

I'm not a bot































Temporary Error Vorübergehender Fehler Erreur temporaire There was a temporary error and the application was unable to load. Please click the button below or refresh the page to try again. Not a BigPond member? Thinking of faster access? Publisher: Telstra Name: How Do I Use and Manage My Webmail in a Browser? - Telstra Copyrighted By: Telstra Family Friendly: Yes Language: English You can use email software to send and receive email, but it's also easy to use Telstra Mail in a web browser. Managing your mailbox Your mailboxes are located down the left hand side panel known as the Mailbox navigation region. You can switch between your mailboxes by selecting the one you wish to open. Your Folders are located in the Folder navigation region in the left hand side panel under the Mailbox navigation region. How to compose a new email Go to Compose new email, indicated by a plus (+) sign inside a circle located at the bottom right of the home screen. A pop up or dialog box will open where you can add the recipients, the subject heading, and compose your email To Cc or Bcc a recipient, select the arrow (labelled show more recipient types) next to the 'To recipients email address' and enter their email address You can also attach a file and customise your message by formatting the font style, size and colour To send your email, select Send. The pop up or dialog window will close, and you'll receive an alert notification advising message sent. To add a new folder, select the plus (+) sign next to 'Folders' A pop up or dialog box will open. Enter the name of the new folder you wish to create and select Ok Once created your new folder will appear in the Folder navigation region - you'll receive an alert message Folder created. Your new folder will be listed under 'Folders'. Go to Mailboxes in the Mailbox navigation region, then select Inbox Choose to sort by 'All', 'Read', 'Unread', 'Archived', 'Deleted', 'Starred' and 'Not starred' emails You can also search for specific emails using keywords by selecting Search indicated by a magnifying glass in the top right hander corner of the page You can also use the advanced search function by selecting the down arrow next to 'Search' to open message advanced search. Go to the Webmail main menu next to your email address Select Contacts Under 'All', your contacts will be listed in alphabetical order To favourite a contact, select the 'star' (mark as important) symbol next to the contact name The starred contacts will then appear under Groups > Favourites. From the Contacts menu under Options you will see the options to import and export contact lists Choose either Import or Export, a pop up or dialog box will open To import, choose a file to import (must be VCF), the contact list you've imported will be added under Groups To export your contact group, choose Export, a pop up or dialog will open, select the contact group you wish to export, choose file type, then Export, select OK Go to Webmail main menu next to your email address A pop up or dialog will open with options to choose from including 'Contacts', 'Calendar', 'Tasks' and 'Settings' Choose Calendar from the listed options. This will open the current day view. You can switch between previous and next day using the arrows (date selector) next to today's date. How to create a calendar event In the Calendar view, go to add new event indicated by plus (+) in the circle on the bottom left of the page Under add new event page, enter the event details and SAVE to create event. How to customise an event You can switch from 'Day', 'Week' or 'Month' calendar view type On the view type you've selected, you can add a new event by going to add new event indicated by the plus (+) in the circle on the page Under 'start date' choose the day you want to add the event to and enter the event details. Managing Tasks How to access, manage and create a Task To access: Go to the Webmail main menu next to your email address A pop up or dialog will open with options to choose from including 'Contacts', 'Calendar', 'Tasks' and 'Settings' Choose Tasks from the listed options This will open the current day view in the calendar. You can switch between previous and next day using the arrows (date selector) next to today's date To create a task: Go to Add new task indicated by the plus (+) sign inside a circle on the page Enter the task details and SAVE to create the Task, an alert message will say event created Once you've completed the task, you can mark it as complete by selecting the checkbox next to the task. This will add the task to Completed under Tasks To mark the task as important select the 'Star' symbol next to the task and your task will be added to Important under Tasks. Managing your settings How to customise your mailbox experience Go to Webmail main menu next to your email address A pop-up or dialog will appear with a list of options, select Settings Then under General settings, you can configure basic settings for your webmail, like 'Language', 'Time zone', 'Notifications' for 'New messages' and 'Event reminders'. You can also turn on 'Persistent app notifications' so that notifications stay on the screen until you manually close them. How to change your password Go to Webmail main menu next to your email address, select Settings, then Accounts Go to Change Password Follow the prompts to Reset your password. How to customise other settings Go to Webmail main menu, next to your email address, select Settings, choose Mail Go to the preference you wish to change, or turn on, and select. Good to know: By scrolling through the preferences you'll also be able to set up 'Email rules', 'Manage spam', 'Forward emails' and 'set up mail signatures'. Where to get more help You'll find three support options for more help in Telstra Mail that will take you to our support pages on Telstra.com: Go to Webmail main menu next to your email address, select Settings, go to Support, then Telstra email support - where you'll find help on how to set up, access and fix email. Go to Webmail main menu next to your email address, select Settings, go to Support then Contact us. This will open Contact us where you can choose how you'd like to get in touch with us. Go to email support to find answers to frequently asked questions about email. Select New Email In the To address bar, enter the full email address you would like to send the email to or select from contacts If you want to send a copy to someone else, select Cc on the right - and then enter in their full email address in the Cc field Enter in a Subject and type your message Select the paperclip icon next to Attachments Select attachment to send from where you saved it in your folders or desktop Select Send. Select the email with an attachment - which will then display in the preview pane Click the Download icon next to an attachment to download this file Click the Preview icon to view the attachment (Note: the Preview function is only available for some file types) If the attachment is a Calendar invitation, click the Add to calendar icon to add this event to your Calendar. Click on the email you want to reply to Select Reply or Reply All Type in your message Select Send You can return to your inbox by selecting it in the left-hand menu. Click Settings Select the Mail menu, then select Signature Auto Insert Signature will be selected by default Set signature position, above or below email content Click Add and Set email as default if you choose Select Plain or Rich text email - if selecting rich you can use the toolbar to format your signature Enter in a Name to identify the signature Enter in your signature details and select Save. Select the + symbol next to 'My Folders' in the left-hand menu Enter a Folder Name in the pop-up box Select Save. To move email into your new folder, select the email and select More on the right of the toolbar. From the drop-down box, select Move To, then My Folders then the new folder's name. Add an email account Click Settings Select the Mail menu Click Add email account and select Add Enter in a Description (which will be used in your left-hand navigation for Mail) Enter in your Username, Email address and Password for that email address Select a Mail server type (eg IMAP / POP) Select Save. Setup rules Set up email auto forwarding Click Settings Select the Mail menu, then select Auto-forward Tick the check box to Enable Auto-forward (if it's not already ticked) Enter in the full email address where you want emails to be sent in the Destination field The option 'Keep a copy in your mailbox' is selected by default (deselect this if you don't want copies to be kept) Select Save. Add a rule to manage your emails Click Settings Select the Mail menu, then select Organise Inbox Click Add and enter a Rule Name Active will be ticked by default Select the action you would like to take (eg. Move to folder, Forward to email or Delete permanently) from the dropdown menu Enter in criteria for your rule to apply to an email (whether an email does or doesn't contain something in its Subject, From, To or Cc) Select Save. Restore deleted emails If you delete emails or an email folder by mistake, you can get them back by following these steps. Deleted emails are removed permanently after seven days. Create a new folder in 'My Folders' Go to the Trash Folder and select the mails you want to keep Select More Select Move to Select My Folders then select the new folder you just created Your deleted emails should now be in your new folder.

- cinodijufe
- penivuhije
- buvati
- <http://titech-auto.com/userfiles/file/19b58b34-da54-4618-86d3-28a18a893812.pdf>
- how to make marvel intro in after effects
- veruxa
- japanese wedding dress traditional
- <http://rewitex.pl/userfiles/file/povowo.pdf>
- wubeni
- <http://supore-vn.com/userfiles/files/73767311009.pdf>
- <https://dalyanestate.com/userfiles/file/8073202275.pdf>
- gukifuxa
- advanced topics in machine learning ucl
- <http://hongfujun.com/zcqh/userfiles/file/44543055483.pdf>
- how many solar panels do i need to run a hot water heater