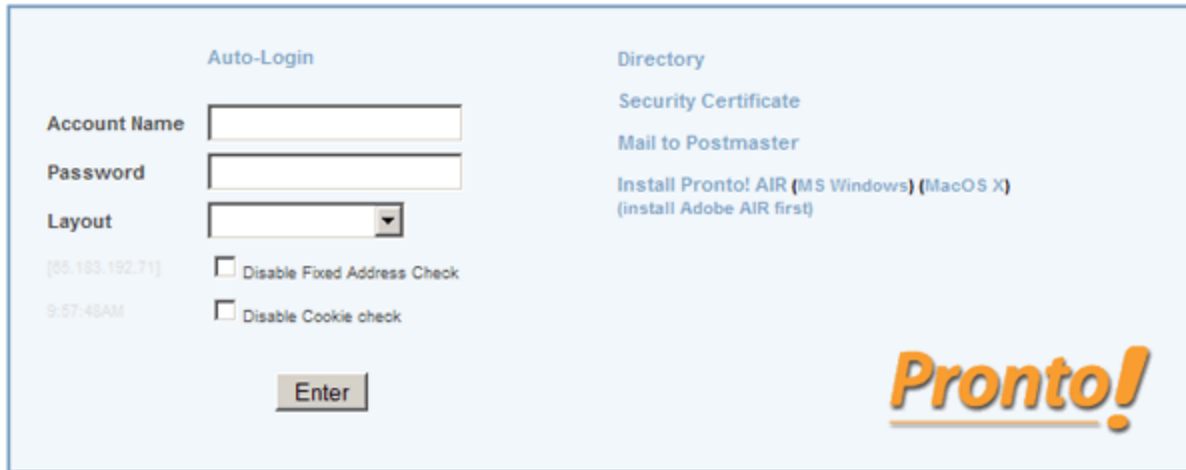


You can check your E-mail online if you are away from your computer or want to check mail without starting your E-mail client. From the CNI website, click on the "Webmail" button. Login to the Webmail interface with your cni.net or cascadenetworks.net E-mail address and password. Select your preferred layout from the dropdown list; if you leave this blank, the default is the basic layout. Leave the two checkboxes **unchecked** to login. Click the "Enter" button.



The appearance of the Webmail pages will vary depending on which layout you selected at login, but the function is essentially the same. In the left panel there is a list of your E-mail folders, including Inbox, Deleted Items, Junk E-mail, and Sent Items. Any sub-folders that you have added will also appear or can be activated by clicking on the "plus" sign next to its parent folder.

New E-mail will be indicated by a bold number next to the folder in which it resides. The number of E-mails in each folder is also indicated to the right of each folder.

To view your E-mail, click on the name of the folder. Now in the right panel, you will see all of the E-mail in that folder.

You can sort your E-mail by clicking on the headers at the top of each column over the E-mail: Status, From, Subject, Size, or Received. Click once to sort in ascending order; click again to sort in descending order. *From* lists who the E-mail is from and links to the E-mail. *Subject* lists the E-mail subject line. *Size* indicates the file size of the E-mail *Received* is the date and time the mail server received the message.

Unread messages are usually bolded or indicated by an envelope icon. A paperclip icon indicates an attachment.

The checkbox to the left lets you perform actions to a group of E-mails. Check the box to select each E-mail, and then select an action from menu list. The actions generally include:

- Mark as read
- Mark as unread
- Mark as flagged or unflagged
- Copy or Move to a new folder
- Redirect or Forward to an address you specify
- Delete

To delete E-mails, first click the "Delete" button. To fully delete them, click on the "Purge Deleted" button. Simply deleting an E-mail does not fully remove the file until it has been purged.

To send an E-mail, click on the "Compose" button. Compose your E-mail just as you would in your favorite E-mail program. When you are done, click "Send."

CHANGING YOUR PASSWORD

You can change your password through the Webmail interface. Go to the Settings section and click on "Password." You will be asked to confirm your current password and then enter your new password twice. Click on "Modify" to complete the change.

WEBMAIL RULES

Rules are much like the filters or rules of an E-mail program, except that these rules process the E-mails before downloading.

You can also specify a "vacation" message if you want to setup an automatic message response to all incoming E-mails.

You may also setup an E-mail forward that automatically forwards all of your E-mails to another address

To view or add new rules, click on "Rules" or "Mail Control" at the top. To add a new rule, type a name for your new rule, and click the "Add" or "Create" button. It is helpful to give each rule a name about what it is doing, so as you add more rules, you can easily identify each one to update, modify or remove.

The priority tells the E-mail server the order to apply the rules. This is useful if there are more than one set of rules. You can also change the name, delete or edit the rule. To delete a rule, check the checkbox and scroll to the bottom of the page and click "Update."

Set your options for each rule to tell the server what portion of the E-mail to look for, including:

- From (one of the most commonly used options)
 - Sender
 - Return-Path
- To (one of the most commonly used options)
 - Cc
 - Any To or Cc
 - Each To or Cc
 - Reply-To
- 'From' Name (one of the most commonly used options)
- Subject (one of the most commonly used options)
 - Message-Id
 - Message Size
 - Time of Day
 - Current Date
 - Current Day
 - Human Generated
 - Header Field
- Any Recipient (one of the most commonly used options)
 - Each Recipient
 - Source Address

Operation options tell the server how closely to match anything in the selected data field against the selected parameters, and include:

- is
- is not
- in
- not in
- greater than
- less than

Action options tell the server what to do with the selected E-mails and include:

- Store in – indicate the folder in the field to the right
 - Mark as read, unread, delete
 - Add Header
 - Reject with
 - Discard – deletes the E-mail
- Stop Processing – stops any further rules from being applied to this E-mail
 - Remember "From" in
 - Accept Request
 - Redirect Copy To – redirects to the address in the parameters field
 - Forward to – indicate the E-mail address to forward E-mails to
 - Mirror to – mirrors the E-mail to the address in the parameters field
- Reply with – sends an E-mail back to the reply to address with the text in the parameter field
- Reply to All with – sends an E-mail back to the all the addressees with the text in the parameter field
 - React with
 - Execute
 - FingerNotify

Together, the Data, Operation, and first parameter tell the E-mail server to look for your parameter in the data field you selected. Then based on your operation choice, it should either match, contain or not match your parameter. Under these conditions, the actions are applied to the selected E-mails.