# Open your inbox



# Change your webmail client



# Set up email on your device

Select the device you will use:

Apple® (iPhone®, iPad®)

Enter an email address that you can access from your device:

Example: user@example.com

Select the configurations that you would like to set up:

**Email** 

Calendar

Contacts

Send

Automatically configure my device

# Manage Your Inbox



### Autoresponders

Are you going on vacation? Use this feature to configure your automated emails.



#### **Email Filters**

Create and manage email filters for your main email account.



### Forwarders

Automatically send a copy of any incoming email from this email address to another.

# **Edit Your Settings**



### Configure Calendar and Contacts Client

Set up your calendar and contacts.



### Password & Security

Update your webmail password.



### Contact Information

Set up a different email address to receive account notifications and password reset confirmations



### Account Preferences

Change your Webmail account settings.

# Fight Spam



#### Spam Filters

Filter unwanted spam email before it reaches your inbox.

## Other Webmail Features



### Configure Mail Client

Set up your email account on any device.



### Manage Disk Usage

Delete old messages from your mailbox. Recover disk space. It's that simple.



### Track Delivery

Review an email's delivery route.

