

## Using Webmail – Basic WorldClient Features

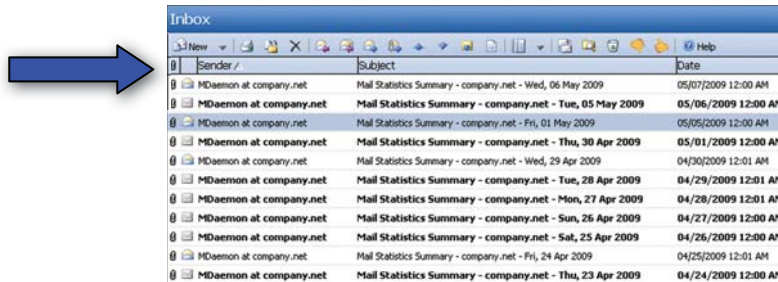
This guide describes several features in WorldClient.

# Basic WorldClient Features

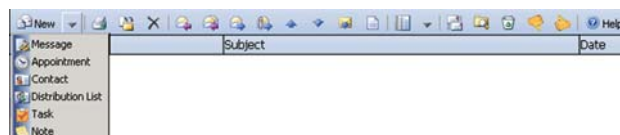
1. WorldClient display options include selection from twenty-seven languages and six themes.



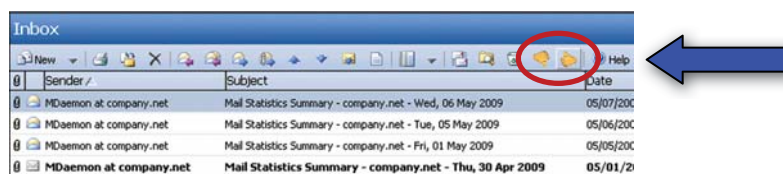
2. Click on the column headers to sort mail by sender, subject, date and size.



3. The “Mail actions” toolbar allows you to easily create new messages, appointments, contacts, distribution lists, tasks and notes.

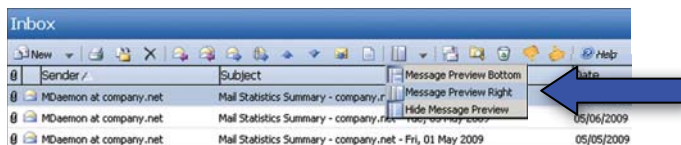


4. Messages can easily be tagged as spam or non-spam.

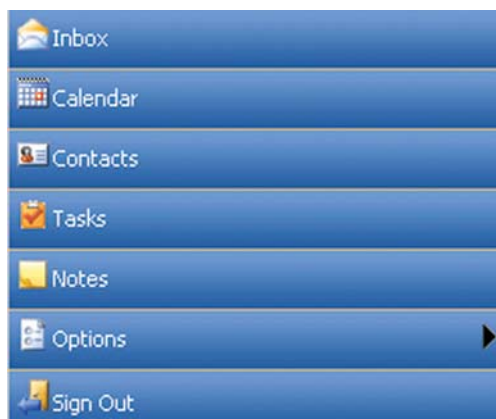


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5. The message preview pane can be repositioned or hidden.



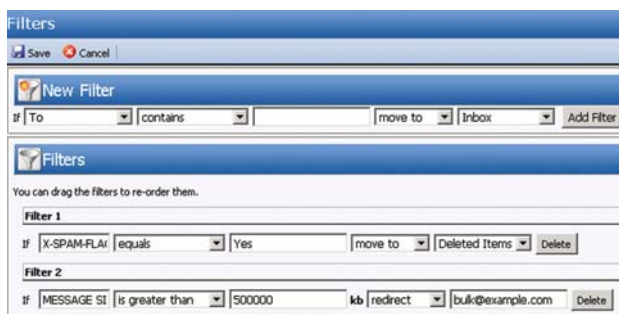
6. Manage Email, contacts, calendar, tasks, and notes directly from WorldClient.



7. Folders can be shared, renamed, or deleted.

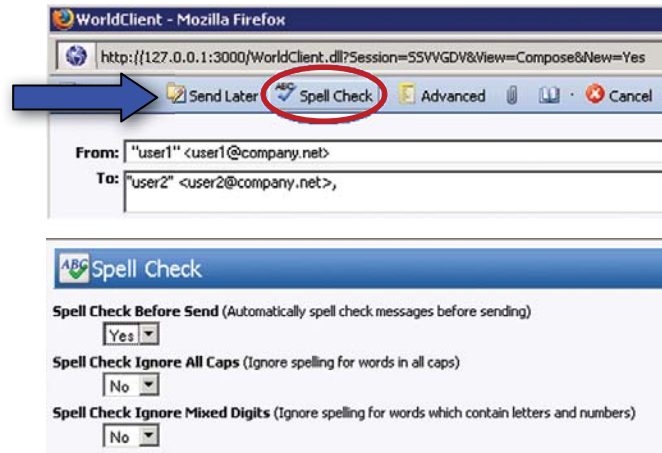


8. Highly customizable filters provide flexible mail sorting options.



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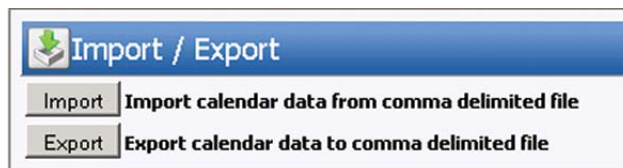
9. WorldClient features on-demand and automatic spell-check options.



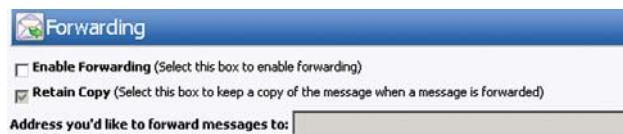
10. Messages can be composed in HTML or plain-text. HTML Compose enables rich-text formatting.



11. Import/export calendar data to/from a CSV file.



12. WorldClient provides easy access to mail forwarding configuration.



13. Enable an auto-responder and configure start and end dates.

