Customising Mailbox Settings

1. Having logged into email you should see a **Settings** button top right of the window; it's made up of four little squares.



- 2. The **Preferences** area enables you to amend email settings.
- 3. Click on **Mailbox View** to display the options.

Settings	Section	Mailbox View	
Preferences	Mailbox View	Main Options	
Folders	Displaying Messages	Layout	Desktop (wide list and mail preview below) 🗸
Identities	Composing Messages	Mark messages as read	never V
	Contacts	On request for return receipt	ask each time 🗸 🗸
	Special Folders	Expand message threads	never 🗸
	Server Settings	Rows per page	50
		New Message	
		Check all folders for new messages	
		Save	

4. The default settings are probably OK and don't need changing, except perhaps for Mark messages as read.

It is worth considering changing this setting to **never** so that messages do not 'open' even when you just select them in the Inbox list. It gives you a moment to double check the subject and sender before double clicking to open the item or delete it if is looks suspicious.

<u>RECOMMENDED</u>: See also the **Fasthosts Webmail - SPAM Filter** document.

Save

5. If you make any changes, click

to confirm them.