

NetMail®
Extreme Email Engine



**Messaging
Architects™**

BUSINESS DRIVEN EMAIL

3 Using M+NetMail

M+NetMail is an easy-to-use, web-based email interface that provides a wide range of powerful communication and collaboration capabilities including resource scheduling, busy search, shared folders, and proxy. Powered by AJAX Technology, the new NetMail interface features enhanced responsiveness through increased interactivity, speed, and usability. It is for use with browsers that support Java scripting and is geared for high speed connections.

By default, M+NetMail provides an Inbox, calendar, and, if enabled, personal, shared system, and public address books. You can customize your email account by creating multiple mail folders and calendars.

M+NetMail also provides the following features:

- **Mail Messages** allow you to create and reply to email messages, carbon-copy (Cc) and blind-copy (Bcc) additional recipients, and send attachments.
- **Appointments** allow you to schedule the time, date, and place of an appointment with a recipient or schedule personal appointments. Appointments you receive can be accepted, declined, or delegated. Your calendar shows accepted and personal appointments.
- **Tasks** allow you to create and assign tasks for yourself and others. You can assign the date and time the task appears in the recipient's calendar or your own calendar along with the task's completion date and time. Tasks you receive can be accepted, declined, or delegated. Your calendar shows accepted and personal tasks. When you finish a task, you can mark the task completed.
- **Notes** allow you to create and assign notes for yourself and others. You can assign the date and time the note appears in the recipient's calendar or your own calendar. You can use notes as reminders for events such as days off, project deadlines, or birthdays. Notes you receive can be accepted or declined. Accepted and personal notes appear in your calendar.
- **Contacts** allow you to store email addresses and information. You can use contacts to enter the To, Cc, and Bcc fields of messages, appointments, tasks, and notes.

The NetMail client interface is for use with high-end browsers and fast connections. If your browser does not support Java scripting or if you have a slow connection, use another client interface. To change to the another client interface, see "Changing from M+NetMail to WebAccess or Webmail" on page 51.

3.1 Logging in to M+NetMail

To access M+NetMail, open a standard web browser and enter the URL provided to you by your administrator. M+NetMail can be accessed from any workstation with access to this URL. When prompted, specify your username and password combination.



Username (or User IDs) and passwords are not case sensitive.

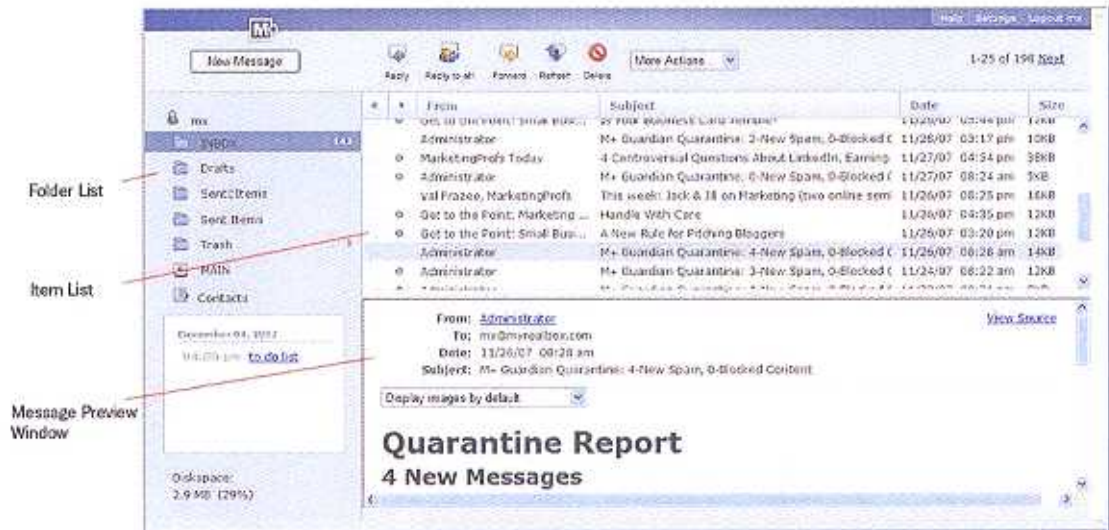


Figure 3-1: M+ NetMail Main Window

i Use **Logout** to properly log off, rather than just closing your browser.

3.2 Using Mail Messages

The main M+NetMail mail system function is to view and send email messages.

3.2.1 Viewing Received and Sent Email Messages

Received messages are email messages that arrive in your mailbox. Sent messages are messages you send to other recipients. You can view both received and sent messages.

i Copies of sent messages are not automatically retained in your mailbox. You must first create a folder and designate it as the sent messages folder before you can view sent messages. For more information, see "Adding Folders, Sub-Folders, and Calendars" on page 42 and "Defining a Folder for Sent Messages" on page 54.

To preview a message in the Item List:

- 1 In the Folder List, click the folder containing the message you want to view. By default, the INBOX is the default folder for received messages.
- 2 In the Item List, click the message to preview the message in the Message Preview window.

To view a received message:

- 1 In the Folder List, click the folder containing the message you want to view. By default, the INBOX is the default folder for received messages.
- 2 Double-click the message to open the message in a separate window where you can View, Reply to, Reply All, Forward, Delete, and Print the message. You can also navigate from this message to the next message or the previous message in the Item List by using the Previous and Next features. You can also click **View Source** to view the message source.



Figure 3-2: Viewing Messages

To view a sent message:

- 1 In the Folder List, click the folder you designated for sent messages.
- 2 In the Item List, click the message to preview the message in the Message Preview window. Double-click the message to open the message in a separate window.

3.2.2 Viewing Images in Received and Sent Email Messages

With M+ NetMail, you can select to view images embedded in received and sent email messages.

To view images:

- 1 In the Folder List, click the folder containing the message you want to view.
- 2 Double-click the message to open the message in a separate window.
- 3 Use the drop-down menu to select the image option you want from the following list: Suppress images in this message, Suppress images from this sender, Suppress images from this domain, Suppress images by default, Display images in this message, Display images from this sender, Display images from this domain, or Display images by default.

3.2.3 Using Message Actions in the Item List

There are several message actions you can perform on received and sent messages directly in the Item List. You can right-click the message on which you want to perform an action directly in the Item List or you can select actions to perform on messages directly from the main M+ NetMail toolbar by using the **More Actions** drop-down menu.

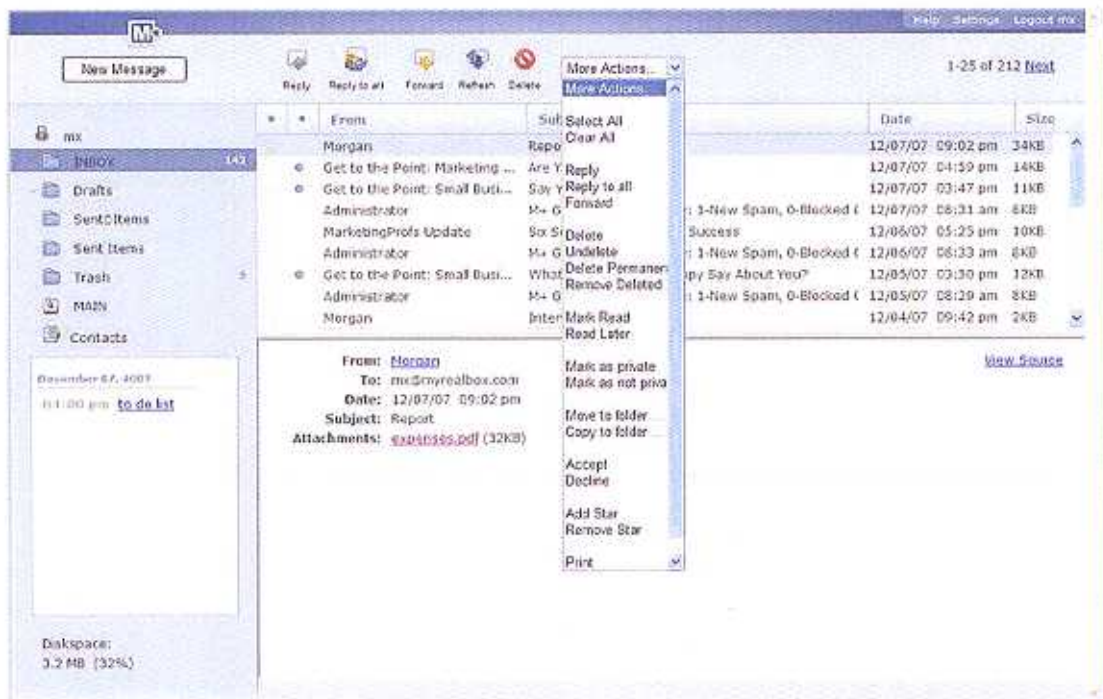


Figure 3-3: Message Actions

To perform an action on a message:

- 1 In the Item List, click the message to preview the message in the Message Preview window.
- 2 Right-click the message on which you want to perform an action. From the list of available message actions, choose which action you want from the following list: Select All, Clear All, Reply, Reply to All, Forward, Delete, Undelete, Delete Permanently, Remove Deleted Messages, Mark Read, Mark Public/Private, Move/Copy to folder, Decline, Set Message Priority, and Print. For more information on message options, see "Managing Items" on page 36.



In the Item List, you can also use the keyboard shortcuts **CTRL+A** to select all messages, **CTRL+click** to select individual messages, and **SHIFT+click** to select a series of messages.

3.2.4 Viewing and Saving Attachments

All M+NetMail items you send or receive can include one or more file attachments (for example, text, audio, image, video, and application files).

When you view an email message with an attachment, the Attachment field displays a link to the attachment. M+NetMail attempts to convert the attached file to HTML and display it in the message body. If the conversion is successful, the attachment displays in the message window.

To view an attachment M+NetMail cannot convert:

- 1 In the message's Attachments field, click the attachment link. The browser opens a dialog box that provides options for handling the attachment.
- 2 Click **Open** to open the file.



Your browser launches an application to view the file in its native format. If your browser cannot identify the attachment's file format, it opens a dialog box that allows you to select the application used to view the attachment.


To save an attachment:

- 1 In the message's Attachments field, click the attachment link. The browser opens a dialog box that provides options for handling the attachment.
- 2 Click **Save**.
- 3 Browse to the location where you want to save the file, then click **Save**.
- 4 The file is saved in the specified directory.

3.2.5 Sending Mail Messages

M+NetMail allows you to compose email messages, attach files, and set message priority and delivery notification options.

Messages can include one or more file attachments (for example, text, audio, images, video, and application files). To attach files to a message, your browser must support attachments.

-  NetMail encodes all attachments in base64, which increases the attachment size 25 to 30 percent from the original file.


To send a message:

- 1 From the M+NetMail toolbar, click **New Message**.
-  If you are using Microsoft's Internet Explorer or Apple's Safari, you can also use the keyboard shortcuts **CTRL+N** or **ALT+N** to create messages.



The screenshot shows the M+NetMail Compose Window. At the top, there is a toolbar with icons for Send, Attach, Take as Draft, and Send Options, along with a 'ChangeTo' dropdown menu. Below the toolbar is a large text area for the message body. To the left of the text area are four input fields: 'To:', 'Cc:', 'Bcc:', and 'Subject:'. Below the text area, there is a 'Send Options' section with a 'Priority' dropdown menu set to 'Normal' and a 'Request Receipt' checkbox. Below the 'Send Options' section is an 'Attachments:' section.

Figure 3-4: Compose Window

- 2 Click **To**, **Cc**, or **Bcc** to add contacts from one or more address books to the **To**, **Cc**, and **Bcc** fields. For more information, see "Using Contacts" on page 43. You can also type the recipients' email addresses directly in the **To**, **Cc**, and **Bcc** fields. Separate multiple addresses with semicolons, commas, or spaces.
 - 3 Type a subject and message in the **Subject** and **Message** fields.
-  You can include Web site locations or addresses (URLs) in both the **Subject** and **Message** fields.
- 4 Click **Attach** to add attachments to the message. For each file you want to attach, do the following:
 - Click **Browse** to locate the file to attach.
 - Select the file, then click **Open**.
 - To remove an attachment, select the **Remove** icon next to the file you want to remove.
 - The attachments are displayed below the message's **Subject** field.

- 5 Click **Send Options** to set the message priority and to request delivery notification.
 - Under **Priority**, select either **High**, **Normal**, or **Low** to indicate the message's importance.
 - Message Priority only affects how the message displays in the recipient's mailbox. High priority messages appear with a star icon. Normal priority and low priority messages appear with a small dot icon.
 - Select **Request Receipt**, if you'd like to be notified that the message was received.
- 6 Click **Send** if you'd like to send the message immediately. If you do not want to send the message immediately, click **Save as Draft**. The message will be saved in the **Drafts** folder. If you are actively creating a message in the Compose Window, your connection to M+NetMail will never time out, however after three minutes of inactivity, the message will automatically be saved as a draft.




A Drafts folder does not exist by default; you must first create a folder and then designate it as the Drafts folder. For more information, see ["Adding Folders, Sub-Folders, and Calendars"](#) on page 42 and ["Defining a Folder for Drafts"](#) on page 55.



If you are actively creating a message in the Compose Window, your connection to M+NetMail will never time out, however after three minutes of inactivity, the message will automatically be saved as a draft.

3.6.1 Forwarding Individual Items

- 1 In the Folder List, click the folder containing the item you want to forward.
- 2 In the Item List, select the item you want to forward. From the M+NetMail toolbar, click **Forward**. 
- 3 A new message is created that includes the original item as an attachment.
- 4 In the Compose Window, click **To**, **Cc**, or **Bcc** to add contacts from one or more address books to the **To**, **Cc**, and **Bcc** fields. For more information, see "Using Contacts" on page 43. You can also type the recipients' email addresses directly in the **To**, **Cc**, and **Bcc** fields.
- 5 Type a message if needed.
- 6 Click **Send**.



You can also right-click the item you want to forward and from the list of available message actions, choose **Forward**. Or you can double-click an item in the Item List to open the message, then click **Forward**.

3.7 Replying to Items



When you receive email messages, appointments, tasks, or notes, you can reply in one of three ways:

- You can send an individual reply to an item's sender or to the sender and all original recipients.
- You can set up an automatic reply to the sender or sender and recipients of all incoming mailbox items.
- You can use the Rules feature to automatically reply to specific messages under defined conditions. For more information, see "Using Rules" on page 55.

When you receive replies to messages that you send, by default they are received in your current mailbox. M+NetMail allows you to specify a different Reply To email address if you want to receive replies in another mailbox. For more information, see "Providing a Different Address for Replies" on page 50.

3.7.1 Replying to Individual Items

To reply to an item:

- 1 From the M+NetMail Mailbox view, click the folder or calendar containing the item to which you want to reply.
- 2 In the Item List, select the item you want to reply to. From the M+NetMail toolbar, click **Reply**. 
- 3 **Reply** sends your response only to the item's sender.
- 4 If you want to send your response to the item's sender and all original recipients, click **Reply to all**. 
- 5 A new message is created that includes the original item as an attachment.
- 6 Type your message in the Message field.
- 7 Click **Send**.



You can also right-click the item you want to reply to and from the list of available message actions, choose **Reply** or **Reply to all**. Or you can double-click an item in the Item List to open the message, then click **Reply** or **Reply All**.

3.8 Managing Items

3.8.1 Setting Item Priority

The priority setting can be used to indicate an item's importance. You can set item priority for email messages you send or for messages, appointments, tasks, and notes you receive.

To set message priority when sending an email message:

- 1 In the M+NetMail toolbar, click **New Message**.
- 2 In the message window, click **Send Options**.

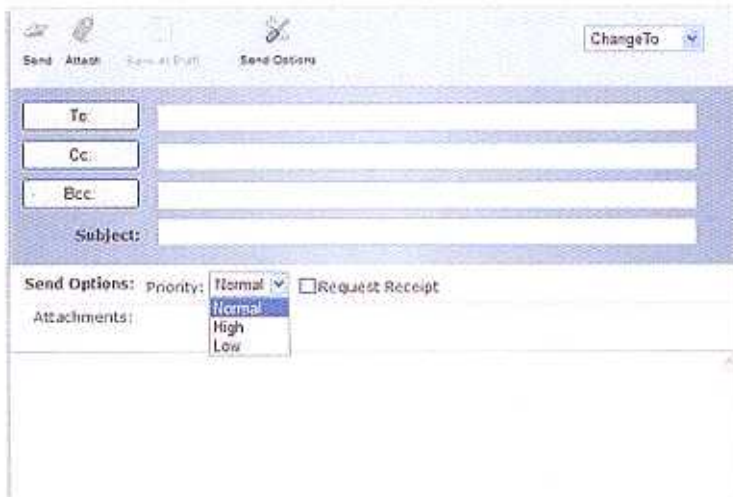
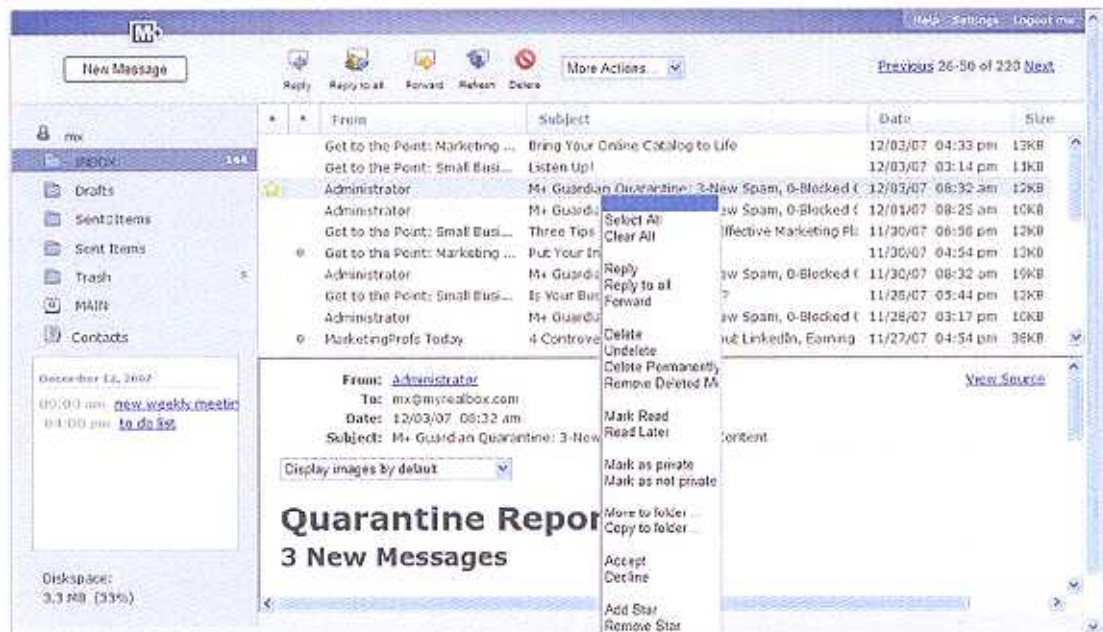


Figure 3-15: Setting Item Priority

- 3 Under **Priority**, select **High**, **Normal**, or **Low**. **Normal** priority is the default selection.
- 4 When you complete your email message, click **Send**.

To set the priority for a received email message, appointment, task, or note:

- 1 In the Folder List, click the folder containing the item for which you want to set the priority.
- 2 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Add Star** to mark the item as important.



- 3 In the Item List, the item now appears with a yellow star next to the item. Hover your mouse over the star to change the item's status from important to normal.



You can also select actions to perform on items directly from the main M+NetMail toolbar by using the **More Actions** drop-down menu.

3.8.2 Marking an Item As Public or Private

You can mark received email messages, appointments, tasks, or notes as Public or Private.

Public items can be viewed by all users sharing the mailbox folder where the items are located. Items are marked Public by default. Private items are viewable by the mailbox folder's owner. For more information on shared folders, see "Working with Shared Folders and Calendars" on page 61.

To change the privacy setting for a received email message, appointment, task, or note:

- 1 In the Folder List, click the folder containing the item for which you want to change the privacy setting.
- 2 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Mark as private/Mark as not private** to mark the item as private or public.



You can also select actions to perform on items directly from the main M+NetMail toolbar by using the **More Actions** drop-down menu.

3.8.3 Marking Items Unread (Read Later)

You can mark received email messages, appointments, tasks, or notes that you have opened as unread. For example, if you open a mail message and are interrupted, you could mark the message as unread to ensure that you read it later.

To mark received email messages, appointments, tasks, or notes as unread:

- 1 In the Folder List, click the folder containing the items you want to mark as unread.
- 2 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Read Later** to mark the item as unread.
- 3 In the Item List, the item now appears with an icon next to the item. Hover your mouse over the star to change the item's status from unread to read.



You can also select actions to perform on items directly from the main M+NetMail toolbar by using the **More Actions** drop-down menu.

3.8.4 Moving and Copying Items Between Folders and Calendars

You can move or copy items to different mailbox folders as needed. You can also move or copy calendar items (such as appointments, tasks, and notes) to different calendars.

To move and copy items between folders, right-click the item on which you want to perform an action. From the list of available message actions, select an appropriate action.



You can also use the Rules feature to move incoming items to specific folders under defined conditions. For more information, see "Using Rules" on page 55.

To move items to another folder or calendar:

- 1 In the Folder List, click the folder containing the items you want to move.
- 2 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Move to Folder...** to move the item to a new folder or calendar.

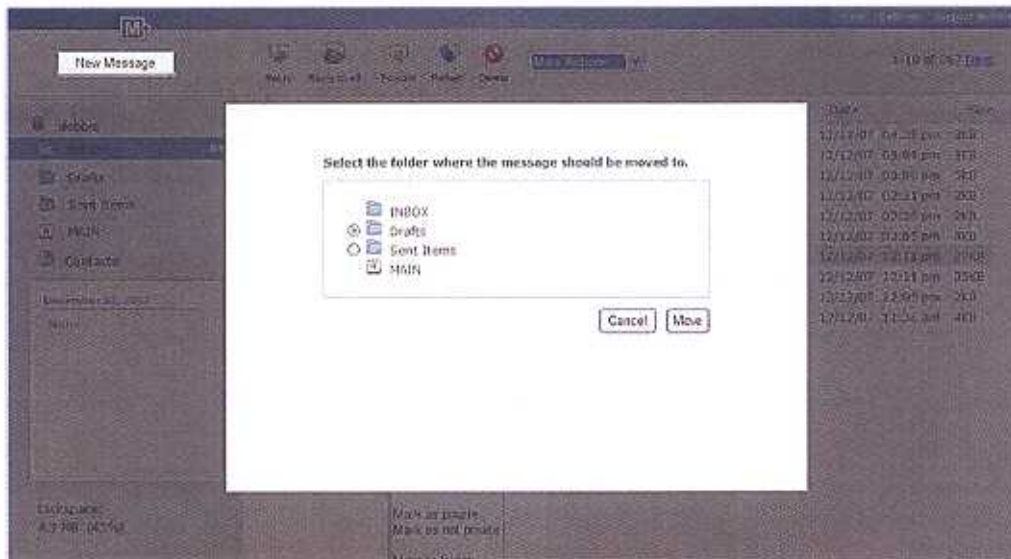


Figure 3-16: Moving Items Between Folders and Calendars

- 3 Select the folder where you want to move the items.
- 4 Click **Move**. The items are moved to the specified folder.

To copy items to another folder or calendar:

- 1 In the Folder List, click the folder containing the items you want to copy.
- 2 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Copy to Folder...** to copy the item to a new folder.

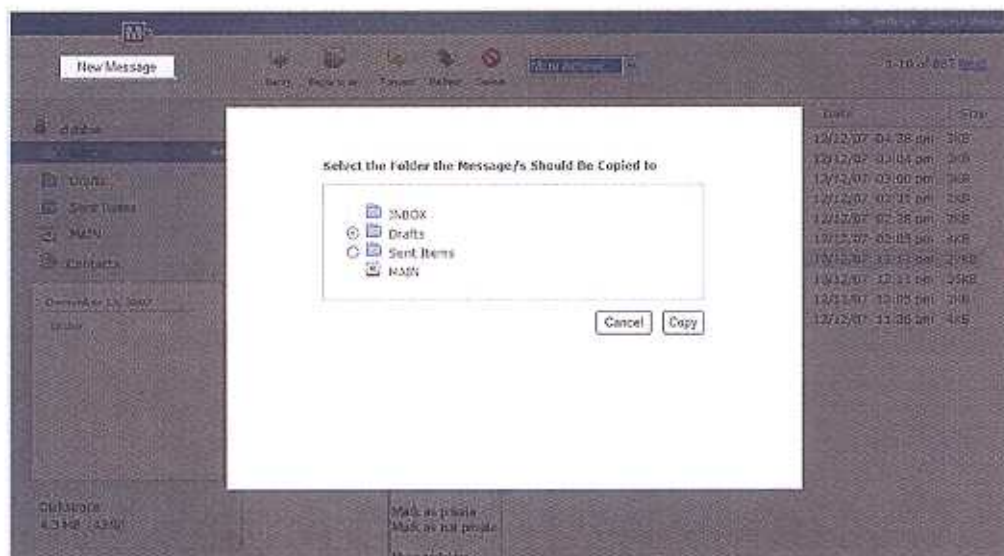


Figure 3-17: Copying Items Between Folders and Calendars

- 3 Select the folder where you want to copy the items.
- 4 Click **Copy**. The items are copied to the specified folder.

3.8.5 Deleting and Undeleting Items from Folders

When an item is deleted from a mailbox folder, the text is crossed out. The item is not permanently removed from your mailbox until you select to permanently delete it. As long as an item is not permanently deleted, you can still undelete the item. When an item is undeleted, the item appears as normal.

To delete and undelete items from folders, right-click the item on which you want to perform an action. From the list of available message actions, select an appropriate action.



You can also select actions to perform on items directly from the main M+NetMail toolbar by using the **More Actions** drop-down menu.

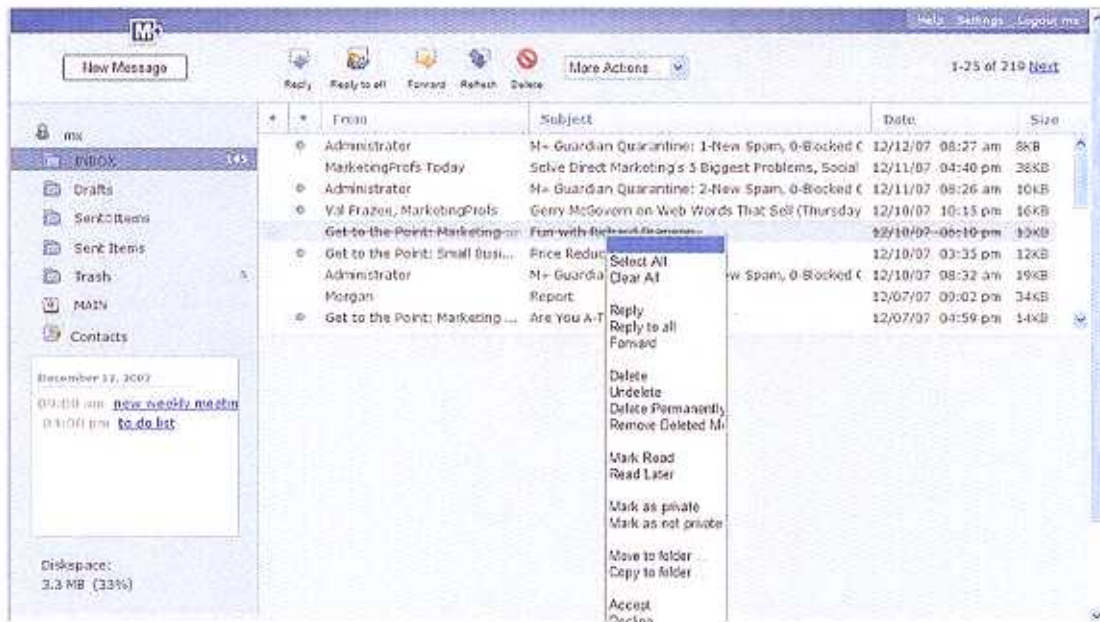


Figure 3-18: Deleting and Undeleting Items From Folders

To delete items from a folder:

- 1 In the Folder List, click the folder containing the items you want to delete.
- 2 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Delete** to delete the item.

To undelete items in a folder:

- 1 In the Folder List, click the folder containing the items you want to undelete.
- 2 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Undelete** to undelete the item.

3.8.6 Deleting Items from Calendars

When you accept an appointment, task, or note, it is added to the Main calendar and the original folder item is deleted (but not permanently deleted) from your mailbox.

When you delete a calendar item (such as an appointment, task, or note) from a calendar, it is automatically deleted from the calendar, however, the original folder item remains in your mailbox until you permanently delete it from the folder.



Messaging Architects recommends that you use care in deleting accepted appointments, tasks, and notes from calendars. When an item is deleted from a calendar, you cannot undelete it unless the item still exists

in the mailbox folder. For information on undeleting folder items, see "Deleting and Undeleting Items from Folders" on page 40.

To delete items from a calendar:

- 1 In the Folder List, click the calendar containing the items you want to delete.
- 2 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Delete** to delete the item.

3.8.7 Permanently Deleting Folder Items

When you delete an item from a mailbox folder, it is not removed from the folder until you permanently delete it.

To permanently delete specific items from a folder:

- 1 In the Folder List, click the folder containing the items you want to delete.
- 2 An item does not have to be deleted before it is permanently deleted. You can select any item in the folder.
- 3 In the Item List, right-click the item on which you want to perform an action. From the list of available message actions, choose **Delete Permanently** to delete the item. The item is permanently deleted from the folder.

To remove deleted items from the Item List:

- 1 In the Item List, right-click the item that has already been marked deleted.
- 2 From the list of available message actions, choose **Remove Deleted Messages** to remove the deleted items from the list.



You can also set up to immediately purge deleted items so you do not need to manually purge them. For more information, see "Enabling and Disabling Immediate Purging of Deleted Messages" on page 53.

3.9 Managing Folders and Calendars

M+NetMail provides folders and calendars to help organize the items you send and receive.

Folders store the mail messages, appointments, tasks and notes that you send and receive. By default, the INBOX is the only folder in your mailbox where items are stored when you first receive them. However, you can add additional folders or sub-folders to help you further organize your items. For example, you can add a folder to store all the messages you receive regarding a specific project. You can also add and designate a folder for sent messages and drafts of messages in progress.

Calendars display the appointments, tasks, or notes you accept from others or create for yourself. Only the MAIN calendar is created by default, however you can create and use multiple calendars. For example, you can add a calendar to schedule and track items associated with a specific project. With M+NetMail, a Calendar quick view window is available on the left-hand side of the main M+NetMail window to allow you to quickly see all the calendar items for the selected day. Left-click functionality has also been added to help you quickly highlight a block of time to create a new appointment.

M+NetMail also allows you to share folders and calendars with other users on the system. Using shared folders and calendars, you can easily distribute correspondence and scheduling information to multiple users.

3.9.1 Opening Folders and Calendars

The Folder List in M+NetMail displays a list of all your folders and calendars.

To open a folder:

- 1 To open the Inbox folder, click INBOX in the Folder List.
- 2 To open another folder, click the folder name in the Folder List. The items in the currently opened folder are displayed in the Item List.

To open a calendar:

- 1 To open the Main calendar, click MAIN in the Folder List.
- 2 To open another calendar, click the calendar name in the Folder List.

3.9.2 Adding Folders, Sub-Folders, and Calendars

You can add new folders, sub-folders, and calendars to your mailbox as needed.

- 1 In the Folder List, select your login name, and then right-click to select **Create Folder** or **Create Calendar**.

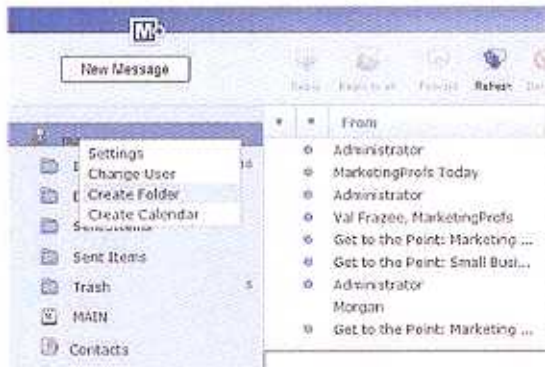


Figure 3-19: Adding Folders, Sub-Folders, and Calendars

- 2 Type the folder or calendar's name in the Folder Name field.
- 3 If you want to create a sub-folder, select the folder where you want to create the new sub-folder. For example, to create the folder or calendar inside the INBOX folder, right-click INBOX and then select **Create Folder** or **Create Calendar**.
- 4 Click **OK**.

3.9.3 Renaming Folders and Calendars

- 1 In the Folder List, right-click the folder you want to rename. For example, to rename the Drafts folder, right-click **Drafts** and then select **Rename Drafts**.

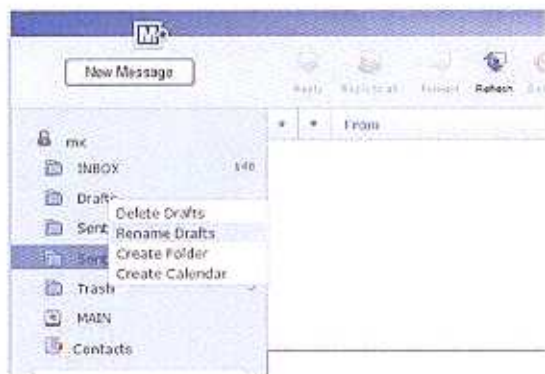


Figure 3-20: Renaming Folders and Calendars

- 2 Type the new name for the folder or calendar in the New Name field.
- 3 Click **OK**.

3.9.4 Deleting Folders and Calendars

You can delete an entire folder, sub-folder, or calendar and all its contents.



Messaging Architects recommends that you use care in deleting folders, sub-folders, and calendars. When a folder or calendar is deleted, you cannot undelete it.

- 1 In the Folder List, right-click the folder you want to delete. For example, to delete the Trash folder, right-click **Trash** and then select **Delete Trash**.

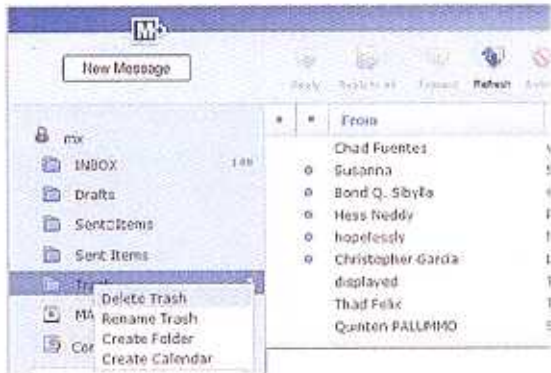


Figure 3-21: Deleting Folders and Calendars

- 2 Click **OK**.

3.10 Using Contacts

M+NetMail stores address book information about users and organizations in a Contacts folder. Using Contacts, you can search for contact information and add email addresses to messages, appointments, tasks, and notes. When you are sending, forwarding, or replying to a message, appointment, task, or note, you can use the contacts to address recipients.

Within M+NetMail, there are three types of address books containing contacts:

- **Personal Contacts** Stores information about your personal or professional contacts.
- **System Contacts** Typically a directory that contains the names and addresses of users within your messaging system. Your administrator must configure the system-wide address book and give you rights to use it.
- **Public Contacts** Typically a public LDAP server on the Internet (such as the Bigfoot directory service). Your administrator can define a default LDAP server and give you rights to define your own public address books. For more information, see "Configuring a Public LDAP Server" on page 51.

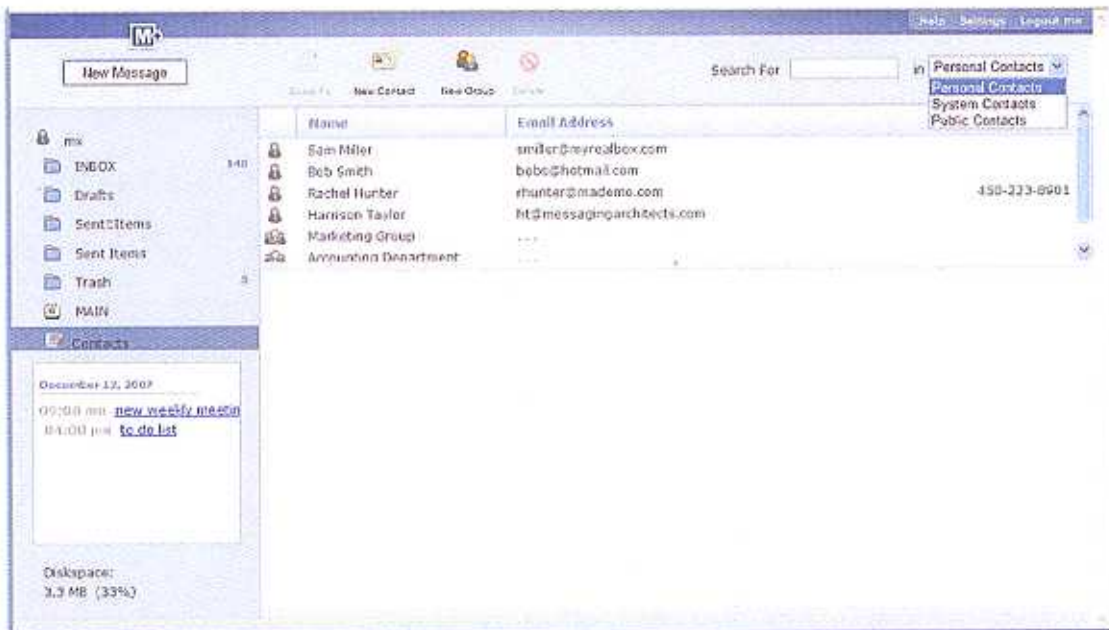


Figure 3-22: Contacts Folder

3.10.1 Adding Contacts to your Personal Address Book

You can add contacts to your personal address book in two ways: (1) you can go directly to the address book and add the contact's information, or (2) you can add a new contact's information from within a received item.

To directly add a contact to your personal address book:

- 1 In the Folder List, click **Contacts**.
- 2 In the M+NetMail toolbar, click **New Contact**.

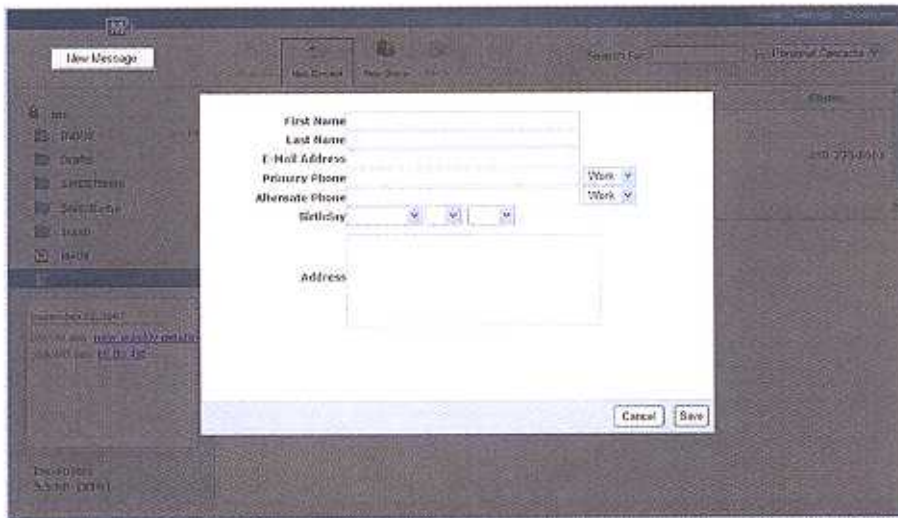


Figure 3-23: Adding Contacts

- 3 Type the contact's name in the **First Name** and **Last Name** fields.

- 4 Type an email address if you want to send items to the contact.
- 5 Type additional information in the other fields as needed.
- 6 Click **Save**. The contact is added to your personal address book.

3.10.2 Modifying Contacts in Your Personal Address Book

- 1 In the Folder List, click **Contacts**.
- 2 Under the **Search For** field, use the drop-down list to select **Personal Contacts**.
- 3 Specify the search criteria in the **Search For** field.
- 4 Type a first or last name in the **Search For** field to find a specific contact. Single letters function as wildcards. For example, if you type "J" in the **Search For** field, the search returns all entries beginning with "J." The **Search For** field is not case sensitive. For example, Earl Nelson is the same as earl nelson.
- 5 Leave the **Search For** field empty to list all addresses from your Personal Contacts.
- 6 Press **Enter**.
- 7 M+NetMail displays the results matching your search criteria.

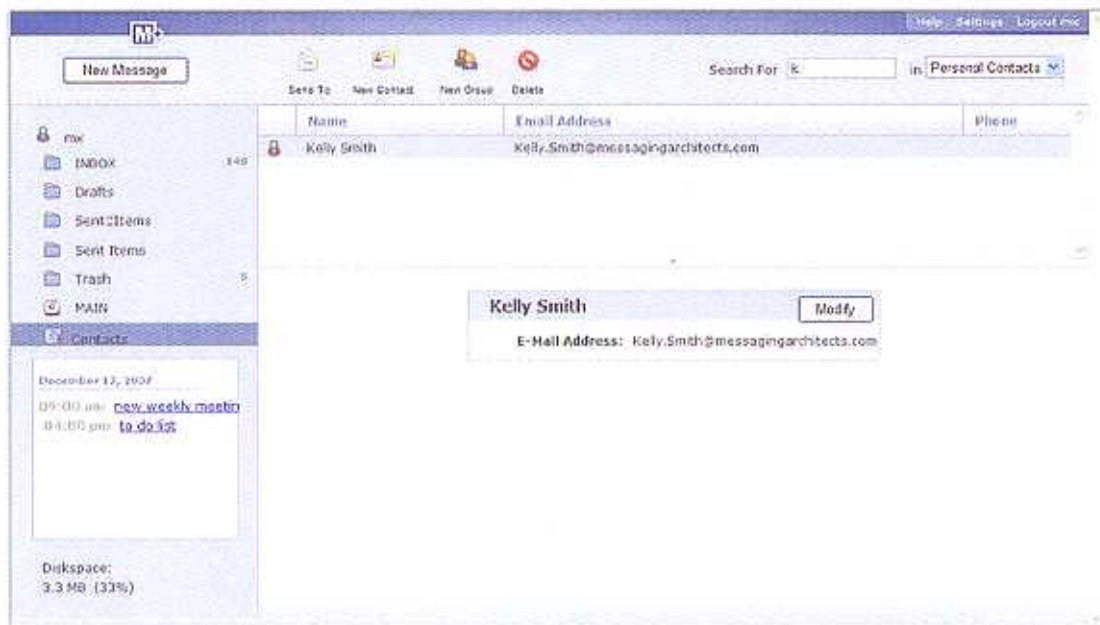


Figure 3-24: Modifying Contacts

- 8 In the search list, double-click the contact name to view the contact information onscreen. If you want to modify the contact information, click **Modify**.
- 9 M+NetMail opens the contact information page.
- 10 Modify the information.
- 11 Click **Save**, then click **Close**.

3.10.3 Using Contacts to Add Email Addresses to Items

You can use any available address book to add contact email addresses to email messages, appointments, tasks, and notes.

- 1 In the main M+NetMail window, click **New Message**.
- 2 Click the item field where you want to add the contact's email address: To, Cc, or Bcc. Locate the contact you want to add to the item. For information on searching for contacts, see "Adding Contacts to your Personal Address Book" on page 44.

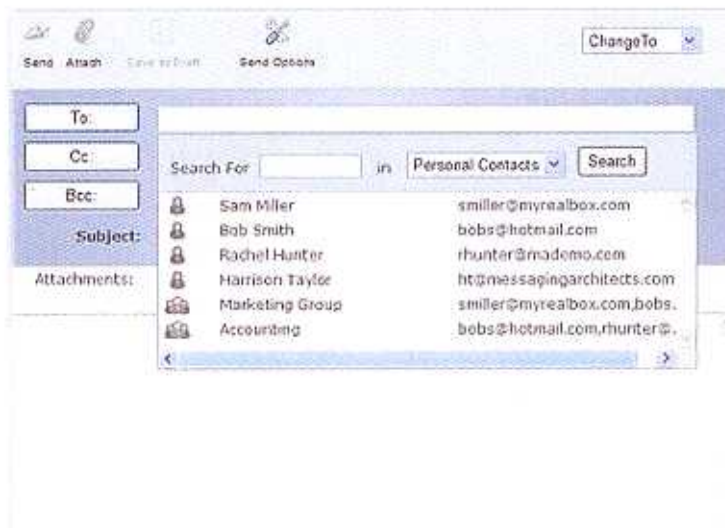


Figure 3-25: Using Contacts

- 3 Click the contact's name to select it. M+NetMail automatically populates the To, Cc, or Bcc field with the contact's name.
- 4 Repeat steps three and four to add additional email addresses to the item fields.
- 5 To remove a contact's email address from the item, select the contact's name in the To, Cc, or Bcc field. Right-click the contact's name and select **Delete**.
- 6 Type a subject and message in the **Subject** and **Message** fields.
- 7 When finished, click **Send**. For more information on email messages, appointments, tasks, and notes, see "Sending Mail Messages" on page 23, "Scheduling Appointments" on page 25, "Assigning Tasks" on page 30, or "Writing Notes" on page 33.

3.10.4 Creating Personal Groups

A group is a list of users you can send messages to by selecting the group name rather than by selecting or typing each individual's email address. When you select a personal group as the recipient for a message, appointment, task, or note, all the individuals in the group receive the item. For example, a manager could create a personal group for a development team. The manager could then use the group to easily schedule appointments for team meetings, send tasks for project status reports, or communicate general information to the team.

You can only create and store groups in your Personal Contacts. You are the only person who can access your personal groups.

To create a personal group:

- 1 In the Folder List, click **Contacts**.
- 2 In the list of Contacts, **CTRL+click** to select specific contacts to include in the group, **CTRL+A** to select all contacts, or **SHIFT+click** to select a series of contacts. Using these keyboard shortcuts will automatically populate the **Addresses** field with the email addresses of these contacts.
- 3 In the M+NetMail toolbar, click **New Group**.

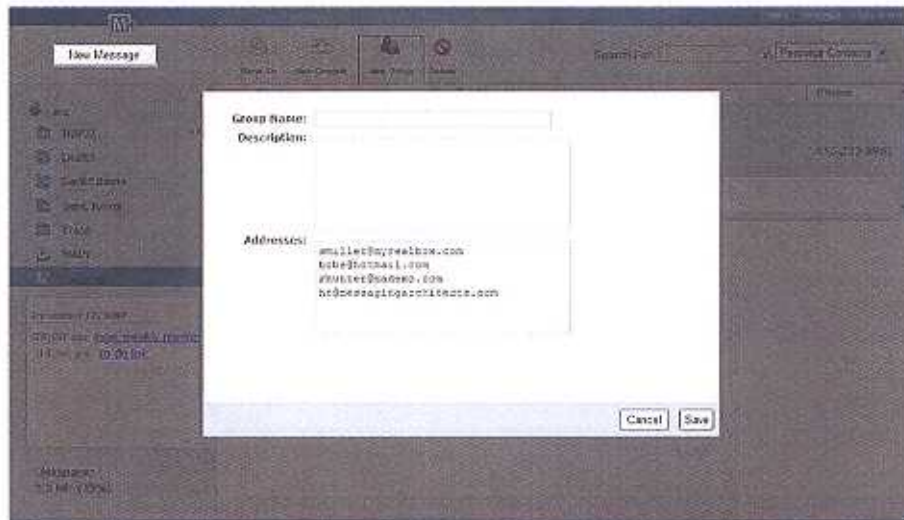


Figure 3-26: Creating a Personal Group

- 4 In the **Group Name** field, provide a name for the group.
- 5 In the **Description** field, provide a brief description for the group.
- 6 Verify the addresses in the **Addresses** field.
- 7 Click **Save**.

The personal group now appears in your Personal Contacts. When you select a group as the recipient for a message, all the individuals in the group receive the message.



You can also create groups manually by entering specific email addresses of each individual you want to include in your personal group. Enter each email address on a separate line.

4 Advanced Configuration

The **Settings** features of M+NetMail allows you to make advanced configuration changes to M+NetMail. To use this feature, choose **Settings** from the main M+NetMail window. By default, the **Settings** tab is displayed.

4.1 Changing M+NetMail Settings

The **Settings** tab allows you to make display changes to the M+NetMail client interface.



Figure 4-1: Settings tab



Depending on how your administrator has configured your system, you might not be able to make all of the changes described below.

4.1.1 Changing Your Password

To change your password:

- 1 Under **Change Your Password**, type your existing password.
- 2 Type a new password.
- 3 Retype the new password to verify it.
- 4 Click **Save** to save your new password, then click **Close**.