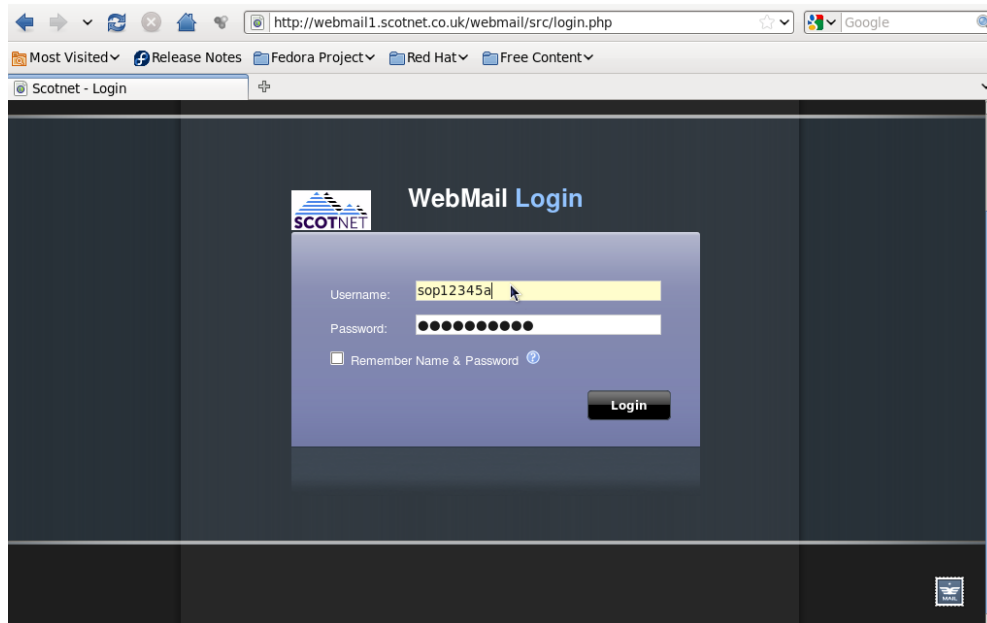
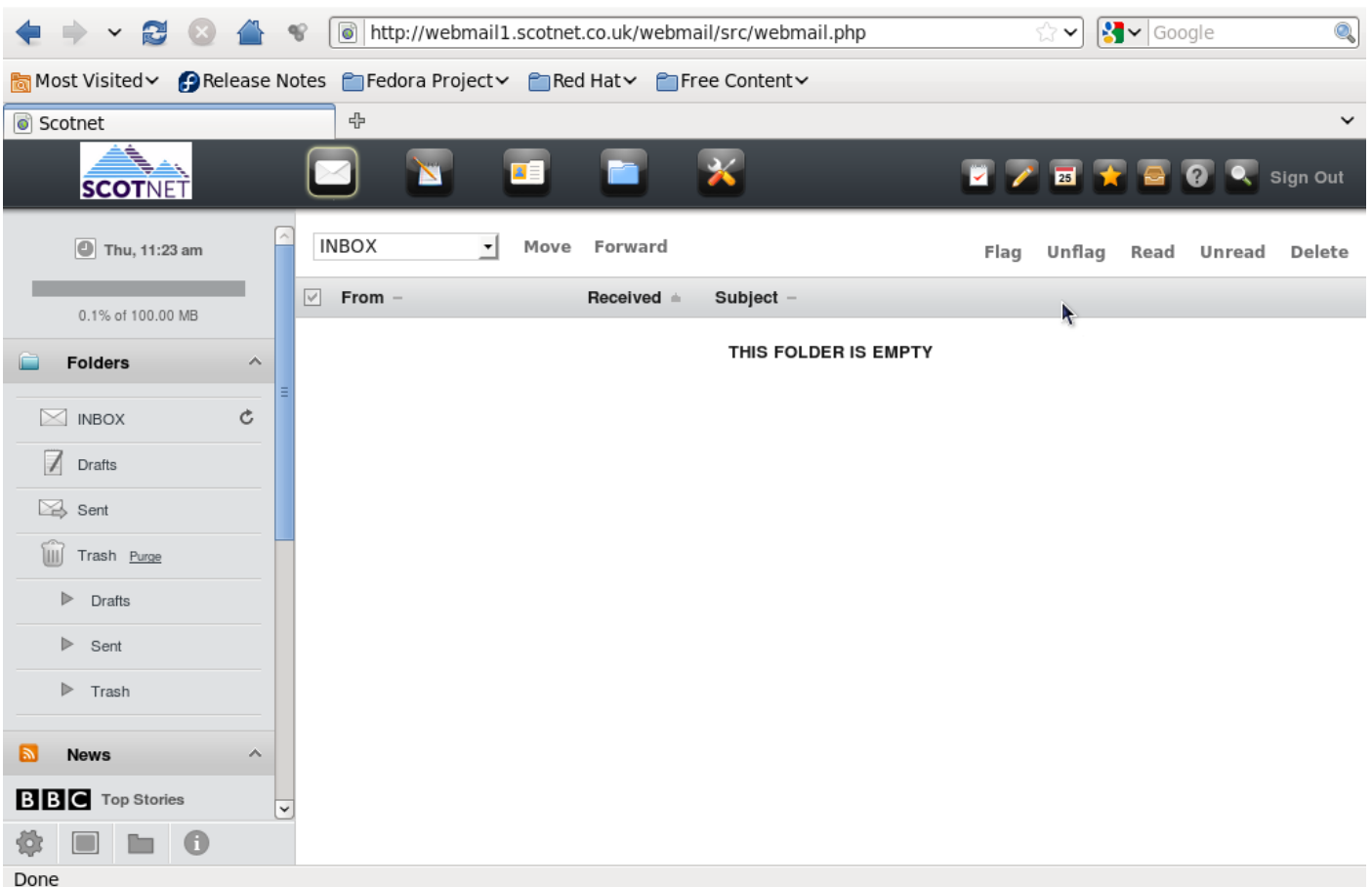


Guide to using the new Scotnet Webmail System

Using your internet browser, visit www.scotnet.co.uk and click on “My Webmail”. Enter your SOP username and password and click “Login”



You will be presented with your main inbox with all server stored email and folders presented to you



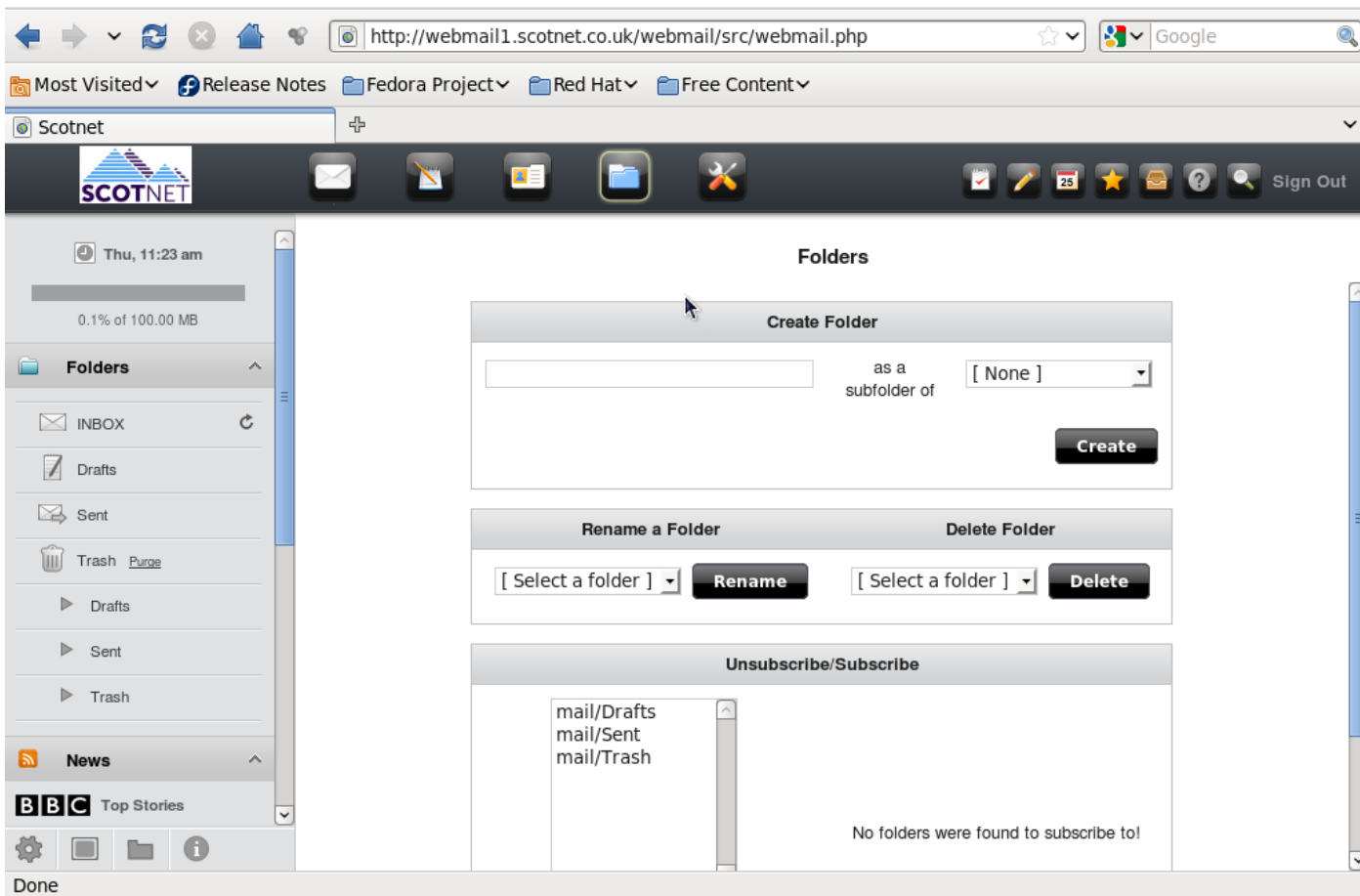
To compose a message, click the pen and paper icon presented at the top of the screen

The screenshot shows the 'Compose' interface of a webmail client. The browser address bar displays 'http://webmail1.scotnet.co.uk/webmail/src/webmail.php'. The page header includes the 'SCOTNET' logo and a navigation bar with icons for mail, calendar, and other functions, along with a 'Sign Out' link. On the left, a sidebar shows the current time as 'Thu, 11:23 am', storage usage at '0.1% of 100.00 MB', and a 'Folders' list containing 'INBOX', 'Drafts', 'Sent', and 'Trash'. The main area is titled 'Compose' and contains fields for 'To:' (support@scotnet.co.uk), 'Cc:', 'Bcc:', and 'Subject:' (Test Message). Below these fields are options for 'Priority: Normal' and 'Receipt: On Read' and 'On Delivery'. A row of buttons includes 'Signature', 'Addresses', 'Save Draft', 'Send', and 'Groups'. A rich text editor is visible with a toolbar and the text 'This is a test message|'. At the bottom, a status bar indicates 'Transferring data from webmail1.scotnet.co.uk...'.

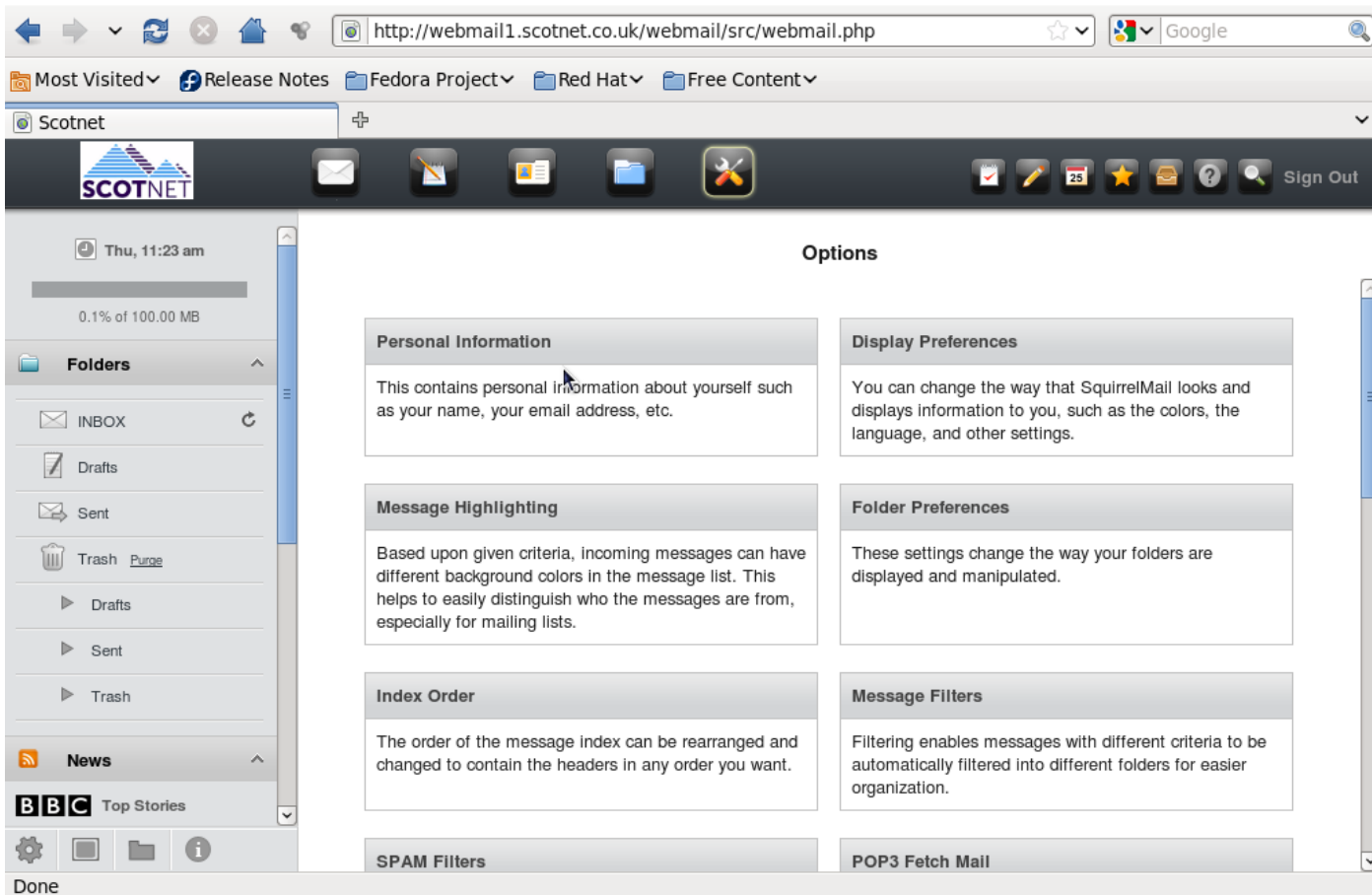
To add contacts to your online address book, click the business card icon presented at the top of the page

The screenshot shows the 'Address Book' interface. The browser address bar is the same as in the previous image. The page header is identical. The left sidebar is the same. The main area is titled 'Address Book' and features a form for adding a contact. The form is titled 'Add to Personal address book' and includes fields for 'Nickname:' (with a 'Must be unique' note), 'E-mail address:', 'First name:', 'Last name:', and 'Additional info:'. An 'Add address' button is located at the bottom right of the form. Below the form is an 'Address book import' section with a 'Select file:' field and a 'Browse...' button. A 'Max: 5 KB' limit is indicated. At the bottom left, the text 'Done' is visible.

To create online storage folders to file specific emails, click the folder icon presented at the top of the page



To change the "from address" email click on the spanner and screwdriver icon presented at the top of the page. Click "Personal Information"



This section of the webmail system allows you to customize the originating sender email address and display name

The screenshot shows a web browser window with the URL <http://webmail1.scotnet.co.uk/webmail/src/webmail.php>. The browser's address bar includes a search engine (Google) and a list of most visited sites: Release Notes, Fedora Project, Red Hat, and Free Content. The webmail interface features a top navigation bar with the Scotnet logo, a 'Sign Out' button, and several utility icons. A left sidebar displays the current time (Thu, 11:29 am), storage usage (0.1% of 100.00 MB), and a 'Folders' list including INBOX (2), Drafts, Sent, Trash, and sub-folders. Below the folders is a 'News' section with a BBC logo and 'Top Stories'. The main content area is titled 'Options - Personal Information' and is divided into two sections: 'Name and Address Options' and 'Timezone Options'. The 'Name and Address Options' section contains input fields for 'Full Name' (John Doe), 'E-mail Address' (john.doe@scotnet.co.uk), and 'Reply To' (john.doe@scotnet.co.uk). A signature block shows 'Kindest regards' followed by 'John Doe' in a text area. A link for 'Multiple Identities: Edit Advanced Identities' is provided. The 'Timezone Options' section shows 'Your current timezone:' set to 'Same as server'.

Additionally, within this maintenance option menu, you can customise your display settings, including choosing from a number of visual layout options.