What to do your first time logging in to WebMail

The first time you log in to WebMail, you will be asked to set some initial configurations and preferences. This walk-through shows step-by-step what each option is and what you should enter.

After logging in the first time, read the welcome message and click the grey "Continue" button. You will be brought to the page asking you for configuration settings and personal preferences. Also, you can get to this list of preferences at any time to make changes from the inside of WebMail by clicking "Pref" at the top once you are logged in. Below is the each list option and what you should enter:

Personal Information

Language:

Choose your language; English is already selected as the default.

Charset

iso-8859-1 should be fine.

TimeZone offset:

Select the number of hours (plus or minus) from which your physical location is apart from the GMT time zone. If you are not sure, click the small icon that displays a globe with a clock on it to display the time zone chart.

From:

This is where you specify the address that shows up as the From address when someone reads an E-Mail that you have sent to them. The pulldown menu located next to this option should display the E-Mail address that you are logged in as. If you wish to change it, click the "Edit Froms" button located toward the upper left side of the page.

Reply-to:

Normally, when you send an E-Mail to someone and they click "Reply" to send you a reply, the reply will go to whatever you have specified as the From address. If you would like people's replies to go to a different address other than your From address, enter that address here.

Signature (500 characters or less)

This is where you enter your E-Mail signature. Anything you enter here will show up at the bottom of all E-Mails that you send. Here is an example of an E-Mail signature:

Bob Smith Some Company, Inc. (555) 555-5555 http://www.some_place.com/

Display Preferences (Anything set under this category will only be seen by you when inside of your WebMail pages.)

Style:

Select the style / color scheme from the pulldown menu that you want your WebMail pages to display.

Icon set:

Choose the style / language of the icons which are displayed inside of your WebMail pages. By default, a nice set of 3D icons in English is selected.

Background image:

This is where you define a background image for your WebMail pages. You may select one from the list, or enter the address of an image you want to use in the box that says URL next to it.

Font size:

Choose a font size for the text displayed inside of your WebMail pages. Anything between 10 and 12 should be fine. 10 is selected by default.

Messages per page:

Select the number of E-Mail message that you want to have displayed on one page. Additional pages will be created to contain any messages over the limit. Links to each page will be automatically generated for your convenience.

Default sort:

Select how you want your E-Mail messages sorted when they are displayed. By default, Date (Newest first) is selected. Using this option, the most recent E-Mail which was sent to you will be displayed at the top of the

list, the second most recent E-Mail will be second in the list, etc. You can also sort by the Sender, Size, Subject or Status of the messages.

Date format:

Select the order which you want the dates of E-Mails to be displayed to you (i.e. month/day/year or day/month/year). The pulldown menu here uses mm as month, dd as day and yyyy as year.

Hour format:

This is where you select how you want the times that E-Mails where sent to you to be displayed. Selecting 12 will show time in A.M. and P.M. Selecting 24 will show military time.

Default headers:

How much information do you want to be displayed about the E-Mails which have been sent to you? When you are checking E-Mail with WebMail, each message header is displayed in a list in your Inbox. You then click the header to view the entire message. You may select how much information you want to see from each header. Selecting simple headers will only display the sender's name, E-Mail address and the subject of the message. If you select All Headers, all header information will be displayed depending on what has been made available.

Size for mail edit area:

How big (in pixels) do you want the text area where you compose your messages to be? The default of 78 x 24 should be adequate.

Send button position:

Select where you want the Send button (for composing new E-Mails) to be located. This can be above or below the text area where you compose your messages. You can also have one in both places.

Message Reading Options

Use fixed-width font when reading messages:

Selecting this fixes the width of the font to best fit the screen.

Use smiley images when reading messages:

This will display the smiley emoticons contained within the messages people have sent you. Unchecking this box will cause them to not be displayed.

Disable JavaScript inside message:

If you check this, JavaScript to be displayed within your message will be displayed, however this is a rare occurrence and is generally not used.

Show image attachment as link:

Displays a link when someone attaches an image in an E-Mail that they have sent you.

Message Operation

Default destination:

When someone sends you an E-Mail which is filtered out (by a Junk-Mail filter), where do you want it to end up? Use the pulldown menu to select the location. Visit https://lexiconn.com/lexiconn/secure/add_spam.html to find out how to obtain spam protection for your account.

Confirm before message move/copy:

Check this box if you want a confirmation pop-up to appear when you move or copy a message. This feature is designed to make sure you have not accidentally deleted or moved an E-Mail message and is checked by default.

View next after message move/copy:

After you have moved or copied a message, do you want it WebMail to automatically take you to the next message? If so, leave this checked.

Auto fetch POP3 at login:

Leave this checked if you want WebMail to automatically check for new messages right after you log in.

Move old msg to SAVED at logout:

This is checked by default. If you uncheck it, any messages which you have already read will be moved to the SAVED folder right after you log out.

Message Replying Options

Send 'confirm reading' receipt:

If someone requests a receipt when sending you an E-Mail, you have the option of setting WebMail to automatically confirm (by selecting Yes) or decline (by selecting No) the request. You can also have it prompt

you on an individual basis for each request. By default this is the option that is selected.
Reparagraph message before reply:
Keep this checked.
Reply with original message:
Select 'at Beginning' if you want the original message to which you are replying to be at the top of the message (with your response below it). Select 'at End' if you want your reply to be above the original message. Select 'None' if you do not want the original message in your replies.
Backup outgoing message to SENT folder:
Keep this checked if you want every message you send to be stored in the SENT folder for future reference. If you uncheck it, no copies of your sent E-Mails will be saved.
Always send message with same charset:
Leave this as is.
Calendar Options
Number of items in month view:
Choose the number of items, or events, that are displayed when the calendar is in monthly view.
Week Start:
Choose the day to start your calendar week. Usually, this is set as Sunday.
Start Hour:
Select the start hour of the daily view.
End Hour:
Select the end hour of the daily view.
Show empty hours:
Keep this checked if you want the calendar to include times of the day that do not have events.
Event reminder check days:
If you set an event, how many days do you want it to remind you before-hand? By default this is set to 7 days. You may change this or set it to 'None' to disable the feature entirely.
Reminder for global calendar events:
Uncheck this if you do not want to be reminded of global events. If you selected 'No' for the Event Reminder check days option, this will cancel itself out even if you leave it checked.
Misc Options
Use Regular Expressions in search and filterrule:
Keep this checked if you want partial words to be used in your message filters. For example, if you want to filter the word Viagra and someone tried to slip the word 'freeviagra' in your E-mail, the message filter will catch it and mark it as spam. This feature also applies to searches for messages in your Inbox. It is generally useful to keep this checked. For more information on Spam protection for your account, visit https://lexiconn.com/lexiconn/secure/add_spam.html.
Refresh Interval:
Choose how often you want your browser to refresh and check for new messages.
NewMail sound notification:
Select a sound from the list. When you get new mail, this sound will play. Click the small speaker icon to preview the selected sound. Select 'None' for no sound.
NewMail window notification:
Select how long in seconds you want the new mail notification to be displayed.
Dictionary for spellcheck:
Choose your language. English is selected as the default.
Trash mail reserved day(s):
Select the number of days you want messages to be left in the trash folder before they are deleted. By default, the option for having the messages deleted when you log out is selected.
Session timeout:
Choose the length of time you want to allow WebMail to remain idle before automatically logging you out. 60 minutes is the default.
Click the grey "Save" button and then the "Continue" button on the next page and you're all done!

https://support.lexiconn.com/kb/questions/133/