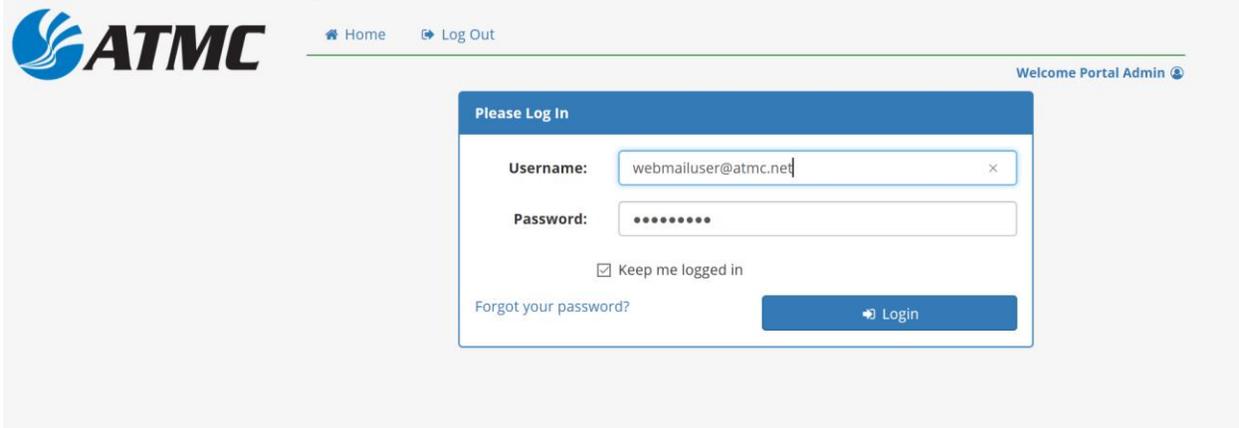
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## How to Log In and Log Out

The new ATMC Webmail can be accessed through our website at atmc.com, our community portal at atmconline.com or by typing userportal.atmc.net in a browser.

1. Enter your Username and Password, and click Login.

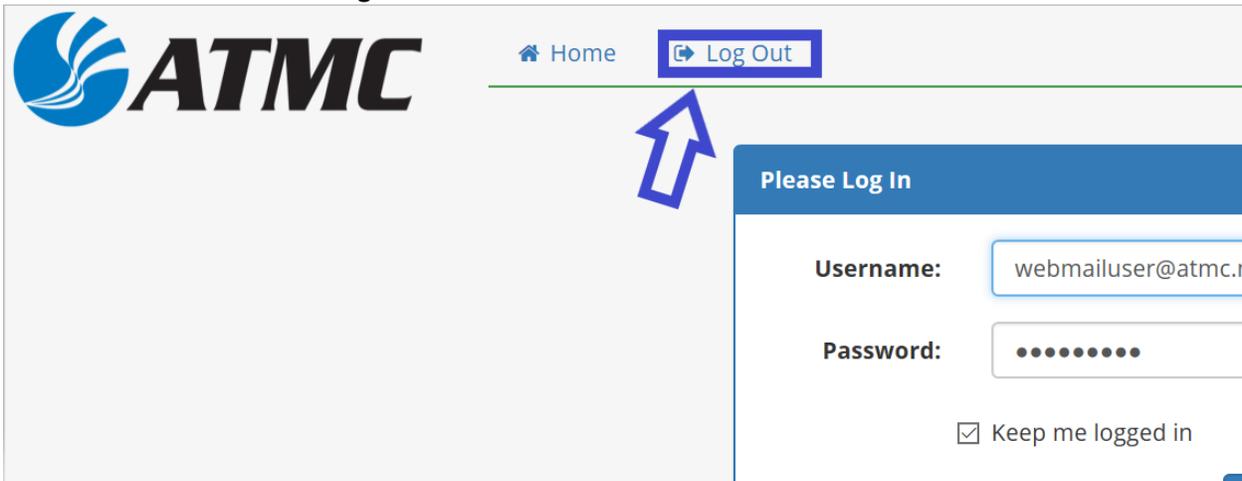
### Log In



The screenshot shows the ATMC webmail login interface. At the top left is the ATMC logo. To its right are navigation links for 'Home' and 'Log Out'. On the far right, it says 'Welcome Portal Admin'. The main content area features a 'Please Log In' form with a blue header. The form contains a 'Username' field with 'webmailuser@atmc.net' entered, a 'Password' field with masked characters, a 'Keep me logged in' checkbox, a 'Forgot your password?' link, and a blue 'Login' button.

2. To log out click on Log Out at the top of the screen.

### Log Out



This screenshot shows the same ATMC webmail interface as the previous one, but with a focus on the 'Log Out' button. The 'Log Out' link in the top navigation bar is highlighted with a blue box, and a blue arrow points to it from below. The 'Please Log In' form is partially visible on the right side of the screen.

## Organizing: Using Folders, Tags and Flags

Our Webmail service provides some convenient ways to organize and find items in your account. Our Search feature is available to help you find messages, contacts, appointments, tasks, and files. This is accomplished using specific words, dates, time, URL, size, tag, whether or not a message has been read, whether it has file attachments and more. Two types of searches are available:

- **A quick search** that executes whatever query is currently displayed in the search text box (located at the top right). You can enter a key word in the search field and a list of items is automatically displayed. In addition, the drop-down arrow at the left of the search text box allows you to select which type of items to search for. You can select to search within messages and your contacts, including company contact lists, appointments and files.
- **An advanced search** makes it easy to execute more complex searches. This feature is accessed by clicking on the magnifying glass in the Search field. The advanced search pane will appear on the left. You can group your search results.

In addition, our convenient organizing features — Folders, Tags and Flags — enable you to quickly label, locate and retrieve messages. We've included step-by-step instructions below on tackling these organizing features. Please see **Most Common Organizing Features** listed directly to the right. Click on a feature description (e.g., Using Flags) and it will allow you to jump to specific instructions below. Then, click the browser back button to return to the top of the page.

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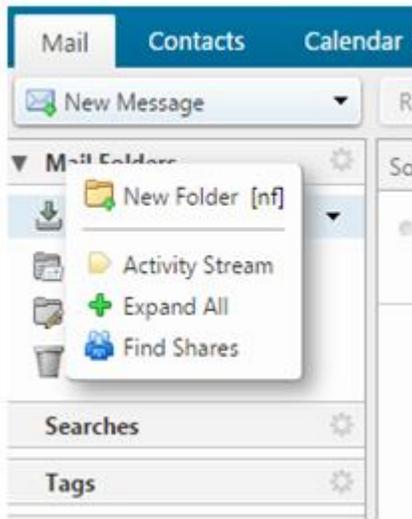
### Organizing with Folders

Folders are used to organize your incoming and outgoing email messages. You can create your own folders, or use the system-defined folders. Folders you create to organize your email are displayed in the Folders list in the overview pane. Top-level folder names cannot be the same as any other top-level folder in your email, calendar, or address book folders. System folders cannot be moved, renamed, or deleted. The following are system folders:

- **Inbox** - New email arrives in the Inbox.
- **Sent** - A copy of each message you send is saved in the Sent folder.
- **Drafts** - Messages you have composed but have not sent are saved in the Drafts folder.
- **Trash** - Deleted items are placed in the Trash folder and remain there until you manually empty the trash or until the folder is purged automatically.

## [How to Create a Folder](#)

1. Go to the **Mail > Mail Folders** and click the Folders icon  (or simply right-click).



2. Select **New Folder**.
3. Enter the new folder Name and select a folder Color. Folder names can include any character except a colon (:), forward slash (/), and quotation mark (").
4. In the Mail Folders tree, select the placement of the new folder.
5. Click Folders to have the new folder displayed at the top of the list.
6. Click an existing folder to place your new folder within that folder.
7. Click **OK**.

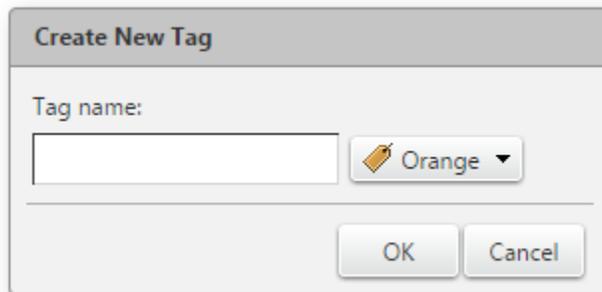
**Please note:** You can rename and delete user-defined folders. System-defined folders cannot be renamed or deleted.

## Organizing with Tags

You can use word tags to help classify and organize your email messages, conversations, calendar items, contacts, briefcase, or tasks. For example, you can type a tag for Immediate Turnaround and another for Medium Priority. You can type a particular tag for tasks or add project tags to sort email, and you can search for all items with a specific tag. You can also apply multiple tags to an item.

### **How to Create a Tag:**

1. In the far-left overview pane, click the **Tags** icon  (or simply right-click) and select **New Tag**.
2. Type the new Tag name and select a Color for the tag. Tag names can include any character except a colon (:), forward slash (/), and quotation mark (").



3. Click **OK**. The new tag is listed under Tags.

### **How to Display Messages with a Specific Tag:**

1. To find tagged messages quickly, click a tag in the Tag section of the overview pane (located on the far-left).
2. All messages with the selected tag are displayed in the content pane.

### **How to Search for Items by Tag:**

1. To search for a specific tag choose the menu for the type of tag you are searching for (Mail, Contact, Calendar, etc), type the following into the Search field (**tag: tagname**) and click the magnifying glass.
2. This will display all tags with this name. If the tag name is two words, you must use quotes around the name (**tag: "tag name"**).

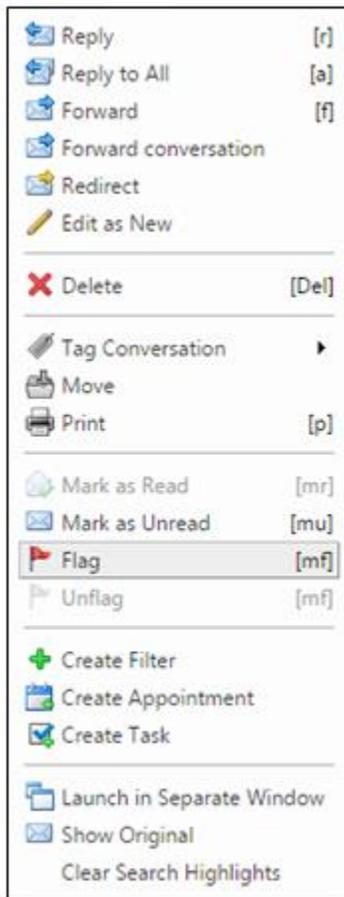
**Please note:** After you create a tag, you can apply it to an item. You can assign more than one tag to an item to classify it under different categories. If an item has multiple tags, the tag icon is multicolored. Only tags that are not already applied to the item are listed. In addition, you can also remove a tag from an item (), delete a tag, rename a tag, and change the color of a tag.

## [Organizing with Flags](#)

The flag icon  in the message list is a yes/no indicator that denotes whether the email message has been flagged. This can be used to indicate an action needed item or to distinguish the message or conversation from other items of lesser importance.

### **How to Flag a Message or Conversation:**

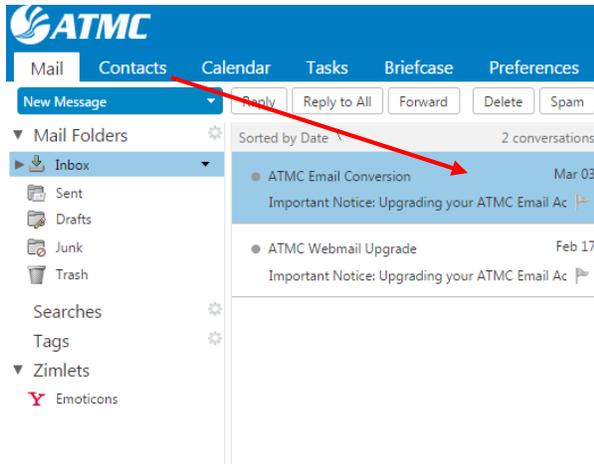
1. Place your cursor over the message or conversation, right-click and select Flag.
2. You can also right-click to "unflag" the item. The flag is disabled and the flag color turns to a greyscale color.



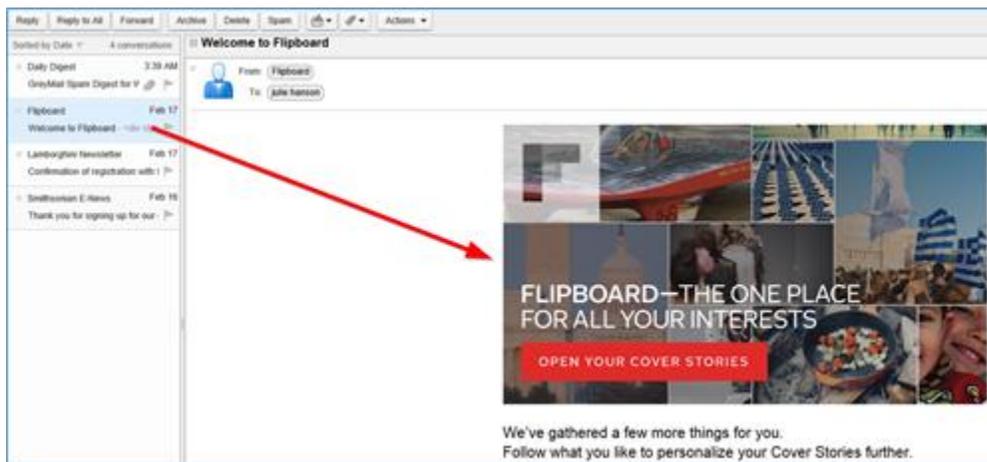
# Email Basics

## Reading Email

1. From the list of emails, click on the email you would like to read

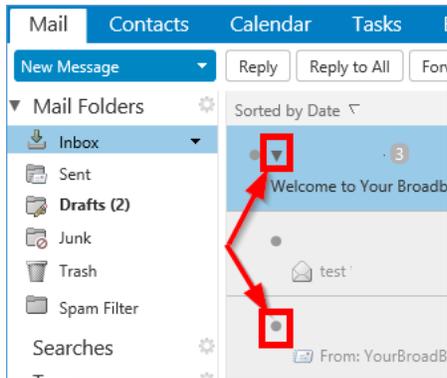


2. Read the full email in the large box to the right of the email list



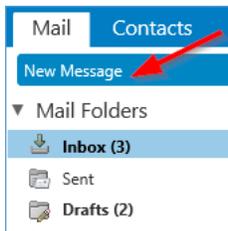
3. Mark a Message or Conversation as Unread

- To mark the entire conversation as unread, click the dot (gray is read, blue is unread)
- To mark an individual message in a conversation as unread, click the triangle to expand the conversation and click the dot next to the message you would like to display as unread.

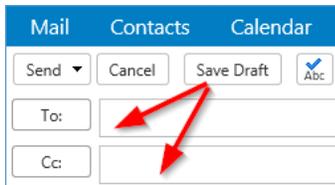


## Writing Email

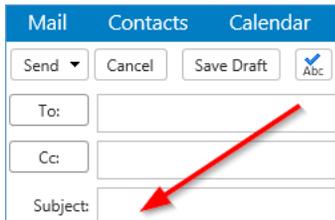
1. In the mail tab, click **New Message**



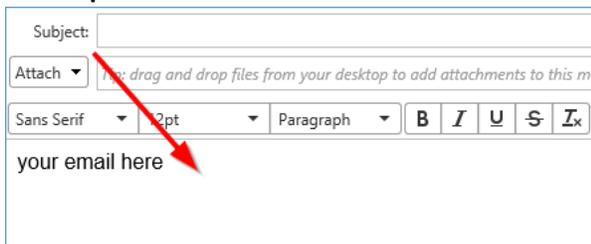
2. Add recipient(s) in the “**To**” and “**CC**” lines



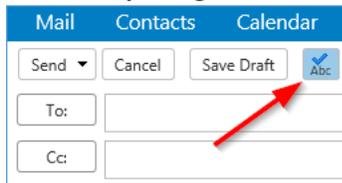
3. Add email Subject (if needed)



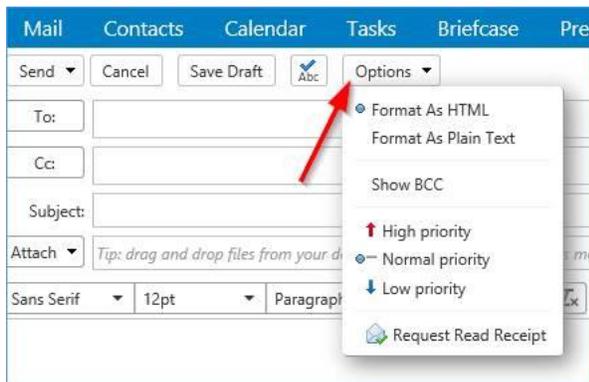
4. Compose email



## 5. Check spelling if desired

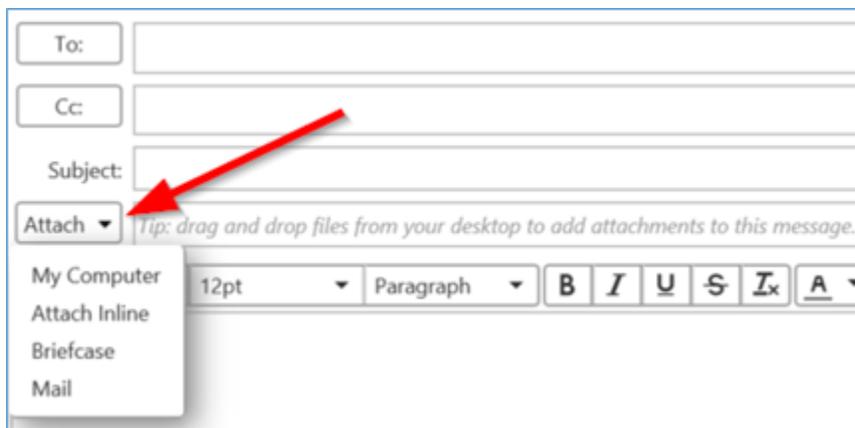


## 6. Click on **Options** to choose options such as priority and requesting read receipts if desired



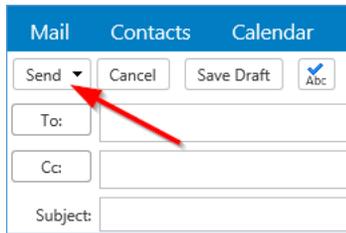
## 7. Add attachments.

Select files from your computer, your email Briefcase, or an email message. You can also drag & drop a file from your computer to the attachment bar.



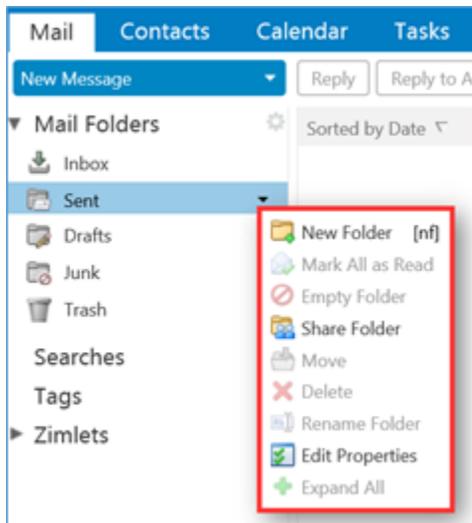
## 8. Click **Send** at the top of the screen

A copy of the sent message is in the Sent Folder



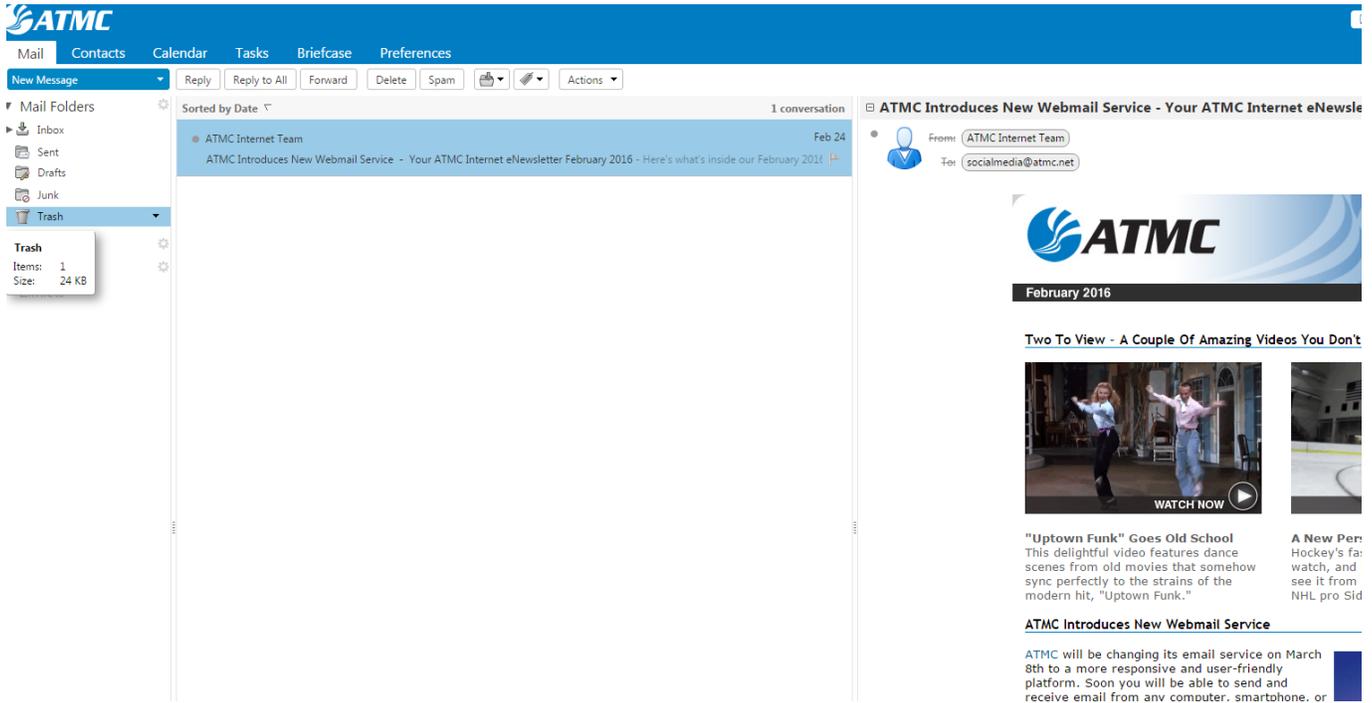
## [Viewing Sent Email](#)

Locate the **SENT** folder in the **tab**, either select the entire folder or a specific folder from the drop list



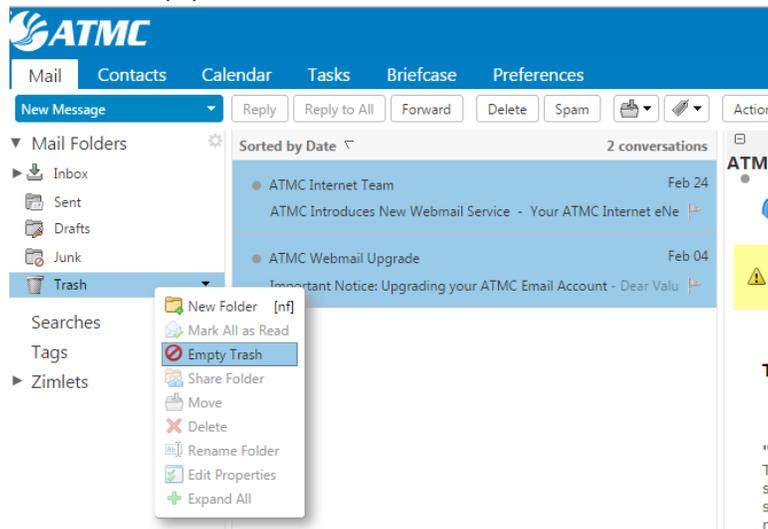
## Trash Folder

When you delete emails, they are displayed in the **Trash** folder.



To permanently delete an email from the **Trash** folder, select the email you want to delete and click the delete button. To permanently delete multiple emails, hit the control key on your keyboard (Ctrl) and hold it down while selecting the multiple emails you wish to delete, and then press the delete button.

To permanently delete everything in the **Trash** folder, right click on “Trash” in the menu on the right hand side and select empty trash.



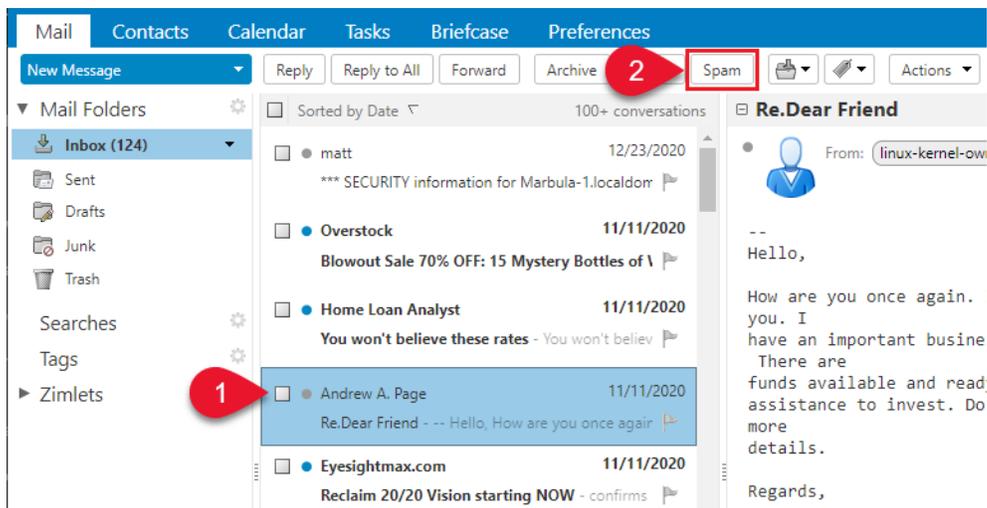
## Spam Mail Folder

Most filtering of unsolicited automated email (also known as **spam** or **junk mail**) is handled by a spam filter before those email messages reach your Inbox.

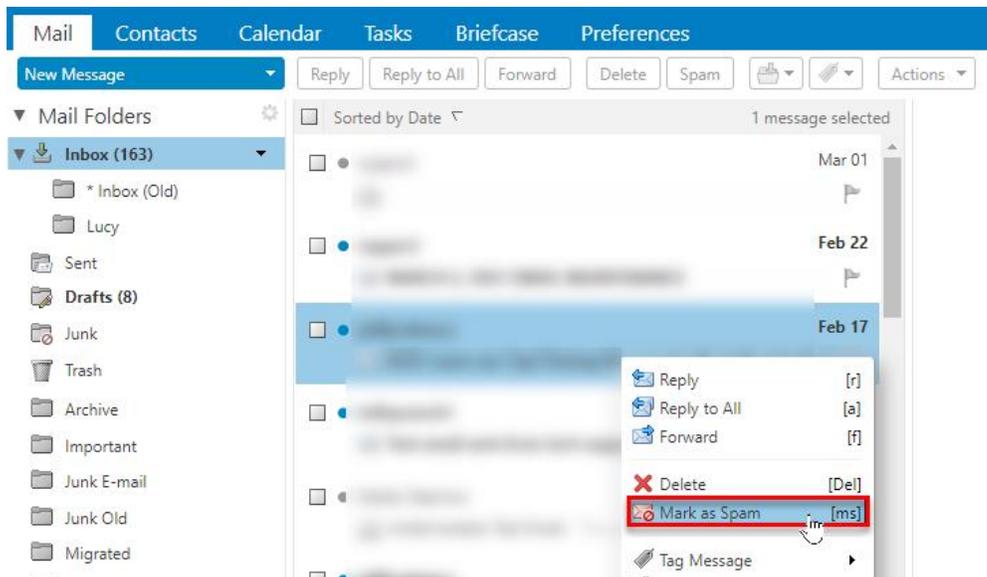
Email that might possibly be junk mail, but is not certain to be junk, is placed in your **Junk** folder. You can review these messages and either move them out of the Junk folder or delete them. If you do not move or delete the messages, they are purged after 30 days.

## Mark Email as Spam

1. Select the message to mark as junk.
2. On the toolbar, select **Spam**.



You can also right-click the message and select **Mark as Spam**.

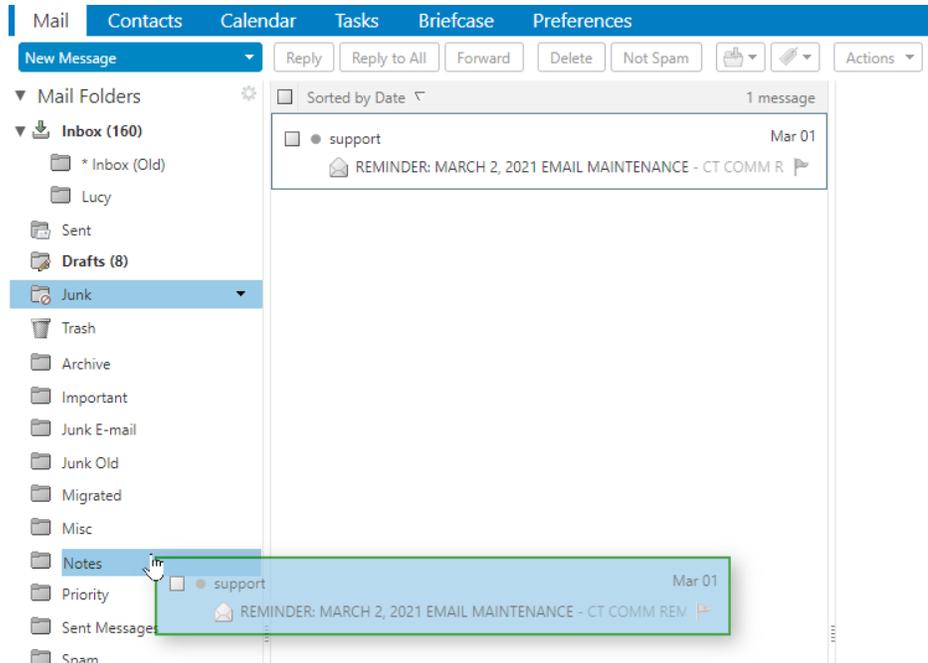


The email is moved to your Junk folder.

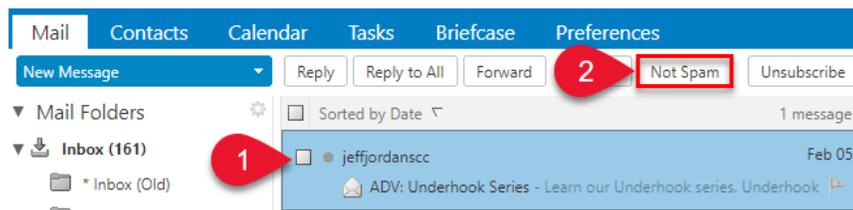
# Mark Email as Not Spam

Sometimes messages that are not junk are placed in the Junk folder. You can move the messages to the appropriate folder in a number of ways: Drag the message to another folder, Select message and click **Not Spam**, or Right-clicking the message and selecting **Mark as Not Spam**.

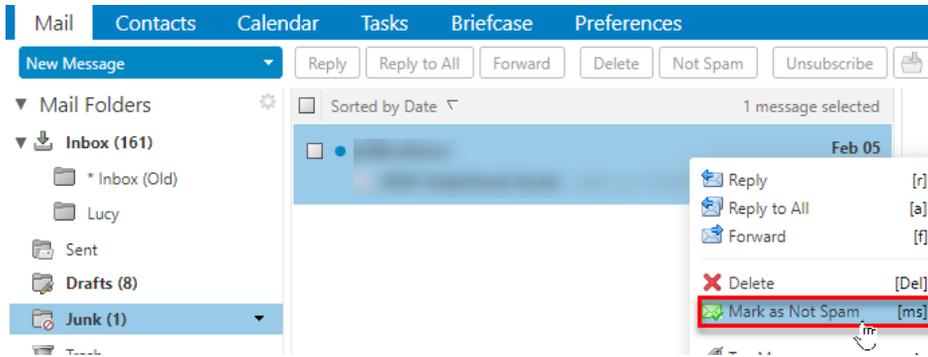
1. Drag the message to another folder.



2. Select the message and click **Not Spam** on the tool bar



3. Right-click the message and select **Mark as Not Spam**. The selected message moves to your Inbox.



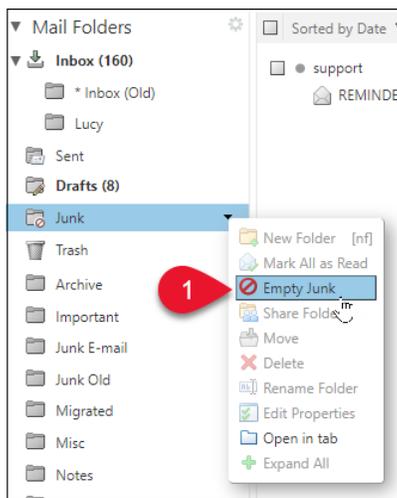
A confirmation message appears at the top relaying the number of messages marked as not spam



## Empty the Junk Folder

The contents of the Junk folder are automatically purged after an administration-configured number of days. You can empty your Junk folder any time.

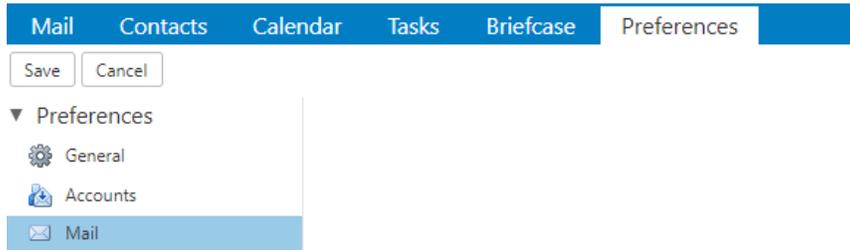
1. Right-click the Junk folder and select **Empty Junk**.
2. Click OK.



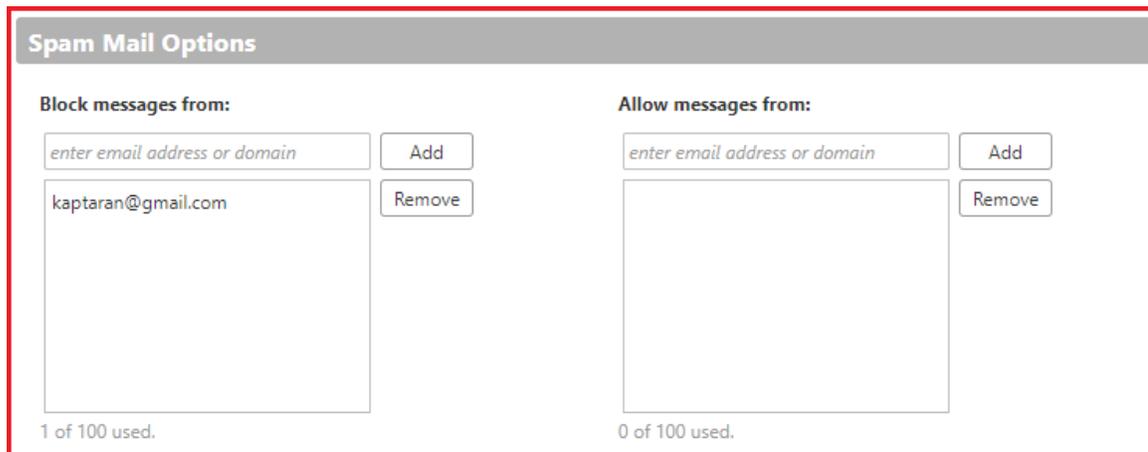
# Spam Mail Options

If you notice that certain email addresses are always being incorrectly added to your Inbox or Junk folder, you can identify those addresses to block or not block.

1. Go to the **Preferences > Mail** page.



2. Scroll to the **Spam Mail Options** section.
3. In the **Block messages from** text box, enter email addresses that should always be treated as junk. You can list up to 100 addresses.
4. In the **Allow messages from** text box, enter email addresses you trust that for some reason end up in your Junk folder, such as newsletters you subscribe to. Messages from these email addresses are never blocked. You can list up to 100 addresses.
5. Click **Save**.

A screenshot of the 'Spam Mail Options' section in Outlook. The section is titled 'Spam Mail Options' and is enclosed in a red border. It contains two main sections: 'Block messages from:' and 'Allow messages from:'. Each section has a text input field with the placeholder 'enter email address or domain', an 'Add' button, and a list of addresses with a 'Remove' button. In the 'Block messages from:' section, the address 'kaptaran@gmail.com' is listed, and a 'Remove' button is visible next to it. Below the list, it says '1 of 100 used.'. In the 'Allow messages from:' section, the list is empty, and it says '0 of 100 used.'.

## [Using Calendars](#)

The webmail Calendar feature is available to help you track and schedule appointments, meetings, and events. You can maintain several calendars and move events from one calendar to another. You can also share your calendars with others. To begin using the Calendar feature, click the Calendar tab. The Work Week is the default view. Your working days and times are displayed in white. Your non-working time is displayed in gray.

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We've included step-by-step instructions below on tackling the most common webmail Calendar tasks (see them listed directly to the right). Click on a task description (e.g., Creating a Calendar) and it will allow you to jump to specific instructions below. Then, click the browser back button to return to the top of the page.

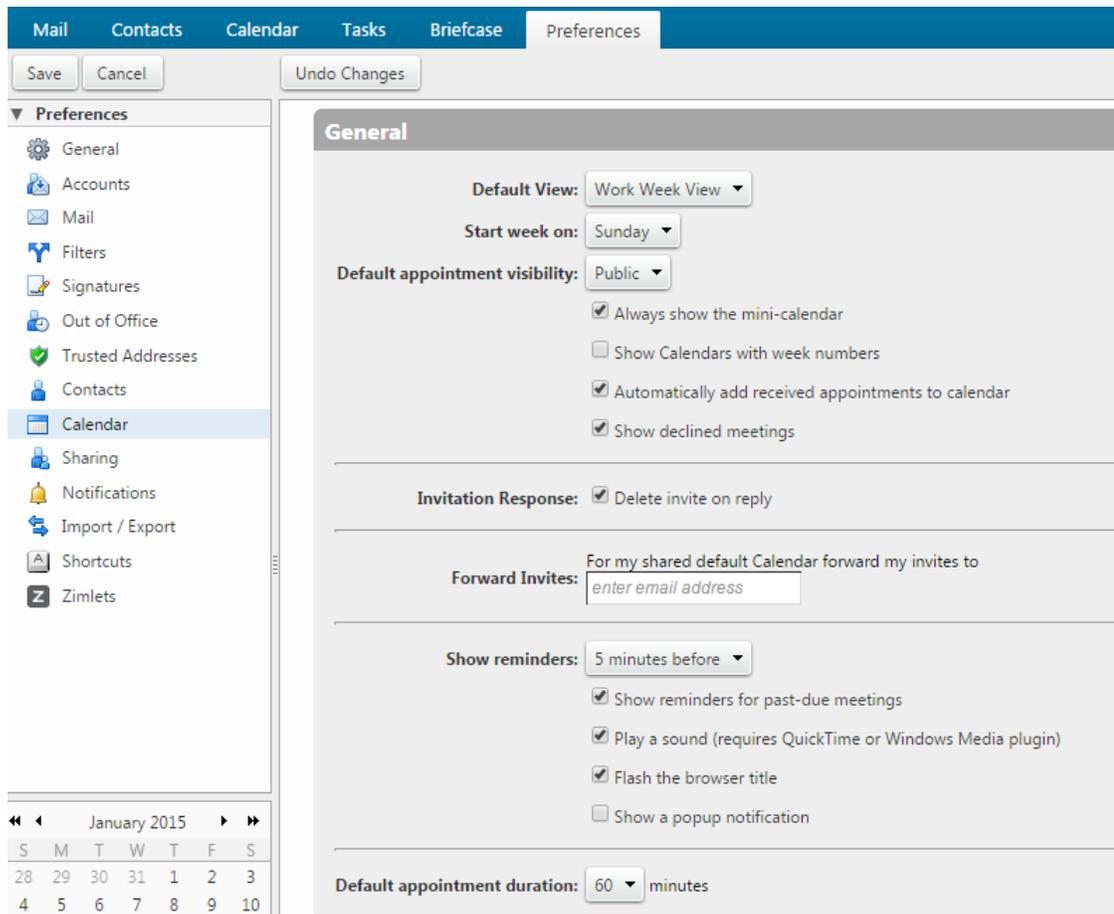
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### **How to Adjust Your Calendar Default View**

The Work Week view is displayed by default. You can change the view that displays when you open your calendar.

1. Go to the **Preferences > Calendar** page.
2. Select the view from the **Default View** drop-down menu.

3. Click Save.

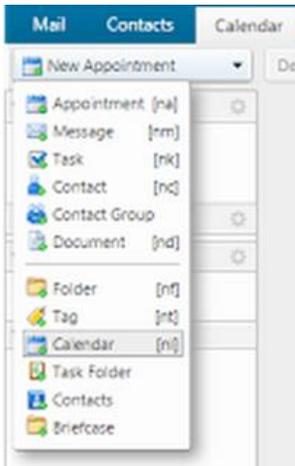


## How to Create a Calendar

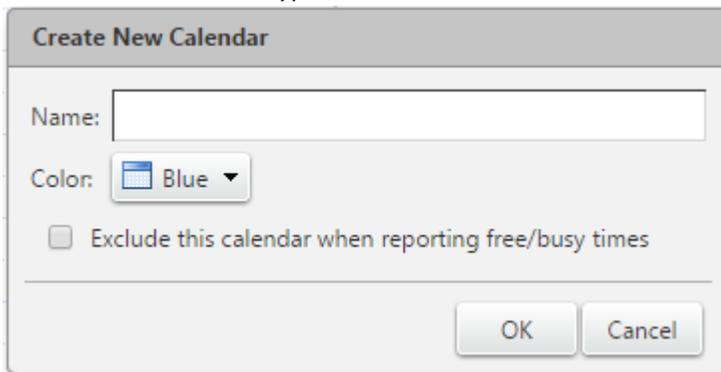
One calendar is created for you. You can create additional calendars to keep track of different types of functions. For example, you can create one calendar for work, one for personal appointments, and one for company activities.

1. Click the **Calendar** tab.

2. On the toolbar, select **New > Calendar**



3. In the **Name** text box, type the name of the calendar.



4. Select a color for displaying the Calendar's activities.
5. To prevent others from seeing your calendar when scheduling appointments, select **Exclude this calendar when reporting free/busy times**.
6. Click OK. The new calendar displays in the Calendar list.

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### How to Manage Your Availability Status (Free or Busy)

The free/busy feature allows others to see meeting times scheduled on your calendars. The free/busy feature is on by default, but you can turn it off or limit who can see the information.

1. Go to the **Preferences > Calendar** page.
2. Scroll to the **Permissions** section, select the **Free/Busy** option that you want to set for this calendar. If you select **Allow only the following internal users to see my free/busy information**, then in the text field, enter the email address of the internal users.

- (Optional) In the Invites section, specify who can invite you to meetings. If you select **Allow only the following internal users to see my free/busy information**, in the text field, enter their internal user names or full email address.
- If you limit who can invite you to meetings, you might want to select **Send** to send an auto-reply to users who are denied from inviting me.
- Click Save.

The screenshot shows the 'Preferences' page of a calendar application. At the top, there are tabs for 'Tasks', 'Briefcase', and 'Preferences', with 'Preferences' being the active tab. Below the tabs is an 'Undo Changes' button. A message states: 'The timings follow your time zone preferences. Your preferred time zone is : GMT -05:00 US/Canada Eastern'.

The main content is divided into two sections:

- Creating Appointments:**
  - QuickAdd Dialog :**  Use the QuickAdd dialog when creating new appointments
  - Time Zones:**  Show time zone for the start and end time when creating an appointment
- Permissions:**

**Note:** Users provided below must be on this mail system (neonovazimbra.com). You may use the full email address, or just the username.

  - Free / Busy:**
    - Allow both internal and external users to see my free/busy information
    - Allow only users of internal domains to see my free/busy information
    - Allow only users of my domain to see my free/busy information
    - Don't let anyone see my free/busy information
    - Allow only the following internal users to see my free/busy information:
  - Invites:**
    - Allow both internal and external users to invite me to meetings
    - Allow only internal users to invite me to meetings
    - Don't let anyone invite me to meetings
    - Allow only the following internal users to invite me to meetings:

Both the 'Free / Busy' and 'Invites' sections have empty text input fields below their respective radio button options. At the bottom of the 'Permissions' section, there is a checkbox:  Send auto-reply to users who are denied from inviting me.

## How to Manage Calendar Preferences

From the **Preferences > Calendar** page, you can set different preferences to manage how you work within Calendar. For instance, you can set up your Calendar as private. The default setting is that all incoming calendar invites are marked as public, unless the appointment creator marks the meeting notification as private. When **Private** is set, all incoming calendar invites are marked as private. Details about events that are marked **private do not display**.

- Go to the **Preferences > Calendar** page.

2. In the **Default appointment visibility** drop-down menu select **Private**.
3. Click Save.

**General**

Default View: Work Week View ▾

Start week on: Sunday ▾

Default appointment visibility: Private ▾

- Always show the mini-calendar
- Show Calendars with week numbers
- Automatically add received appointments to calendar
- Show declined meetings

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Invitation Response:  Delete invite on reply

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Forward Invites: For my shared default Calendar forward my invites to

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Show reminders: 5 minutes before ▾

- Show reminders for past-due meetings
- Play a sound (requires QuickTime or Windows Media plugin)
- Flash the browser title
- Show a popup notification

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Default appointment duration: 60 ▾ minutes

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## How to Import and Export Your iCalendar

### Importing Your iCalendar

You can import iCalendars that are saved in the .ics format. iCalendars are the standard for calendar data exchange over the Internet, and .ics is the standard format for iCalendar information.

1. Go to the **Preferences > Import/Export** page.
2. Browse to the .ics file on your computer.
3. Select the folder for the file or create a new folder.
4. Click Import. Depending on the size of the .ics file, the import might take a few minutes.

### Exporting Your iCalendar

You can also export calendars in the .ics format.

1. Go to the **Preferences > Import/Export** page.
2. In **Export**, select **Calendar** as the type. You export your appointments in the standard .ics format.  
To import them to another calendar program, see the documentation in the other program for help with importing the file.
3. In **Source**, select the calendar to export.
4. Click **Export**. Select Save to Disk and click OK.
5. Select where to save the file and enter a file name.
6. Click Save.

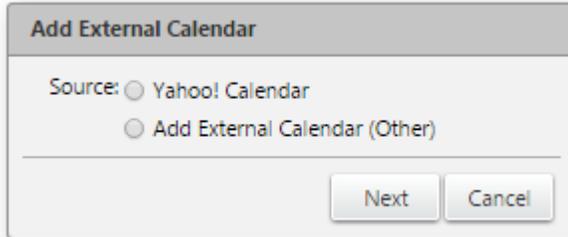
The image shows two dialog boxes from a calendar application. The top dialog is titled "Import" and has a "File:" label with a "Choose File" button and the text "No file chosen". Below it is a "Destination:" label with a button labeled "All folders". An "Import" button is in the bottom right corner. The bottom dialog is titled "Export" and has a "Type:" label with three radio buttons: "Account", "Calendar" (which is selected), and "Contacts". Below the radio buttons is a paragraph of text: "You can export your appointments in the standard iCalendar (.ics) format, then import them into another calendar program. See documentation in the other program for help in importing." Below this text is a "Source:" label with a button labeled "All folders". An "Export" button is in the bottom right corner.

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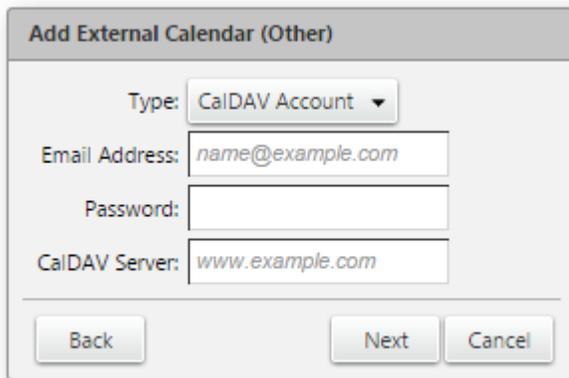
### How to Add External Calendars

You can add your external Google or Yahoo CalDAV calendars and your iCalendars subscriptions to your Calendars list. Changes to your external calendar are synced to the CalDAV calendar you added. **Please Note:** Only CalDAV calendars that have SSL enabled and use port 443 are able to sync calendar events to your account.

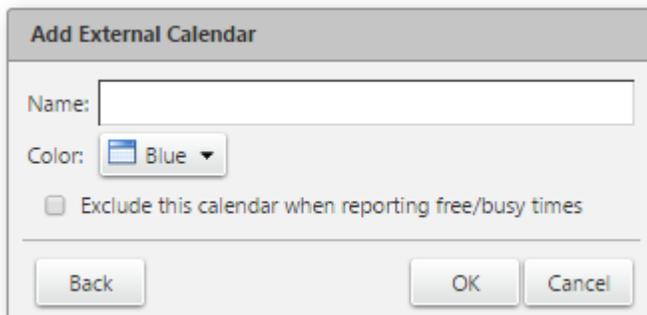
1. In the Calendar overview pane, click the gear icon  and select **Add External Calendar**.



2. Select the calendar type to add and click Next.
3. Select the type of calendar to add, either CalDAV account or an iCalendar Subscription.



4. Enter your email address and password for this account.
5. Click Next.
6. In the Name text box, type the name for this calendar and select a color.

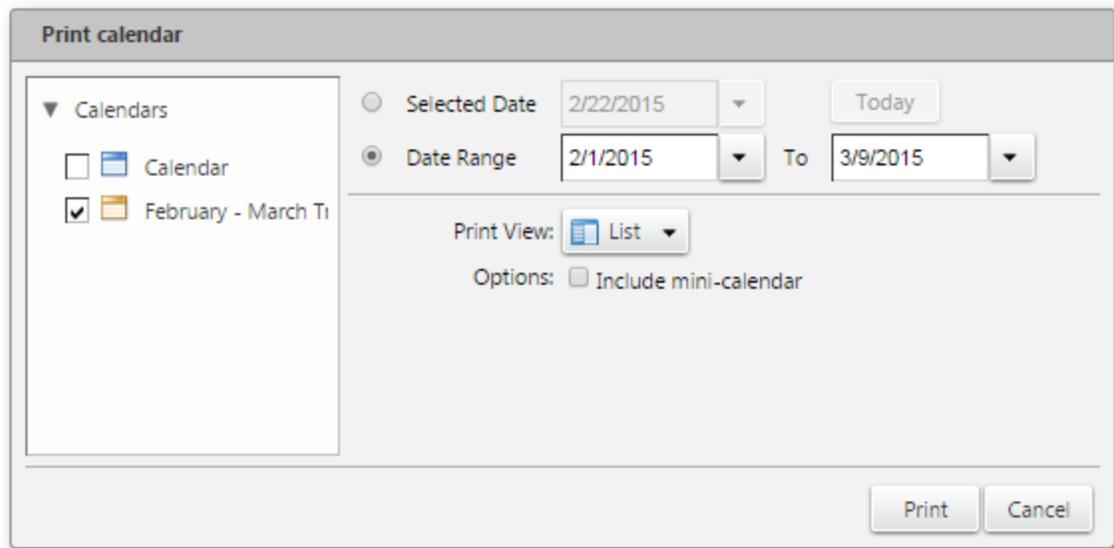


7. If you want to exclude this calendar from reporting your free/busy time, select **Exclude this calendar when reporting free/busy times**.
  8. Click OK. The calendar is added and meetings on the external calendar are synced to the calendar you added.
-

## How to Print a Calendar

You can print your calendars in any of the calendar views. You can select a single calendar or multiple calendars to be included in the printed view.

1. Click the print icon  on the **Calendar** toolbar.
2. In the Print calendar dialog box select how the printed copy should be printed.
  - Select which calendars to print.
  - Set the date or date range.
  - Select which view to print.
  - Set the options based on the view to print.



3. Click **Print**. A preview of the view that will be printed is displayed.
4. If the view is correct, click OK.

---

## How to Delete a Calendar

You can delete any calendar in your Calendars list, except your default calendar. When you delete a calendar, the meetings created from this calendar are not deleted from the calendars of the invited attendees. Before you delete a calendar, you should cancel any invitations that you have sent out.

1. In the Calendars overview pane, right-click on the calendar to be deleted.
2. Click Delete. The calendar is moved to the Trash folder. 

## [Using Calendars: Setting Up Appointments, Meetings & Events](#)

The webmail Appointments, Meetings & Events feature is available to help you create single or recurring appointments, meetings and events. While creating an appointment you can see if attendees are free before inviting them, reserve a room and equipment and write a message that is sent with the invite.

Regarding the scheduling of equipment, please note that Administrators set up equipment accounts and configure the equipment's scheduling policy. When you set up a meeting and schedule equipment for use in the meeting, you select the equipment and "invite" it to the meeting. A meeting can be declined if the equipment already has a meeting scheduled for that time. In some cases, an equipment scheduling policy is set up to allow the equipment to accept dates in recurring meetings even if there are conflicts. You receive an email showing which dates conflict.

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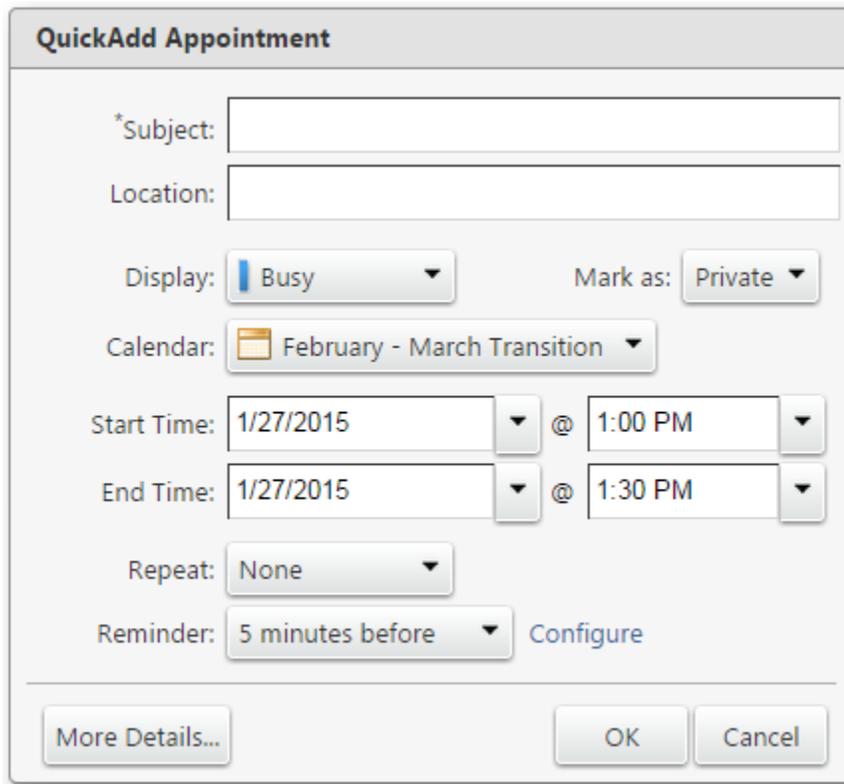
We've included step-by-step instructions below on tackling the most common webmail Event-based tasks (see them listed directly to the right). Click on a task description (e.g., Cancelling a Meeting) and it will allow you to jump to specific instructions below. Then, click the browser back button to return to the top of the page.

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### **How to Create an Appointment Quickly**

The **QuickAdd** option makes it easy to quickly create an appointment for yourself. Please note that the QuickAdd feature is an option. If you would prefer to always open the Appointment page when you double-click or drag on the calendar, disable this feature from your **Calendar Preferences**.

1. Right-click on either the mini-calendar or the start time in one of your calendar views. You can select to create a **New Appointment** or a **New All Day Appointment**.



The image shows a dialog box titled "QuickAdd Appointment". It contains several input fields and dropdown menus. The fields are: "Subject" (with an asterisk), "Location", "Display" (set to "Busy"), "Mark as" (set to "Private"), "Calendar" (set to "February - March Transition"), "Start Time" (set to "1/27/2015 @ 1:00 PM"), "End Time" (set to "1/27/2015 @ 1:30 PM"), "Repeat" (set to "None"), and "Reminder" (set to "5 minutes before"). There is a "Configure" link next to the reminder field. At the bottom, there are three buttons: "More Details...", "OK", and "Cancel".

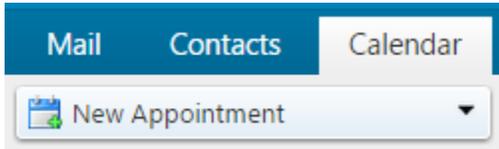
2. In the **Subject** text box, add a brief description of the meeting. The text added here becomes the description in the calendar.
3. In the **Location** text box enter where the meeting is to be held. If the location is in a directory, when you start to type, locations that match are listed.
4. In the **Display** drop-down menu, select the **Free/Busy** option for this appointment.
5. If this appointment should be added to a calendar other than the default **Calendar**, select the calendar.
6. In the **Mark As** drop-down select whether the appointment is **Private** or **Public**. Details about events that are marked private do not display in a grantee's shared calendar. Only the start and end time, duration, recurrence information, and the organizer's identity are shown in the shared calendar.
7. Define the start and end day and time. If the appointment is recurring, in **Repeat**, select how often this appointment should be scheduled.
8. (Optional) If you want to add other attendees, schedule a resource, or add notes to the appointment, click **More Details**.
9. Click **OK**.

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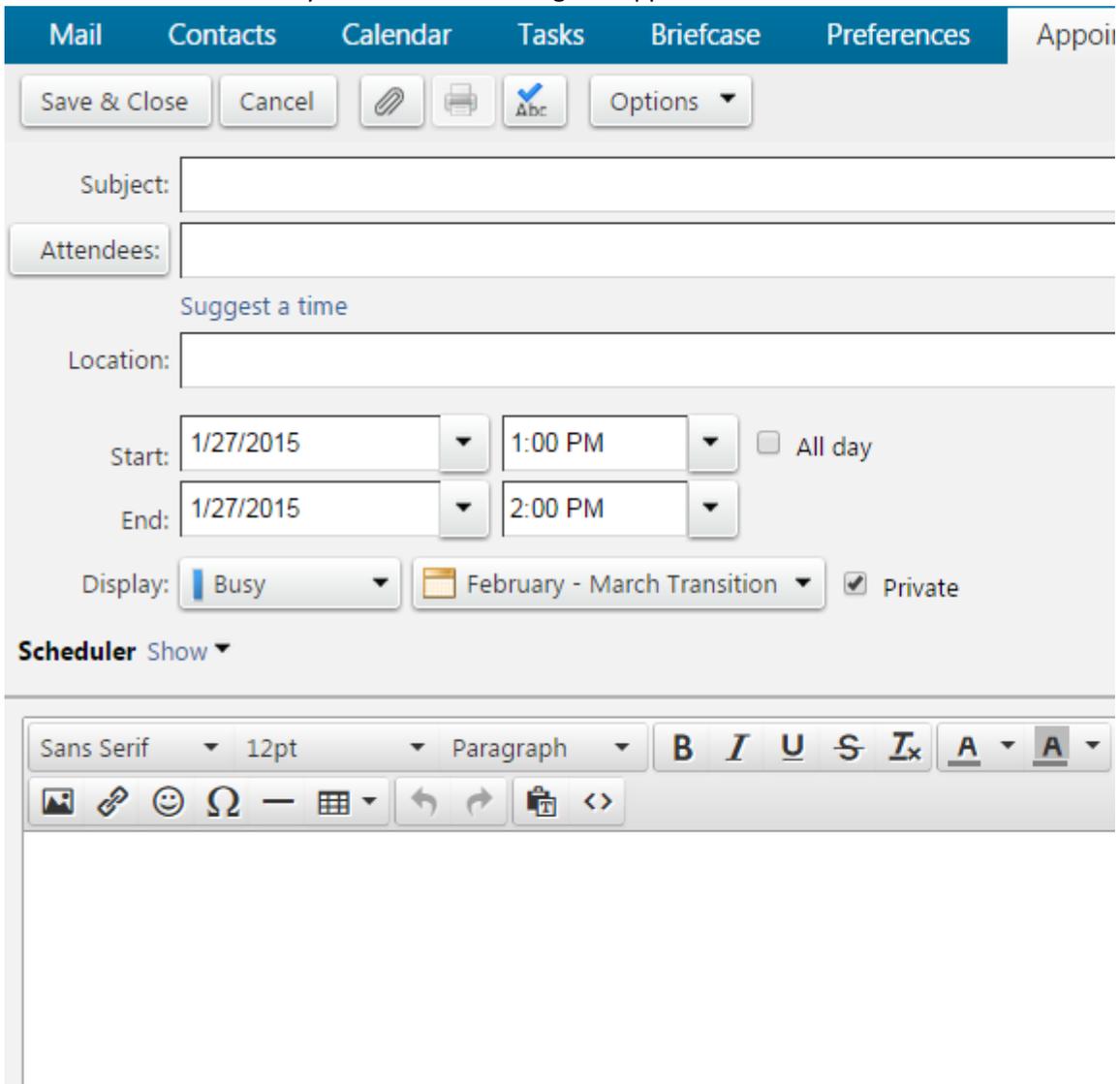
## How to Create a Meeting from the Appointment Page

You can create an appointment from the **Calendar** tab.

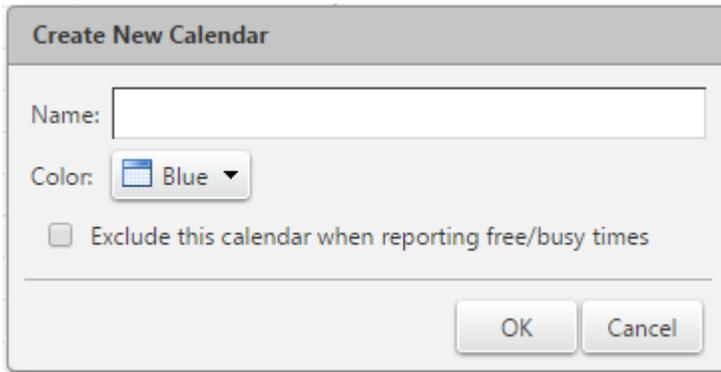
1. On the **Calendar** tab, click **New Appointment**.



2. If the **From** field displays above the **Subject** line, you created more than one persona for your account. Select the identity to use when creating this appointment.

A screenshot of the Outlook 'New Appointment' dialog box. The 'Calendar' tab is selected in the ribbon. The dialog includes a 'Subject' field, an 'Attendees' field, a 'Location' field, and a 'Suggest a time' section. The 'Start' and 'End' fields are set to 1/27/2015, 1:00 PM to 2:00 PM. The 'Display' field is set to 'Busy', and the 'Private' checkbox is checked. A 'Scheduler' section is visible at the bottom with a 'Show' dropdown. The bottom of the dialog features a rich text editor toolbar with options for font (Sans Serif, 12pt), paragraph, bold, italic, underline, strikethrough, text color, and background color.

3. In the **Subject** text box, add a brief description of the meeting. The text added here becomes the description in the calendar.



4. Define the start and end day and time. If the appointment is recurring, in **Repeat**, select how often this appointment should be scheduled. Select **All day event** to make this appointment all day.
5. In the **Attendees** text box, type the email addresses, separating addresses by a semicolon (;). As you enter names, the **Scheduler** opens and the attendee's free/busy information is displayed. To help you find a time when all attendees are available, click **Suggest Time**. A calendar displays with the availability. As you enter attendee names, the scheduling tool begins to suggest times that all the attendees are available.

**Please Note:** If an attendee has set a preference to allow only certain users to see free/busy information and you are excluded from the list, you cannot view the free/busy schedule.

If some attendees are not required to be at the meeting, but you want to invite them, select **Show Optional** and type the email address in the field. You can also do this in the **Scheduler**. Click the icon next to the name and select **Optional Attendee**. When the invite is sent, their names are listed as optional.

6. In the **Location** text box enter where the meeting is. If the location is in the directory, when you start to type, locations that match are listed.
7. In the **Display**, select the **Free/Busy** option for this appointment, which calendar the appointment should be added to, and whether this appointment should be marked as Private.
8. In the **Reminder** drop-down menu, set an alarm notification to remind invitees of the appointment. If you have configured an email address or SMS alert in your **Preferences > Notification** page, check the appropriate box, Email or SMS. If you have not configured a notification, click Configure to go to the **Preferences > Notification** page to set this up.

**Please Note:** Notifications cannot be set on a per-entry basis. This means that whatever settings are in your Preferences > Notifications will be used for all your notifications, and not only for this particular calendar event or task.

9. In the text box below **Scheduler**, type an email message that is included in the appointment

invitation. To add attachments, click the paperclip icon  on the toolbar.

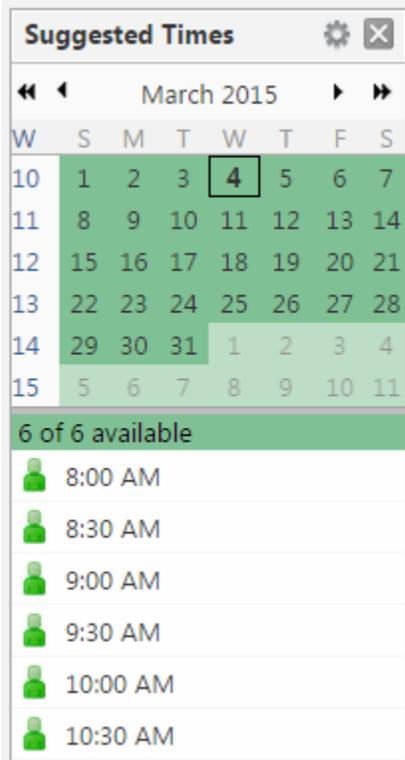
10. The default is to ask the attendees to reply to your invitation. If you do not want a response from the attendees, in the **Calendar** toolbar, click **Options > Request Response** to remove the check mark.
11. If you do not want to send the invite out at this time, click **Save**. Otherwise click **Send**.

---

### How to Use the Scheduling Tool to Find Attendee Availability

When you schedule meetings, you can check to see when attendees are busy or free so you can find a good time for all attendees to meet. As you add attendees to the **Attendees** field, a suggestion panel in the overview pane shows availability in 30 minute time slots for the attendees. The default time preference is to suggest time within your working hours and within the attendee's working hours.

1. You can change this. In the **New Appointment** page, click **Suggest** a time. In the **Suggest Times** pane that opens, click the gear icon . Uncheck the boxes you do not want used to calculate attendee availability.
2. View **Availability in the Mini-Calendar** which suggests attendee availability by color code. Green represents the days that all attendees and at least one location is available. Orange means that not everyone can attend but more than half can, and at least one location is available. You can hover the cursor over the date to see the names of up to 10 people who are not available. Red means more than half of the attendees cannot attend the meeting on those days.



**Suggested Times**  

« ◀ March 2015 ▶ »

W	S	M	T	W	T	F	S
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31	1	2	3	4
15	5	6	7	8	9	10	11

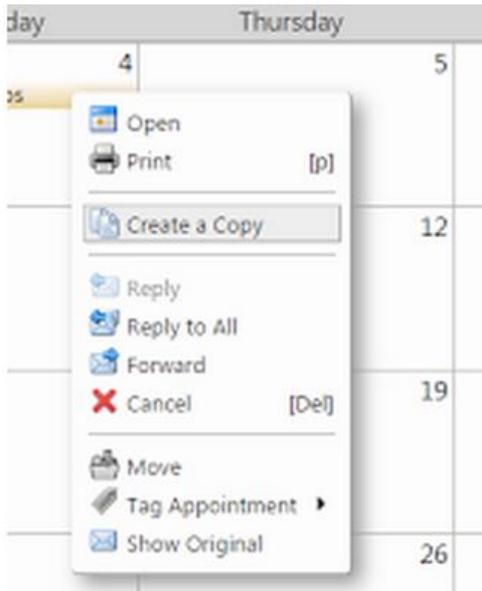
6 of 6 available

-  8:00 AM
-  8:30 AM
-  9:00 AM
-  9:30 AM
-  10:00 AM
-  10:30 AM

## How to Create an Appointment from an Existing Appointment

You can create appointment similar to an existing appointment and the existing attendees, location, notes and recurrent pattern can be quickly set up for new dates and times. You can also modify any of the information before sending the invite.

1. Right-click on the appointment to copy and select **Create a Copy**. The appointment compose page opens with all the information of the copied meeting added to the appointment page.



2. To create an appointment exactly as the one you copied, but on another date, you only need to change the start and end date.
3. Make any other changes to attendees, location, text, etc.
4. Click **Send** and an invite is sent to attendees and the appointment is added to your calendar.

---

## How to Use Email Messages to Set Up Meetings

You can quickly create a meeting request by dragging and dropping a message or conversation to a date on the mini-calendar. When you drag and drop a message or conversation, the information in the message is used to populate many of the fields on the **Appointment** page.

1. Click a specific message or conversation and drag it to a date on the mini-calendar.
2. The **Add Attendees** dialog opens the appointment page with many of the fields populated from information in the message. The Subject of the appointment is the subject of the message. The attendees are all the email addresses in the To: and Cc: fields of the message, or the most recent message in conversations. When you drag a contact from your contacts lists onto the mini-calendar, the contact's first email address is added to the attendee field. The text of the message becomes the text of the invitation. Message attachments are not attached to the appointment request.

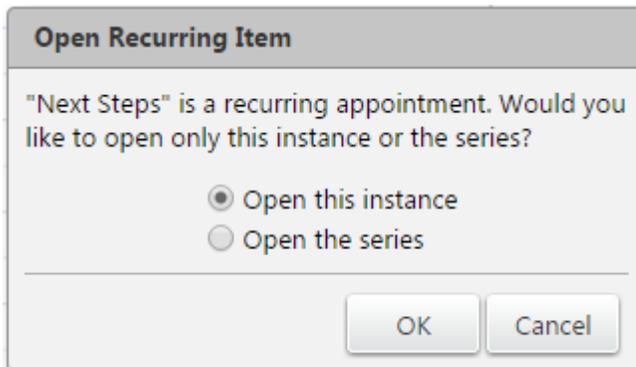
3. In the appointment page, review the meeting request details and make any necessary changes.
4. Set the time for the meeting, and, if this meeting recurs, set any recurrence.
5. Click **Send**.

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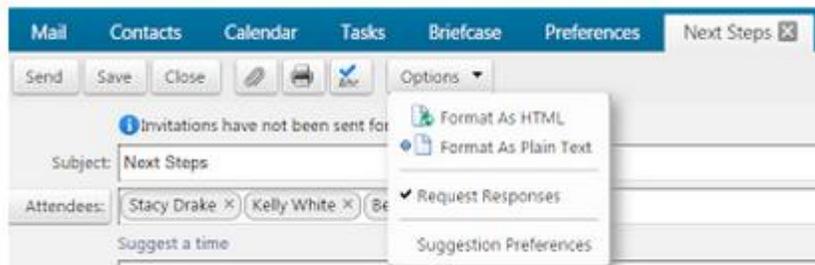
## How to Change an Appointment or Meeting

You can change meeting or appointment information. If you created a recurring meeting, you can change one occurrence or the series of meetings. You can select to send or not send an email to attendees to update the meeting details.

1. Double-click on the meeting that you want to change. If the meeting is recurring, the **Open Recurring Item** dialog opens. You can change either a single instance of a recurring meeting or the entire series.



2. Click **OK** to open the **Appointment** page.
3. Change any information necessary.
4. The default is to ask the attendees to reply to your invitation. If you do not want a response from the attendees, in the **Calendar** toolbar, click **Options > Request Responses** to remove the check mark.



5. Click **Send** to send the revised meeting details to the attendees.

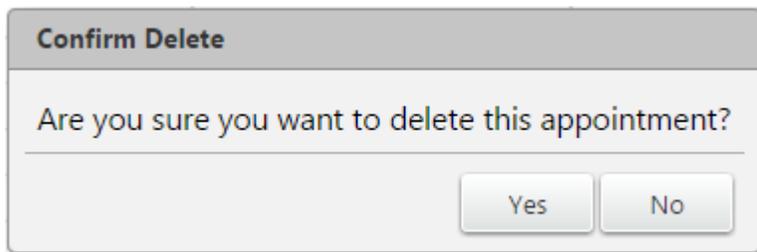
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## How to Cancel a Meeting

If you created a meeting, you can cancel it. If you created a recurring meeting, you can delete one occurrence or the entire series. An email is sent to attendees to inform them of the cancelled meeting. Deleting a meeting is permanent; you cannot undo the deletion.

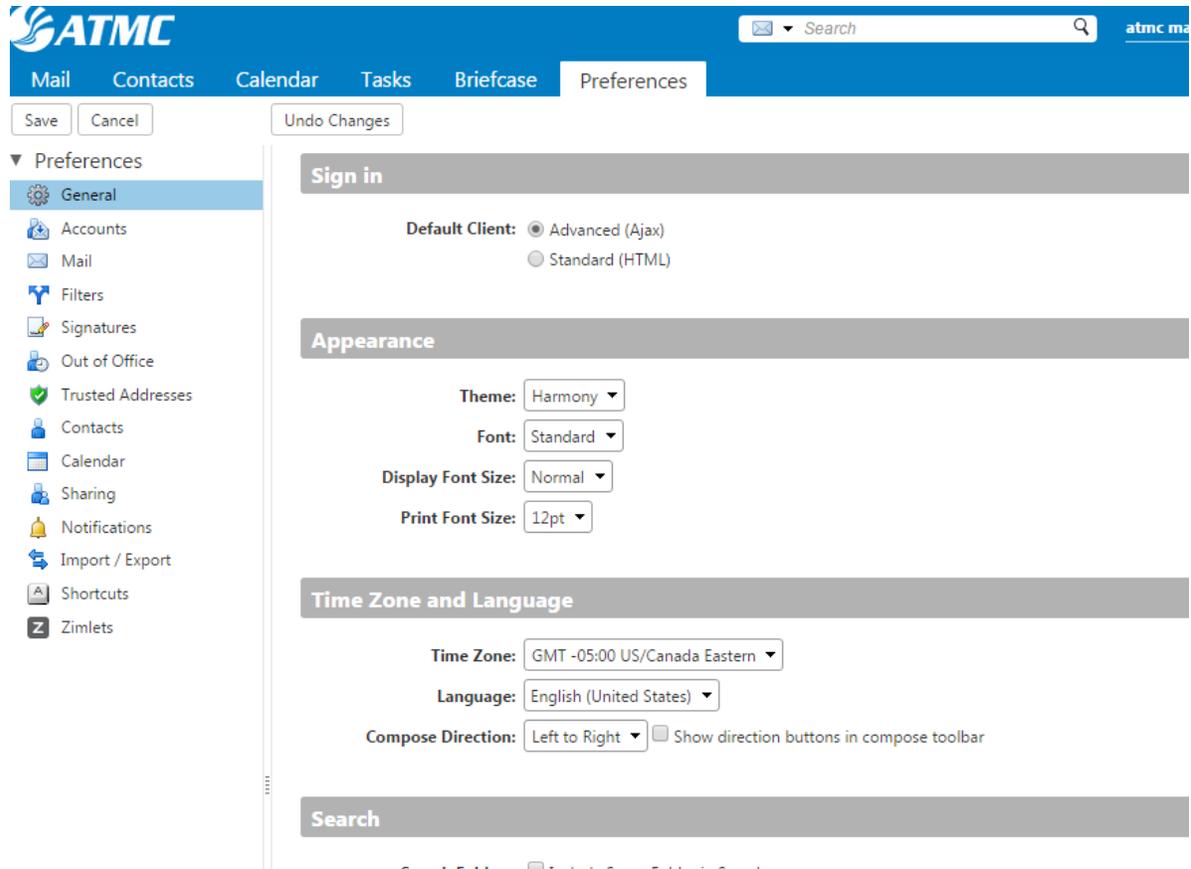
**Please Note:** Only the originator of an appointment can cancel the appointment. Attendees can remove the appointment from their own calendars, but they cannot cancel the entire appointment.

In the calendar view, right-click the meeting and select **Cancel**. A confirmation box appears.



## [Preferences/Settings](#)

Settings can be accessed through the **Preferences** tab. Here you can create and add signatures, manage contacts, filters and set notification alerts.



## [Changing Your Password](#)

You can change your password. If you have trouble changing your password or have forgotten your password, or if the Password option is not displayed, contact your administrator.

1. Go to the Preferences>General page.
2. In the Sign in Options>Password, click Change Password.
3. Enter your Old password, New password, and Confirm.
4. Click Change password.
5. Click Save.

## [Using Contacts](#)

From the Contacts section of the webmail tool, you can store contact details, add Contact Lists and share them with others. Only a name is required to create a contact, or you can create detailed contact forms that include full name, multiple email addresses, work / home / other addresses, phone numbers, an image, and so forth. You can also create Contact Groups (otherwise known as distribution lists). The Emailed Contacts list is populated automatically when you send an email to a new address that is not in one of your other address books. Your email administrator might set a maximum limit for the number of entries you can have in all your Contact Lists. When you reach this maximum, you cannot add any more contacts.

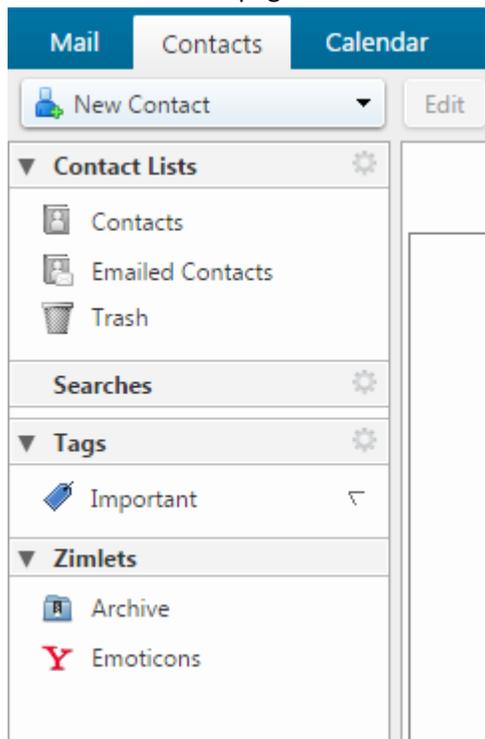
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We've included step-by-step instructions below on tackling the most common webmail Contact tasks (see them listed directly to the right). Click on a feature description (e.g., Adding a New Contact) and it will allow you to jump to specific instructions below. Then, click the browser back button to return to the top of the page.

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### How to Add a New Contact

1. Go to the **Contacts** page and select **New Contact**.



2. Enter the contact information and optionally upload a photo. A plus sign next to a text box indicates that you can add more than one entry. For instance, in the **Phone** text box, you can

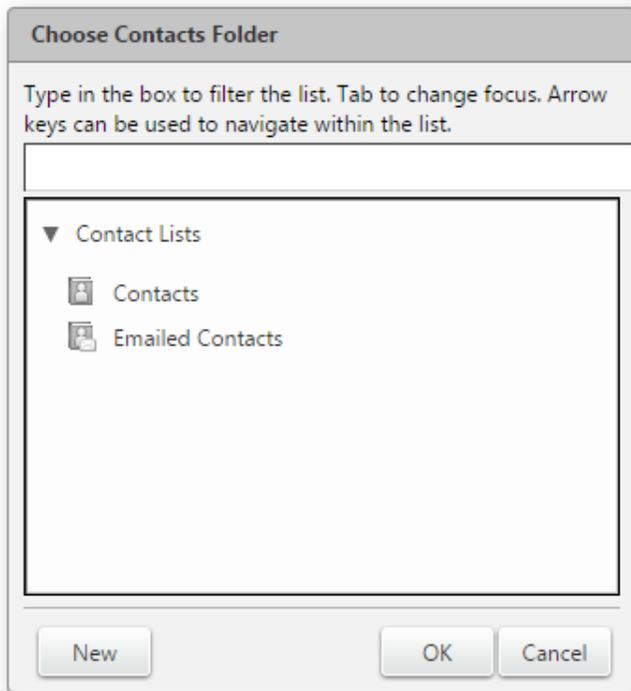
add mobile, home, work, and other phone numbers.

The screenshot shows a contact editing window with the following fields and options:

- Name:** First, Last
- Job Title:** [Text Field]
- Company:** [Text Field]
- Email:** Email Address [Text Field] +
- Phone:** Phone Number [Text Field] Mobile [Dropdown] +
- IM:** Screen Name [Text Field] XMPP [Dropdown] +
- Address:** Street [Text Field] Home [Dropdown] +  
City, State/Province, Postal Code [Text Fields]  
Country/Region [Text Field]
- URL:** URL [Text Field] Home [Dropdown] +
- Other:** Enter text [Text Field] [Calendar Icon] Birthday [Dropdown] +
- Notes:** [Text Area]

3. Select how and where you want to save the Contact in the upper right of the screen.
  - For **File as**, select how to file the name. The default is by last name, first name.
  - For **Location**, select which Contact List.

- Click **OK**.



4. Click **Save**.

---

### How to Add a New Contact from an Existing Email Message

You can add email addresses to a Contact List directly from the Sent By, To, Cc, and Bcc fields.

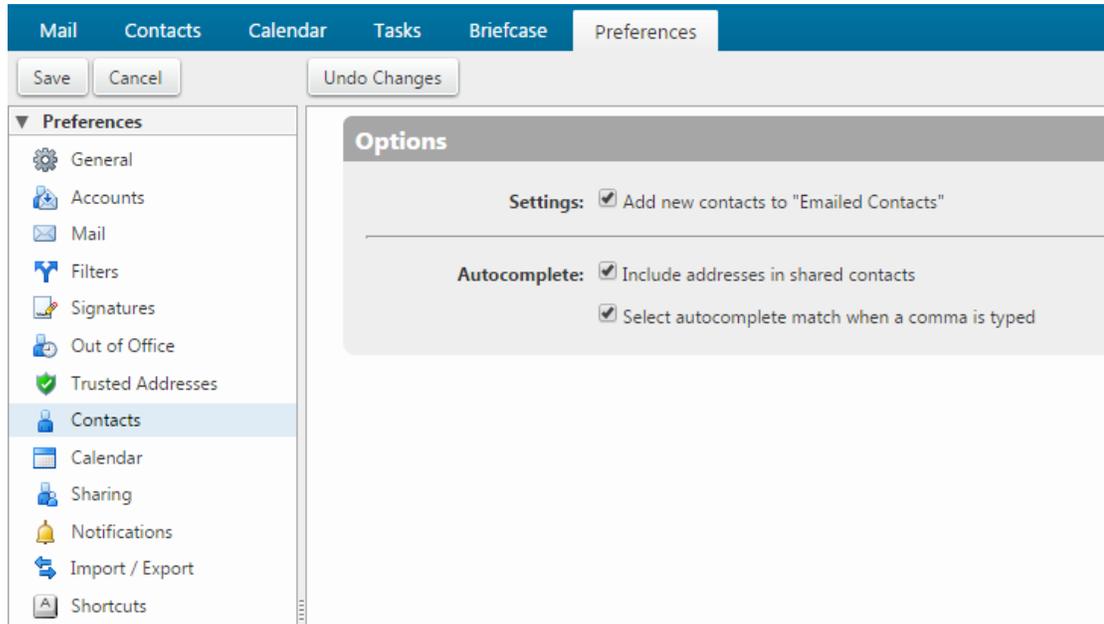
1. In an email message, right-click the name to add and choose **Add to Contacts**. A new contact form opens with auto-populated information available from the email header.
2. Add additional information and check the auto-populated fields for accuracy.
3. Choose how and where you want to save the contact.
  - For **File as**, select how to file the name. The default is by last name, first name.
  - For **Location**, select which address book to save the contact.
  - Click **OK**.
4. Click **Save**.

---

### How to Automatically Add Contacts to Your Emailed Contacts List

You can automatically save the Contacts that you send email to in your **Emailed Contacts** list. Any time you respond to, or compose a message that includes a Contact that is not in your Contacts list, it is added to your **Emailed Contacts** list. If you are using the auto-complete feature, maintaining an **Emailed Contacts** list helps you quickly find addresses that you have emailed to in the past.

1. Go to the **Preferences > Contacts** page.
2. Under **Options > Settings**, select **Add new contacts to "Emailed Contacts"**.
3. Click **Save**.



---

### How to View Contacts in your Contact Lists

1. Go to the **Contacts** page and select the Contact List you want to view. The content pane updates with the Contact List content.
2. Check to see if an Email Address is in your Contact List.
  - Hover your mouse over an email address. The information associated with the name displays.
  - If the name is already in one of your lists, the contact information displays.
  - If the name is not in one of your lists, only the email address displays.

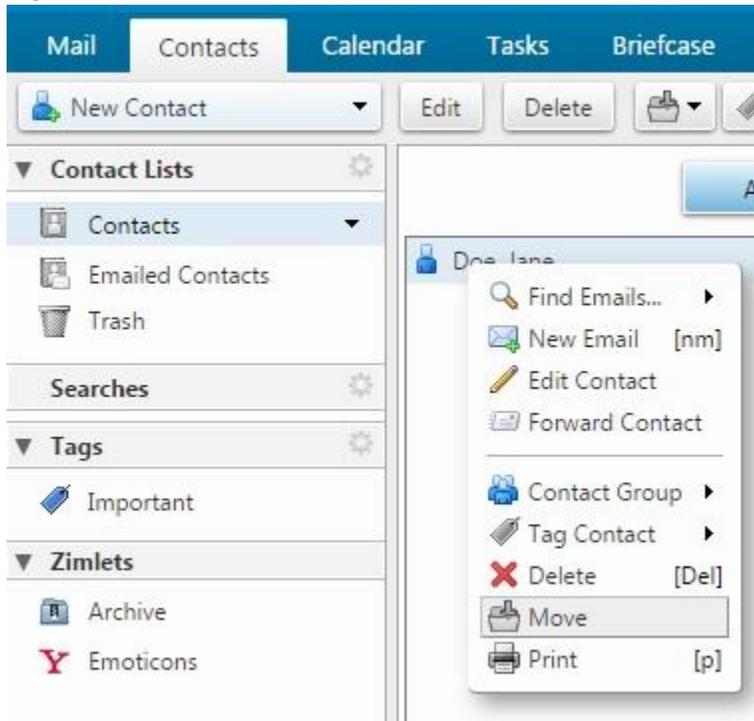
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### How to Move a Contact to Another Contact List

You can move contacts from one contact list to another.

1. Go to the **Contacts** page and select the list from which you want to move a contact.

2. Right-click a contact and select **Move**.



3. Select the new destination contact list
4. Click **OK**.

---

### How to Edit Contact Information

1. Go to the **Contacts** page and select the list from which you want to move a contact.
2. Right-click the contact you want to edit and click **Edit Contact**.
3. Make changes to the contact
4. Click **Save**.

---

### How to Forward Contact Information

You can forward contacts as electronic business cards called vCards.

1. Go to the **Contacts** page and select the list that contains the contact you want to forward.
2. Right-click a contact and select **Forward**.  
A compose pane opens with the .vcf file attached.
3. Select the new destination contact list
4. Click **OK**.

---

### How to Print a Contact Name or List

You can print a complete Contact List or just print the information for one contact.

1. Go to the **Contacts** page and select a contact or list to print.
2. Click the **Print** icon  .

---

### How to Delete a Contact

Any contact lists and names you create can be deleted. Contacts can be deleted in one of three ways:

- Select the contact to be removed, and click **Delete** on the toolbar.
- Drag the contact name to the Trash folder.
- Right-click on the contact and select **Delete**.

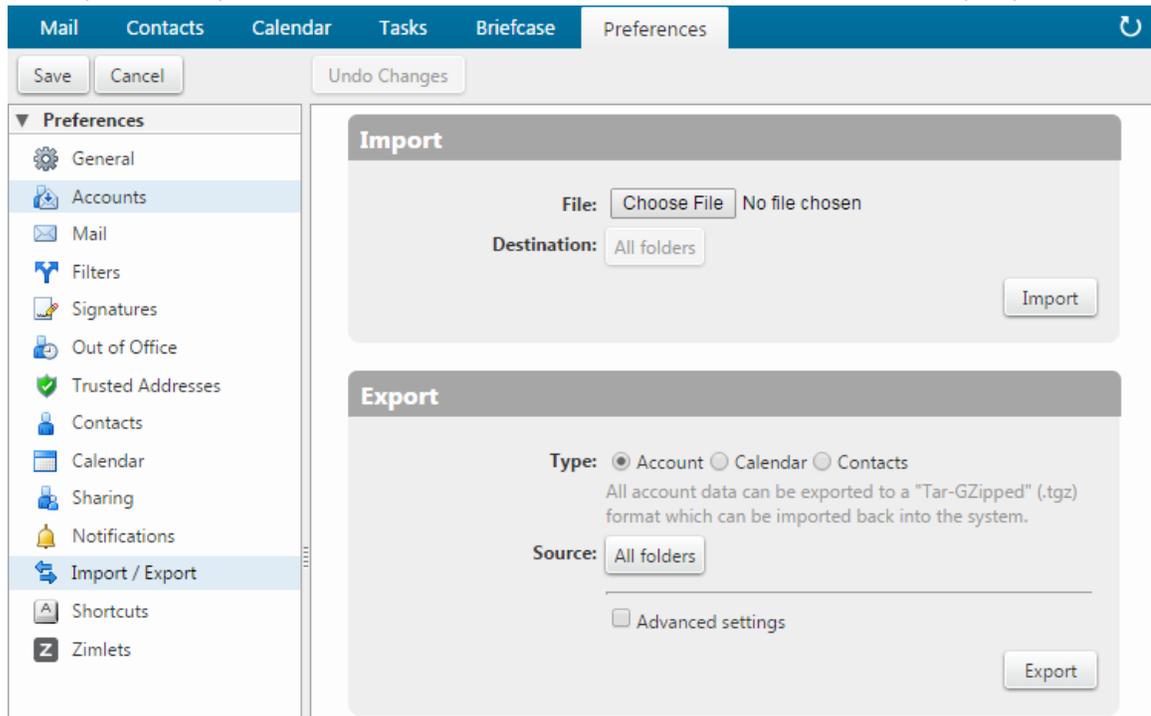
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### How to Import a Contact List

You can import contact lists that are saved in a comma-separated (.csv) file. After the contacts are imported, they are alphabetized by last name.

1. Go to **Preference > Import/Export** page.
2. In the **Import > File** text box, browse and locate the .csv file to import.
3. Select the type of contact list you are importing. You can select to auto-detect the contact list, or select from the contact lists in the drop-down menu.
4. Select the **Destination** to import the contacts or create a list.
5. If creating a new list, click **New** and enter a name, color and location for the new folder.
6. Click OK.

7. Click Import. Depending on the size of the .csv file, the import might take a few minutes. When the import is complete, the Status Box shows the number of contacts successfully imported.



## How to Export a Contact List

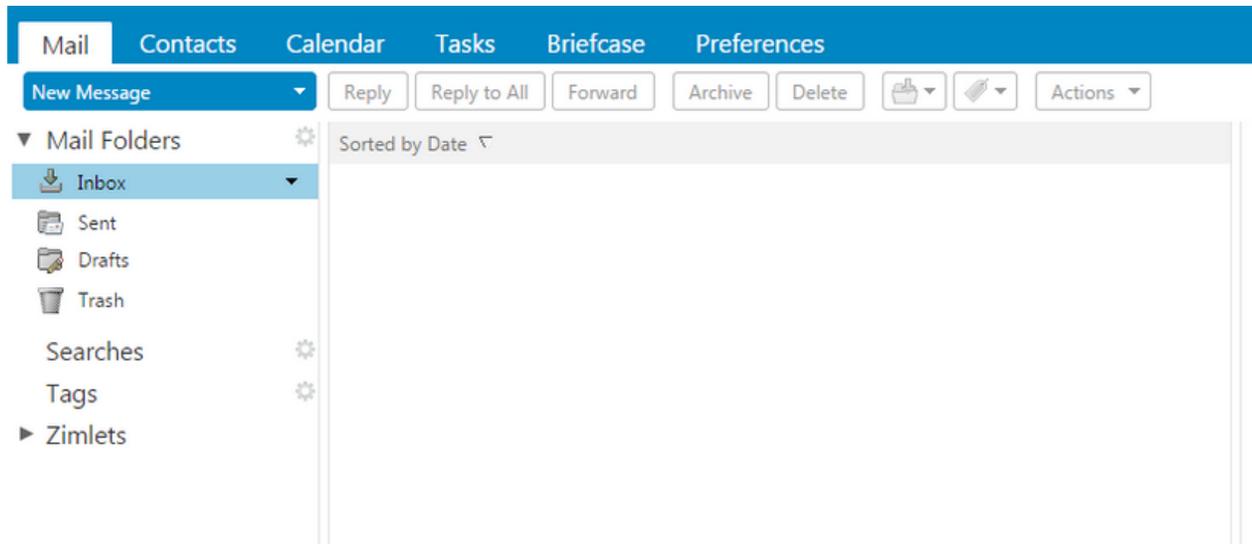
You can export your Contacts to a comma-separated (.csv) file.

1. Go to **Preference > Import/Export** page.
2. In the **Export > Type** section, select what you want to export. You can export your contacts in the standard "Comma-Separated Values" (.csv) format, then import them into another contact manager program.
3. Select the **Source** folder of the contacts to export.
4. Click OK.

## ATMC Webmail Frequently Asked Questions:

### **Tell me about ATMC Webmail! How do I orient myself to the webmail changes?**

Please note that the new Webmail displays a navigation bar across the top, which allows you to select the module you wish to work within (Mail, Contacts, Calendar, etc). For your convenience, it opens in email mode, with the **Mail** tab selected. From here you can compose an email by clicking on the words **New Message**. If you click on the down arrow next to New Message, it will drop-down a list of options. From here you can choose to jump to other tasks such as Contact (to create a new Contact in the window that appears).



### **How do I log out?**

Log out by clicking on the drop down menu in the upper right hand corner and selecting “log out” or simply close the browser tab and you will automatically be logged out.

### **What is the largest size file I can send via webmail?**

20MB

### **How are my messages grouped up?**

'Conversation View' is the default setting. If you would prefer to display each message individually, simply click the **View** button (on the top right) and click **by message**.

### **How do I create a signature block?**

Click on **Preferences** (located in the top navigation bar).

Select **Signatures** from the column on the left.

Select **New Signature**.

You can change the font or add symbols with the navigation bar.

### **What is the briefcase for?**

The briefcase is used for storing documents and pictures.

### How do I add a contact?

From the main screen, click on **Contacts**.  
Look directly below, click **New Contact**.  
Complete the appropriate fields.  
Once you are done, click **Save** in the upper left.

### What is the Preferences function for on the navigation bar?

**Preferences** is where a lot of the administration functions are located. For example, you would use the **Preferences** function if you want to import or export your contacts or calendar, set up filters, or create an 'away' message.

### What is a Zimlet?

**Zimlets** are add-on applications that enhance the functionality of your webmail program. Your package may or may not include this functionality.

### What are tags?

**Tags** are a personal classification system for webmail messages, contacts, tasks and appointments. You can tag as many messages as you want and you can apply multiple tags to the same message and contacts.

### How do I send an attachment?

Compose a message. Then click on the word **Attach** (under Subject) or click the small triangle symbol next to the word **Attach** to locate the attachment.

### How do I save an attachment?

Scroll over the file and right click. Select 'Save link as' and choose the file name and file destination.

### Where did my draft go?

If you composed a message but didn't save it as a draft, it will auto-save and link to your navigation bar. Simply click the title (in the below example it's listed as "test") or click the x symbol to delete it.



### Can I retrieve an email after it has gone into the trash?

You can retrieve emails sitting in your trash bin until you have clicked the 'empty the trash' button and deleted your trash. After you have done that, you can no longer retrieve them.