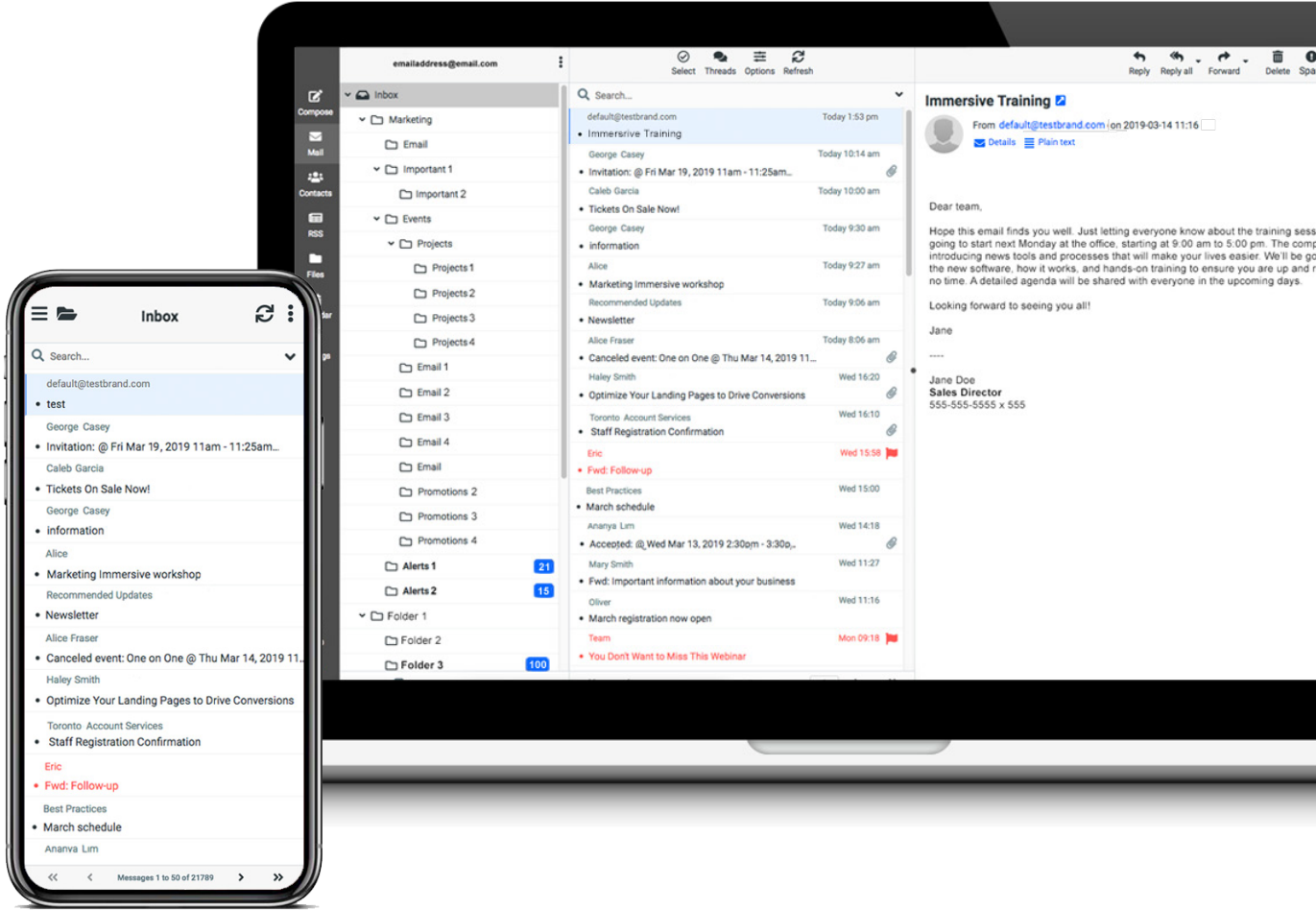
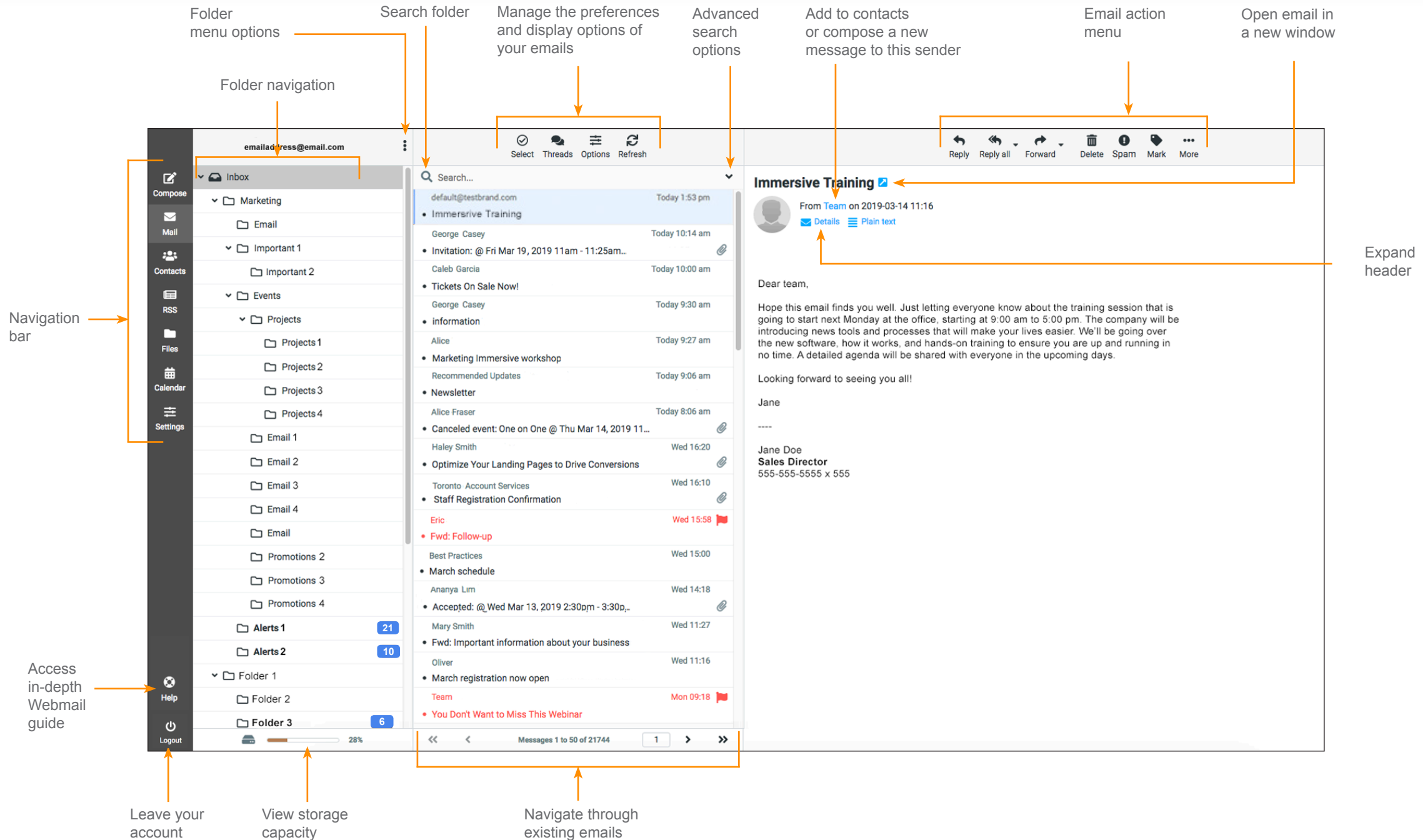


Webmail Cheat Sheet



Mail overview



Compose overview

The screenshot displays the 'Compose overview' interface, which is divided into several functional areas. On the left is a vertical sidebar with navigation icons for Compose, Mail, Contacts, RSS, Files, Calendar, and Settings. The main area is split into three columns: 'Contacts', 'Options and attachments', and the email composition area.

Annotations with arrows point to various features:

- Search contacts:** Points to the search bar in the 'Contacts' column.
- Add an attachment:** Points to the 'Attach a file' button in the 'Options and attachments' column.
- Send options:** Points to the 'Priority' dropdown menu in the 'Options and attachments' column.
- Adjust the formatting of a message:** Points to the rich text editor toolbar in the composition area.
- Save your message, attach a file, insert a pre-made response or spell-check:** Points to the 'Save', 'Attach', 'Signature', 'Responses', and 'Spell' buttons in the top toolbar of the composition area.
- Switch identities:** Points to the identity selection dropdown in the top right of the composition area.
- Identity preferences:** Points to the identity selection dropdown in the top right of the composition area.
- Add Cc, Bcc, Reply-to and Followup-to fields:** Points to the '+' button next to the 'To' field in the composition area.
- Switch between HTML and plain text editors:** Points to the 'HTML' and 'Plain text' tabs in the composition area.
- Add a recipient, attached with a specific level of mail visibility:** Points to the 'To+', 'Cc+', and 'Bcc+' buttons in the bottom left of the composition area.

The email composition area shows a draft message with the following content:

From: Jane Smith
To: John Doe
Subject: Training

Dear team,

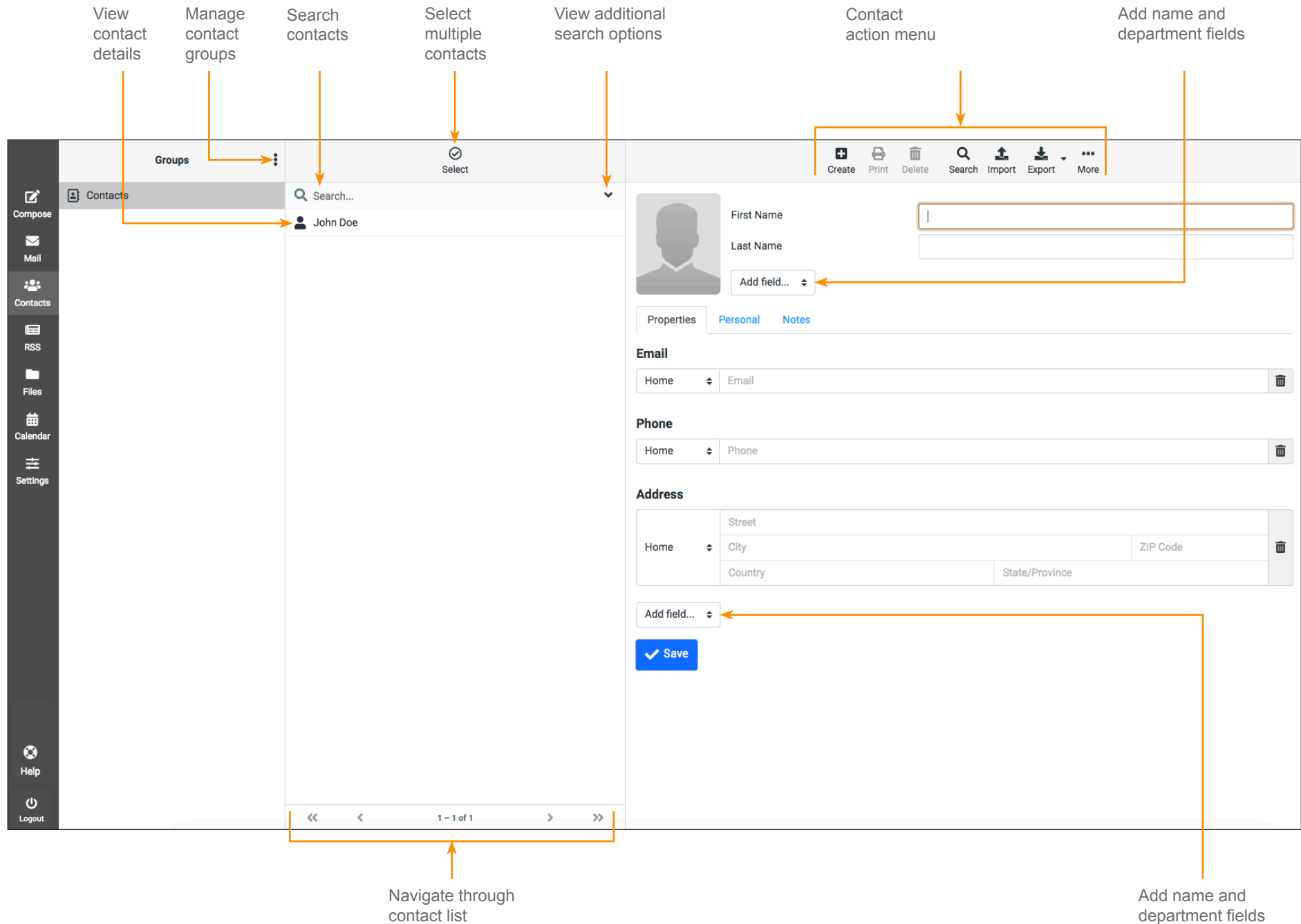
Hope this email finds you well. Just letting everyone know about the training session that is going to start next Monday at the office, starting at 9:00 am to 5:00 pm. We will be introducing new tools that will make your lives easier. We will be going through the new tools, how it works, and hands-on training to ensure you are up and running in no time.

Looking forward to seeing you all! J

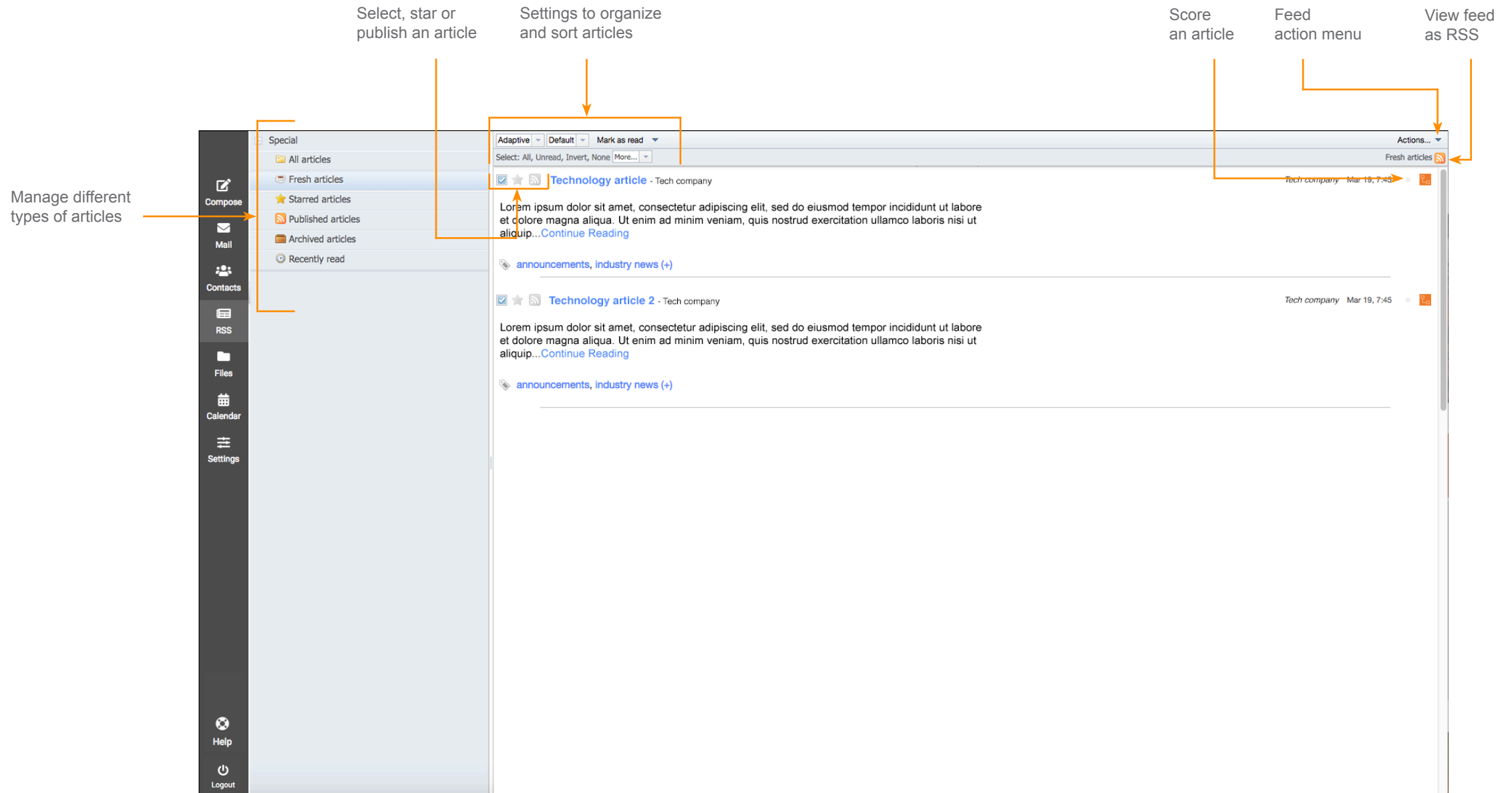
Jane Doe
Lead Sales Manager 555-555-5555 x 555

A blue 'Send' button is located at the bottom left of the composition area.

Contacts overview



RSS overview



Files overview

File folder management

File selector

File share link

Files action menu

The screenshot shows a file management application with a sidebar on the left and a main content area. The sidebar contains links to Compose, Mail, Contacts, RSS, Files (highlighted), Calendar, and Settings. The main content area is titled 'Files' and displays a folder structure on the left and a file list on the right. The folder structure includes a root folder with 1 item, Folder 1/ (0), Folder 2/ (0), Folder 2A/ (4) (highlighted), and Folder 2AB/ (0). The file list has columns for Name, Size, and Sharing. The files listed are Attachment 1.png (8.73 KB), Product_Image.png (3.82 KB), Sample image 1.png (4.7 KB), and Uploaded file 1.png (8.43 KB). The 'Product_Image.png' file is highlighted, and its sharing link is shown in the 'Sharing' column. The 'Files action menu' is located at the top right of the main content area, containing buttons for Create fold..., Upload Fil..., Delete, Share, Unshare, and Move. Annotations with orange arrows point to the folder structure, the file list, the file share link, and the files action menu.

Name	Size	Sharing
Attachment 1.png	8.73 KB	Link
Product_Image.png	3.82 KB	Link
Sample image 1.png	4.7 KB	Link
Uploaded file 1.png	8.43 KB	Link

Calendar overview

Calendar selector

Hide/Show calendar

Select month and year views

Selectable dates

Add, edit or delete a calendar

Search calendar

Change calendar view

Create, print, or import/export a calendar

View past or upcoming days, weeks or months

The screenshot shows a web-based calendar application. On the left is a dark sidebar with navigation links: Compose, Mail, Contacts, RSS, Files, Calendar (active), and Settings. The main area is divided into a 'Calendars' panel on the left and a main calendar view on the right. The 'Calendars' panel has a search bar and a list of calendars, with 'default' selected and a toggle switch. The main calendar view has a top bar with a search bar, view tabs (Day, Week, Month, Agenda), and a date range 'Mar 25 - Mar 31 2019'. Below this is a grid showing the days of the week and time slots from 6:00 am to 9:00 pm. Two red event blocks are visible: '7:00 am - 8:00 am Meeting' and '12:00 pm - 1:30 pm Lunch with John'. A bottom panel shows a monthly calendar for March 2019, with the 10th highlighted. Annotations with orange arrows point to various features: 'Calendar selector' points to the sidebar; 'Hide/Show calendar' points to the toggle switch; 'Select month and year views' points to the month/year selector; 'Selectable dates' points to the monthly calendar; 'Add, edit or delete a calendar' points to the three-dot menu; 'Search calendar' points to the search bar; 'Change calendar view' points to the view tabs; 'Create, print, or import/export a calendar' points to the top bar icons; and 'View past or upcoming days, weeks or months' points to the date range and navigation arrows.

all-day	Mon 3-25	Tue 3-26	Wed 3-27	Thu 3-28	Fri 3-29	Sat 3-30	Sun 3-31
6:00 am							
7:00 am		7:00 am - 8:00 am Meeting					
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm		12:00 pm - 1:30 pm Lunch with John					
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							

Settings overview

Secondary settings menu

Tertiary settings menu that allows customizations

Primary settings menu. The following can be configured:

- Preferences
- Identities
- Responses
- Password
- Autoresponder
- Spam Settings
- Mail Forwarding
- Filters

Compose

Mail

Contacts

RSS

Files

Calendar

Settings

Help

Logout

Settings

Preferences

Folders

Identities

Responses

Password

Autoresponder

Spam Settings

Mail Forwarding

Filters

About

User Interface

Mailbox View

Displaying Messages

Composing Messages

Contacts

Special Folders

Server Settings

Other Accounts

Calendar

Main Options

Default address book

Contacts

List contacts as

Display Name

Sorting column

Last Name

Rows per page

50

Skip alternative email addresses in autocompletion

☐

Save