

Fasthosts Webmail Windows and Tools

Overview

When you have log into Fasthosts Webmail you see the **Inbox**; this is the default.

- At the **top** of the window are some basic tools for working with email messages.
- Down the left-hand side is a list of the basic folders that come as standard with this system. It is possible to create your own folders to file your emails if you wish.
- On the right of the window the Mail, Contacts, Settings and Logout tools, as well as the Filter and Search options can be found.

NOTE: If you click on any of the folders or other tools which take you away from the Inbox, it is possible to click on either the **Mail tool** or the **Fasthosts symbol** above the folder list to return to the Inbox view. Knowing this can be useful if for some reason you can't see the Inbox name.

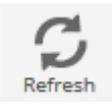
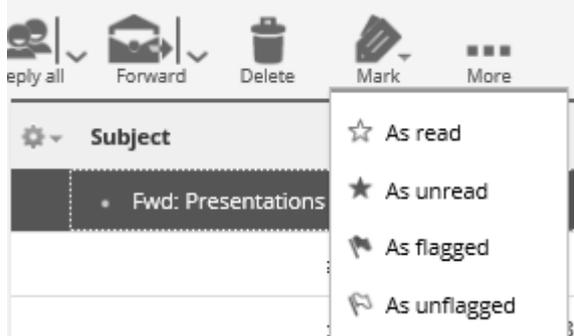


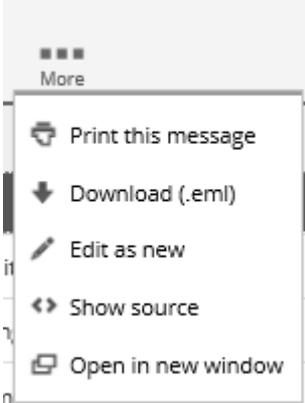
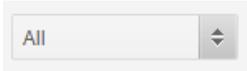
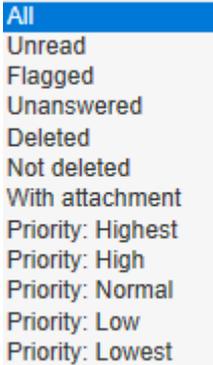
- At the bottom of the window there are more tools for working with the email Folders and the view of the folder you are looking at.
- The Status Barf is also shown. A lot of the time it will appear blank, but in the example below it shows the word **Refreshing** to indicate that the Inbox content is being revised following moving, deleting or receiving emails.

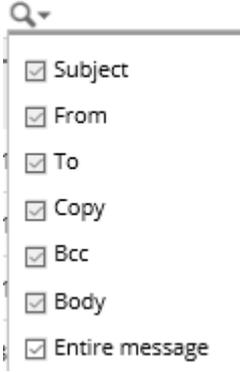
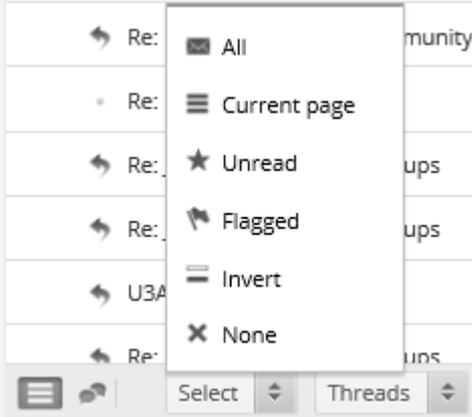
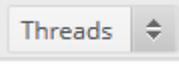
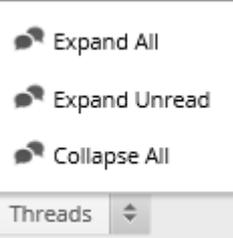


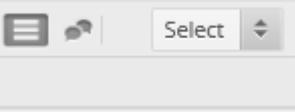
As with many applications, if you want to check the name of a tool you see on the screen simply rest (not click) the mouse pointer on it and the tooltip will display the name briefly.

The next section of this document describes these tools and symbols in more detail. There are also separate Hints and Tips documents for using them.

Symbol	Name	Purpose
	Refresh	A single click will review and redisplay the content of the folder you are currently viewing, e.g. this can be used to check for new messages.
	Compose	Create a new email
	Reply and Reply All	<p>Either:</p> <ul style="list-style-type: none"> reply just to the original sender of a message you have received or reply to everyone the message was sent to. <p>NOTE: You will not reply to anyone listed in the BCC field when using Reply All.</p>
	Forward	Forward the currently selected message and its attachments to a third party.
	Delete	<p>Send the currently selected email(s) to the Deleted Items folder.</p> <p>NOTE: While in Deleted Items, messages can be retrieved. It is necessary to delete them from this folder to delete them permanently. This should be done with regular housekeeping, but it is also possible to use a Settings option to delete these items automatically on logging out of Fasthosts email.</p>
	Mark messages	 <p>The options on this menu are only active if you select a message. It is also possible to mark / flag messages by clicking in the appropriate column next to the item in the list of emails, e.g. in the columns marked with the star or flag.</p> 

Symbol	Name	Purpose
	More actions...	 <p>The options on this menu are only active if you select a message.</p>
	Mail	Go to the Inbox folder from anywhere else in the Fasthosts system.
	Contacts	Go to the Contacts folder from anywhere else in the Fasthosts system.
	Settings	Go to the Settings area of the Fasthosts system.
	Logout	End your Fasthosts session. Logout should always be used when you have finished working with email.
	Filter	<p>Click the arrows to see the following selections which enable you to filter what you see in the current email folder.</p> 
	Search	<p>Type what you are looking for in the email folder and press enter to use this tool.</p> <p>Unless specified, the whole message will be searched for the text you type.</p>

Symbol	Name	Purpose
		<p>The following options can be selected / deselected to narrow the range of the search.</p>  <p>A search filter menu with a magnifying glass icon at the top. Below it, a list of checkboxes is shown, all of which are checked. The items are: Subject, From, To, Copy, Bcc, Body, and Entire message.</p>
Bottom of the email window		
	List and Threads	<p>These tools alter the format of the current folder view. The default is a simple List, but the Threads option can be used to display the list showing messages that have related messages (conversations).</p>
	Select	<p>Use to select messages in the current view based on these criteria. The None option will cancel any previous selection.</p>  <p>A screenshot of an email list with a 'Select' dropdown menu open. The menu options are: All, Current page, Unread, Flagged, Invert, and None. The 'Select' and 'Threads' buttons are visible at the bottom of the screenshot.</p>
	Display threads	<p>This menu is only active if you are using the Threads view of the folder.</p>  <p>A screenshot of an email list in 'Threads' view with a 'Threads' dropdown menu open. The menu options are: Expand All, Expand Unread, and Collapse All.</p>

Symbol	Name	Purpose
	Count	This area shows the number of Messages or Threads depending on which view you are using.
	Message sets	Clicking these arrows takes you to the next , previous , first or last set of messages in the current folder. A maximum of 50 items is shown in a single set.
	Show preview pane	This tool can be used to display or hide the preview pane at the bottom of the window. NOTE: For security, it is recommended that you do not use this pane in either the Inbox or the Deleted Items folders. Although it is very useful, it can result in you accidentally 'opening' an email you might have otherwise considered to be suspicious and deleted. If using in other folders, you are strongly advised to switch it off again before returning to either the Inbox or Deleted Items.
	Status bar – the blank line below the tools shown here	Comments related to what is happening in email appear as appropriate, e.g., Message sent, Message moved, Refreshing etc.