



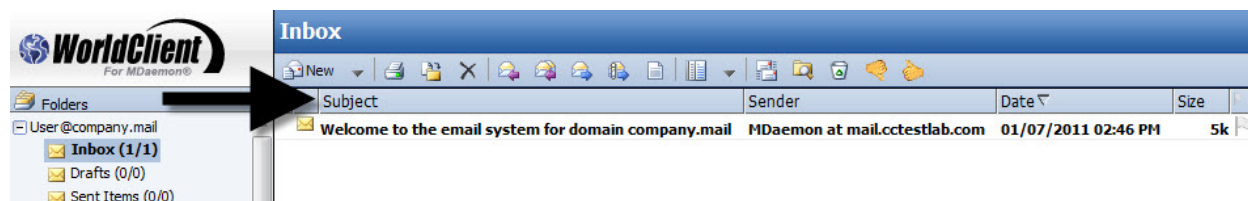
## Using Webmail – Basic WorldClient Features

**This guide describes the basic features found in WorldClient.**

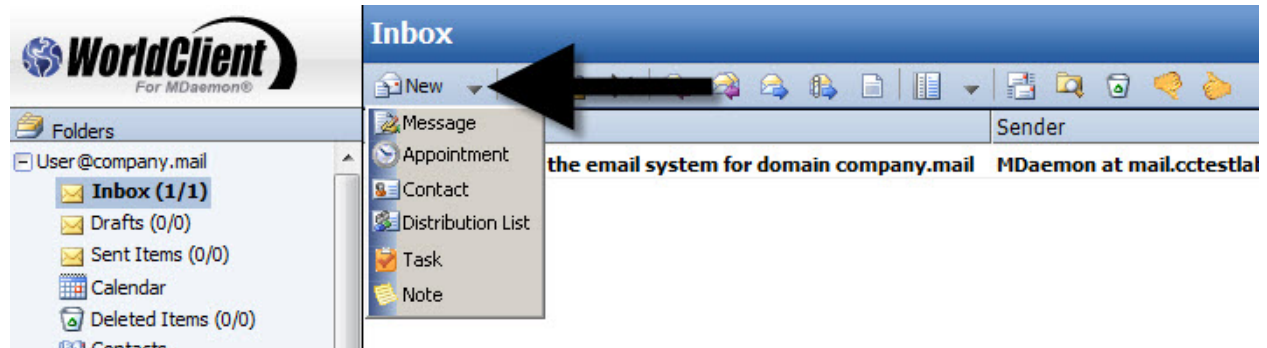
1. WorldClient **display options** include 26+ languages and 4 themes to choose from.



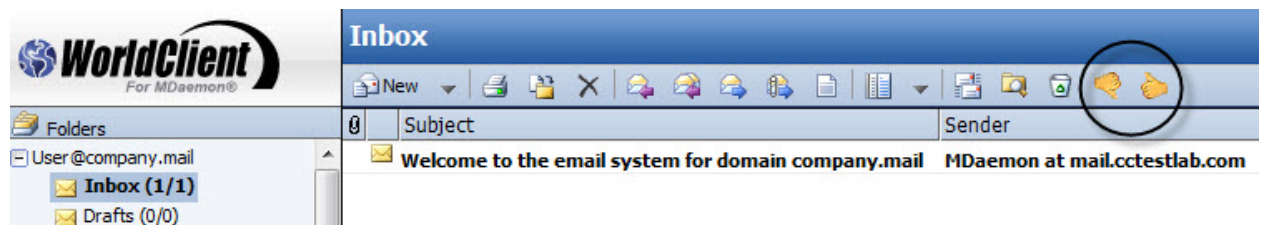
2. Click on the column headers to **sort** mail by Sender, Subject, Date, and Size.



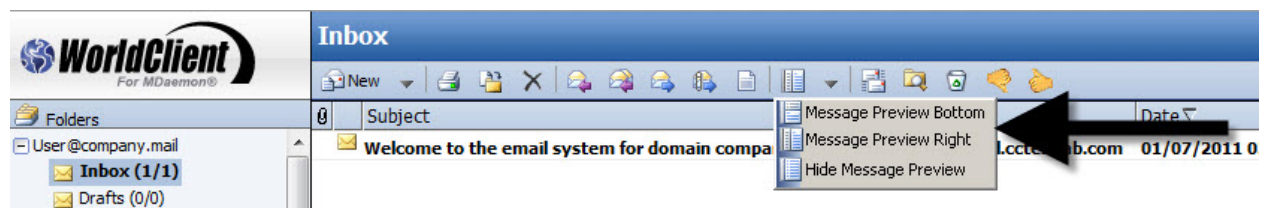
- 3. The “Mail actions” toolbar allows you to easily create new messages, appointments, contacts, distribution lists, tasks and notes.



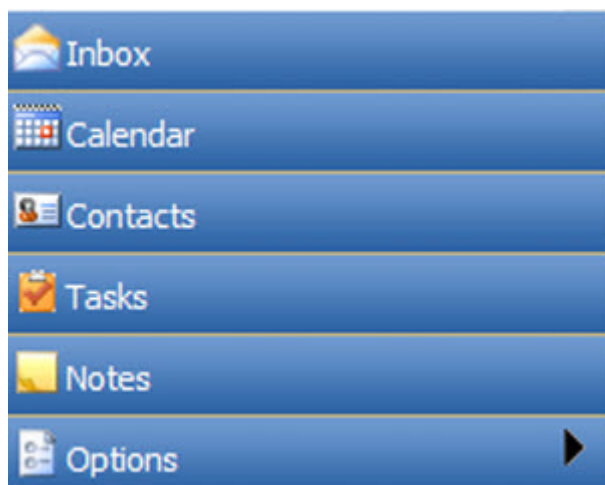
- 4. Messages can easily be tagged as spam or non-spam.



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



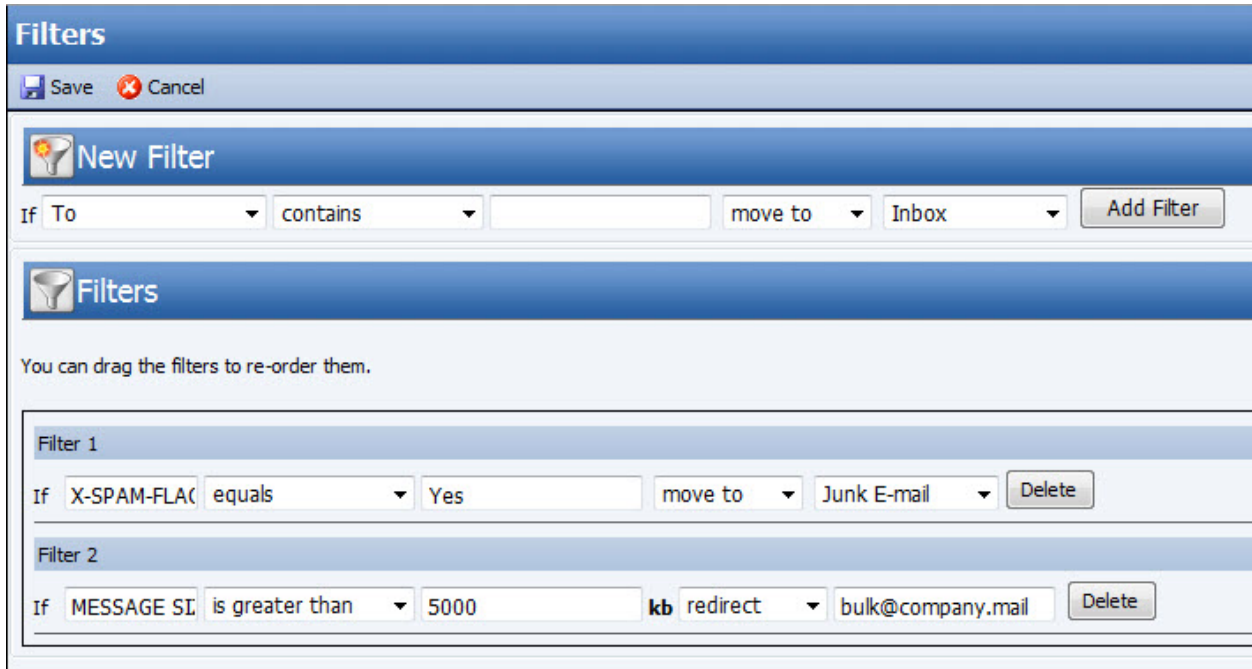
6. **Manage** Email, contacts, calendar, tasks, and notes directly from WorldClient.



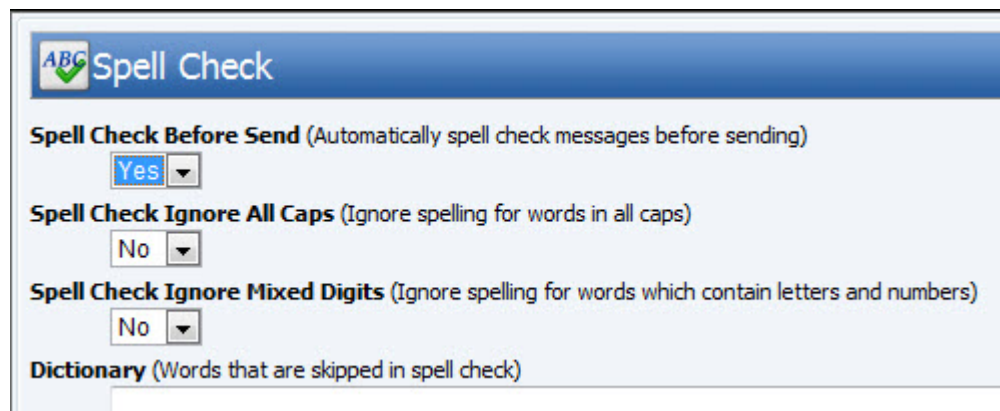
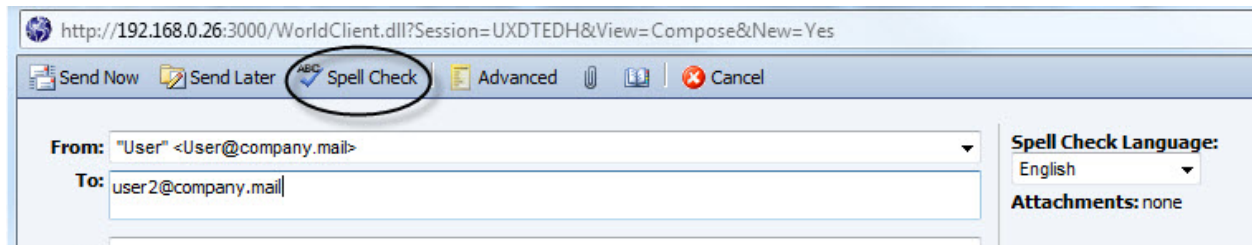
7. Folders can be **shared, renamed, or deleted**. Calendars and contacts can also be imported or exported. WorldClient does prevent the users from being able to delete their default folders. (i.e. Inbox)

Calendar	Rename	Share Folder	Import	Export
Deleted Items (0 Messages)	Rename	Share Folder		
Contacts	Rename	Share Folder	Import	Export
Tasks	Rename	Share Folder		
Notes	Rename	Share Folder		
Junk E-mail (0 Messages)	Rename	Delete	Share Folder	

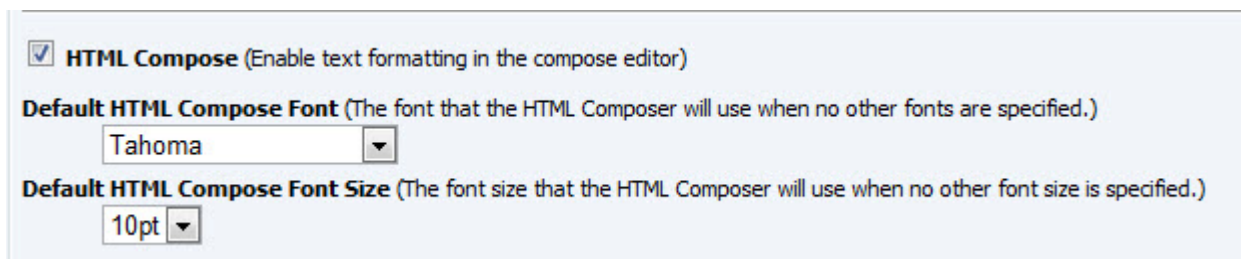
8. Highly **customizable filters** provide flexible mail sorting options.



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.



**HTML Compose** (Enable text formatting in the compose editor)

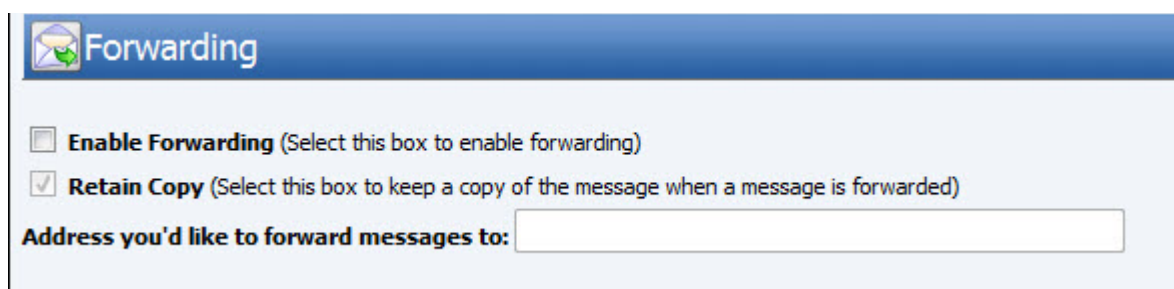
**Default HTML Compose Font** (The font that the HTML Composer will use when no other fonts are specified.)


Tahoma

**Default HTML Compose Font Size** (The font size that the HTML Composer will use when no other font size is specified.)

10pt

11. WorldClient provides easy access to mail forwarding options.



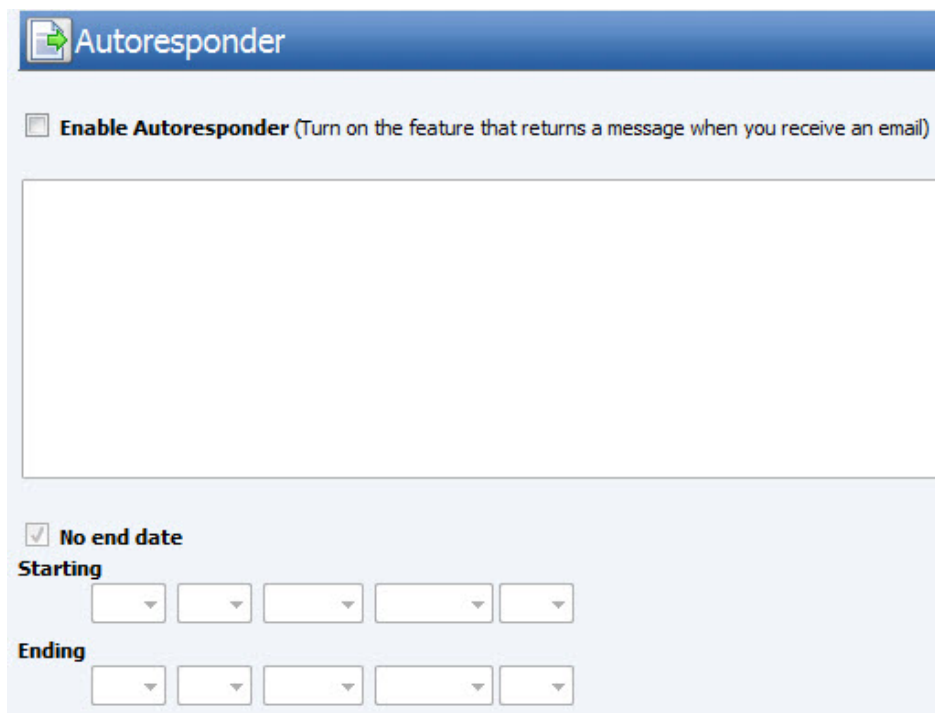
 **Forwarding**


**Enable Forwarding** (Select this box to enable forwarding)

**Retain Copy** (Select this box to keep a copy of the message when a message is forwarded)

**Address you'd like to forward messages to:**

12. Enable **autoresponder** and set start and end dates.



 **Autoresponder**

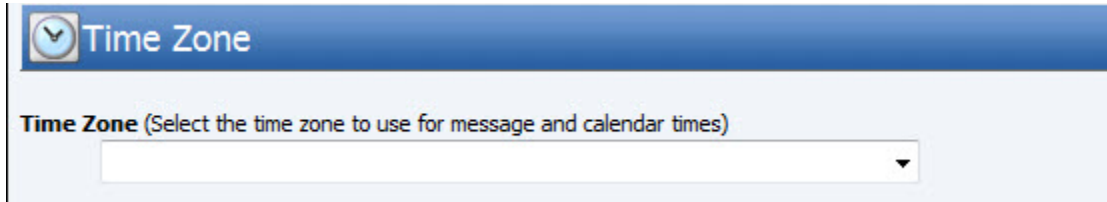
**Enable Autoresponder** (Turn on the feature that returns a message when you receive an email)

**No end date**

**Starting**

**Ending**

13. Users who are in a **different time zone** from the local MDaemon server can specify which time zone they are currently in. Appointment times and received dates will then show properly.



The screenshot shows a settings window titled "Time Zone" with a clock icon. Below the title bar, there is a label "Time Zone" followed by the instruction "(Select the time zone to use for message and calendar times)". Underneath this is a white dropdown menu with a small downward-pointing arrow on the right side.