

## Earthlink Web Mail

### Message Preview should be disabled.

If using Earthlink Web Mail the setting to disable the Preview Pane is on the menu bar to the far right, just right of MOVE. It says SHOW MESSAGE PREVIEW. IF you click this, it will hide the preview pane.

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## (The info below is from the Earthlink web mail preferences )

### Reading and Sorting Messages

When you sign in to Web Mail, you will first see the contents of your **Inbox**. The Inbox is a folder where all new incoming messages are stored. When you open a folder, a list of its contents are displayed, this is called the *message list*.

In the message list, email messages are listed in the order they were received, with the most recent at the top. You can change the order by clicking one of the column titles at the top of the message list.

For each email message, the following information is displayed: who it is from, the subject of the email, when it was received, and its size. (We will refer to this as the email's *information line*.)

At the top of the email list in the **Inbox** are the following clickable buttons: **Delete**, **This is spam**, a pull-down menu, and **Move**. To use one of these functions on a particular email message, select the email message by checking the box to the left of its information line in the display list, then click the intended function button. You can select all the messages on the page by checking the box at the very top of the pile of checkboxes.

- **Delete**—sends the selected messages to the **Trash** folder.
- **This is spam**—opens a page where you can report the checked messages as spam, and block the addresses they were sent from.
- **Move**—choose a folder and click the **Move** button to send all the selected messages to that folder.

**Note:** You can select all the messages in a folder by checking the box above all the other boxes, next to the column titles.

### Checking for New Email Messages

Your new email messages will be displayed automatically each time you sign in to Web Mail. To check for new email messages again, when the window is already open, click the **Check Mail** button in the Folder List.

### Opening a Message

To read a message, click its **Subject** in your message list. If you have **Message Preview** turned on, the message will appear in the Preview Pane. Otherwise, the contents of the message will replace the Message List.

When viewing a message, there are several options at the top of the message window, beneath the buttons:

- **Add to Address Book**—This link adds the sender of the message to your Address Book. If there is more than one "sending" address associated with a message, Web Mail will let you choose which addresses you want to add. You can even add the domain they came from, such as "earthlink.net".  
**Note:** If you add a domain, all email from that domain will be put in your Inbox, even if you have Suspect Email Blocking turned on and the sender isn't in your Address Book.
- **Flag Message**—This link puts a little flag icon next to the message in your message list, so you can spot it in the list when you want to come back to it.
- **Mark Unread**—When you open a message, Web Mail marks it "read" in your message list. If you

- accidentally opened the message and want it to look unread in the list, click this link.
- **This is spam**—Web Mail lets you report messages that slip through spamBlocker's net. This link opens a page where you can report the message as spam, and block its sender's address.

## Viewing Attachments

A paper-clip icon to the left of a message on its information line means that the email message has an *attachment*.

### To view an attachment:

1. Open the message in question.
2. Near the top of the message, beneath the **Date**, you will see a section for **Attachments**.
3. Click the links to open the attachments. You can save the attachments to your computer just as you would save any other file from a Web page. In Internet Explorer, for example, you can right-click the link to the attachment and choose **Save Target As**.

## Deleting a Message

To delete a message, check the box next to its information line in the message list, then click the **Delete** button.

## Moving a Message

### To move a message or group of messages to another folder:

1. Check the boxes next to each message to be moved.
2. Select the destination folder from the **Move to Folder** pull-down menu at the top of the page.
3. Click the **Move** button.

## Replying to a Message

### To reply to an email message:

1. To reply to the sender of the email message *only*, press the **Reply** button. To reply to the sender of an email message, and to all other recipients, select the email message and press the **Reply All** button.
2. Type your reply at the top of the page as you normally would and click **Send**.

When you reply to an email message, the message you're replying to is normally quoted at the bottom of your reply. If you don't want to include originals when you reply, you can turn off this function in the Web Mail Options.

### To change the option to include the original email message in your reply:

1. Click **Preferences** on the Web Mail default Web page.
2. Under **Miscellaneous**, click **Web Mail Options**.
3. Under **Include Original When Replying**, choose your preference.
4. Click **Save**.

## Forwarding an Email Message

### To forward an email message:

1. Open the email message to be forwarded—select it in the email folder message list, or open it a new window—then click **Forward**. The **Forwarding** window will appear.
2. Type the email address you want to forward the message to in the **Forward To** box and then type any

- additional message you want to include above the forwarded text.
3. Click **Send**.

## **Printing An Email Message**

To print an email, open it and click the **Printable View** link.