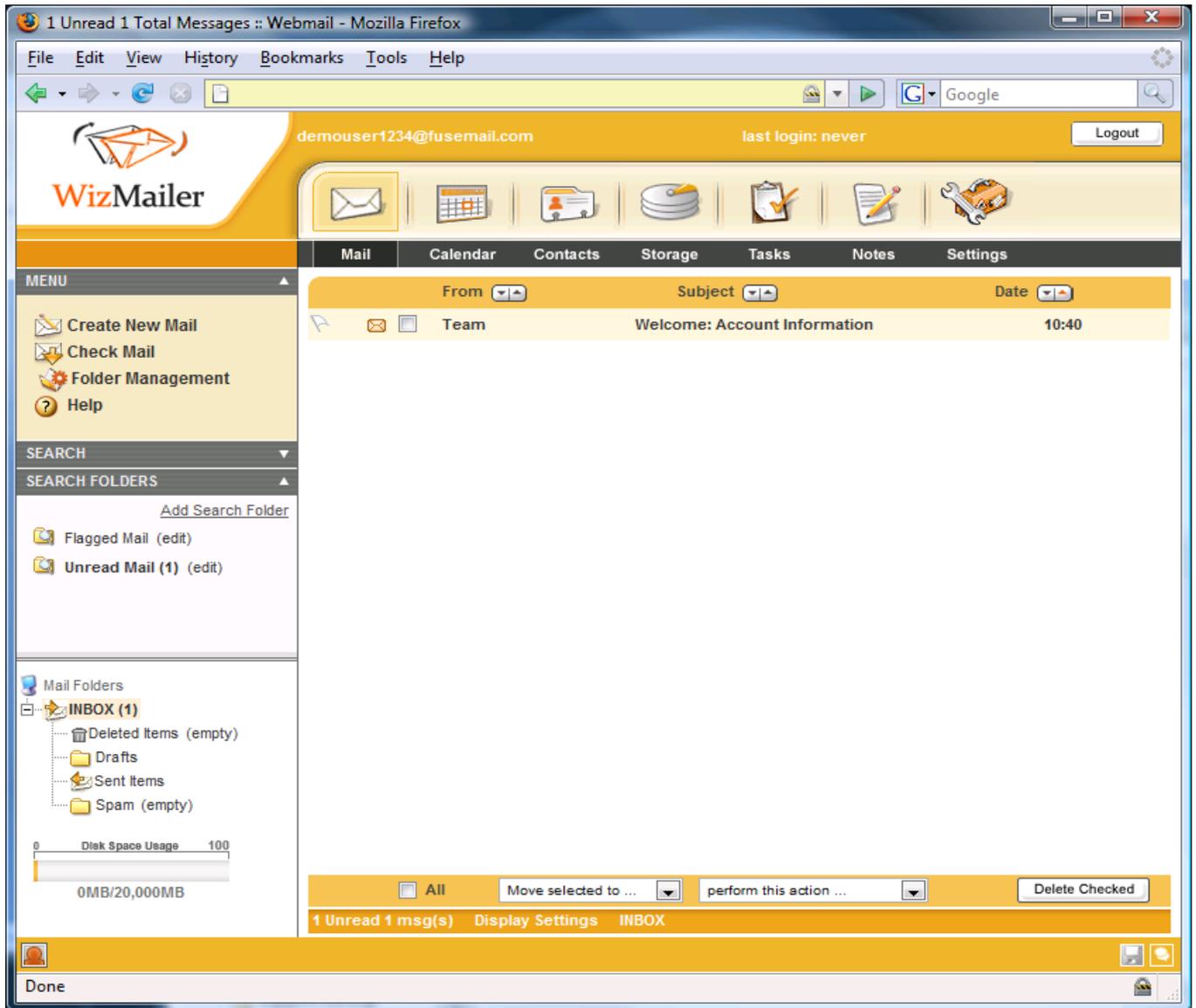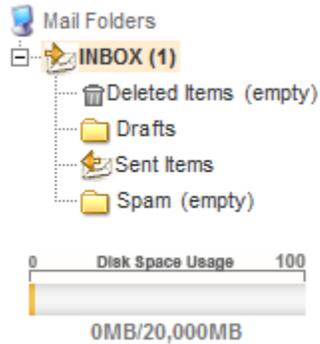# Your mail tab

Your mail tab is where all of your mail viewing is done. Here you can view, print, delete, and move messages.
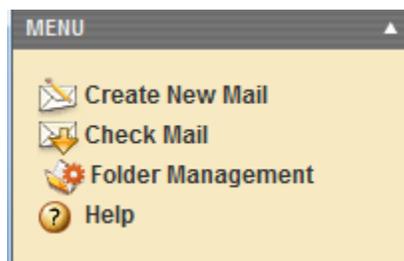
Folder Pane

The folder pane is used to navigate between the different folders in your account. The orange outline shows which folder is currently selected (in this case, the INBOX folder). The default folders include Deleted Items, Drafts, Sent Items, and Spam. You can click on a folder name to switch which folder you are viewing. The disk space usage shows how much space the mail in your account is using. You can click on it to bring up a list of how much space each folder is using.

## Folder Pane Context Menu
todo

Menu Pane

The menu pane offers a few useful links. Create New Mail is used to compose a new message. Check Mail refreshes your folder pane to make sure that you have the most up-to-date mail. Folder management allows you to create, delete or modify folders. Help is a link to our online documentation . The upward arrow in the upper right corner of this pane indicates that it can be collapsed. If you click on it, your menu pane will look like this:


If you click on the downward facing arrow, the menu pane will expand back to its original size.

Search Folder Pane
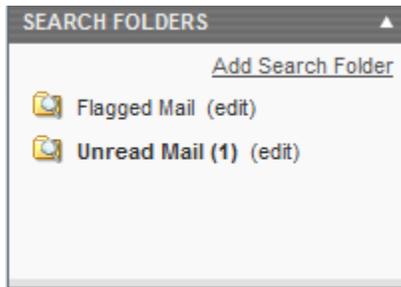
Search folders are also mail folders similar to the ones in the folder pane. The main difference is that they are virtual folders. They only contain links to emails that are actually stored in real folders. In the example above, there is one message in the Unread Mail folder. If you open this message, it will no longer be unread, and it will be removed from the Unread Mail folder. However, it is actually stored in the INBOX folder, and will still be there. You can also use the "Add Search Folder" link to add your own custom search folder.

Message List Pane
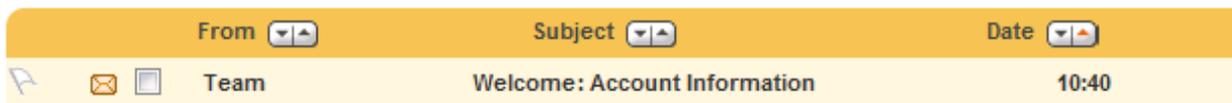
The message list pane shows the contents of the folder selected in the folder pane. This is all of the mail in the current folder. You can open a message by clicking on it. The transparent flag to the left can also be clicked. Clicking on it will turn the flag red, and can be used to highlight important messages. The arrows above the message list allow you to sort the contents of the folder. The default is to sort by date so that your newest messages are at the top of the list. However, you can also sort by subject or sender by clicking on the arrows. If you click on the sorting arrow twice, it will reverse the sort (ascending to descending, or vice versa). The checkbox next to the sender's name also allows you to select the message without opening it. This is useful for the action pane which will be shown next.

Action Pane

The action pane allows you to perform actions on messages you have selected. The first drop-down allows you to move messages to another folder. Click on the checkbox next to the message in the message pane, and then select the folder in "Move selected to …"
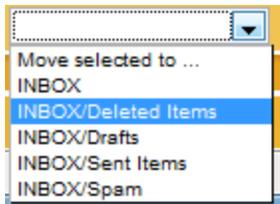
Or if you just want to delete the message, you can click the "Delete Checked" button which will have the same effect of moving the message to the Deleted Items folder. The second drop down menu on the action pane also allows you to modify the message.
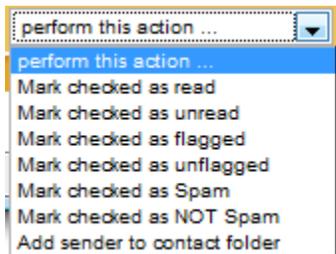
Mark checked as read/unread changes the read status of a given message. New (unread) messages are shown in bold, read messages are not. Mark checked as flagged has the same effect as clicking on the transparent flag icon. Mark checked as spam will add the sender of the message to your blacklist, and then move the message to your spam folder. It also does some training on the message and attempts to learn based on the content of the message. Please be aware that this learning does use some of your disk space, and will grow depending on your usage. Mark checked as not spam will add the sender to your whitelist and then move the message back to your inbox. Add sender to contact folder will add the sender's name and address in the contact section.

Viewing a Message
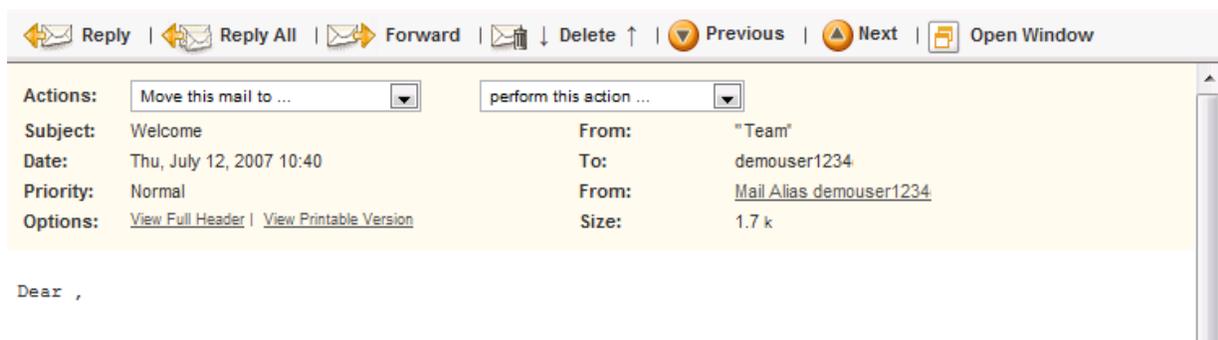
There is a menu across the top of a message when viewing a message. This is where you perform basic management related to the one email you are viewing. You can reply, reply to everyone in the To or CC field, forward the message, delete it, or move to a different message. You also have a condensed version of the action pane which allows you to move messages or mark as unread, etc. The next part of the message view shows details about the message. The subject, date, from, and to are fairly self explanatory. If the time appears to be incorrect you can adjust this in Settings -> Web Settings -> Web

Display Settings. From shows which address the alias the message was delivered to and can be helpful to see where the message was sent if you were a BCC recipient. There is also a link that allows you to bring up a version formatted for printing. Below the details section is the actual content of the email.

Compose New Message

To compose a new message, click on "Create New Mail" in the menu pane.
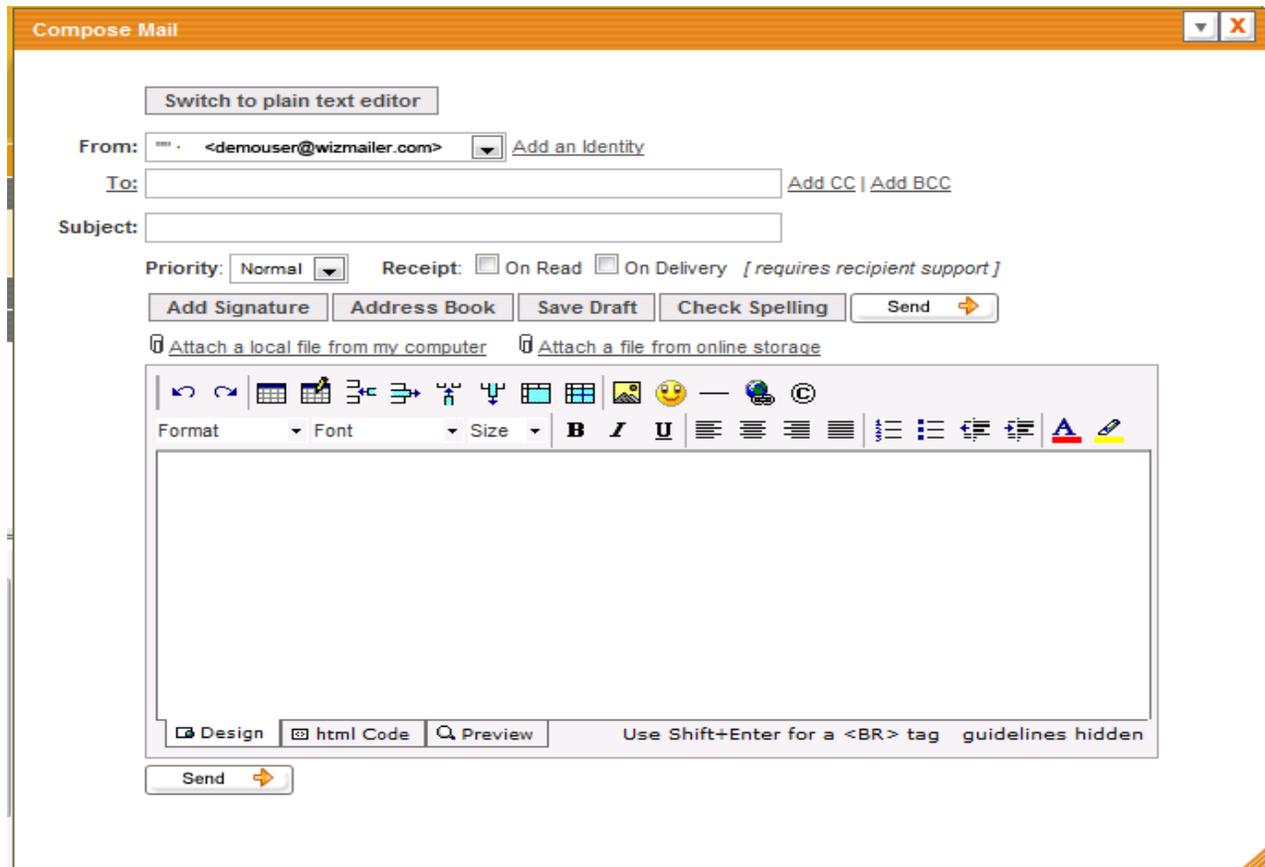
In the To field, enter the destination email address. You can optionally click on "To" and choose an address from your contact list. Enter a subject, and then you can enter your message in the large text field at the bottom. In supported browsers you can use our HTML editor to change colors, font, etc. When you are finished composing your message, click the "Send" button.