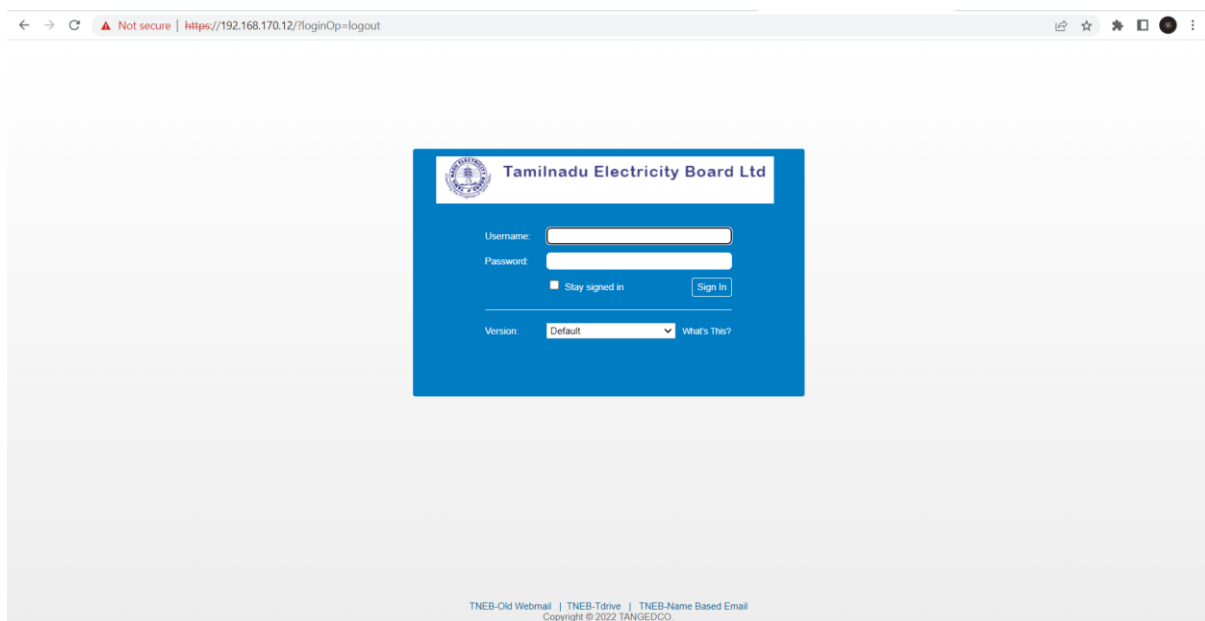


Contents

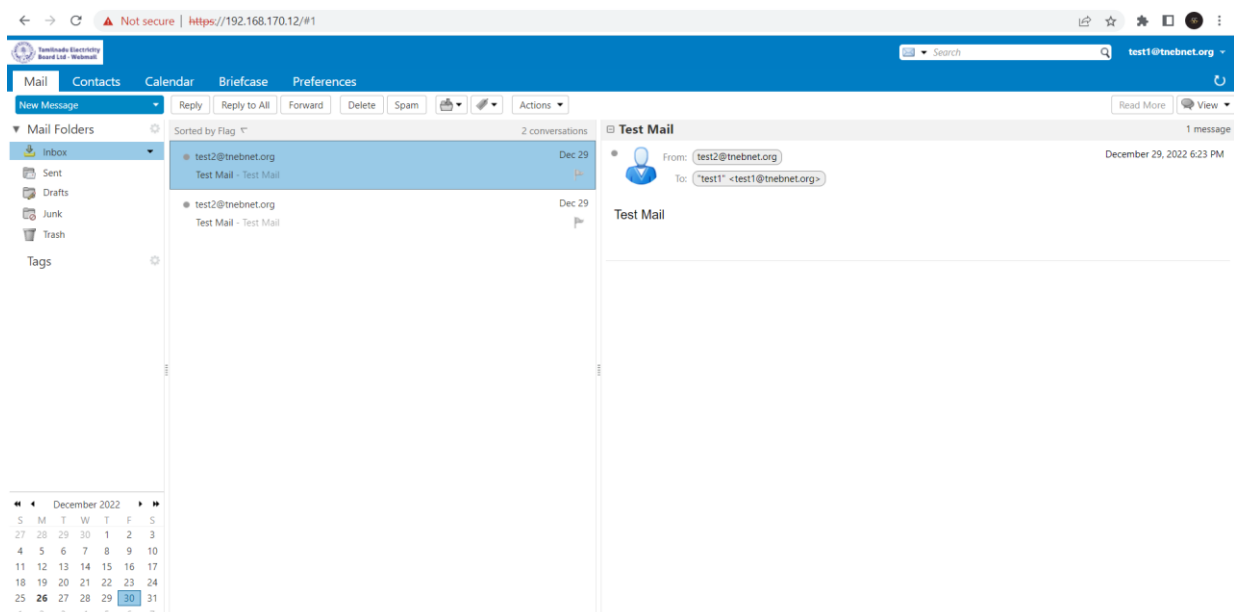
1) Accessing the Mail Server from the Web Browser.....	2
2) Managing Your Email.....	3
a. View.....	3
I. View Email Messages by Conversation.....	4
II. View Email Messages by Message.....	4
b. Attachments.....	5
3) Search.....	6
4) Calendar.....	7
a. Create the New Calendar and Appointment.....	7
b. To create a custom calendar event with the content of the mail.....	8
5) Contact / Address Book.....	9
a. Create the New Contact.....	9
b. Create the New Contact Group.....	10
c. Automatically add contacts to emailed contact lists.....	10
6) Folder Creation.....	11
a. New Folder Creation.....	11
b. Share Folder.....	12
7) Briefcase.....	13
8) Preference.....	15
a. General.....	15
b. Accounts.....	16
c. Mail.....	18
d. Signature.....	21
e. Out of Office.....	22
f. Trusted Address.....	23

1) Accessing the Mail Server from the Web Browser

- From your favourite browser i.e. (Chrome, Firefox and others) type in the URL <https://zmail.tnebnnet.org>
- You will be prompted with the Screen below.
- Type in your Username & password and click on Sign In



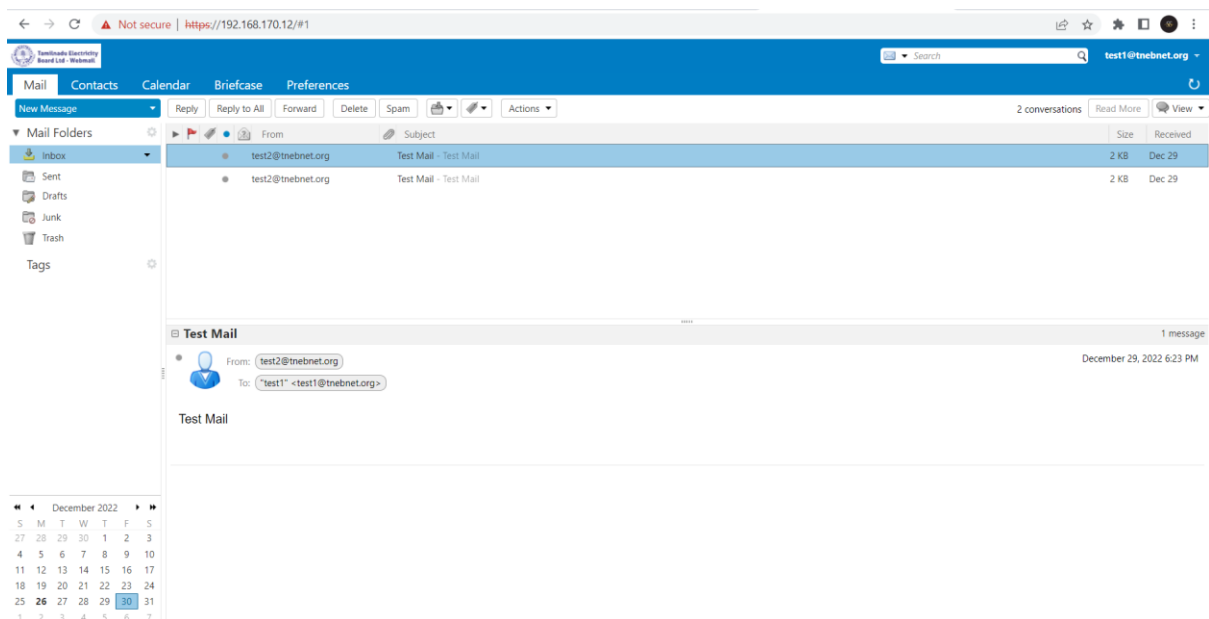
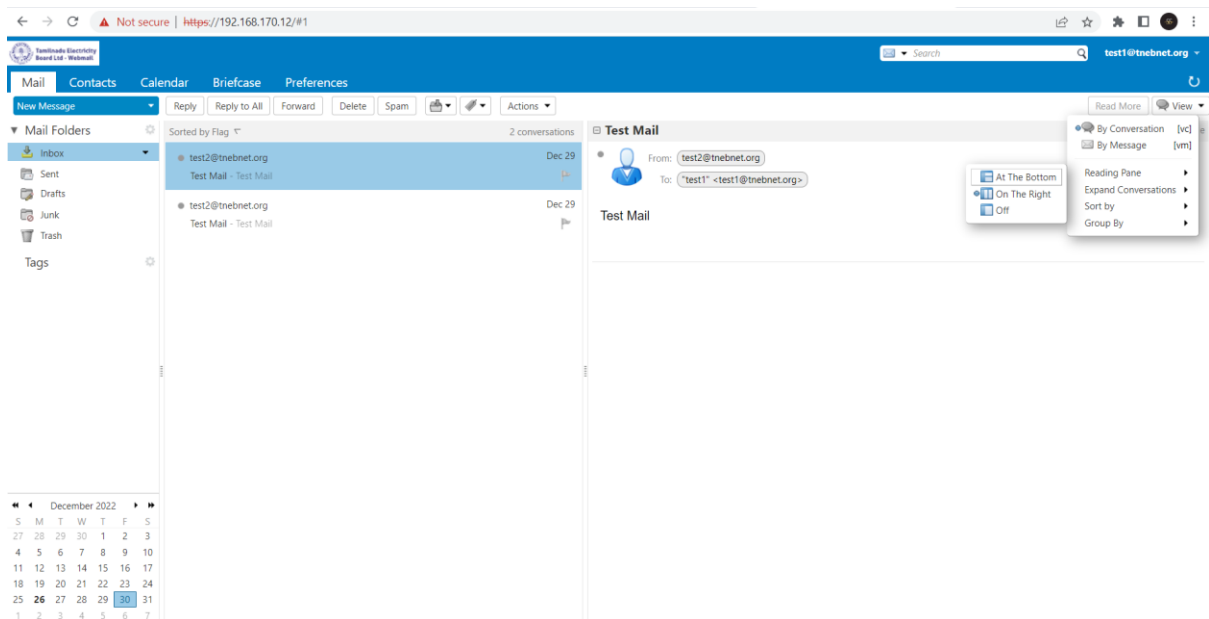
- Below show the Main Interface & Tabs.



2) Managing Your Email

a. View

- You can view your email messages as single messages or as conversations and you can view messages with the Reading Pane off, displayed at the bottom, or displayed on the right.
- To change how messages are grouped in your mailbox, on the toolbar click View and select whether to view by conversation or by message and where you want the Reading Pane to display.



I. View Email Messages by Conversation

In the Conversation view your messages are grouped to make it easier to follow the thread of an email exchange. A conversation thread begins when you send or receive an email and then send or receive subsequent replies and forwards based on the original email. The subject displays only once in your Inbox and the number of email messages in the conversation is shown. **Conversations containing unread messages are shown in bold.**

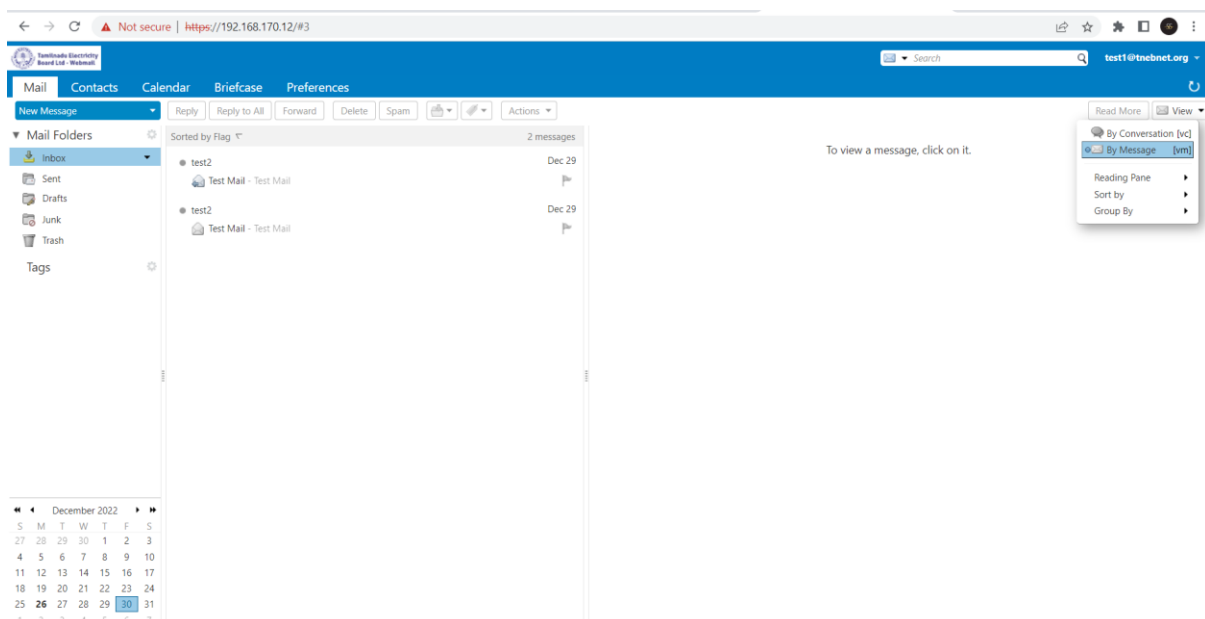
Conversations can be in your Inbox another in your sent folder, and others in another folder. If you move a conversation from one folder to another, all messages within that conversation are also moved to that folder. Messages in the Sent folder and in the Trash folder are not moved.

To create a new conversation thread, you must create a new message, not reply to or forward an existing message.

II. View Email Messages by Message

Email messages in your mailbox can be organized by selecting the date a message is received and by Conversation.

- On the Mail tab toolbar, click the View drop-down menu.
- Select either By Conversation or By Message.

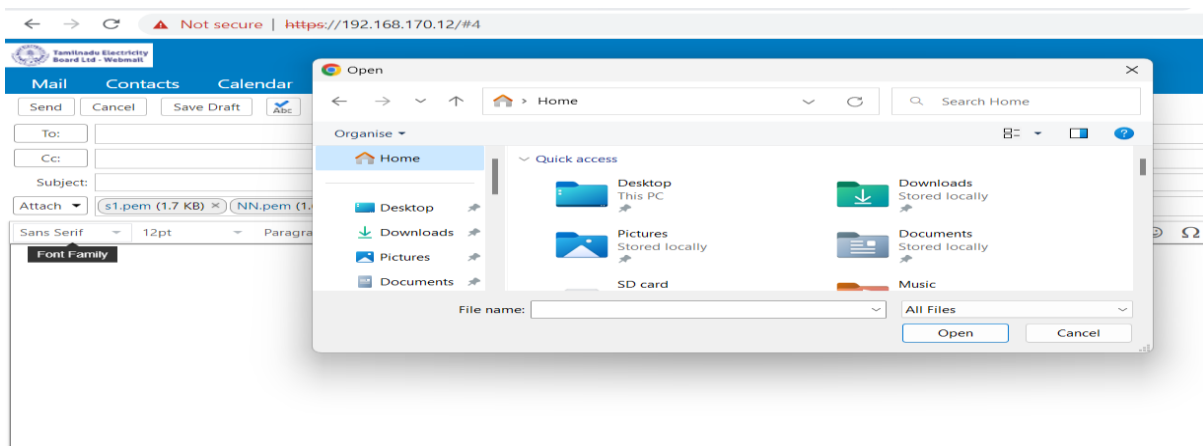


b. Attachments

Add Attachments using drag and drop

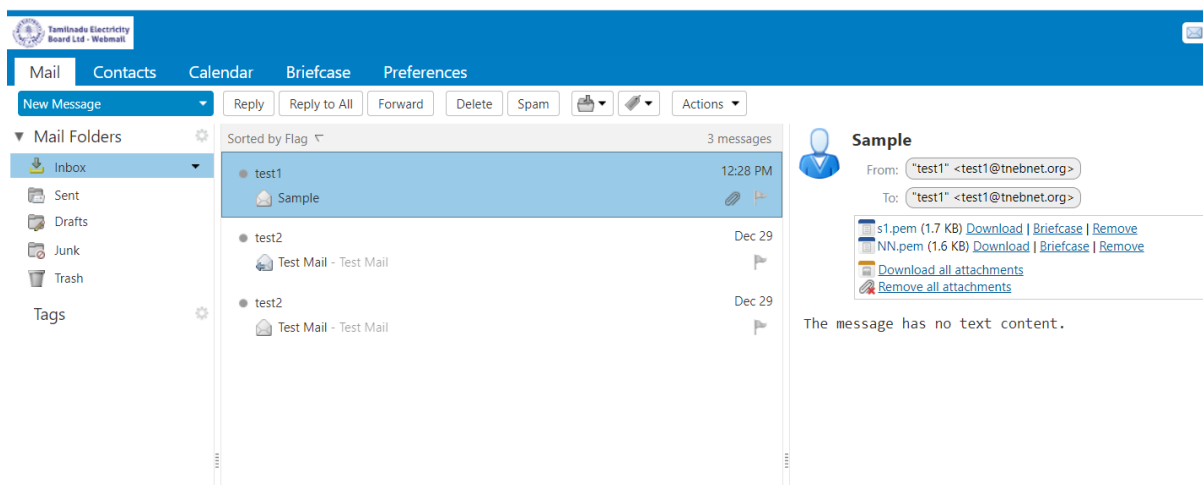
You can easily add an attachment to an email message by dragging the file from a folder into your email.

- Select one or more files from your desktop and hold down the cursor on the file(s) to be attached.
- Drag the files to the message header area and release the cursor. The file names are displayed in the header.



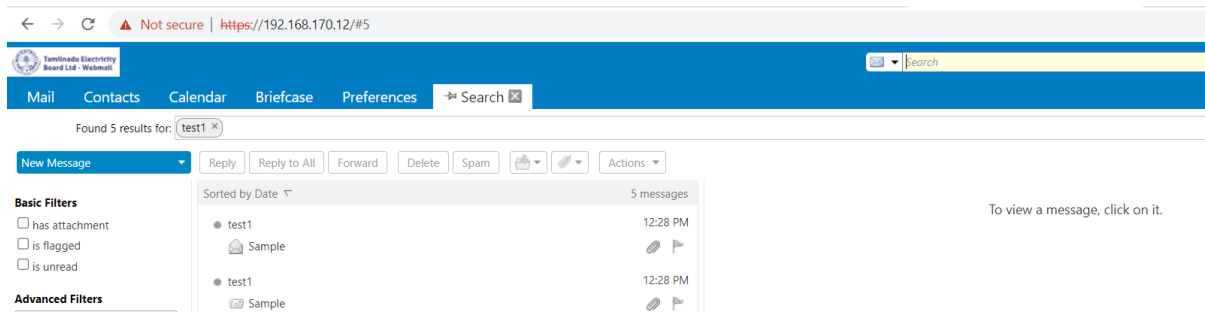
Removing an Attachment

- To remove an attachment, click the x (cross) in the attachment bubble.
- You can download or remove all attachments individually as the per users choice by clicking on the file or you can also download all the attachments as a zip file by clicking on “Download all attachment” and remove all attachment by clicking on “remove all attachments”.

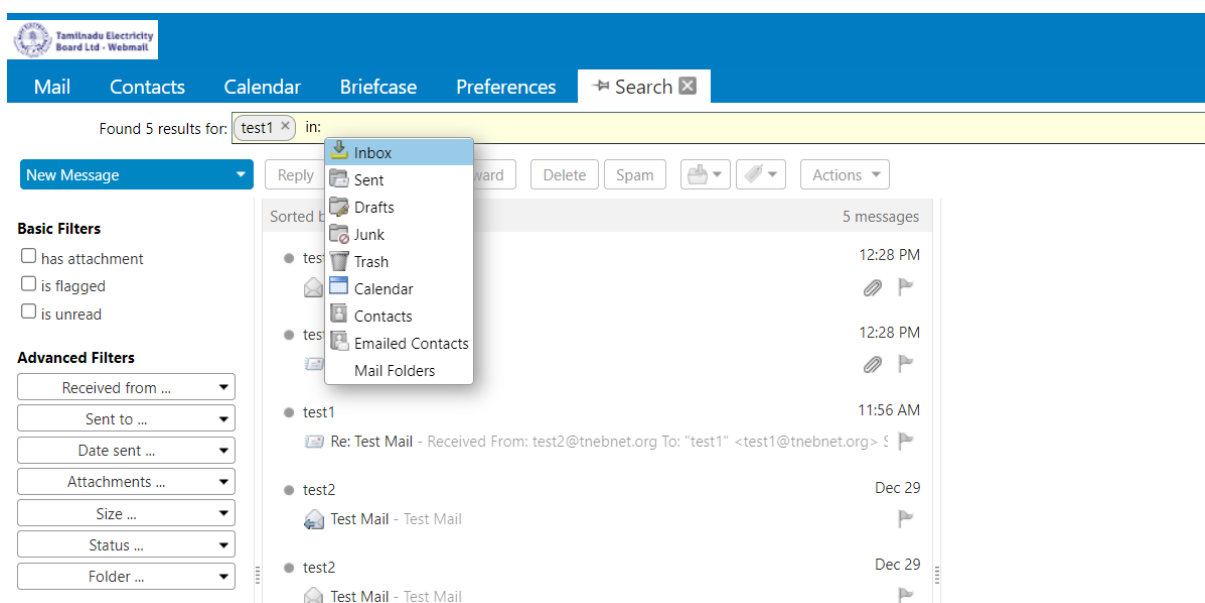


3) Search

User can search in respective folder by clicking on search tab on the top right corner of the page.



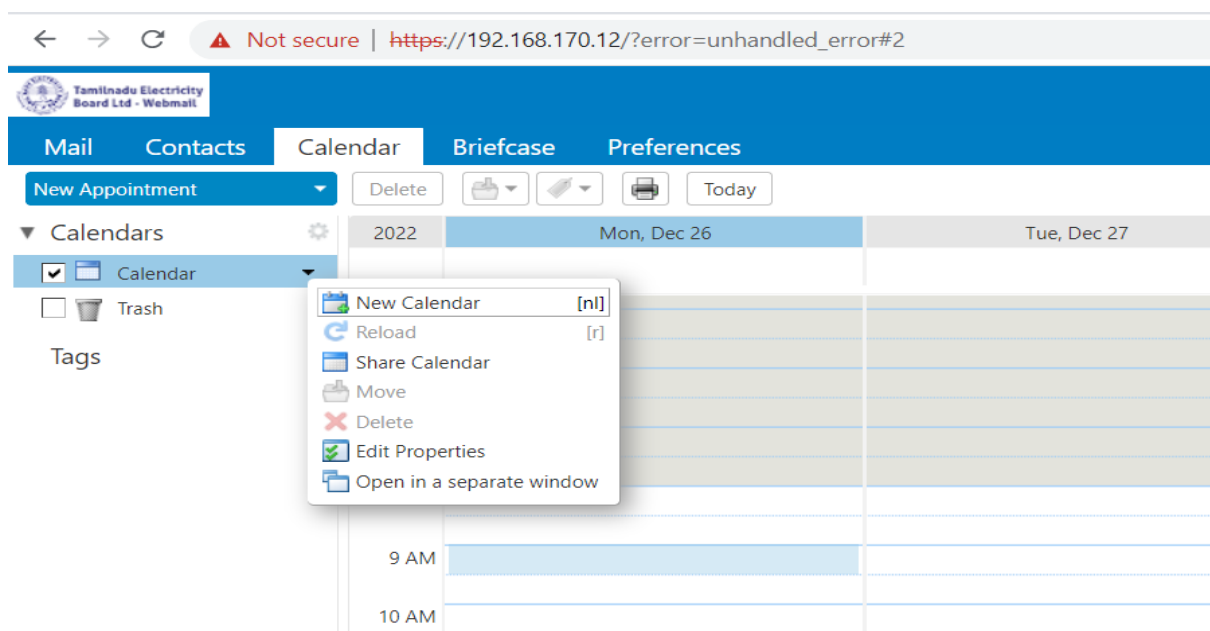
- You can use these attributes to search in all the folders or they can be combined with other attributes to search in a specific folder.
- In the search box type in:inbox from:test subject:Hello to:support cc:test, this will search in respective folder "Inbox" with from, subject, to and cc specified and if you search using from:test in the search box, without specifying any folder, this will search in all the folders for the user "test" from which the mail is received.
- in: It specifies a folder in which search is to be performed. For example, in:sent would show all items in your 'Sent' folder. Similarly in:Inbox, in: Draft, in:Trash etc. will search in the respective folders



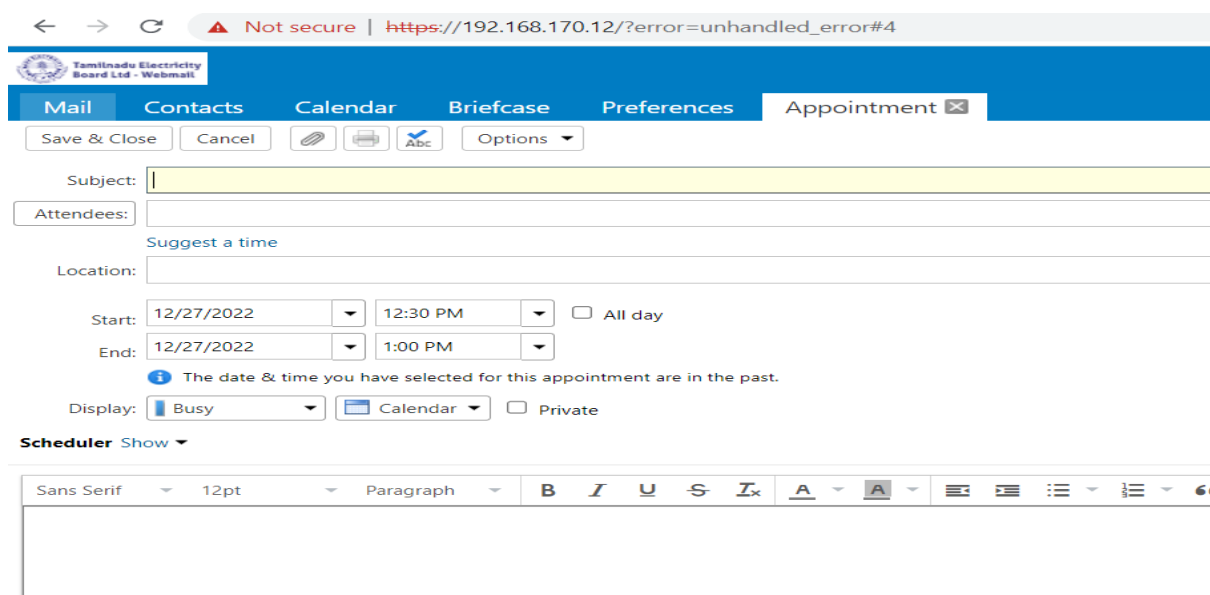
4) Calendar

a. Create the New Calendar and Appointment

- A new calendar can be created by clicking on the Calendar tab. On the left hand side of the page there is a drop down available with the calendar function, click on the drop down and you can find the new calendar option.
- You can change the colour of your calendar by clicking on new calendar, a window of create new calendar appears.

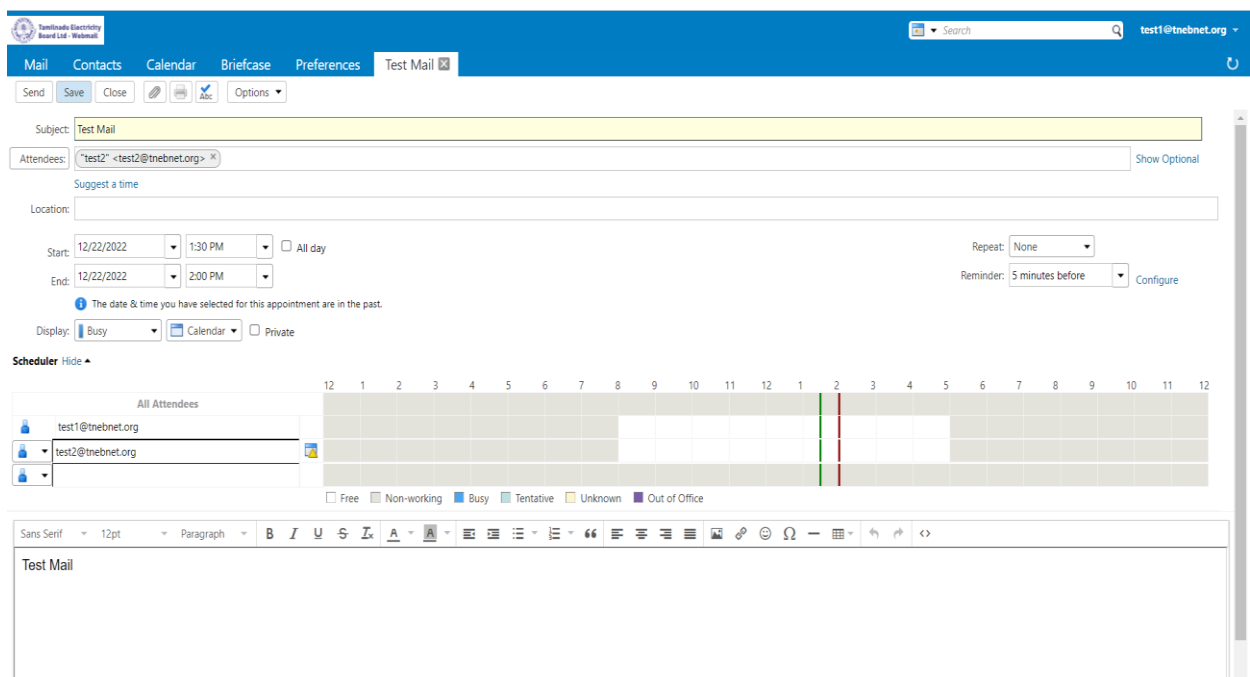
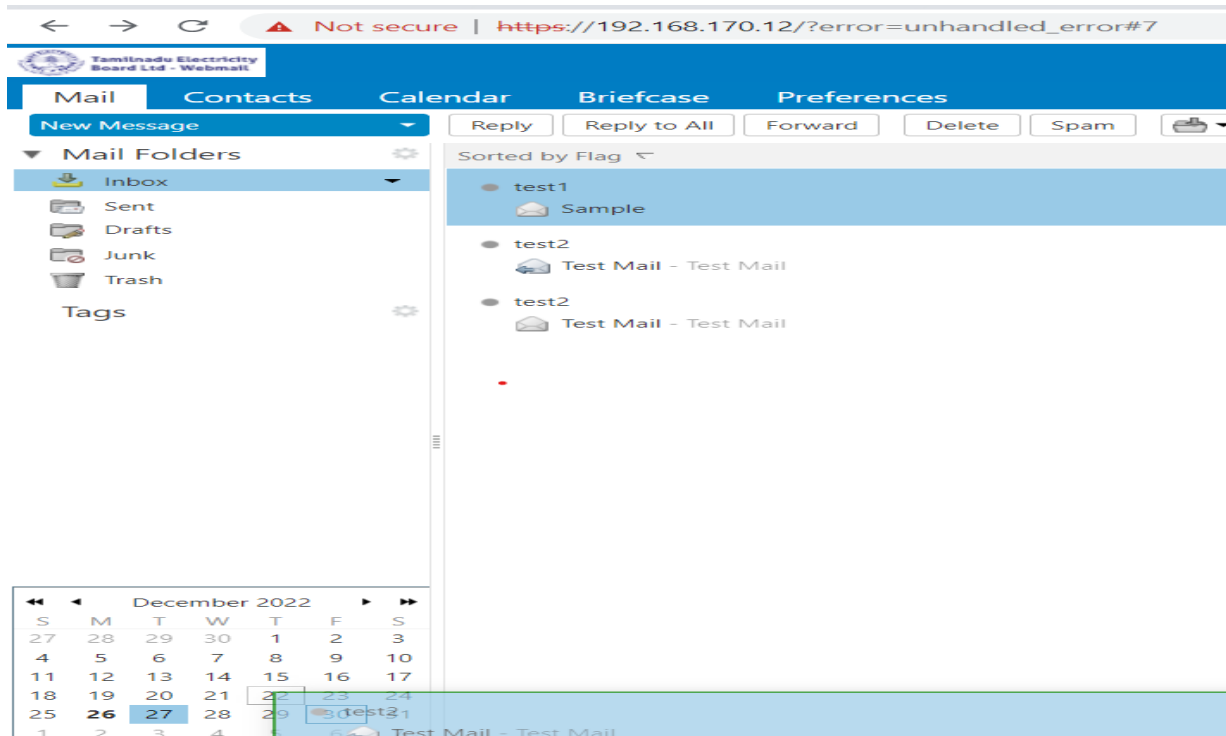


- You can quick add the appointments by double clicking on the calendar screen and click more details.



b. To create a custom calendar event with the content of the mail

- User gets a mini calendar on the left to view his/her calendar events/User can drag an email to the mini calendar to create a customer calendar event with the content of the mail.



5) Contact Book/Address Book

a. Create the New Contact

- Click an Contact tab and new contact

← → ↻ ⚠ Not secure | https://192.168.170.12/?error=unhandled_error#12

Tamilnadu Electricity Board Ltd - Webmail

Mail **Contacts** Calendar Briefcase Preferences

New Contact ▾ Edit Delete Actions ▾

▼ Contact Lists

Contacts ▾

Distribution Lists

Emailed Contacts

Trash

Tags

All 123 A B C D E F G H I J K L M N

No results found.

← → ↻ ⚠ Not secure | https://192.168.170.12/?error=unhandled_error#4

Tamilnadu Electricity Board Ltd - Webmail

Mail **Contacts** Calendar Briefcase Preferences 1, test ✕

Save Cancel Delete

1, test File as: Last, First ▾

test 1 >

Job Title

Company

Location: Contacts

Email: test1@tnebnet.org +

Phone: Phone Number . Mobile ▾ +

Address: Street Home ▾ +

City , State/Province Postal Code

Country/Region

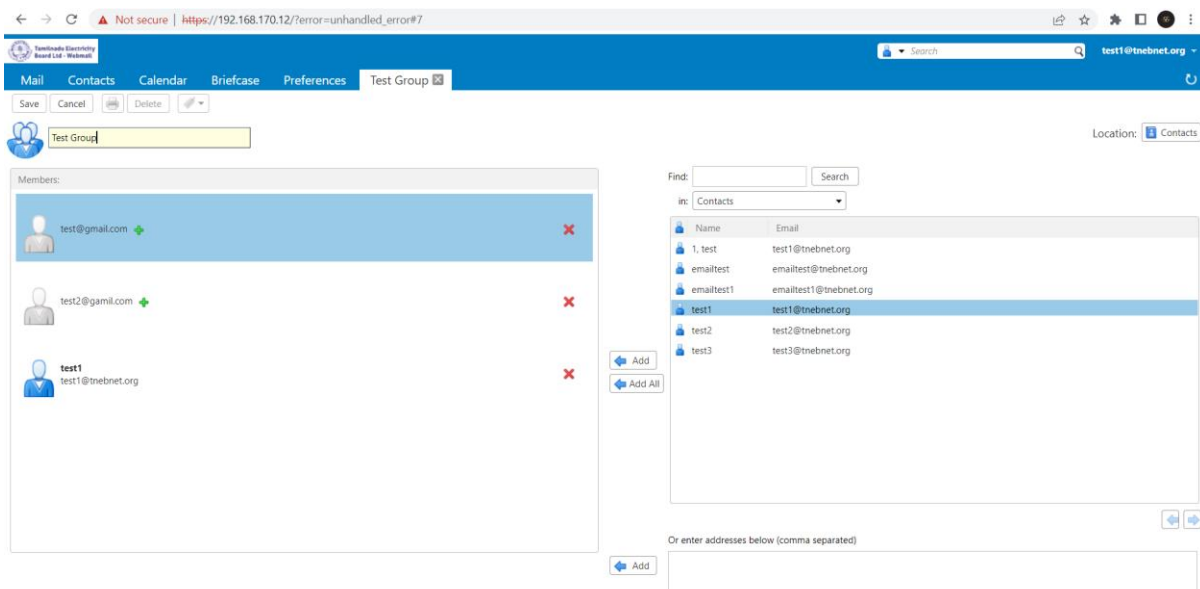
URL: URL Home ▾ +

Other: Date Birthday ▾ +

Notes: Notes

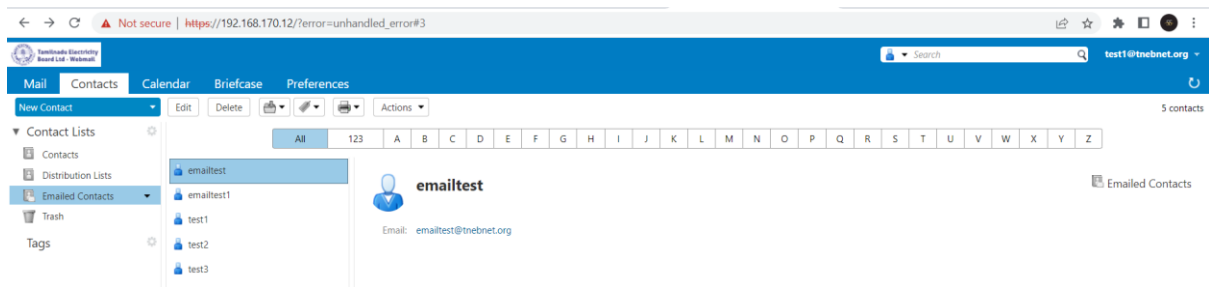
b. Create the New Contact Group

- You can make a list of contact group by selecting the contact group option from the “New Contact” drop down.
- You can set name the group and select the email id’s from the global address book or you can also enter the email id’s in the space provided using a comma separator.
- Click on Add or Add all button to add the contacts individually or in a group.
- The group made can be directly used while composing an email and entering the group name. All the email address present in the group will be added to the “TO” of the new message. You can edit the list by removing the email addresses as per your choice.

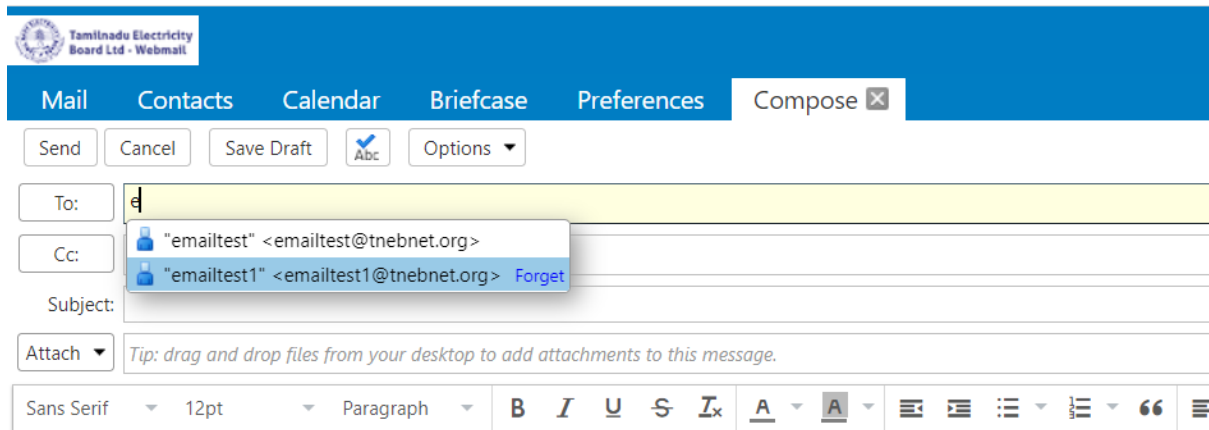


c. Automatically add contacts to emailed contact lists

- You can automatically save the email addresses to which you send an email to, in your email contact list. Any time you respond to, or compose a message that includes an address that is not in your address books, it is added to your Emailed Contacts list. If you are using the auto-complete feature, maintaining an Emailed Contacts list helps you quickly find addresses that you have emailed to in the past. You can go to contacts>Emailed Contacts and the list will be displayed on the right hand side
- Below seeing the screen-shot



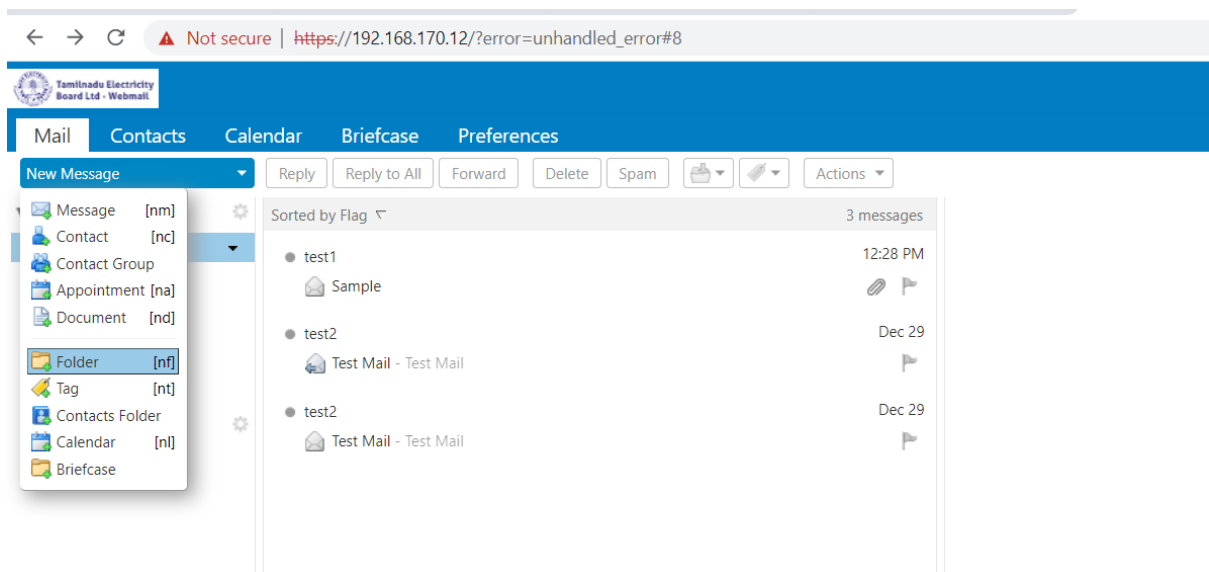
- Automatically taken the email address from your emailed contact.



6) Folder Creation

a. Create New Folder

- You can make a list of Folder by selecting the New Folder option from the “New Message” drop down
- You can change the colour of your Folder by clicking on new Folder.



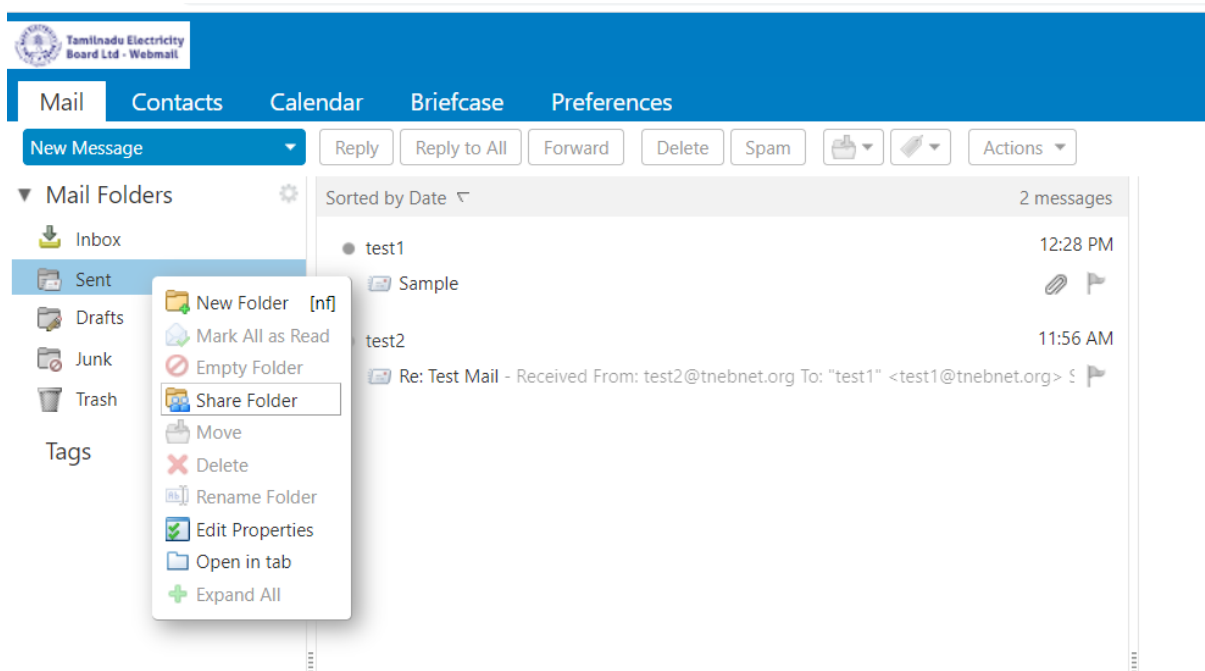
b. How to share your folder?

- Right click on the folder you want to share. There is an option to share folder. Click on it and a new window will open which will show “Share Properties”.
- You can share your folder with the following:

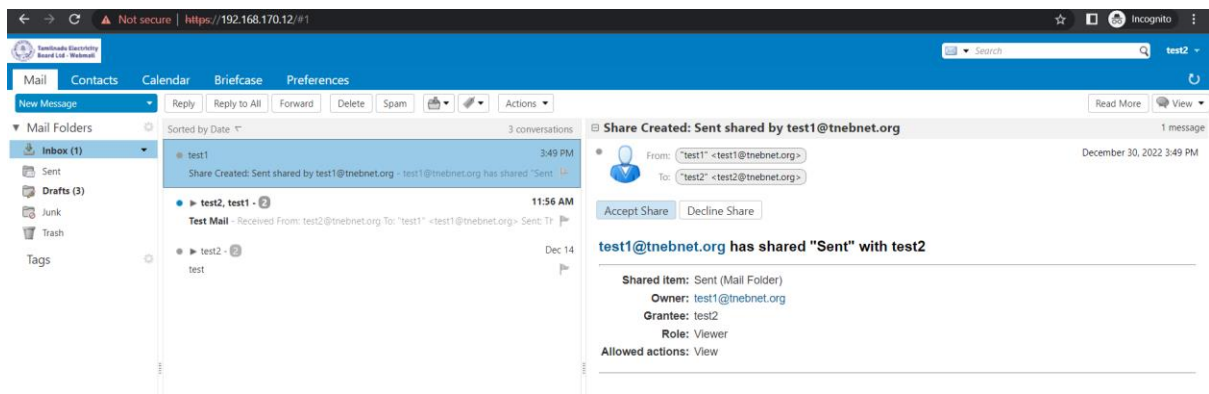
1) Internal users

An internal and external user can have the following roles:

- None-None
 - viewer-View
 - Manager-View, Edit, Add, Remove
 - Admin- View, Edit, Add, Remove, Administrator
- Once the folder is shared with the internal user (eg: test@tnebnet.org), the receiver can then accept or decline the request from the email received.



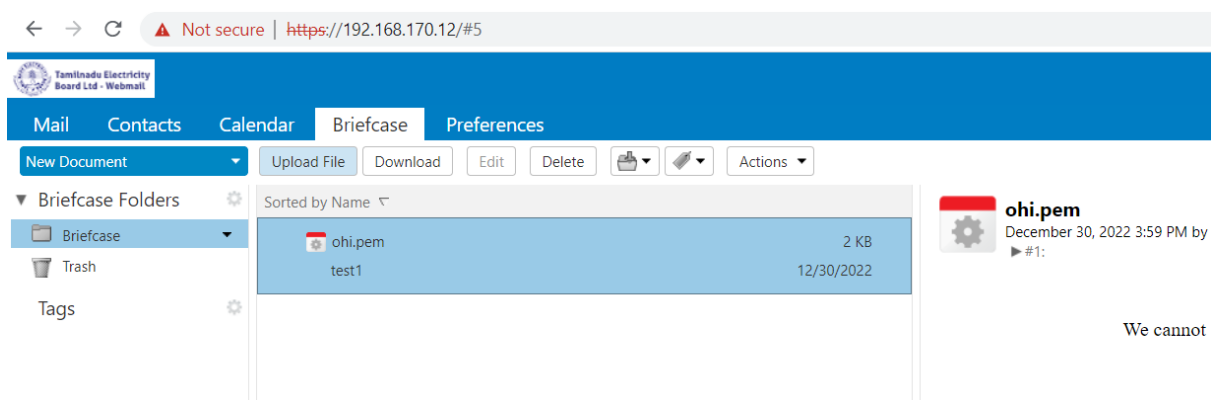
- If accepted by the receiver then he can change the colour of the folder shared. Select an option from the drop down.



7) Briefcase

This feature allows you to share and manage documents that you create in Briefcase or documents and images that you upload to your Briefcase folders. Go to the briefcase tab on the top of the page. You can access the files saved in briefcase from any computer at any point of time. You just have to login to your account and use the feature.

- This feature enables you to upload files up to 25MB which cannot be attached in the normal attachment while composing an email.
- Click on upload file



- A window will appear which will prompt you to upload your file. You can add multiple files or remove them accordingly.
- You need to add files from your personal computer. This will be added in the form of attachment.

Upload New Files to Briefcase

Choose file(s) to upload:

File:

Choose Files

No file chosen

Remove

Add

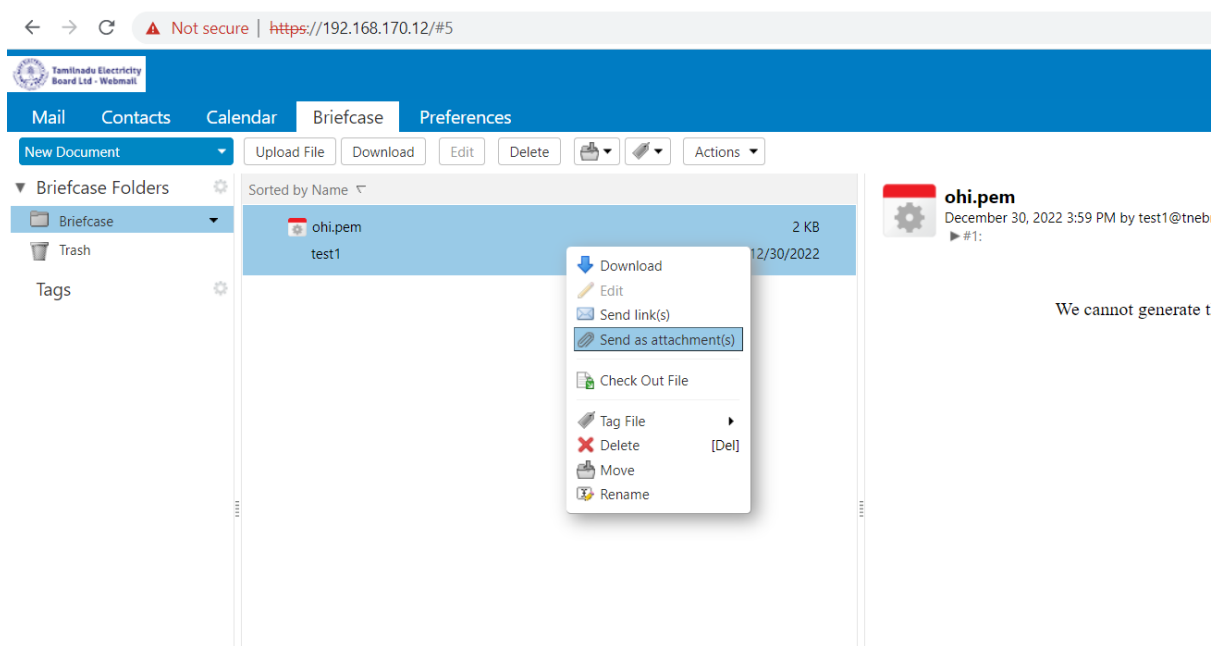
Notes:

Note: Attachments may not be larger than 25 MB

OK

Cancel

- You can send files from your briefcase in the following ways:-
 - Send an Email with a Link to a File
 - Send a File as an Email Attachment



Send as Link.

- Go to the Briefcase tab and select the file to share.
- Click Actions and select Send link. A confirmation pane opens reminding you that the recipient must have permission to view the content of the folder. Click Yes to proceed.
- A new composes email message opens with the link displayed in the body of the message. Complete the email message and click Send to mail the message.

Send as an Attachment

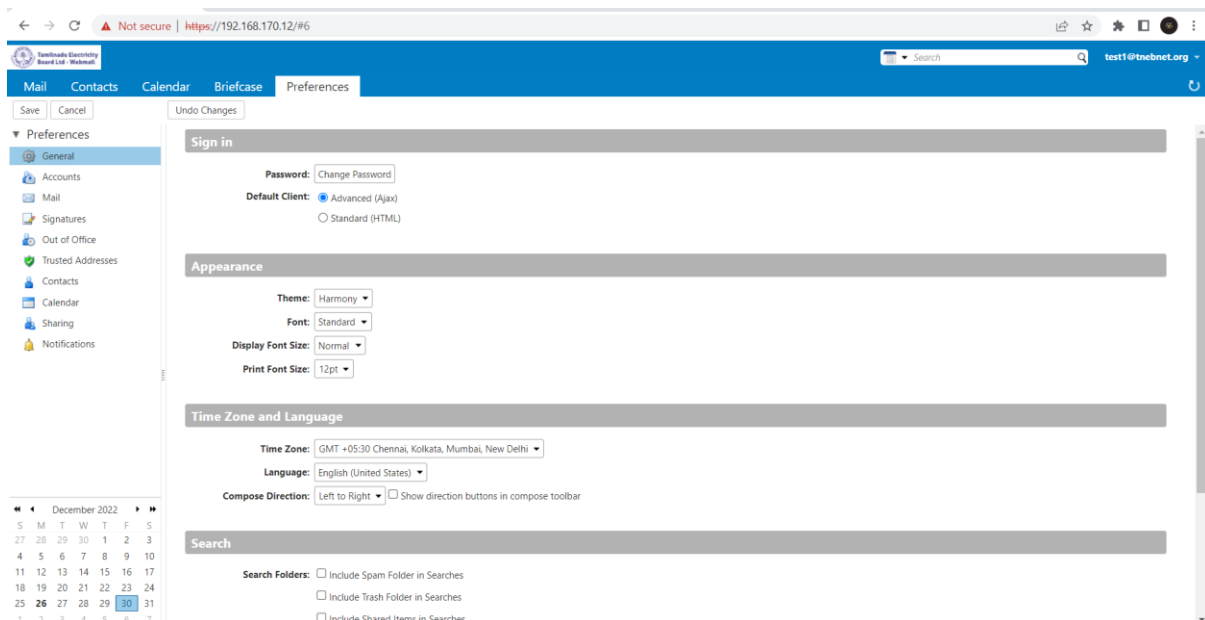
- Go to the Briefcase tab and select the file to attach.
- Click Actions and select Send as attachment. The email composes page opens with the file attached

- Add the recipient's email address and complete the email message.
- Click Send.

8) Preference

a. General

- Password is used to change your mail ID password
- Sign IN -> Default Client
 - In the Sign in section, select how you want to sign in.
 - **Advanced (Ajax).** The advanced client works best with newer browsers and faster Internet connections, we have suggest to the Ajax
 - **Standard (HTML).** Recommended when Internet connections are slow or when using older browsers.



Appearance

- Theme -> A theme is a colour scheme that is used in the appearance of web console. There are different themes available which you can select in your Preferences settings.
- Font and Size -> You can change the typeface and size for the text and font size in your view.

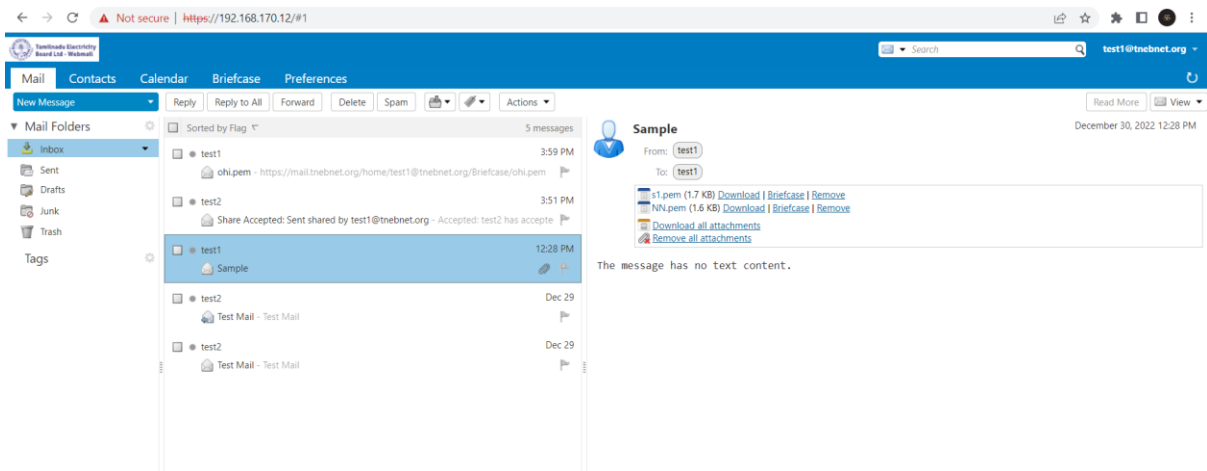
Time Zone and Language

- Time Zone and Language -> you can choose your time zone

- Compose Direction -> You can change the direction of your text from left to right, or right to left.

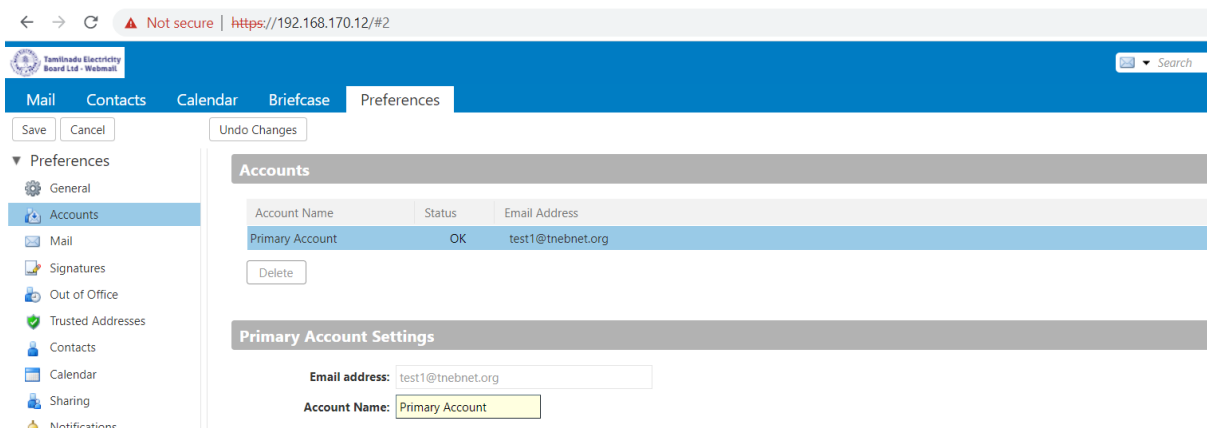
Others Settings

- Selection -> You can click this option you can see the separate checkbox of Content pane
- Email Addresses -> You can click this option In Reading pane from address showing only name. You can't able to see the mail address.



b. Accounts

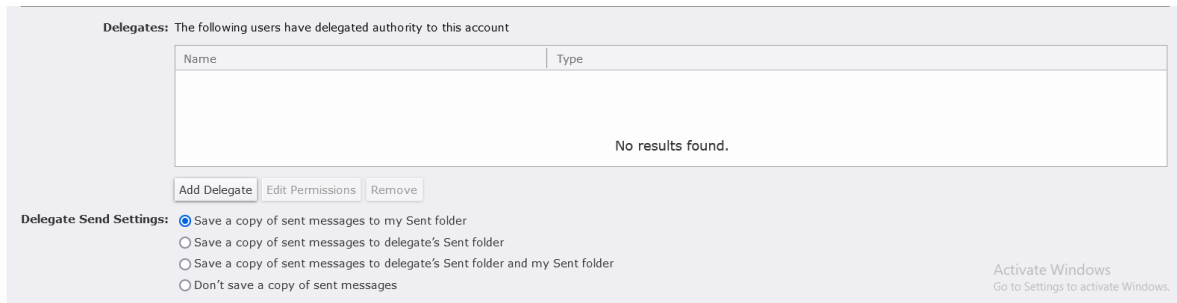
- Account -> Here it'll be show your primary email Account.



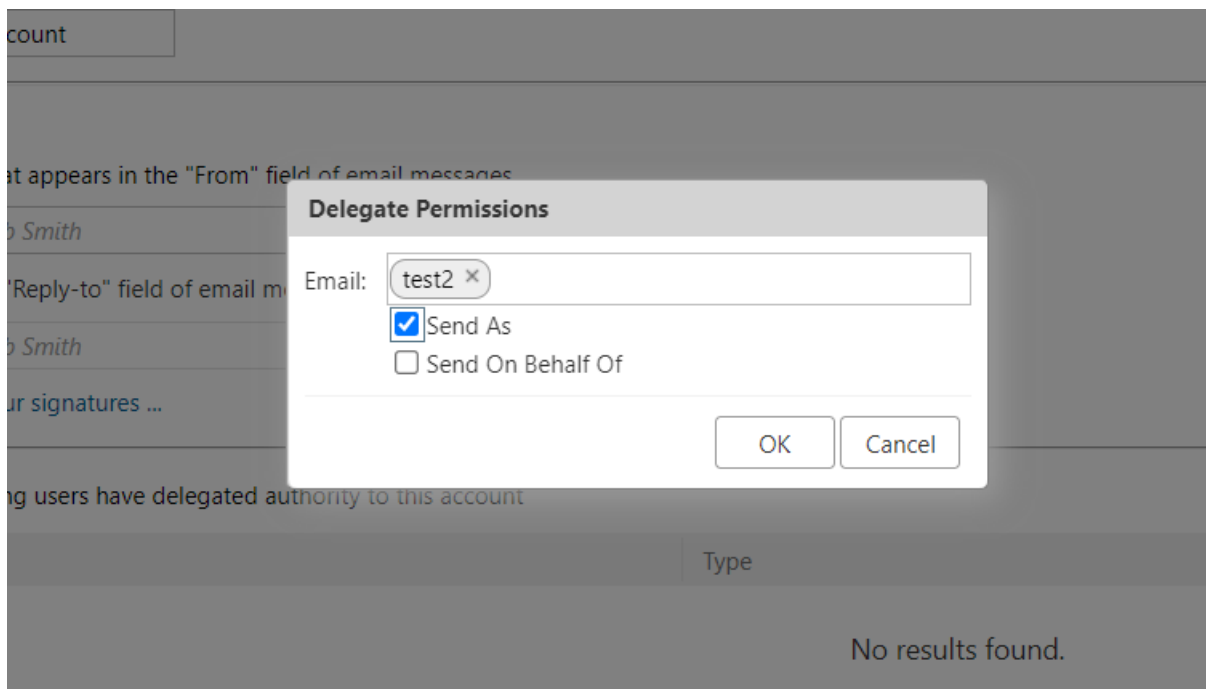
Delegates

- Delegate Others to Send Messages on Your Behalf(Only for internal users)
- In the Primary Account Settings, The following users have delegated authority to this account section, click Add Delegate.

- Add the email address of the person you are delegating permission. This must be an internal user address.
- Check the permissions you want to give.

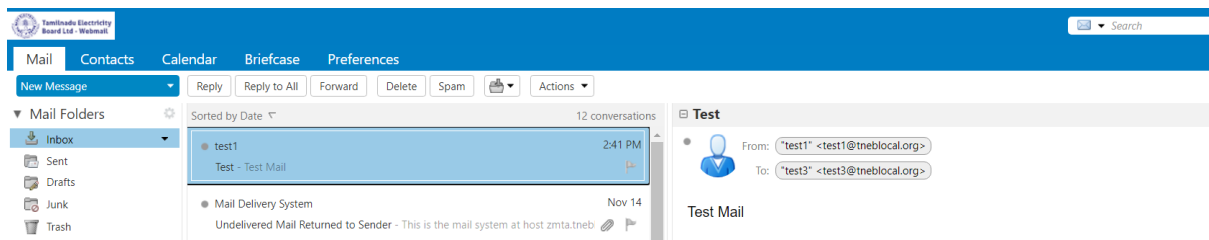


- Click an Add delegate and type the delegates rights email ID and give the permission then click ok.

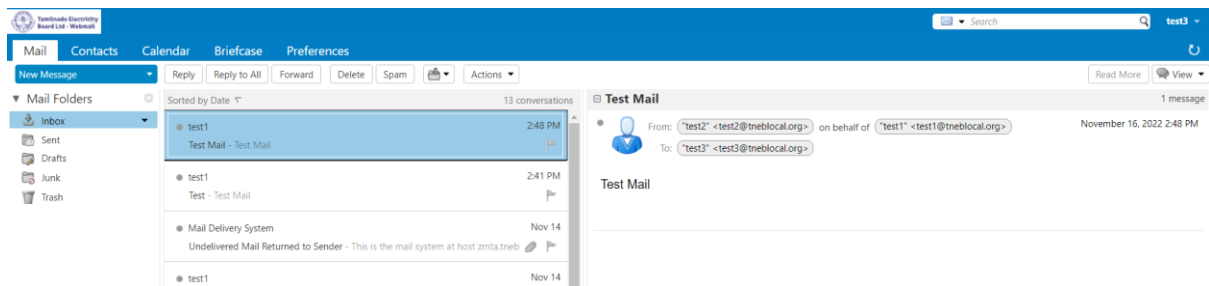


- If you have been granted delegate permissions for another person, you can send email messages on their behalf. The message's from address includes both your email address and the person you are sending the message for. If you were given permission to send a message as that person, the person's email address is in the menu. When you select this, your address is not included in the message.

Send As

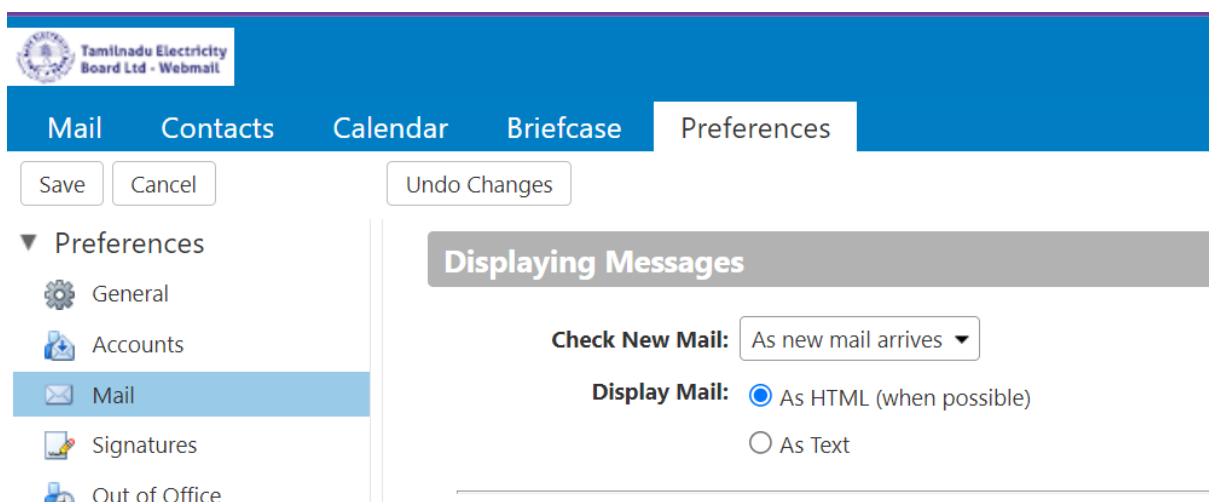


Behalf



c. Mail

- You can view email messages in two formats, HTML or plain text.
 - HTML messages can have text formatting, numbering, bullets, colored background, and links, which can make messages easier to read.
 - Set Message Display Format
 - Go to the Preferences>Mail page.
 - In the Displaying Messages>Display Mail, select either As HTML (when possible) or As Text.
 - Click Save.

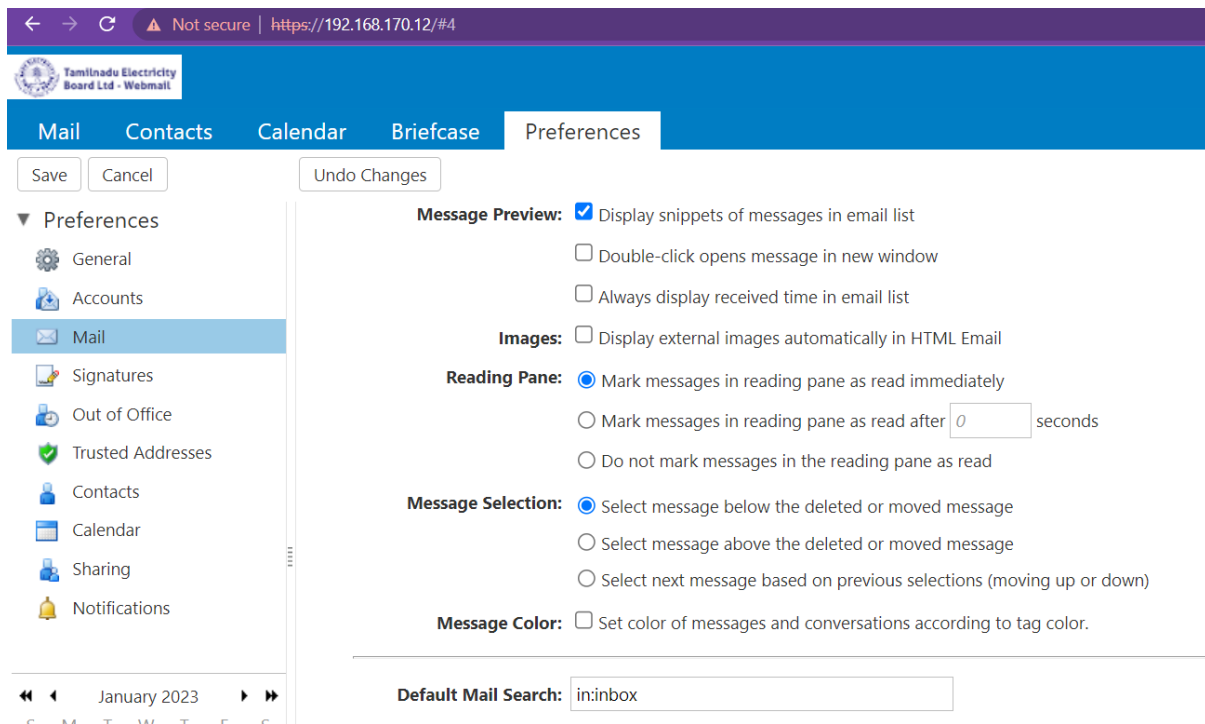


Message Preview

- If you can enable the Display snippets of messages in email list the you can see the message content on your content pane

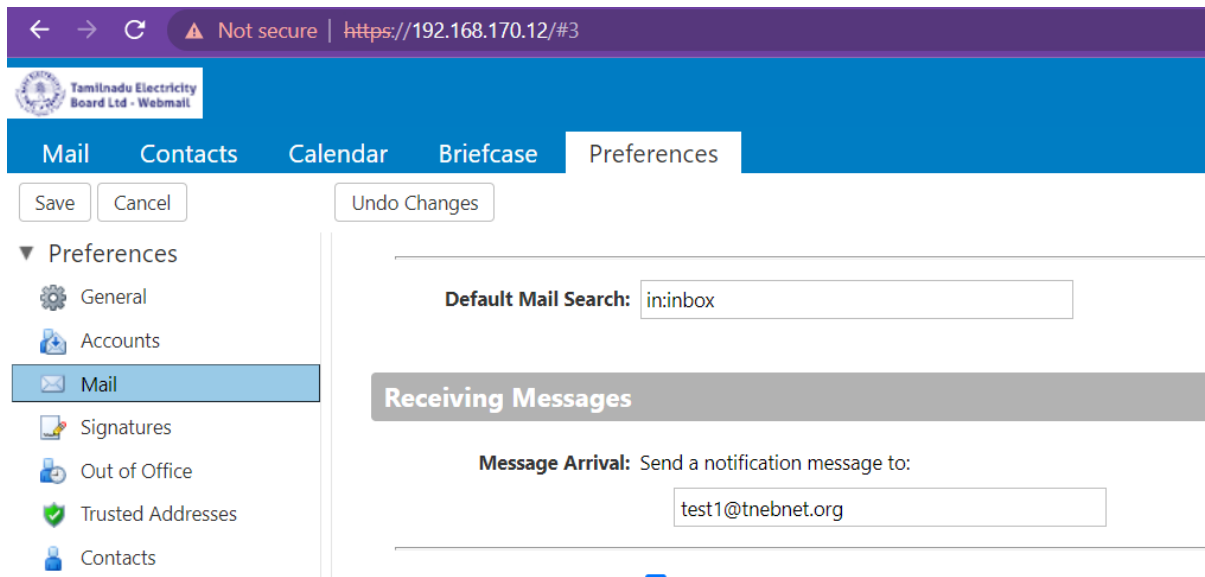
Turn Off Preference to Display Images in Messages

- When you display mail as HTML, images attached to a message are automatically displayed when you open the message.
 - To change this go the the Preferences>Mail page, Images and deselect Display pictures automatically in HTML Email.
 - Click Save.



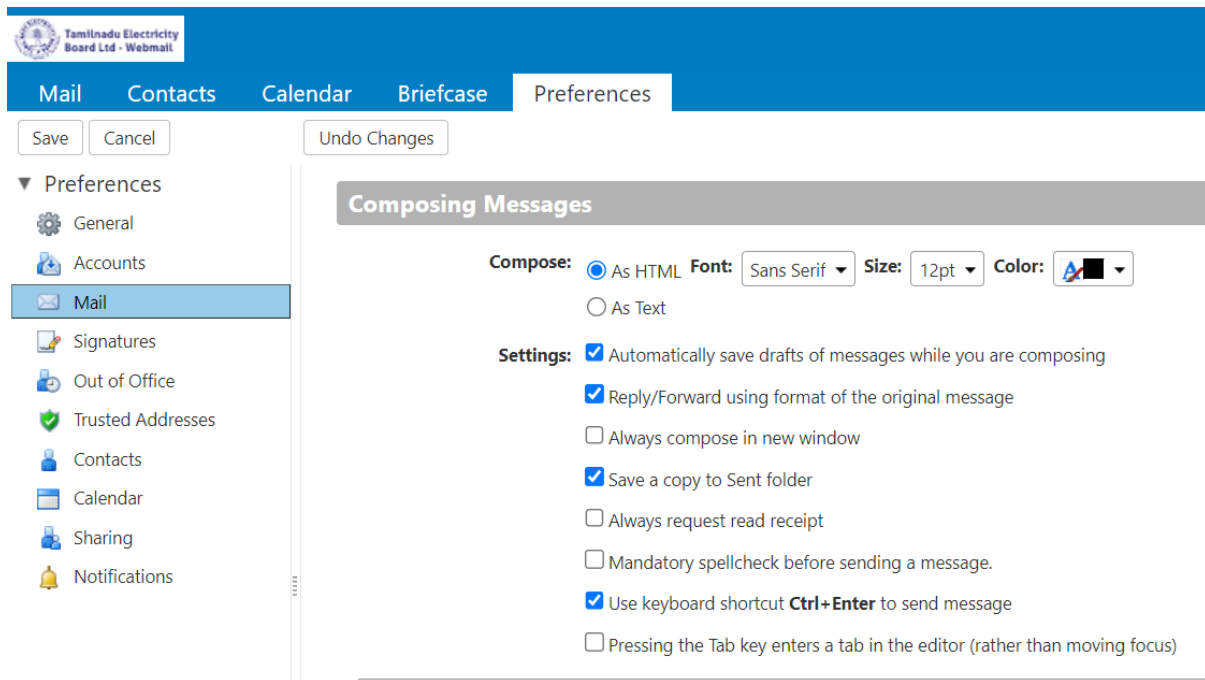
Message Arrival

- Message Arrival → Sent a notification to.(test@tnebnet.org)
- If you can add the email address to this column, whenever you received the mail from anyone that notification also automatically received to that email ID.



Composing message

- Go to the Preferences>Mail page, Composing Messages section.
- Select how you want your messages to be sent, As HTML or As Text.
- If you select As HTML, in the drop down menus, select the Font style, Size, and Colour
- In Settings, select the options for how you want to manage composing messages.
- Automatically save drafts of messages while you are composing --> While you compose your message, a copy is periodically saved in your Draft folder.
- Reply/Forward using format of the original message Even if your default text editor is different from the message received, check this box to reply to the message in the same format as received. This is useful to make sure the recipient can get the message in the best format they can read.
- Always compose in new window --> A separate compose window opens. You can view and navigate within your mailbox while the compose window is open.
- Mandatory spellcheck before sending a message --> All messages are automatically spell checked before they are sent.
- Save a copy to Sent folder --> This is enabled by default. You can deselect this option.



d. Signature

- You can include an automatic signature at the end of an email. A signature can include your name and any additional text. If you are using an HTML editor, you can format your signature, add a link to a URL and add graphics.
 - Go to the Preferences>Signatures page.
 - In the Name text box, type a descriptive name to identify the signature
 - (Optional) To format in plain text, click Format as HTML and select Format as Plain Text.
 - In the text box, type the signature text as you want it to appear. If you are using Format as HTML, you can add images and create links to your signature text.
 - In the Using Signatures section, select the default signature from the drop down menu to use with messages sent from your various accounts.
 - Select the placement of your signature in a message.
 - Select Above included messages to add your signature at the end of your reply and before the included messages.
 - Select Below included messages to add your signature at the end of the message
 - Click Save.

Mail
Contacts
Calendar
Briefcase
Preferences

Save
Cancel
Undo Changes

▼ Preferences

- General
- Accounts
- Mail
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications

Signatures

Name:

enter name

New Signature
Delete

Using Signatures

New Messages

Replies & Forwards

Primary Account:

No signature ▼

No signature ▼

Signature Placement:
☒ Above included messages
☐ Below included messages

e. Out of Office Message

- You can create a message that automatically replies to people who send you messages when you are out of the office.
- Go to the Preferences> Out of Office page.
- Check Send auto-reply message.
- In the Auto Reply Message text box, type the response to send while you are out of the office.
- If you want this message enabled for a specific time frame, select Send auto-replies during the following time period and enter the start and end dates to send the auto reply message.

f. Trusted Addresses

- You can specify email addresses from specific domains as trusted addresses so that embedded images in messages you receive from these addresses automatically display when you open the message.
- You can add up to 500 addresses to this list.
 - Go to the Preferences>Trusted Addresses page.
 - Enter the email address or domain name in the text box.
 - To include all addresses from a specific domain, type * before the @domain.com name.
 - Click Add and Save