

# WebMail User's Guide

(Linux Version 2.0)

## Advanced Internet Technologies, Inc.

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**Revision History:** This is version 2.0 of the WebMail User's Guide for Linux. All updates to this document will be noted below.

**Version 1.0** This version has base file management tools through a browser based interface.

**Version 2.0** This interface has several features that were added.

- Configurable skins for different color schemes that users can customize.
- Additional notes can be kept in the webmail installation for different pieces of information.
- A new address book feature has been added.
- An online calendar feature has been added.

**Preface:**

This document is the user's manual for the WebMail offered by AIT to all Linux web hosting customers. This application can be installed for all domains on a fully managed web hosting account through the SMT.

**Target Audience:**

AIT Customers

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## Install WebMail

This feature enables the user to access email from a web browser. To use this function, the POP email account must exist on the server. See **Add Email Accounts** located in the SMT 4.1 User's Guide (Linux Version) to add the account if it does not exist.

To install this feature or upgrade your current version of WebMail, complete the form displayed in Figure 1-1 below:

(The form is located within your cpanel, under >Web Services > Add > Install Webmail for virtual host)

The screenshot shows the 'WebMail Installation' form within the Server Management Tool. The form includes a 'Domain Name' dropdown menu with 'helpyou.com' selected, a 'Directory' text input field, and two buttons: 'Reset Form' and 'InstallPOP'. A help tooltip is displayed next to the form, providing instructions on how to fill out the form for installation.

**Figure 1-1**

- **Domain Name** – This will select the domain for installation and install Webmail within the home directory for the domain.
- **Directory** - The directory is the location to install the WebMail application. This will create the directory in which Webmail will be installed. Example, if you supply the directory name of onlinemail, the url to access Webmail will be `http://yourdomain.com/onlinemail`

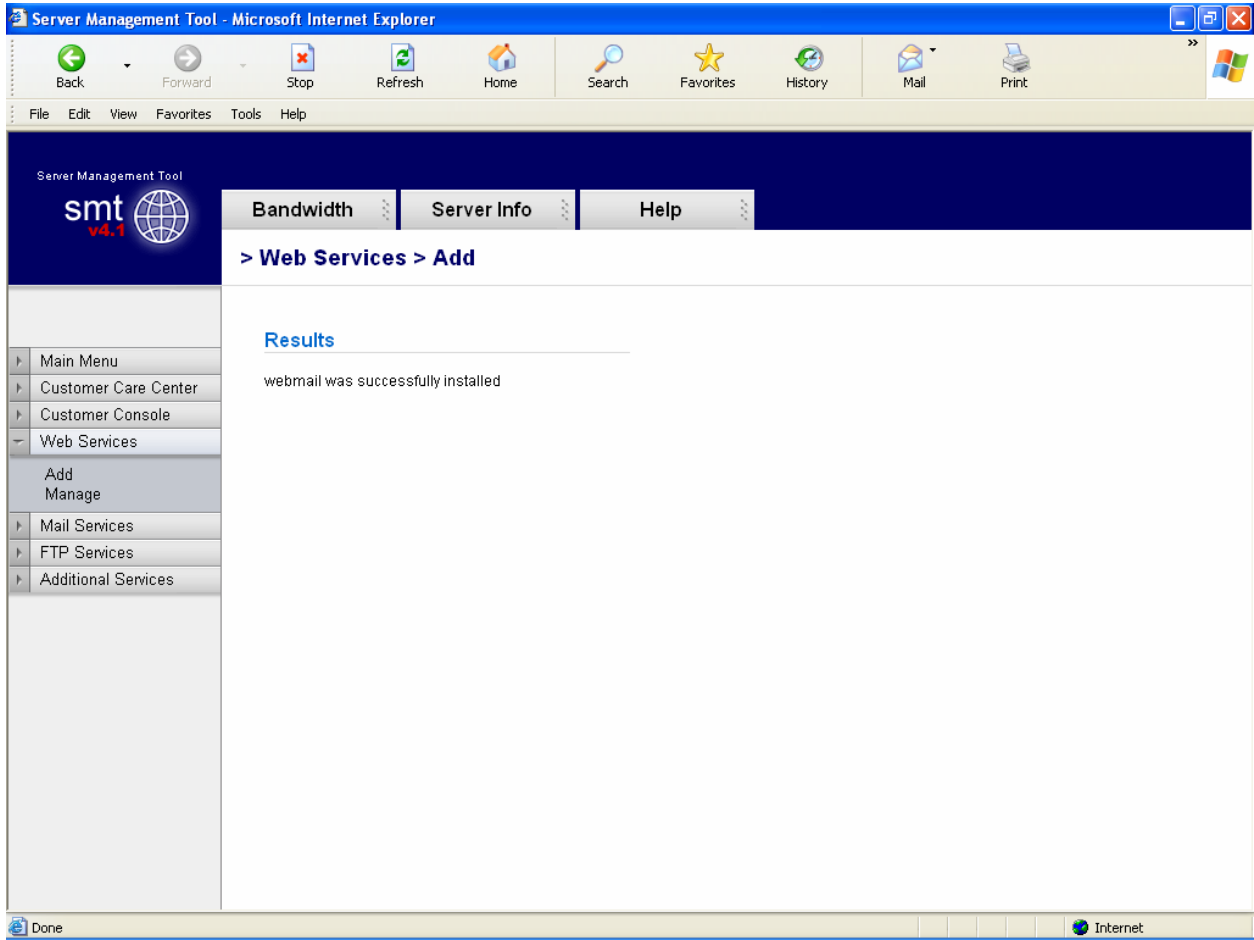
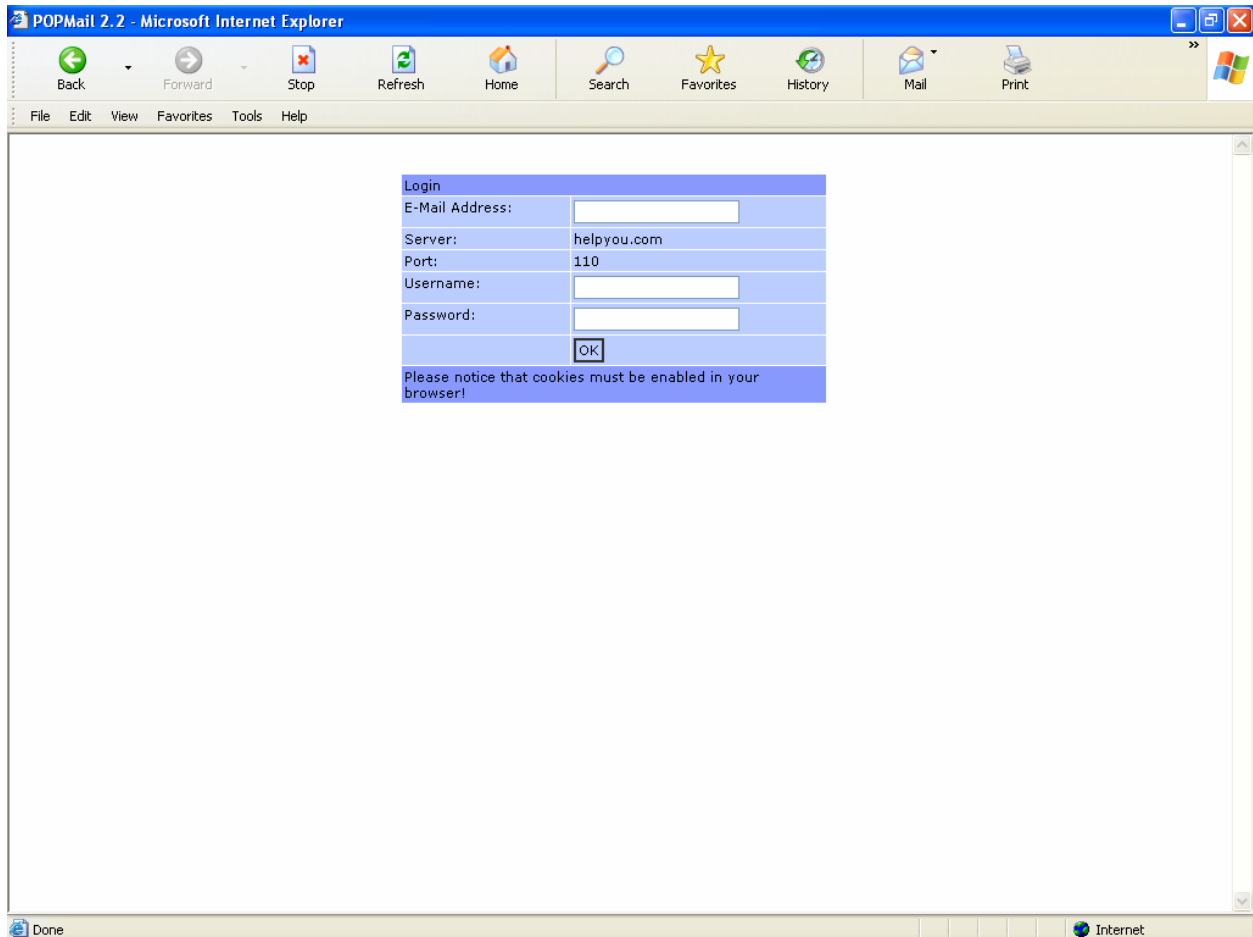


Figure 1-2

## Using WebMail

Once an email account is created on the server, this will be the interface to log in and check the email. The link for access is [http://domain\\_name.com/webmail](http://domain_name.com/webmail) (directory name being what you specified is at the time of installation).



**Figure 1-3**

The log in information is the email address such as Email\_Name@domain\_name.com, the username such as Email\_Name and the password of the corresponding email account.

Once the user has successfully logged in, these are the options available with WebMail. Figure 1-4 is the default screen.



**Check Mail** – This button will allow the user to check his email.



**Send a Message** – Allows the user to send a new email message.



**Address Book** – The user can add, delete, or modify the entries within the address book and allows the user to send a new email message to any stored entry.



**Help** – This will allow user to access the User Manual.



**Calendar** – This will allow users to store important dates.



**Notes** – This will allow the user to add notes to his email account



**Configure Options** – Allows the user to change where the buttons are displayed, change the mail signature stamp, and the header size.



**Logout** – Ends the session of for the user logged in WebMail.



### Check Mail

This is where a user can check to see if he has any new messages and view any old email messages.

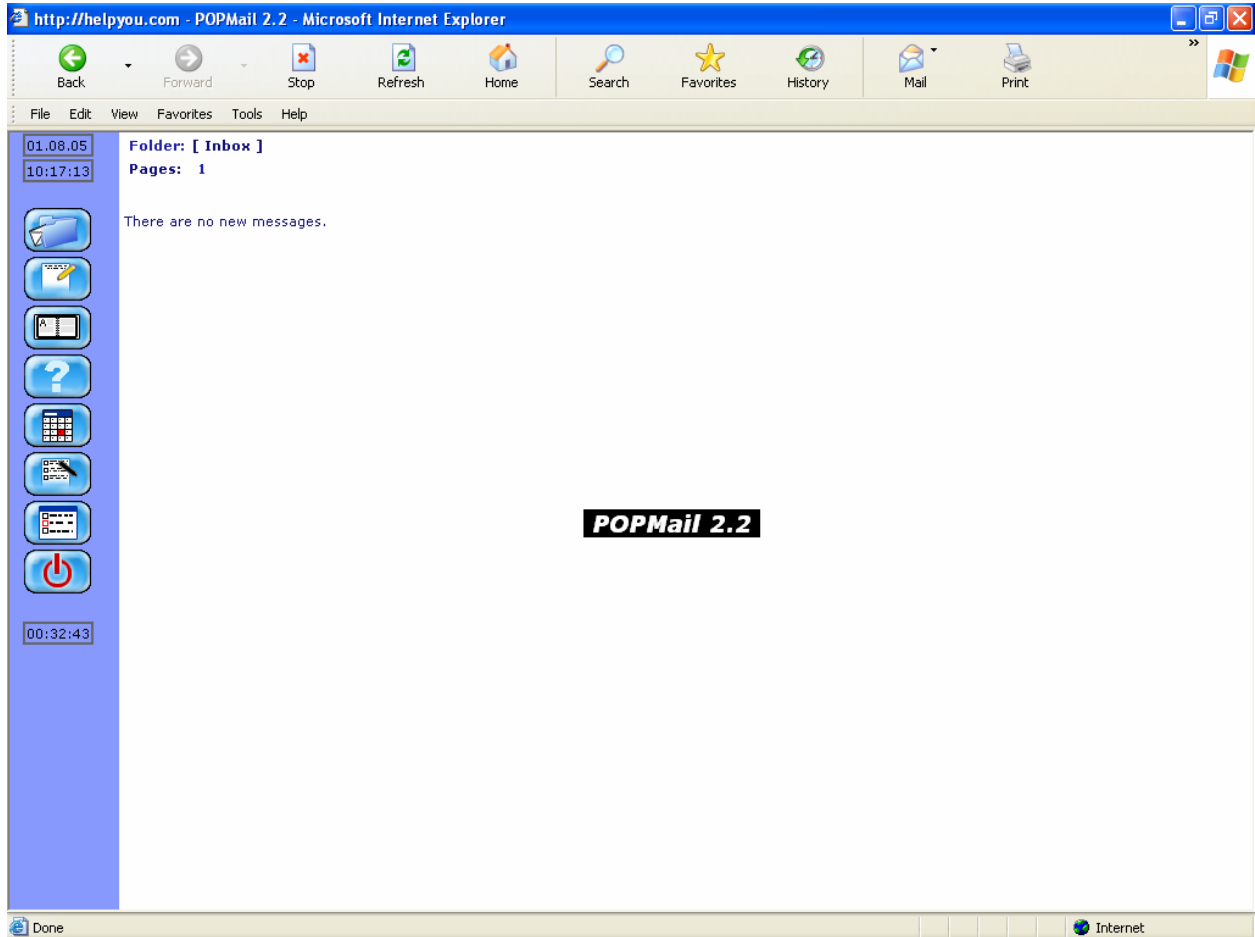
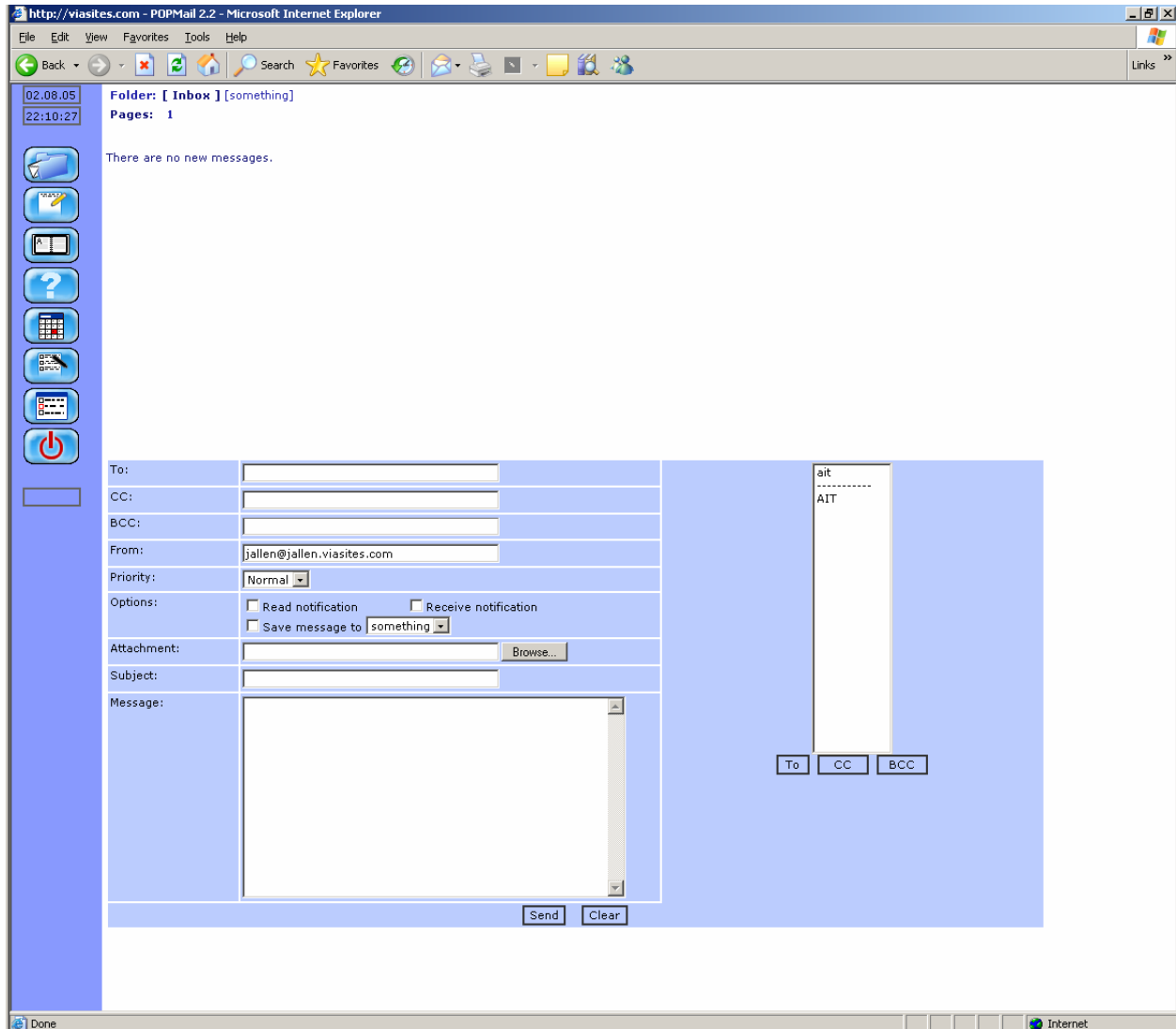


Figure 1-4



## Send a Message

This is where the user can send an email. The user can add input into the fields listed in Figure 1-5 below.



**Figure 1-5**

- **From** – This is the current email account logged in.
- **To** – This is whom the email is intended.
- **CC** – This is Carbon Copy, which sends the same email to a different address.
- **BCC** – This is the Blind Carbon Copy, which hides other email address the email is sent to.
- **Attachment** – This is where the user can clip on a file to send along with the email.
- **Subject** – This is a quick summary of the topic of the email.
- **Message** – This contains the body of the email.

After the email has been sent, the user will receive the following screen (Figure 1-6) as a confirmation that the email was sent.

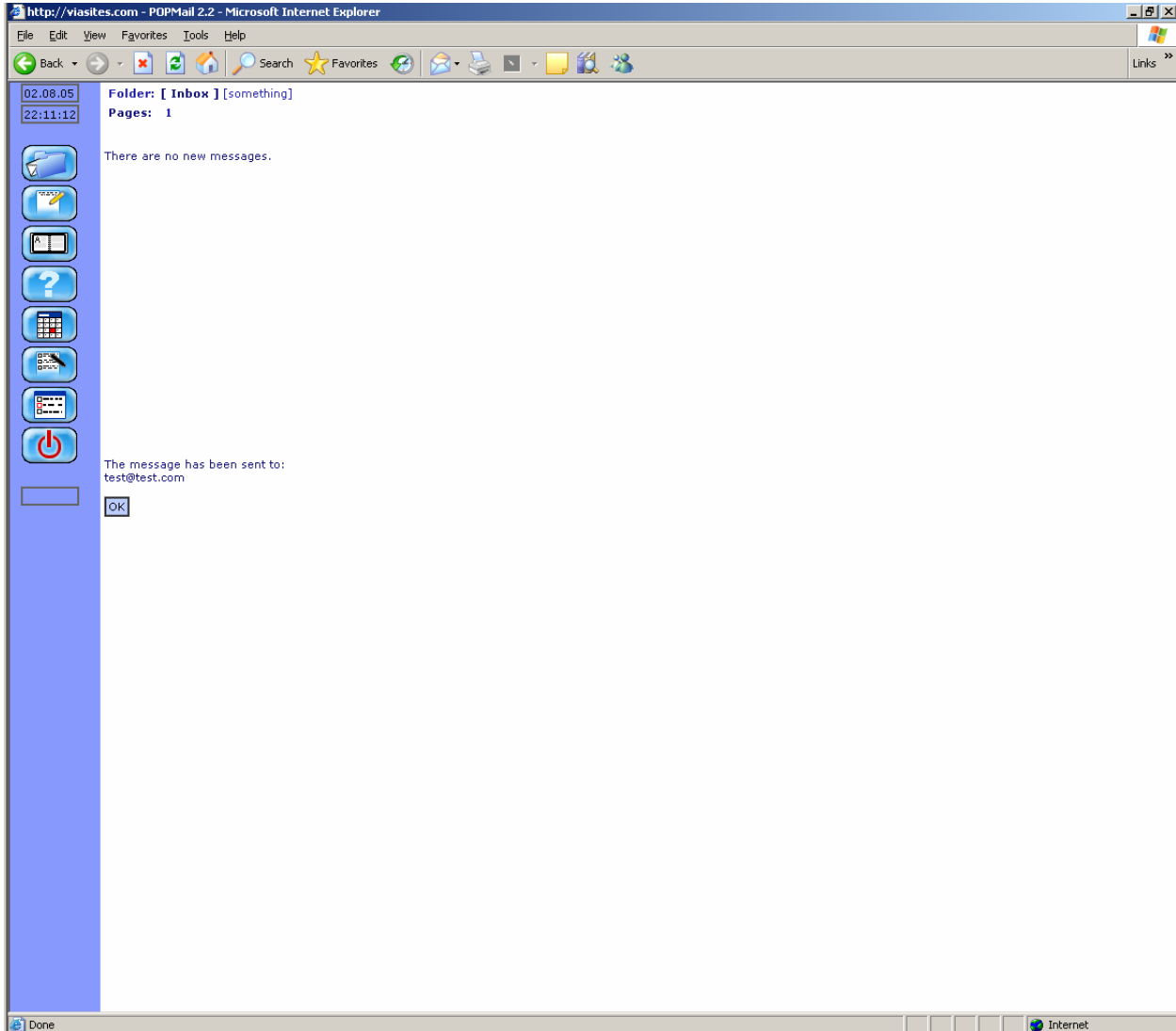
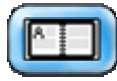
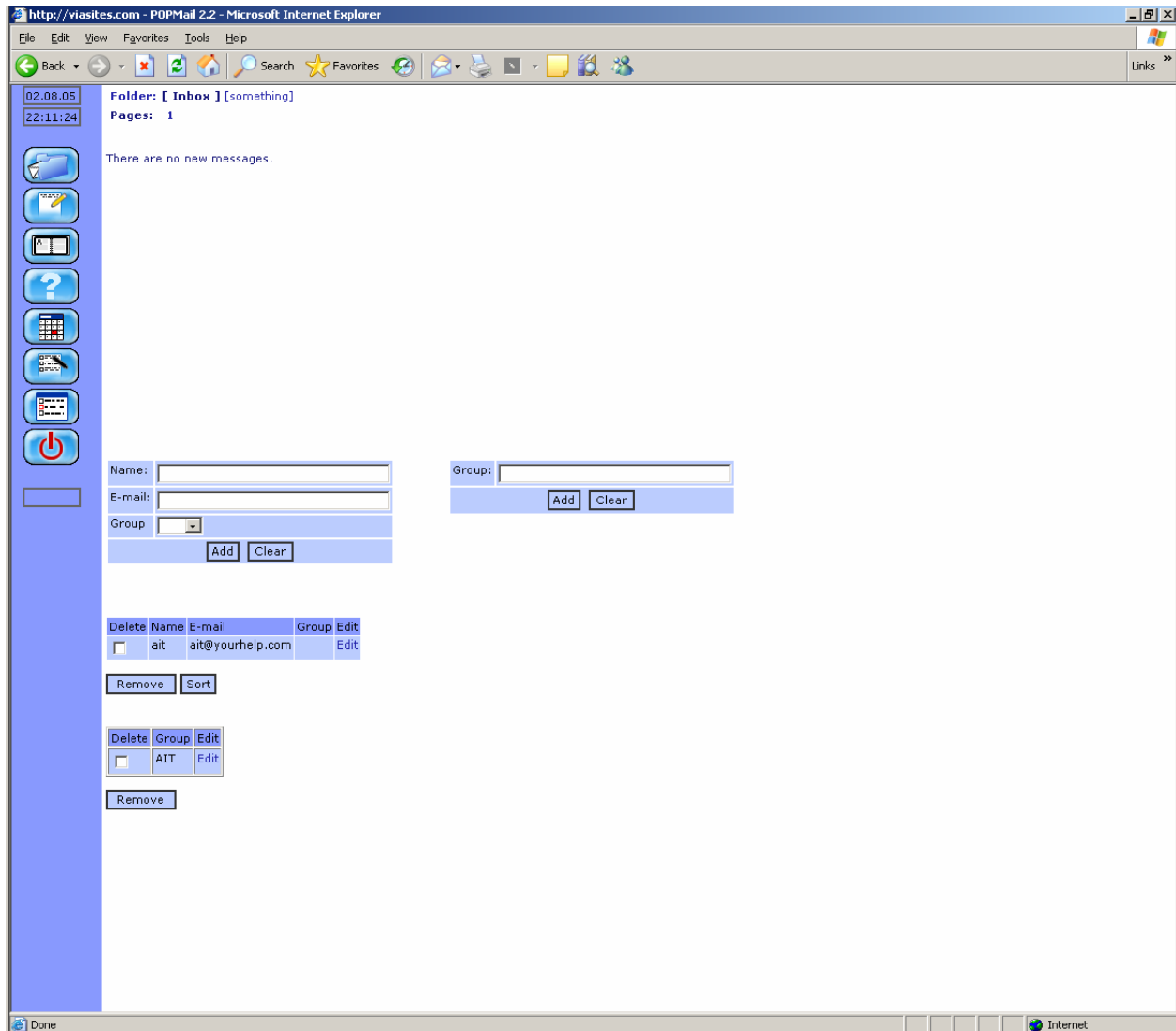


Figure 1-6



## Address Book



**Figure 1-7**

This allows the user to add entries or modify the email account's address book.

The Address Book holds a list of the Names and Email Accounts of correspondence. Instead of having to remember people and their email addresses, the user can create a list of these.

**Group** – This will allow the user to setup groups of emails. For example you can setup a group name 'Family' a list all the email address from your family members.

**Remove** – Removes an entry from the Address Book by checking the box and clicking 'remove'.

**Edit** – This allows the user to update an entry by changing either the name or the email address.

To add an email address in the Address book you will first need to setup a 'Group' for example 'family'. Then you will be able to add email address to the family group.



### Help

This option will link you to the online user manual.



### Calendar

This feature will give you the option to set important dates and appointments.

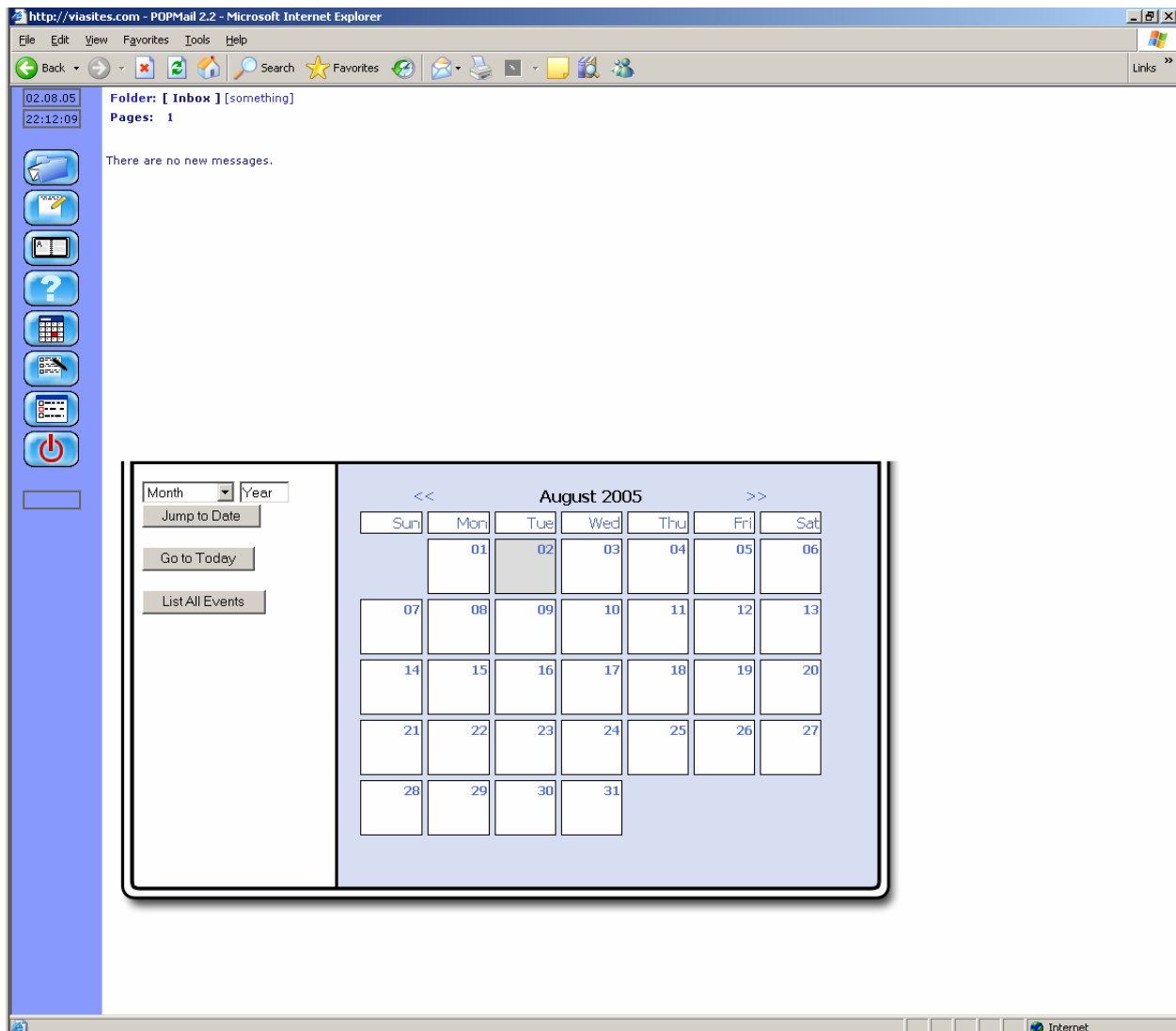


Figure 1-8



## Notes

This feature will allow you to write notes.

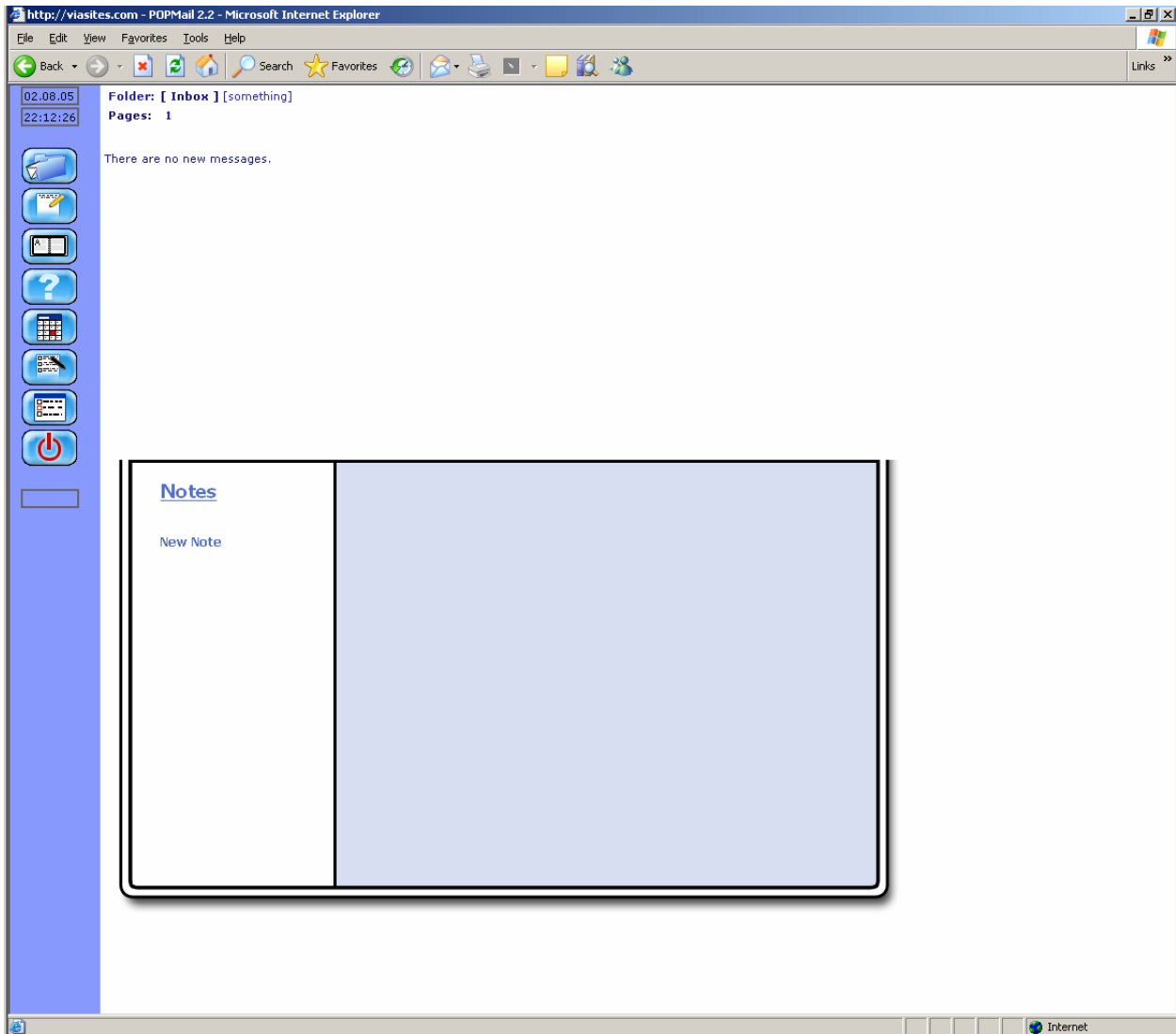


Figure 1-9



## Configure Options

Within here you will be able to set the following Preferences:

**Language:** You have the option to select different languages.

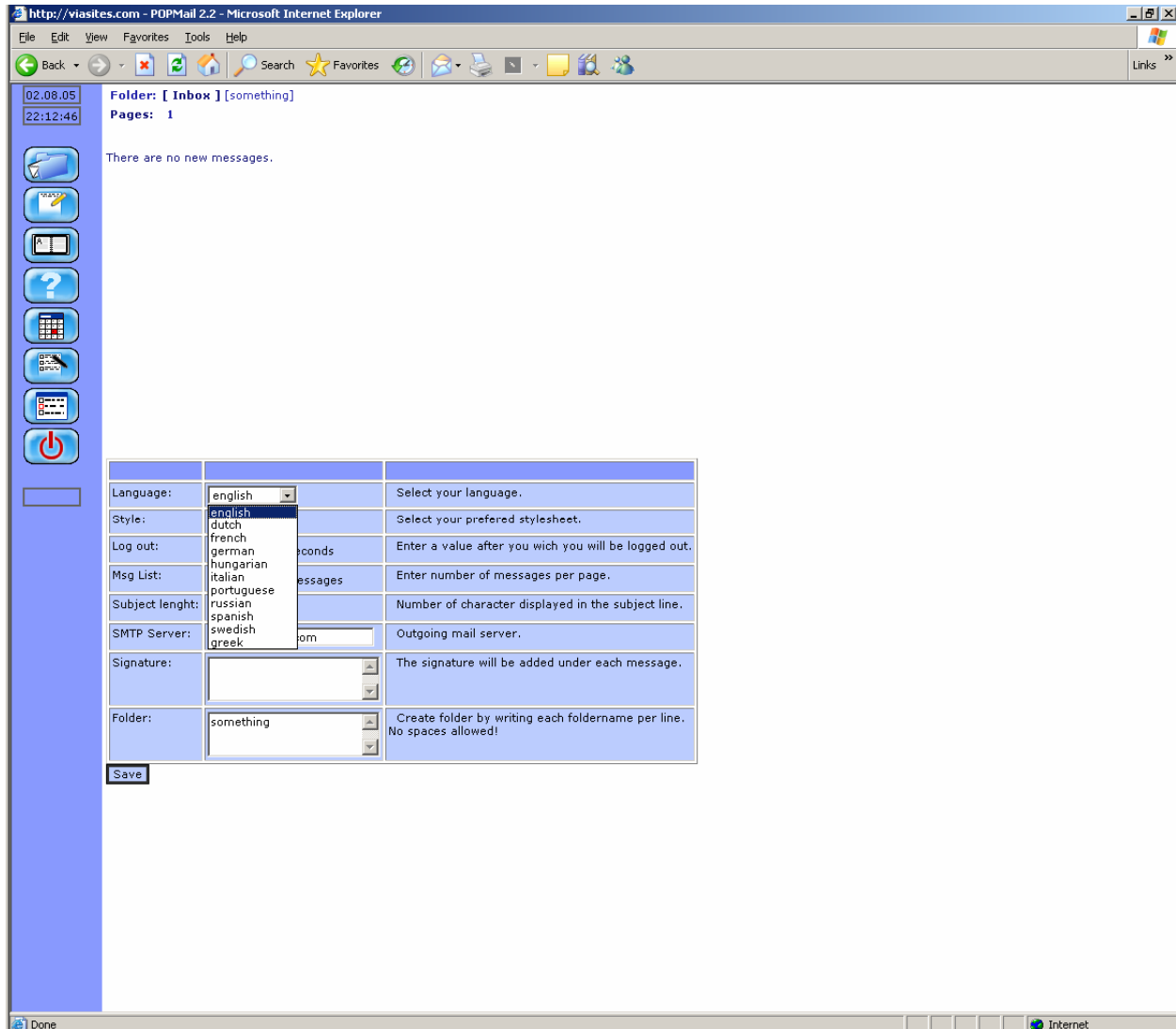
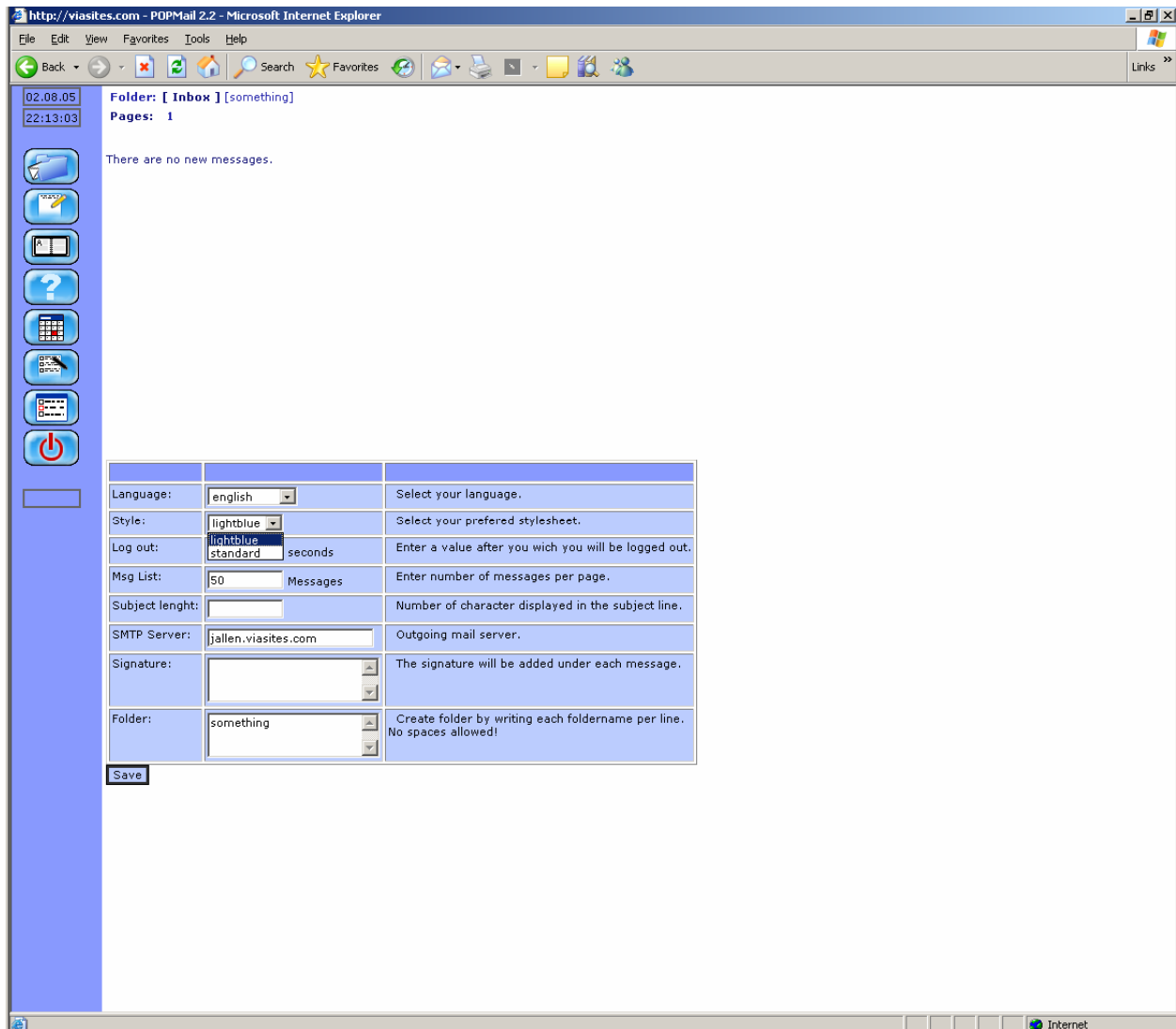


Figure 1-10

**Style:** This option will allow you to set the background color from light blue to standard.



**Figure 1-11**

**Log out:** This option will allow you to set the amount seconds before you are automatically logged off.

**Message List:** This feature will allow you to set the amount of messages you will like to view per page.

**Subject Length:** This option will allow you to set the length of the subject line.

**SMTP Server:** This feature will allow you to select the outgoing mail server.

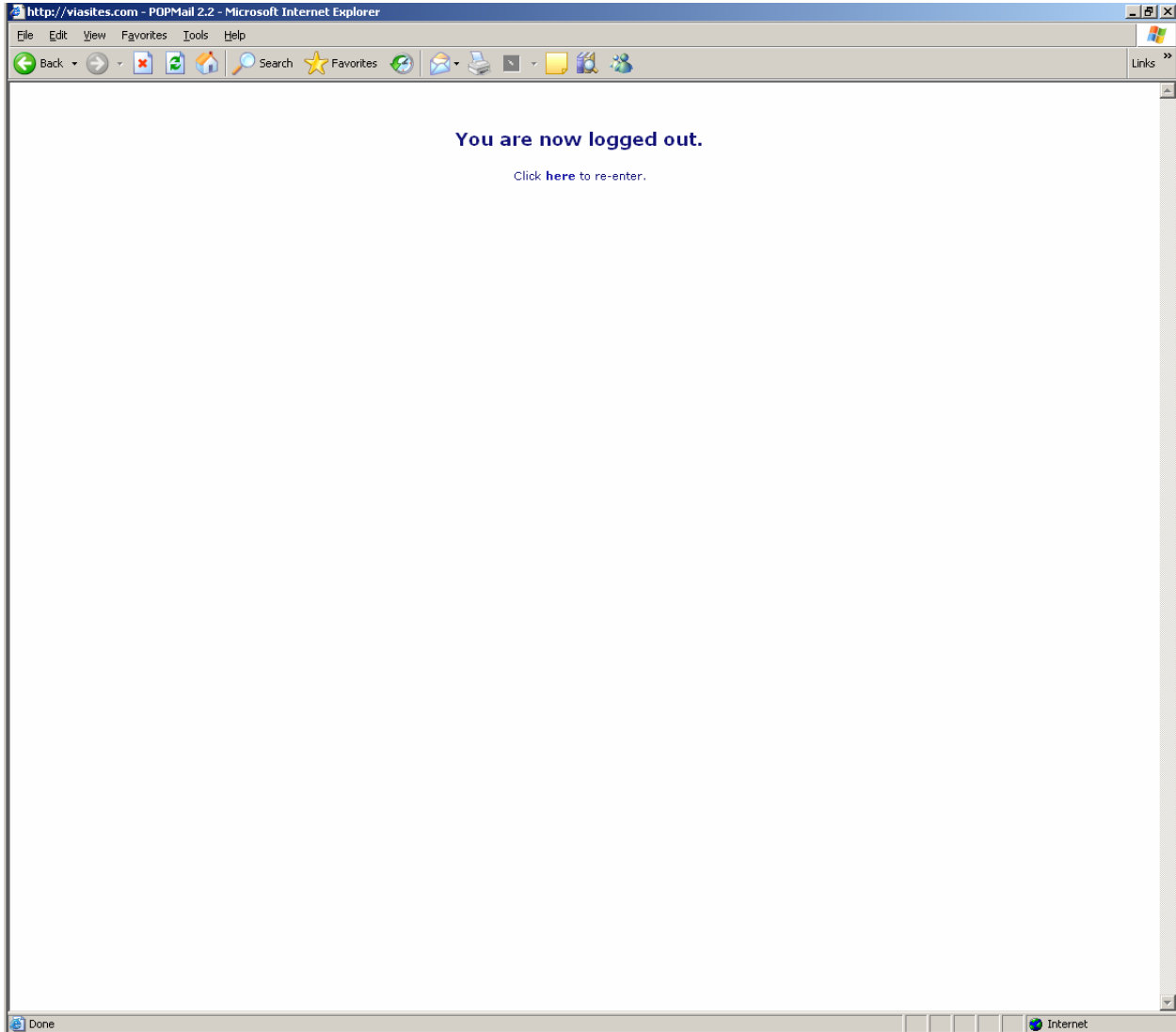
**Signature:** The signature will be added under each message

**Folder:** The option will allow you to set up different folders.



## Logout

Once the user is finished with WebMail, click on the logout link to finish your session. Figure 1-13 will indicate that the user has logged out of the WebMail interface.

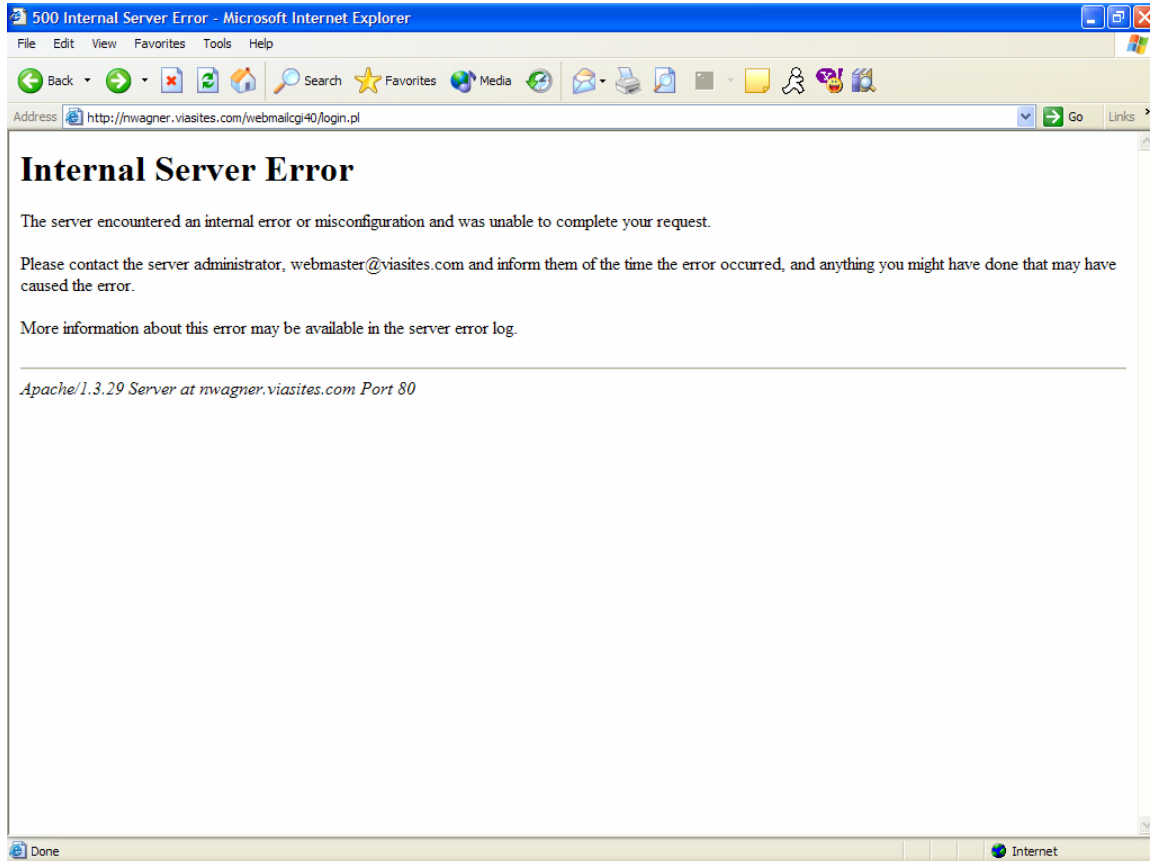


**Figure 1-12**

## Troubleshooting

### ***Why does it give an Internal Server Error when trying to access WebMail?***

This is due to several known causes. However, to correct this, please re-install the WebMail from the Server Management Tool as this will replace the scripts in the Directory.

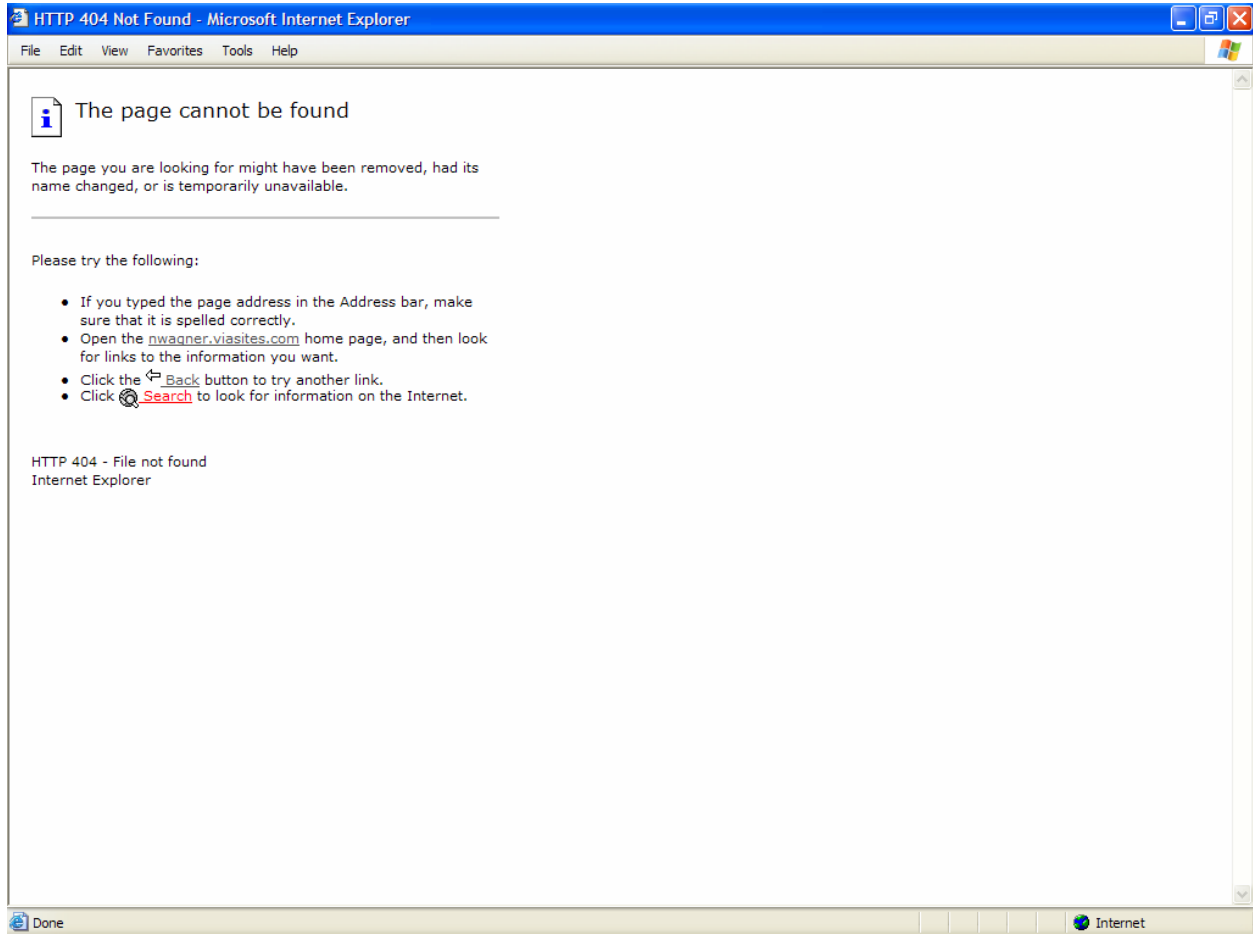


**Figure 2-1**

### ***Why does it give a 404 Not Found error when trying to access WebMail?***

This is caused by the Directory name not matching the URL. The directory is popmail and the url is <http://yourdomain.com/mail>.

If the user is unsure of the URL for the WebMail interface, try using alternatives of the Directory, <http://domainname/webmail> or <http://domainname/Webmail>.

**Figure 2-2**

