

## Using Webmail

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## Logging Into Webmail

1. Open Internet Explorer or any other Internet browser and visit one of the following sites (according to your email address)

<http://webmail.quickidaho.com>

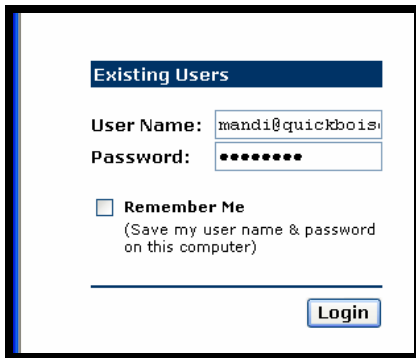
<http://webmail.quickboise.com>

<http://webmail.quickutah.com>

Note: you can always visit our home page at [www.quickboise.com](http://www.quickboise.com) and click the webmail link to get to the right place.

2. Login with your **email address** and password

Note: you must use your entire email address—not just the username



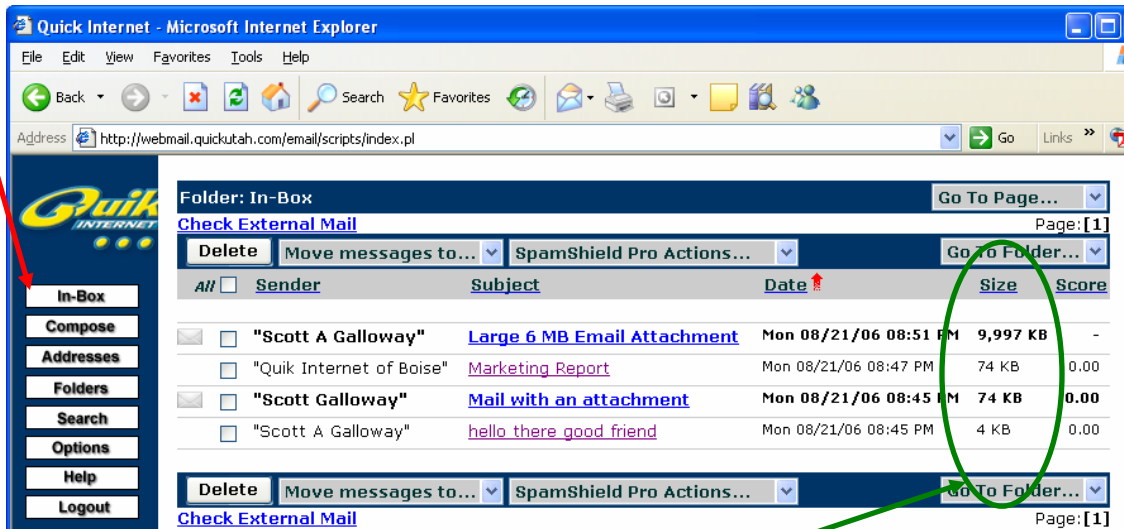
The screenshot shows a login form titled "Existing Users". It contains the following elements:

- A "User Name:" label followed by a text input field containing "mandi@quickboise.com".
- A "Password:" label followed by a password input field with eight dots.
- A checkbox labeled "Remember Me" with the subtext "(Save my user name & password on this computer)".
- A "Login" button at the bottom right of the form.

3. Click Inbox (located on the left hand side) to read your mail

## Deleting Large Email Messages

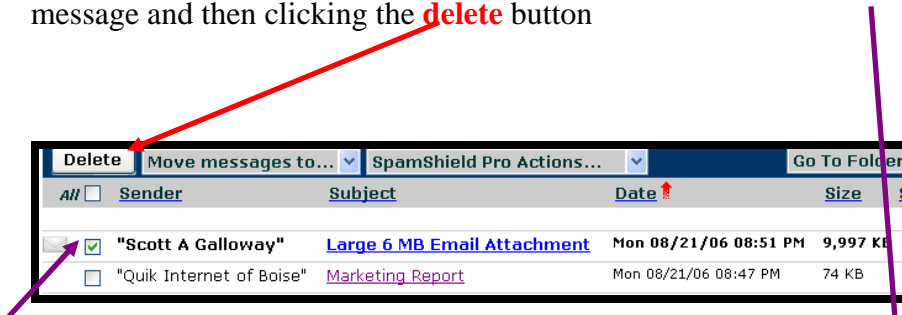
1. Login to your appropriate webmail system
2. Click **Inbox** on the left hand side



3. Look at the your messages and locate the size **column**
4. Decide which messages are too large for you to download. Use the following Information to help you make your decision:  

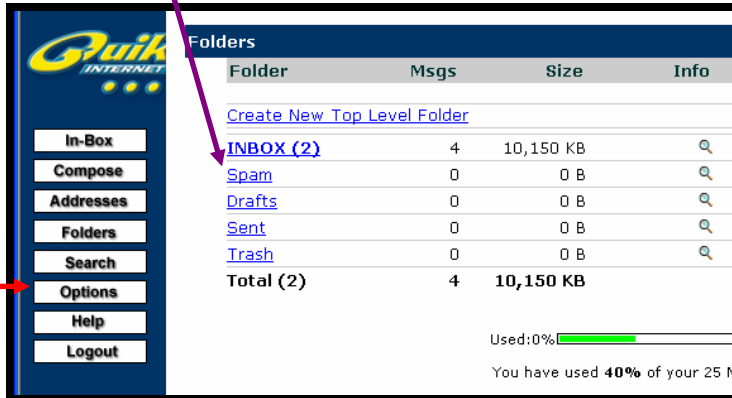
1000KB (1 Megabyte, 1MB) =5 minutes downloading.

The first message in the above image is 9.997 KB so it will take about 45 minutes to download.
5. Delete any message that is too large for you to download **checking** the box next to the message and then clicking the **delete** button

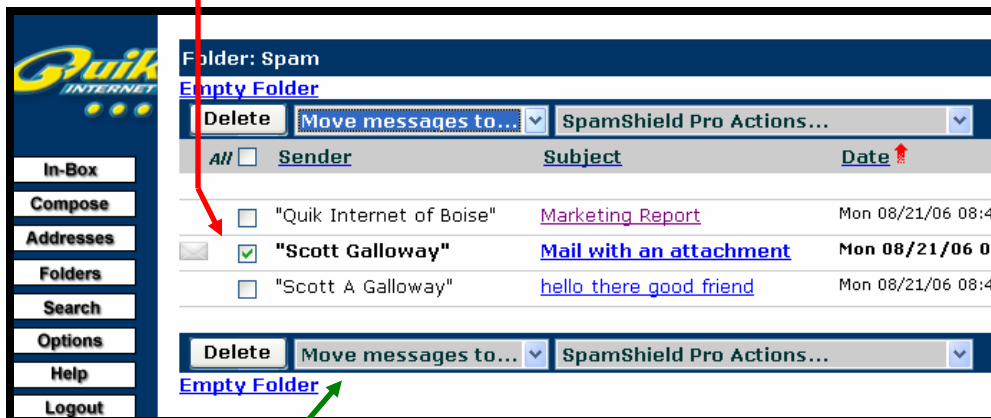


## View and Deliver Suspected Spam to the INBOX

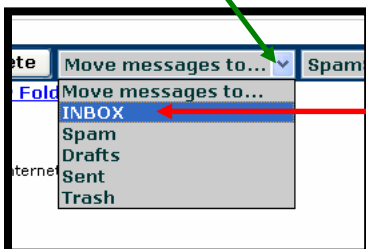
1. Login to webmail
2. Click the **Options** button on the left hand side
3. Click the **Spam link**



4. Place a **check** next to any message that isn't spam



5. From the **drop down menu** select **INBOX**



## Working With SpamShield Pro

### Setting the Sensitivity of Your Spam Filter

To increase or decrease the sensitivity of your personal spam filter do the following:

1. Follow steps 1-3 above to get to the **Spamshield Pro** settings page
2. At the top of the page is the sensitivity. To increase or decrease your sensitivity click the drop down list and select the appropriate number.

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### Setting up a White List

A white list is a list of “always allowed” email addresses. The spam filter will always let them through to your inbox. A white list is simple to set up and manage.

1. Login to the webmail for your email address (for help see loggin into webmail above)
2. Click Options (located on the left hand side)
3. Click the “**SpamShield Pro**” link located near the bottom of the page
4. Scroll down to the section titled “**Approved Senders**”

**Approved Senders**

SpamShield Pro does not affect messages from Approved Senders.

Specify a complete email address (e.g. lisa@coolpets.net) or a domain (e.g. coolpets.net) to approve:

mandipandi@aol.com

Approve

Choose an address to remove from list:

goodfriend@yahoo.com

Remove

5. Type in an **email address** (example: [mandipandi@aol.com](mailto:mandipandi@aol.com)) and then click **approve**

Note: if you want to receive mail from an entire domain (example: quik.com) then add quik.com as an approved address and you will receive mail from any quik.com email address.

## Changing Your Password

1. Login to webmail
2. Click Options on the left hand side
3. Click the Password Link on the left hand side
4. Fill in the **old password**, new password, and new password question/answer.

Update Password Go To Page...

*All fields are required*

Enter your Old Password

Choose a New Password  Your password must contain at least 6 characters

Re-enter New Password

New Password Question

New Password Answer  You will need to remember your Password Answer in order to retrieve a forgotten password.

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Note: your new password must contain at least 6 characters.