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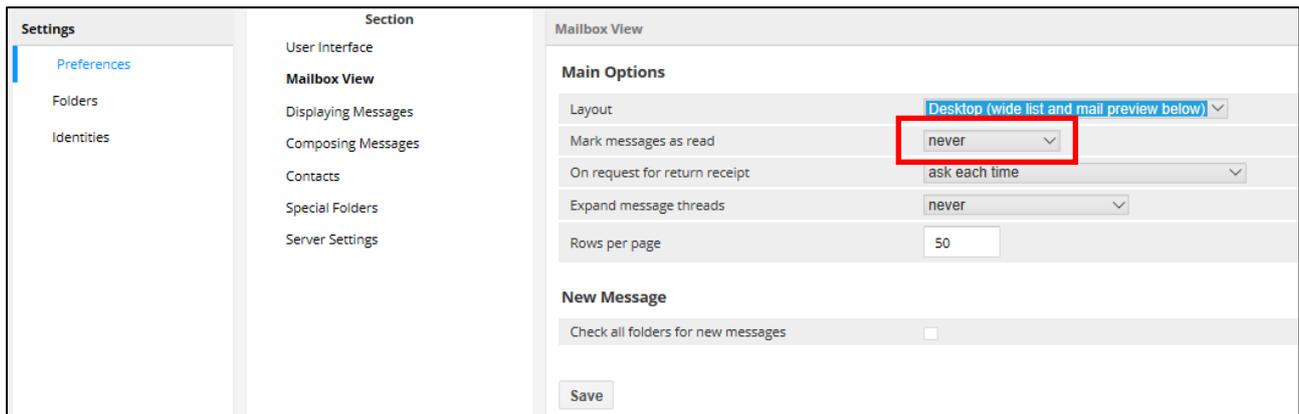
4. The default settings are probably OK and don't need changing, except perhaps for Mark messages as read.

   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.

   RECOMMENDED: See also the **Fasthosts Webmail - SPAM Filter** document.

5. If you make any changes, click Save to confirm them.