



Setting Up Emails

Webmail

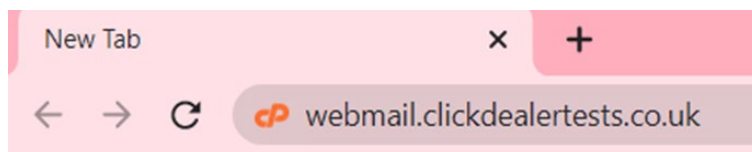


In this user guide, you will learn how to add your Click Dealer email accounts to Webmail.

Step 1

First, you need to open the internet. Once you have opened the internet, you need to search for Webmail.

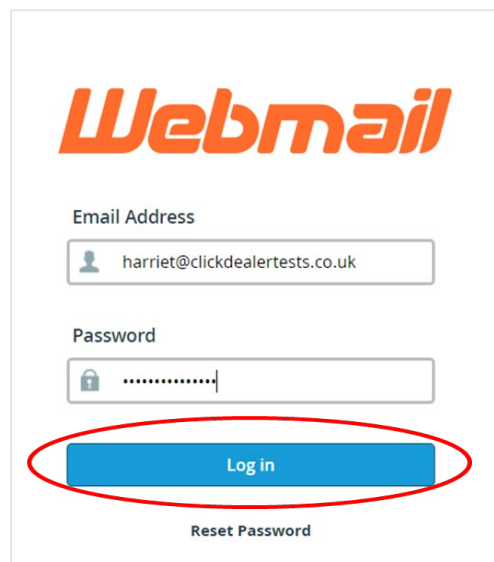
The Webmail link is `webmail.yourdomain.co.uk/.com` (Example: if I were trying to log into Webmail for the email account `harriet@clickdealertests.co.uk` then the Webmail link would be `webmail.clickdealertests.co.uk`).



This is what your search bar should look like.

Step 2

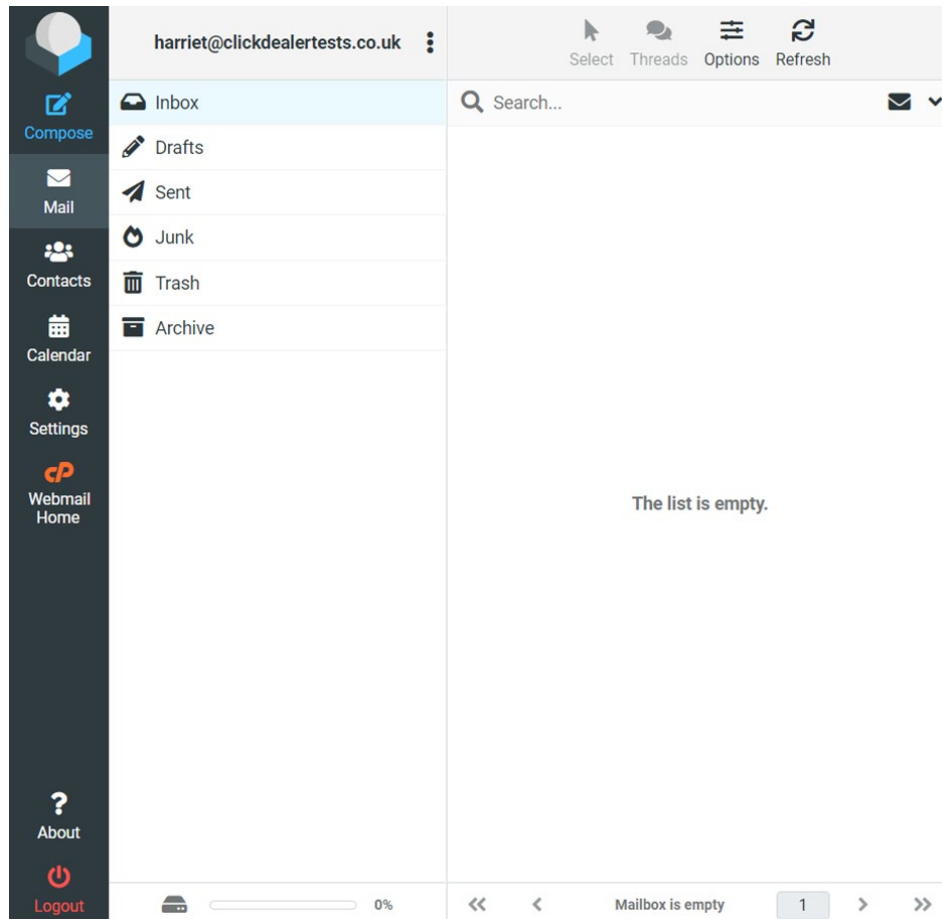
Once you have searched the link, it will take you to this login page.



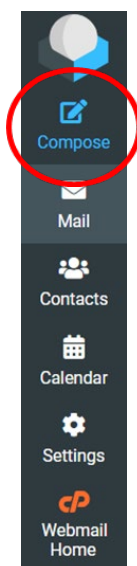
This is where you need to enter your email address and password. Once you have done that, please click Log in (please see red circle on screenshot above).

Step 3

Once you have logged in, it will take you to your emails (please see screenshot below).

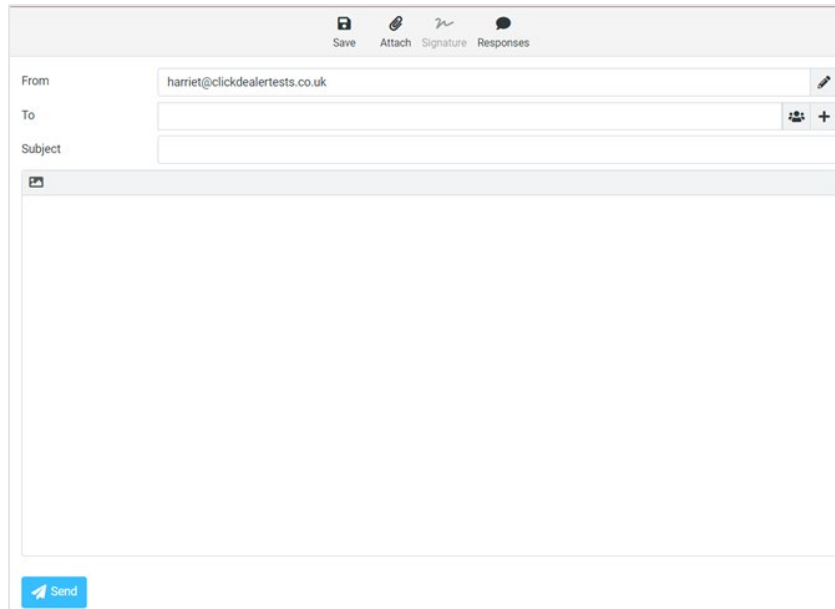


How to compose an email:

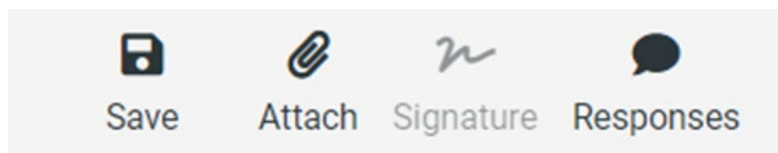


To compose an email, you need to click on Compose (please see red circle on screenshot to the left).

Once you have clicked on Compose, it will then bring you up a box where you can write your emails (please see screenshot below). This is where you can type the email address you want to send the email too, the subject for the email and the email content.

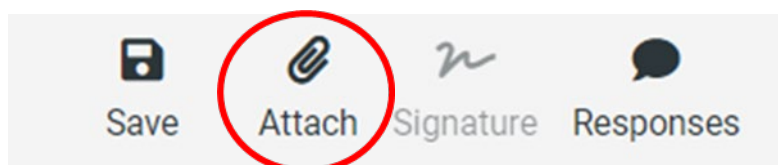
A screenshot of an email composition window. At the top, there is a toolbar with four icons: a floppy disk for 'Save', a paperclip for 'Attach', a signature for 'Signature', and a speech bubble for 'Responses'. Below the toolbar, the 'From' field is pre-filled with 'harriet@clickdealer.co.uk'. The 'To' field is empty and has a plus icon to its right. The 'Subject' field is also empty. Below these fields is a large text area for the email body. At the bottom left of the text area is a blue 'Send' button.

At the top of the page, you have this row of icons (please see screenshot below). This is where you can save the email as a draft and attach a file to the email you are sending.



Attaching a file to your email:

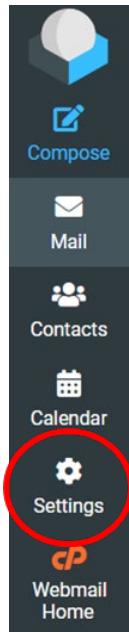
When you want to attach a file to the email you are sending, you need to click on Attach. This is located at the top of the box where you compose your email (please see red circle on screenshot below).



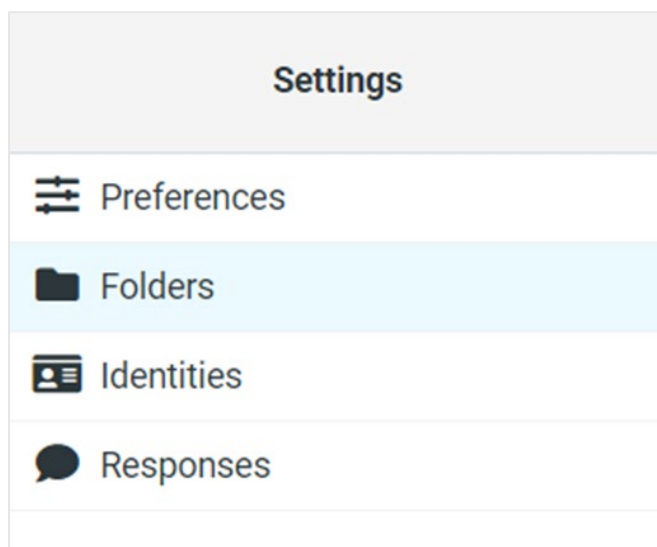
Once you have clicked on attach, it will bring up your file explorer. Just select the file you want to attach and click open. This will then attach the file to your email.

Folders/how to create them:

To create folders, you need to go to Settings (please see red circle on screenshot below).



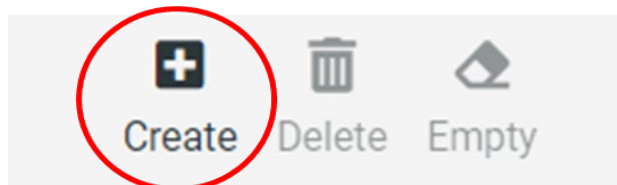
Once you have opened settings, you need to select Folders (please see section highlighted in blue on screenshot below).



Once you have clicked on folders, to the right, it will show you all the folders you currently have (please see screenshot below).

Search...	▼
Inbox	<input checked="" type="checkbox"/>
Drafts	<input checked="" type="checkbox"/>
Sent	<input checked="" type="checkbox"/>
Junk	<input checked="" type="checkbox"/>
Trash	<input checked="" type="checkbox"/>
Archive	<input checked="" type="checkbox"/>
Junk	<input type="checkbox"/>

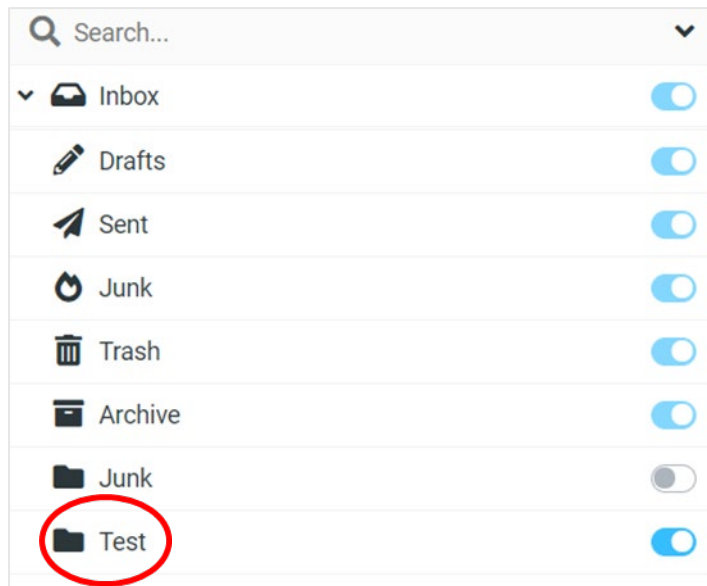
To create a folder, you need to click on the create button which will look like this (please see red circle on screenshot).



Then all you need to do is enter the name of what you would like the folder to be called in the Folder name section (please see red circle on screenshot) and click save.

Location	
Folder name	Test
Parent folder	---
Settings	
List view mode	List
<input checked="" type="button" value="Save"/>	

Your new folder will now appear (please see red circle on screenshot below).



If you have any issues with this or any further questions, please do not hesitate to give us a call on 01782 478 220 or email us at help@clickdealer.co.uk