

# HCC WebMail



**HoodCanal**  
COMMUNICATIONS

Keeping our community connected

**360-898-2481 • [www.hcc.net](http://www.hcc.net)**

# When you log in, you are greeted by your personalized mailbox

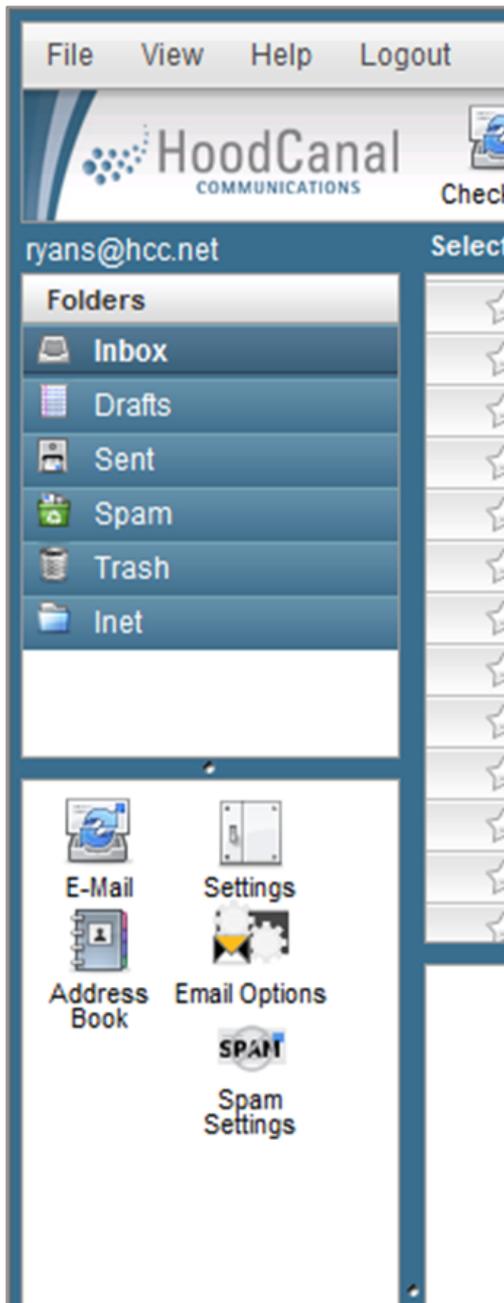
File View Help Logout Filter: All Search: Clear

HoodCanal COMMUNICATIONS Check Mail Compose Reply Reply All Forward Delete Mark As More... Calendar Keeping our community connected.

ryans@hcc.net Select: All Unread None Empty Compact Disk usage: 0% Messages 1 to 50 of 76

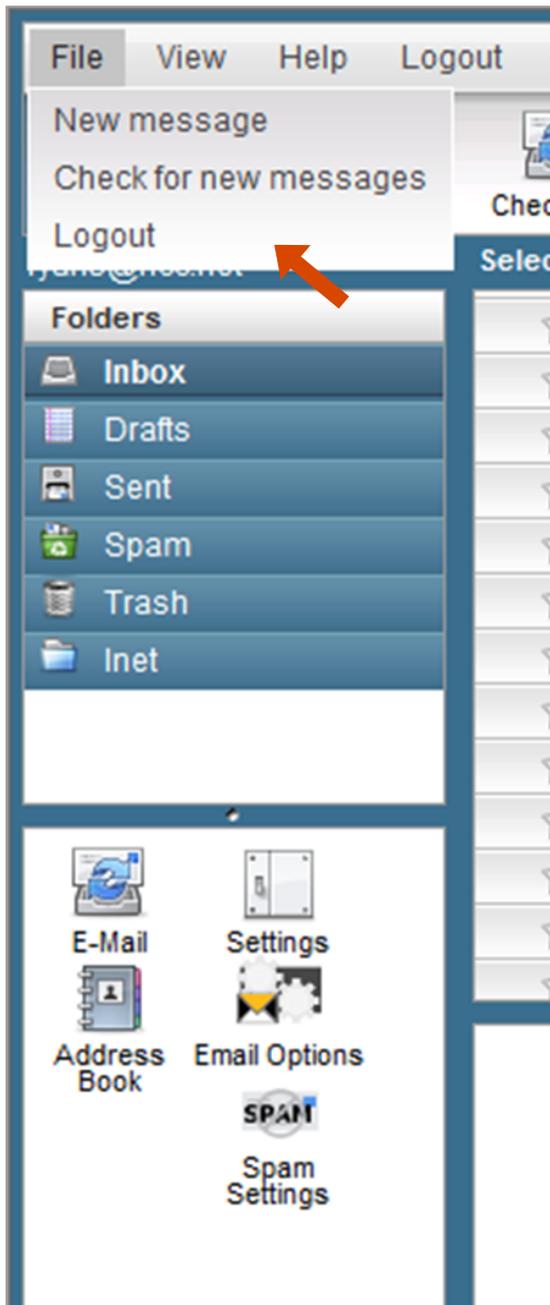
Star	Subject	From	Date	Size
☆	• Pacific Northwest Concert Update	Live Nation	Wed 15:30	63 KB
☆	• Pacific Northwest Concert Update	Live Nation	Wed 14:49	63 KB
☆	• TechNet Flash: Lync Server 2010 Trial, IE9 Platform Preview 7	Microsoft	Wed 14:47	57 KB
☆	• Fwd: First Friday, Parade, Fun...News for December	Kathryn Kamin	Wed 14:25	18 KB
☆	• Milepost 7 hwy 106	Neil Jones	Wed 13:59	1 KB
☆	• Live Webcast:Laying the Groundwork for Cloud-based App Delivery	InformationWeek	Wed 13:38	17 KB
☆	• Still time to save during NCTC's Hardware Q4 promotion!	NCTC	Wed 13:34	13 KB
☆	• \$20 off! Shop our Holiday Hot Buys!	Cabelas	Wed 13:16	37 KB
☆	• 3 Days Only - 10% OFF AOSafety, OCC and EAR	Safety Glasses USA, Inc.	Wed 13:02	21 KB
☆	• Supercharge Servers: Go Beyond Defragmentation	InfoWorld Resources	Wed 12:40	10 KB
☆	• Scheduled Report: Executive Weekly Summary Report	SPC_Server@hcc.net	Wed 12:32	196 KB
☆	• IRS Approved 2010 Tax Forms - Offer expires December 16	QuickBooks	Wed 12:18	25 KB
☆	• Unlock the Value of the Cloud	InfoWorld Resources	Wed 11:58	9 KB

E-Mail Settings Address Book Email Options Spam Settings

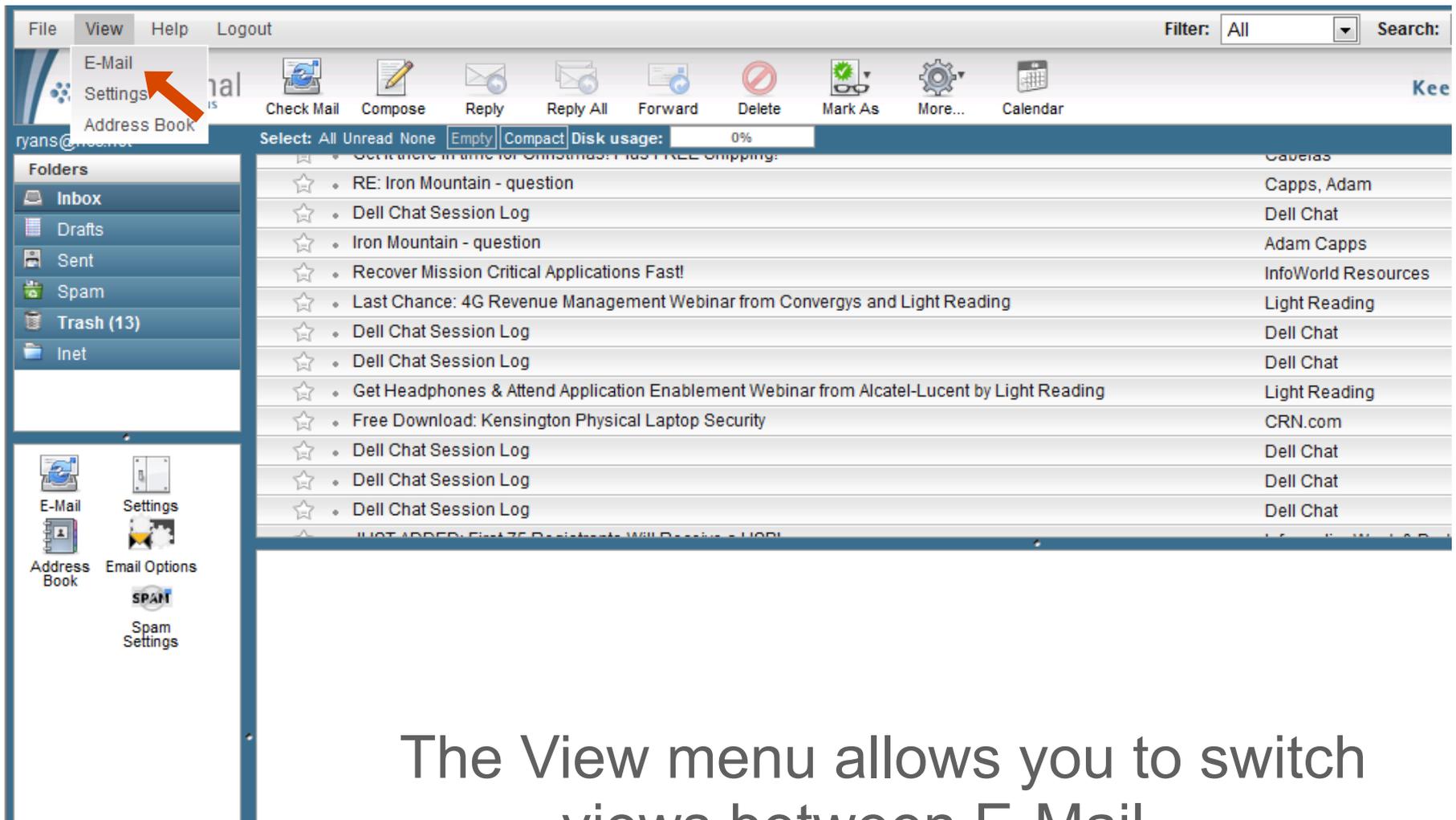


Folders to the left help you find and organize

Below are various areas used to configure your mail options allowing you to personalize your settings.



The File menu allows you to create or check your mail, as well as to logout of the system



The View menu allows you to switch views between E-Mail...

The screenshot shows the 'View' menu open, with 'Settings' highlighted by a red arrow. The 'User Interface' settings panel is displayed, showing the following options:

- Main Options**
  - Language: English (US)
  - Time zone: Auto
  - Daylight saving time:
  - Pretty dates:
  - Interface skin: hoodcanal
- List Options**
  - Rows per page: 50

A 'Save' button is located at the bottom of the settings panel. The left sidebar contains icons for E-Mail, Settings, Address Book, Email Options, and Spam Settings.

The View menu allows you to switch to your Settings...

The screenshot shows an email client interface. At the top, there is a menu bar with 'File', 'View', 'Help', and 'Logout'. Below the menu bar is a toolbar with icons for 'Back', 'New Contact', 'Delete', 'Compose', 'Import', 'Export', and 'Calendar'. On the left side, there is a sidebar with a list of email addresses: 'bs@hcc.net', 'glenn\_zack@rbza.com', 'nancy@hcc.net', 'ryans@hcc.net', 'tam', and 'TigerDirect'. Below the list are icons for 'E-Mail', 'Settings', 'Address Book', 'Email Options', and 'Spam Settings'. The main area of the interface is a large white rectangle with the text: 'The View menu also allows you to switch to the'. An orange arrow points to the 'View' menu in the top menu bar.

File View Help Logout

E-Mail Settings Address Book

Back New Contact Delete Compose Import Export Calendar

Contacts 1 to 6 of 6

Display name

bs@hcc.net

glenn\_zack@rbza.com

nancy@hcc.net

ryans@hcc.net

tam

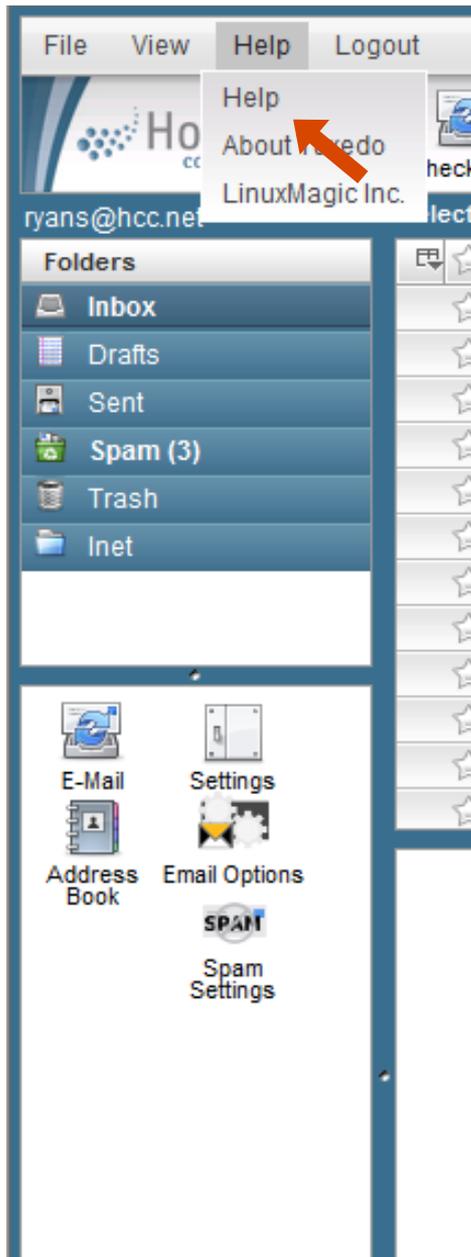
TigerDirect

E-Mail Settings

Address Book Email Options

Spam Settings

The View menu also allows you to switch to the



## Tuxedo™ Webmail Help

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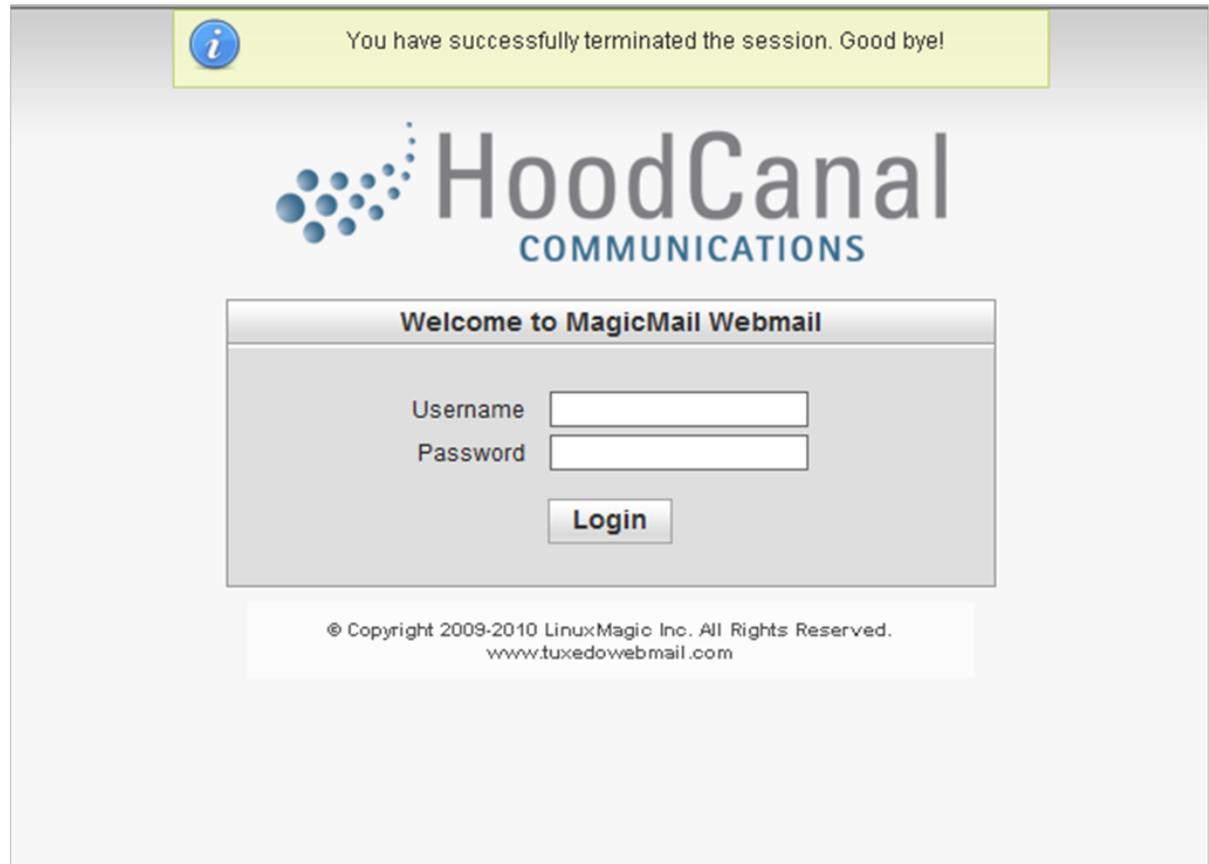
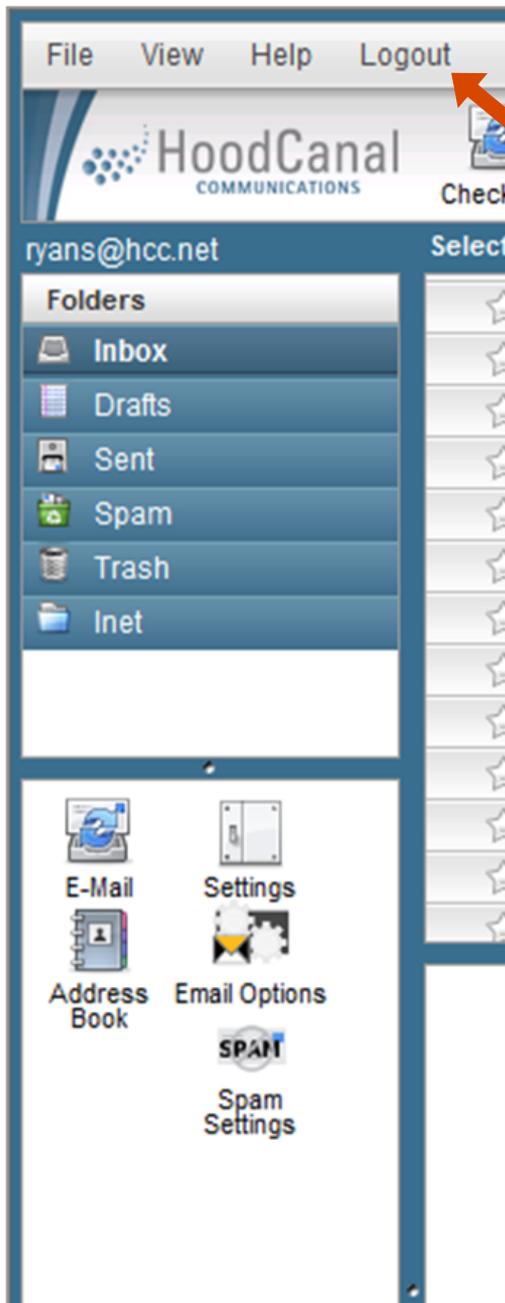
Welcome to **Tuxedo™** Webmail!

**Tuxedo™** is an advanced webmail interface for your email server. It has all the functionality you would expect from a modern email client, including MIME support, address book, folder manipulation, message searching and spell checking. Unlike other webmail clients, its user interface has been designed to give you the look and feel of a desktop application. This means that it has features like drag-and-drop, application menus and minimal page refreshes.

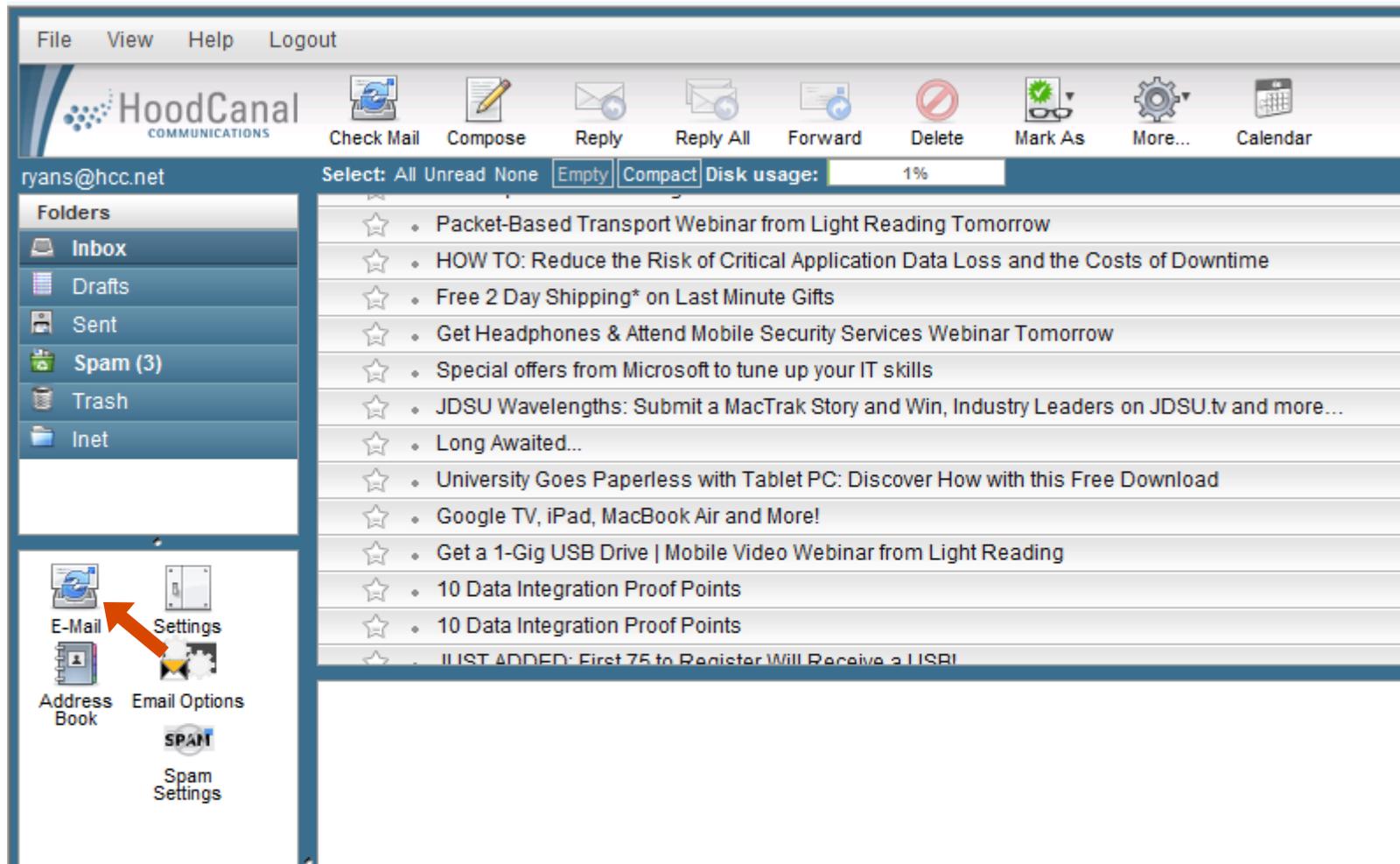
Because of these features, **Tuxedo™** requires some advanced browser technologies. At this time we support only the following browsers (under Windows, Mac OS or Linux systems):

- [Internet Explorer 7.0](#) or higher
  - [Mozilla Firefox 2.0](#) or higher
- 

The Help menu allows you to use the online help.



Logout ends your E-Mail session.



E-Mail link sends you to your inbox.

File View Help Logout Filter: All Search: [Clear]

HoodCanal COMMUNICATIONS Check Mail Compose Reply Reply All Forward Delete Mark As More... Calendar Keeping our community connected.

ryans@hcc.net Select: All Unread None Empty Compact Disk usage: 0% Block Sender Messages 1 to 50 of 52

**Folders**

- Inbox
- Drafts
- Sent
- Spam
- Trash
- Inet

E-Mail Settings Address Book Email Options SPAM Spam Settings

Subject	Sender	Date	Size
Managing Massive Data Volumes	ITwhitepapers.com Resources	Mon 08:45	8 KB
Ryan, Your 12/20/10 Issue is Here!	Rob Preston, Editor In Chief, Info	Mon 08:32	10 KB
Follow Up Re: Today's Healthcare IT ChannelCast	ChannelCast	Mon 07:41	3 KB
Carrier Ethernet Network Service Assurance Whitepaper	Light Reading	Mon 07:37	2 KB
Still Time for Holiday Shopping - Free Shipping Extended!	Griot's Garage	Mon 07:18	17 KB
Still Time for Holiday Shopping - Free Shipping Extended!	Griot's Garage	Mon 07:18	17 KB
Last Chance for Holiday Pricing	AutoAnything	Mon 06:52	41 KB
Top 10 Government Stories Of 2010	InformationWeek Daily	Mon 01:04	81 KB
Free Overnight Shipping upgrade on Cards and Books	Hewlett-Packard	Mon 00:22	17 KB
Today Only! 25% Off One Item & Last Day for FREE Delivery by Christmas	Barnes & Noble	Sun 23:59	23 KB
Today Only! 25% Off One Item & Last Day for FREE Delivery by Christmas	Barnes & Noble	Sun 23:59	23 KB
Order by 9PM Monday, 12/20/10 To Receive In Time For Christmas	Costco News	Sun 21:58	7 KB
Amazon.com: Get Kindle 3G in Time for Christmas	Amazon.com	Sun 11:35	20 KB

**Subject** Managing Massive Data Volumes  
**Sender** ITwhitepapers.com Resources  
**Recipient** ryans@hcc.net  
**Date** Mon 08:45

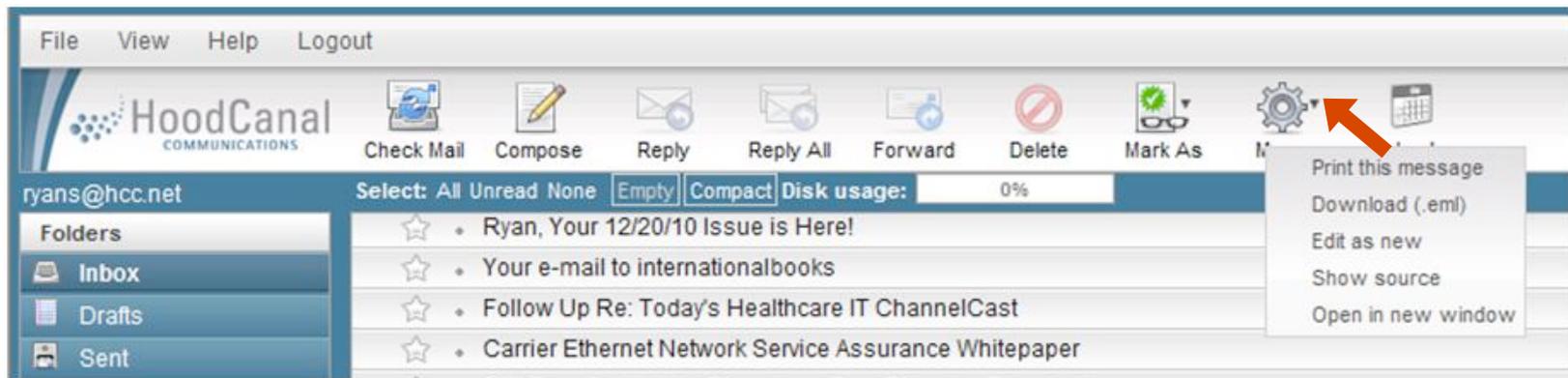
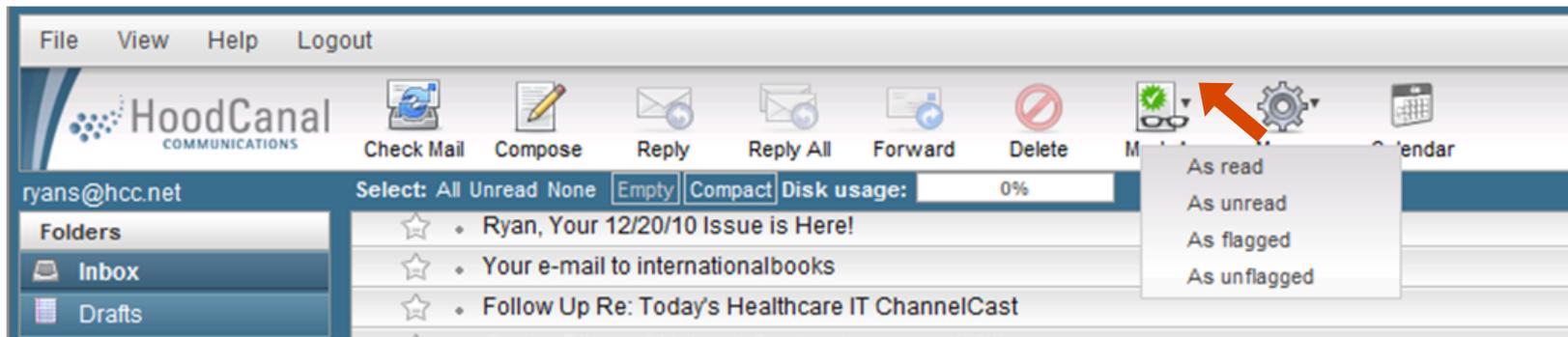
Show Headers

**i** To protect your privacy, remote images are blocked in this message. [Display images](#) Always show images from online\_resources@online.itwhitepapers.com

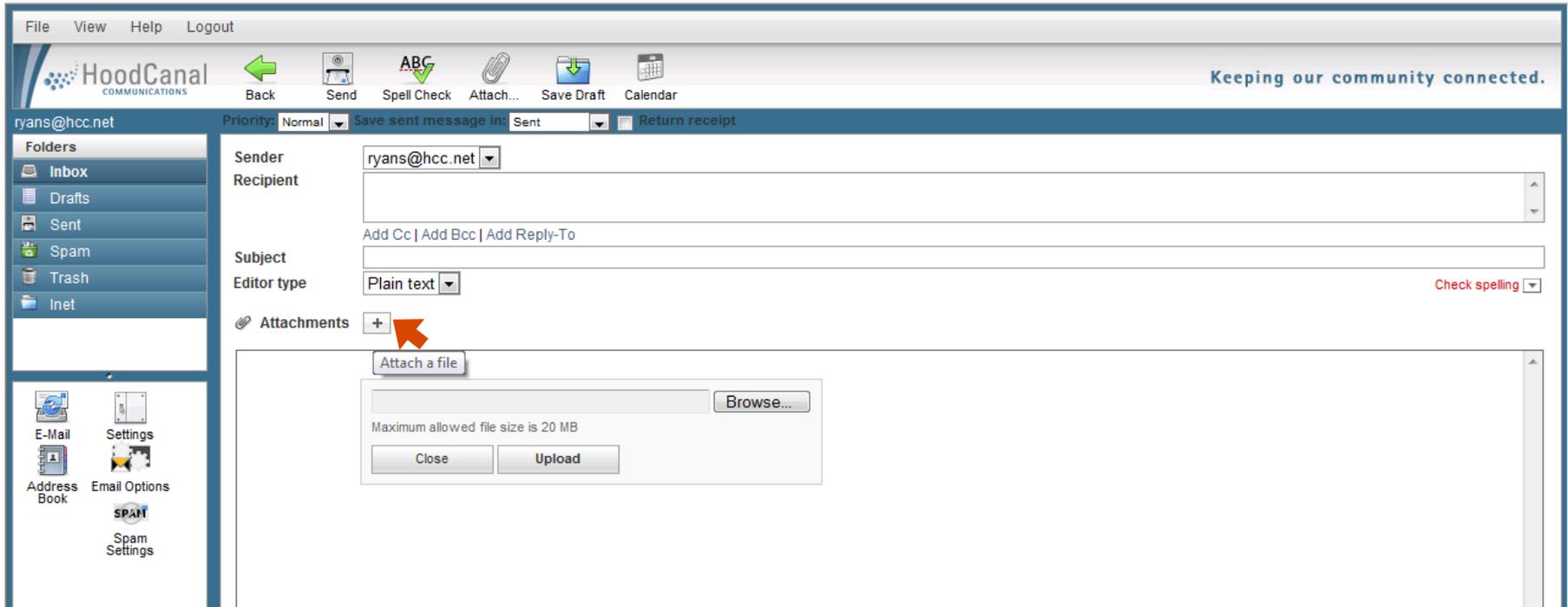
Meeting High Performance Needs of Massive Data Integration. [Learn More Now >>](#)

  
[Unsubscribe](#)

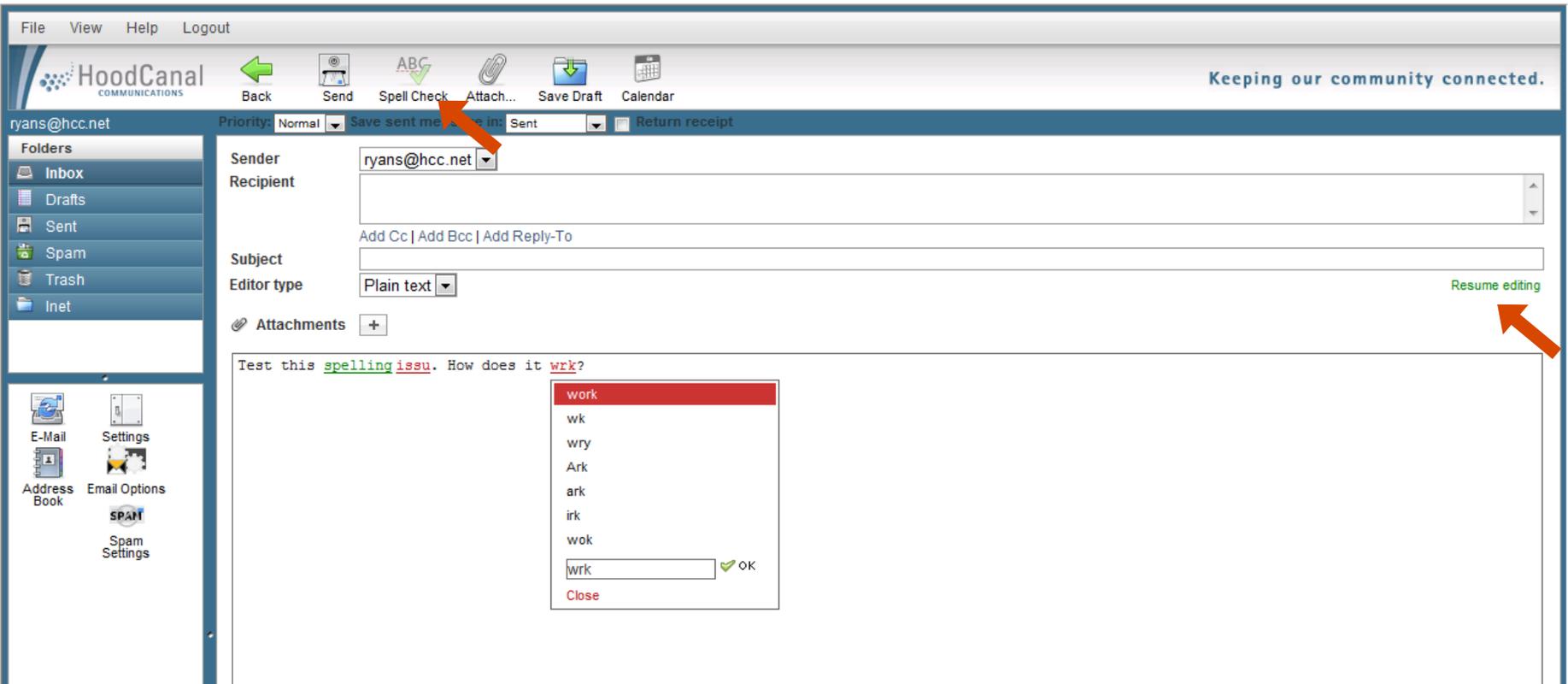
When working with messages control them with the buttons in the action bar.



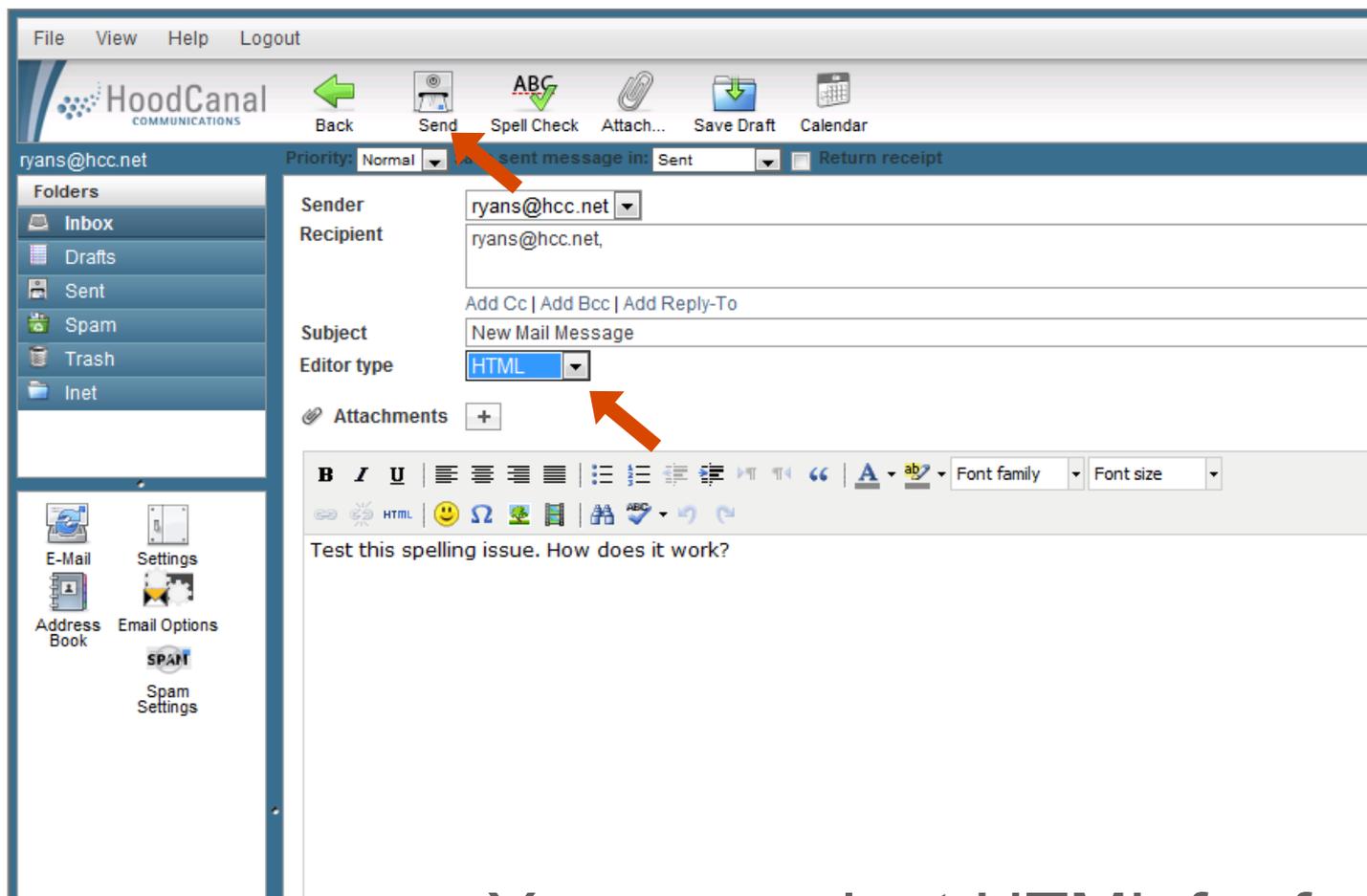
You can use Mark As, and More... for additional messaging options.



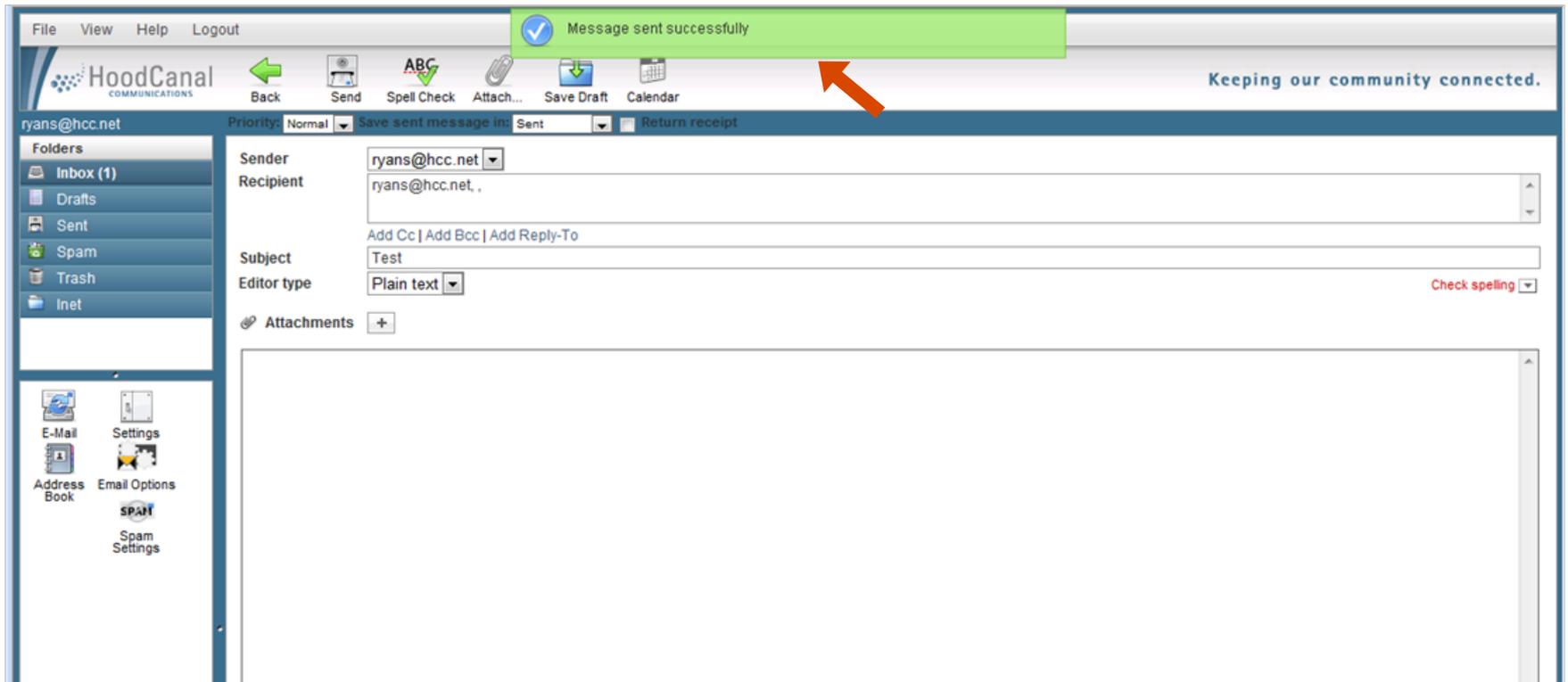
Click Compose to create a new message, fill in the needed



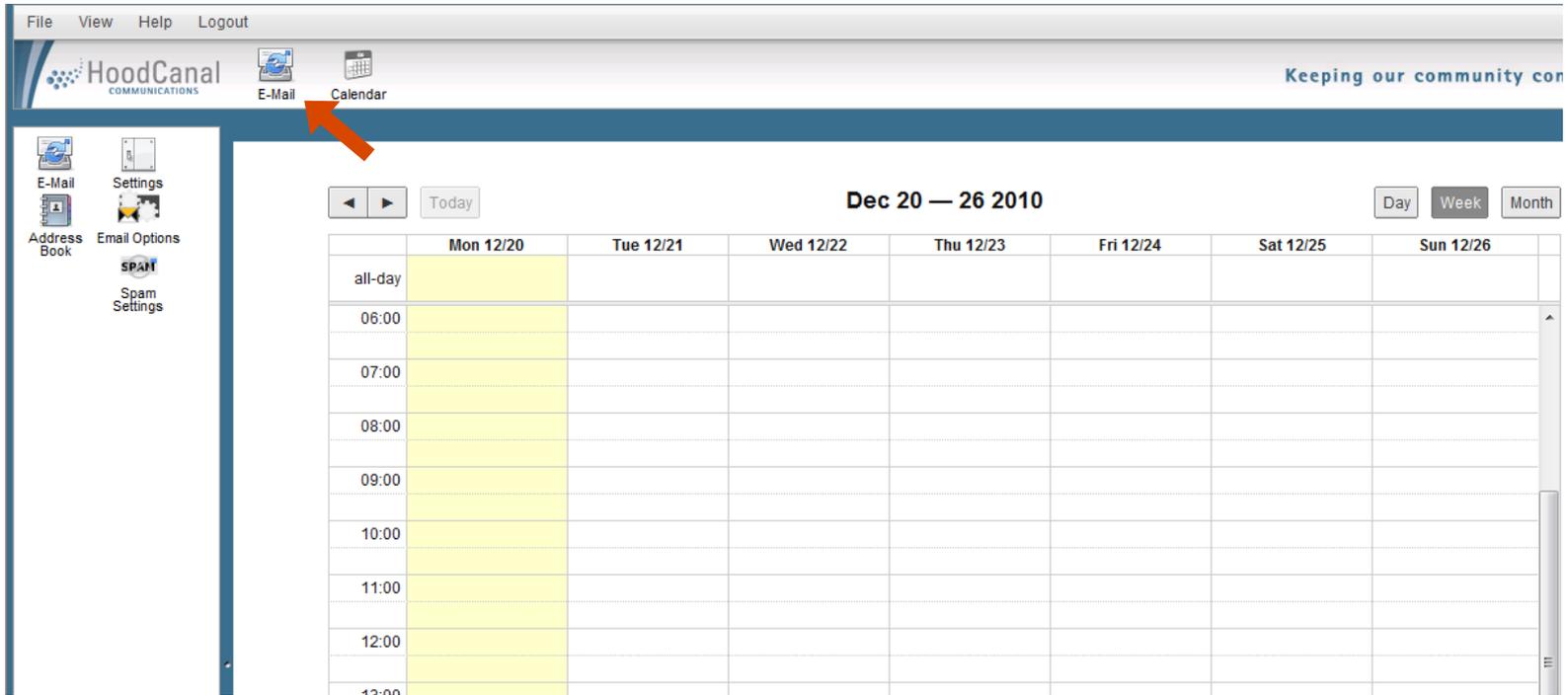
Click Spell Check in the action bar to correct any spelling errors. Click on



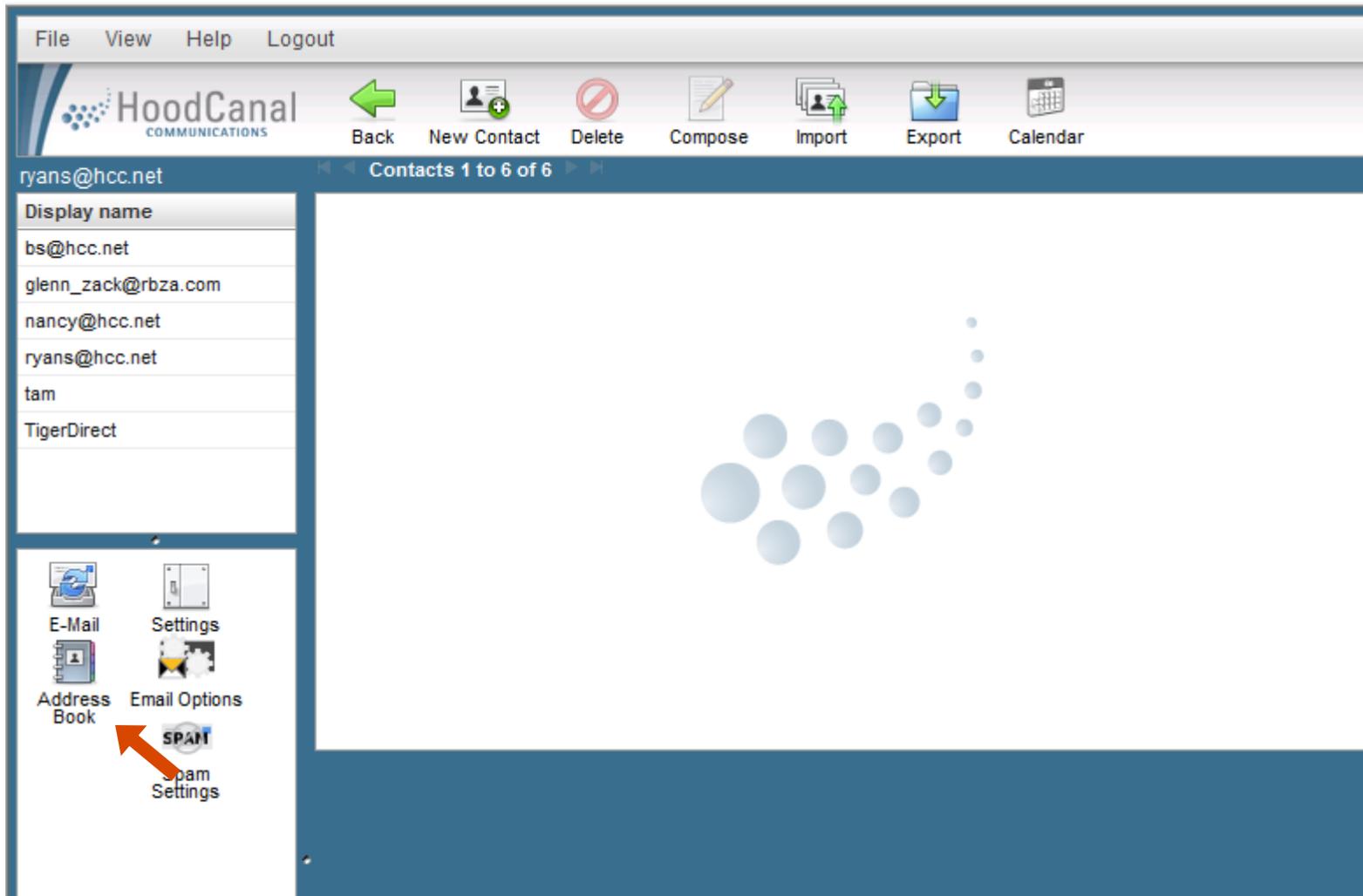
You can select HTML for fun personalized messages, when



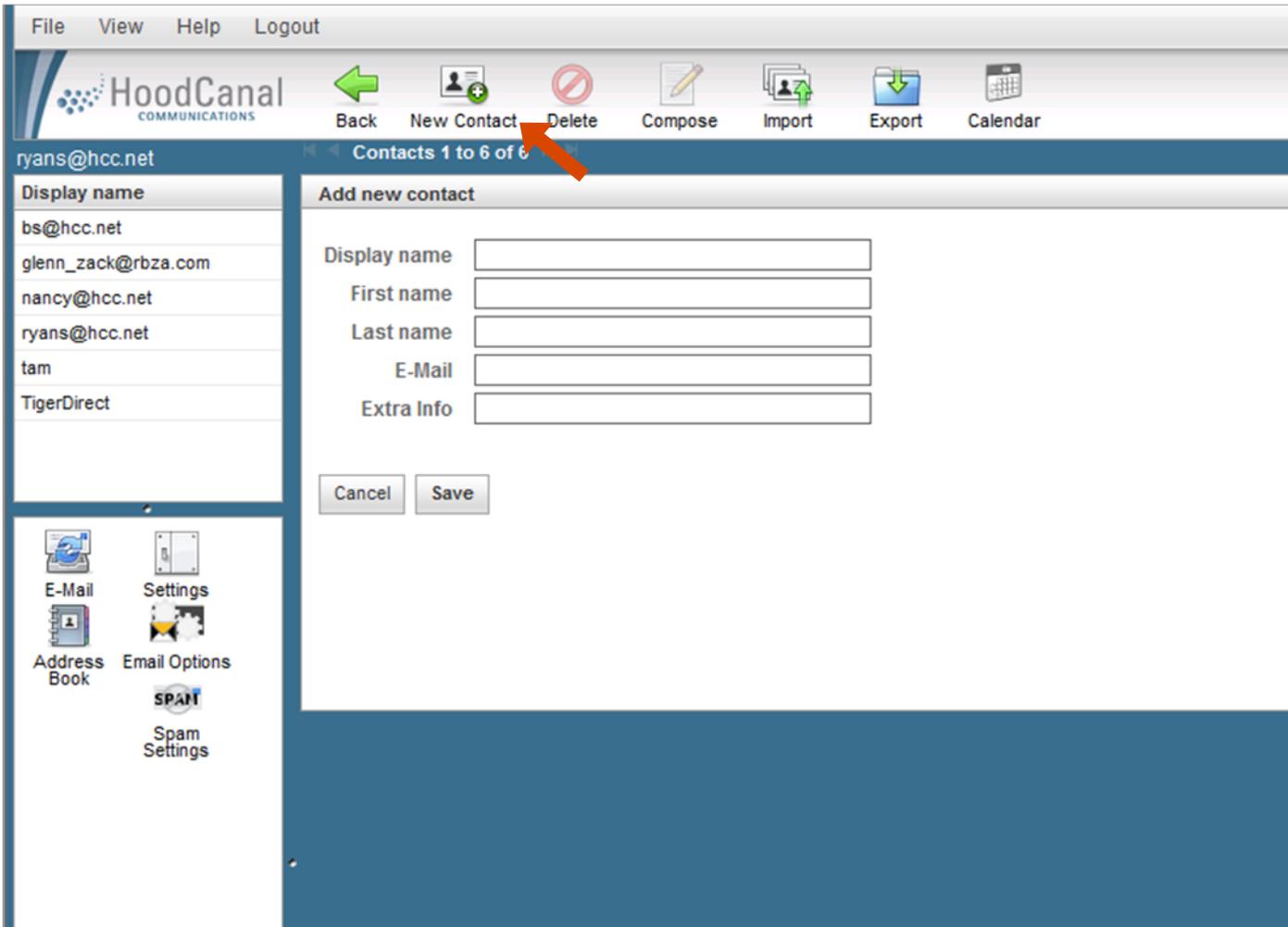
The mail program notifies you that your message was sent.



Click Calendar on the main menu to help keep organized. Click E-Mail to



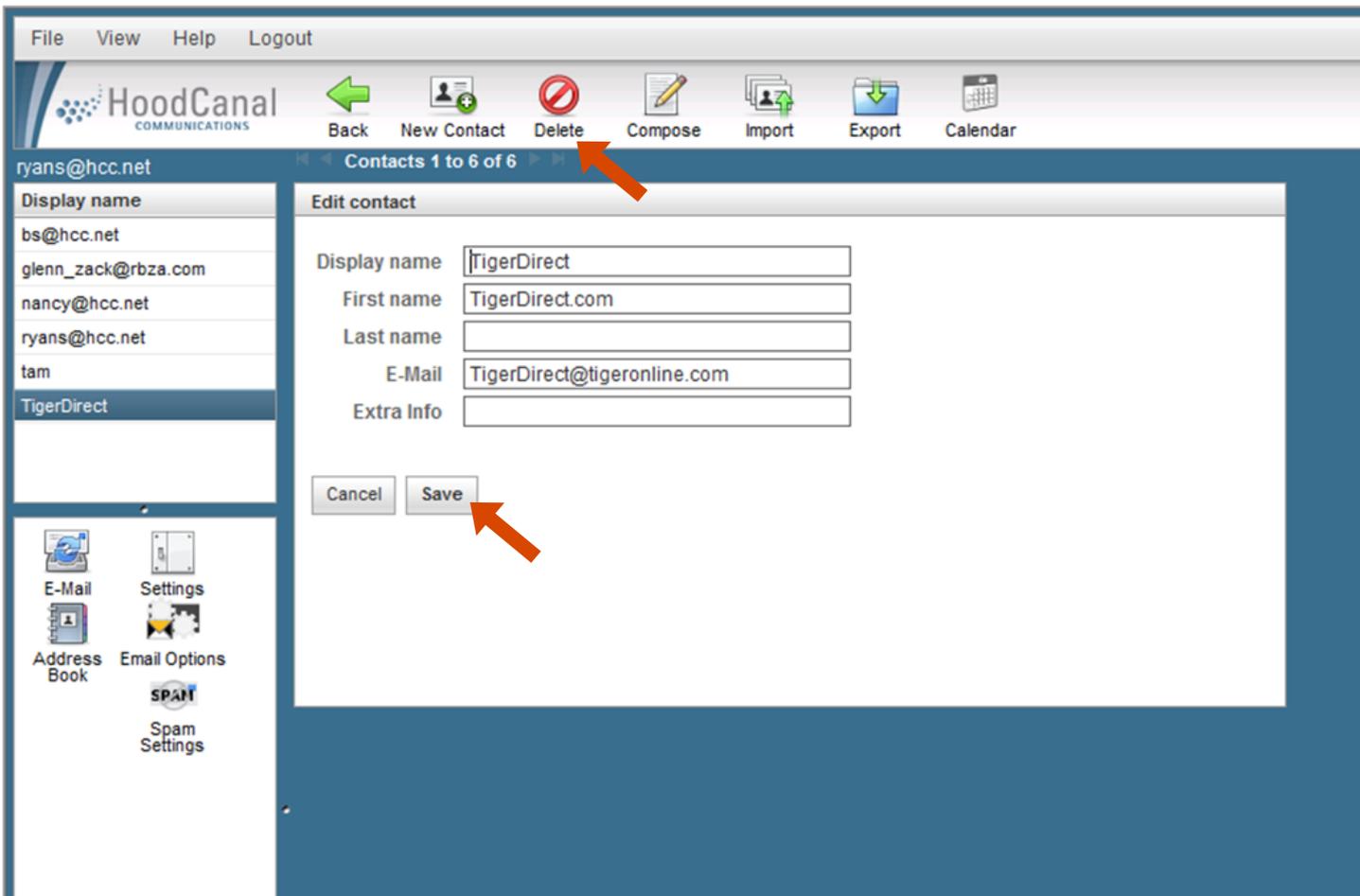
The Address Book link sends you to your address book.



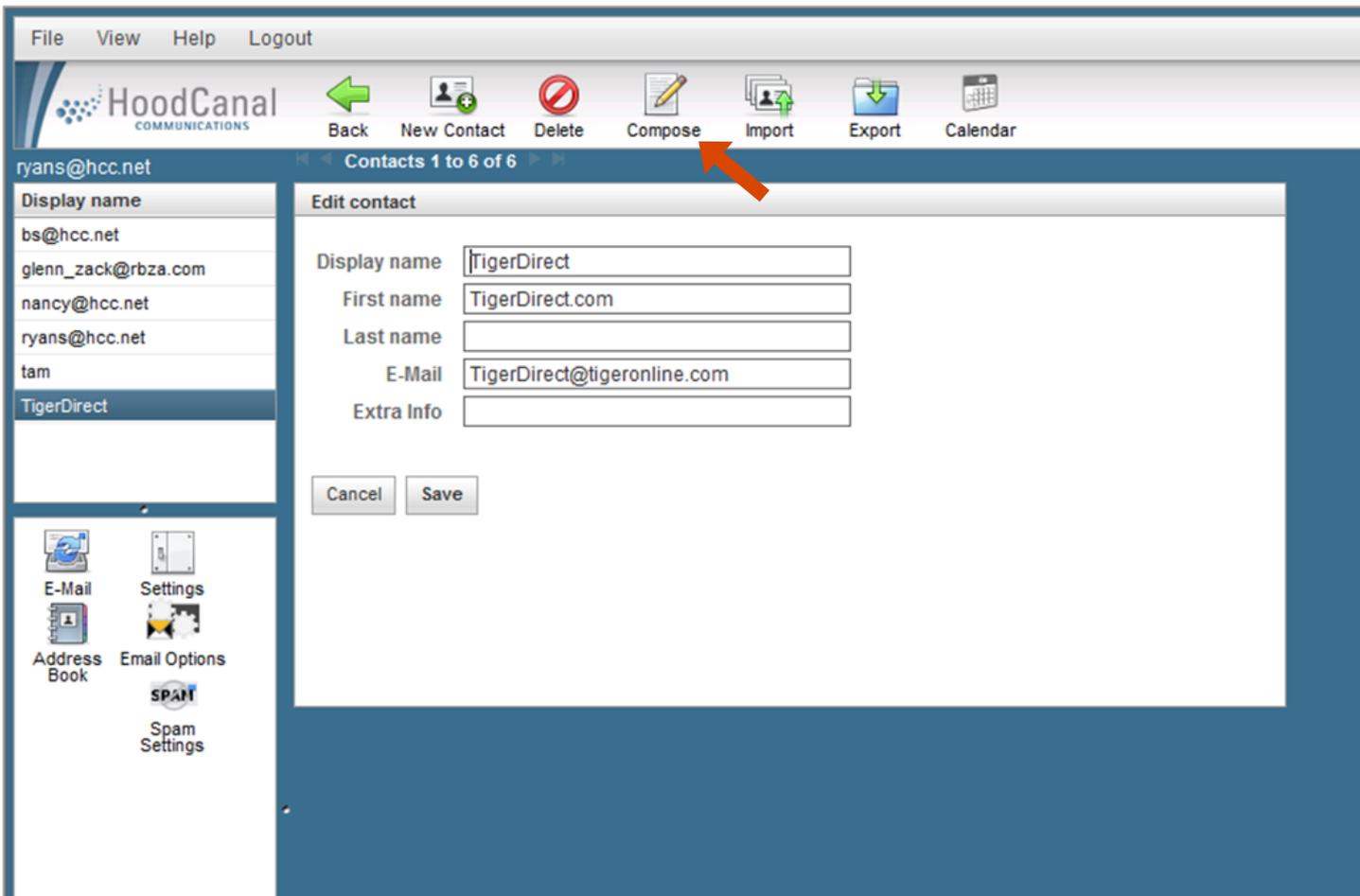
Click New Contact to add to your address book.

The screenshot shows a web application interface for HoodCanal COMMUNICATIONS. At the top, there is a menu bar with 'File', 'View', 'Help', and 'Logout'. Below the menu bar is a toolbar with icons for 'Back', 'New Contact', 'Delete', 'Compose', 'Import', 'Export', and 'Calendar'. The main content area is divided into two sections. On the left, there is a sidebar with a list of contacts under the heading 'Contacts 1 to 6 of 6'. The contacts listed are: 'ryans@hcc.net', 'bs@hcc.net', 'glenn\_zack@rbza.com', 'nancy@hcc.net', 'ryans@hcc.net', 'tam', and 'TigerDirect'. The 'TigerDirect' contact is highlighted in blue. Below the contact list are several icons for 'E-Mail', 'Settings', 'Address Book', 'Email Options', and 'Spam Settings'. On the right, there is a detailed view of the 'TigerDirect' contact. The details include: 'Display name: TigerDirect', 'First name: TigerDirect.com', 'Last name: TigerDirect.com', 'E-Mail: TigerDirect@tigeronline.com', and 'Extra Info'. Below the details is an 'Edit contact' button. Two red arrows are present: one pointing to the 'TigerDirect' contact in the list, and another pointing to the 'Edit contact' button.

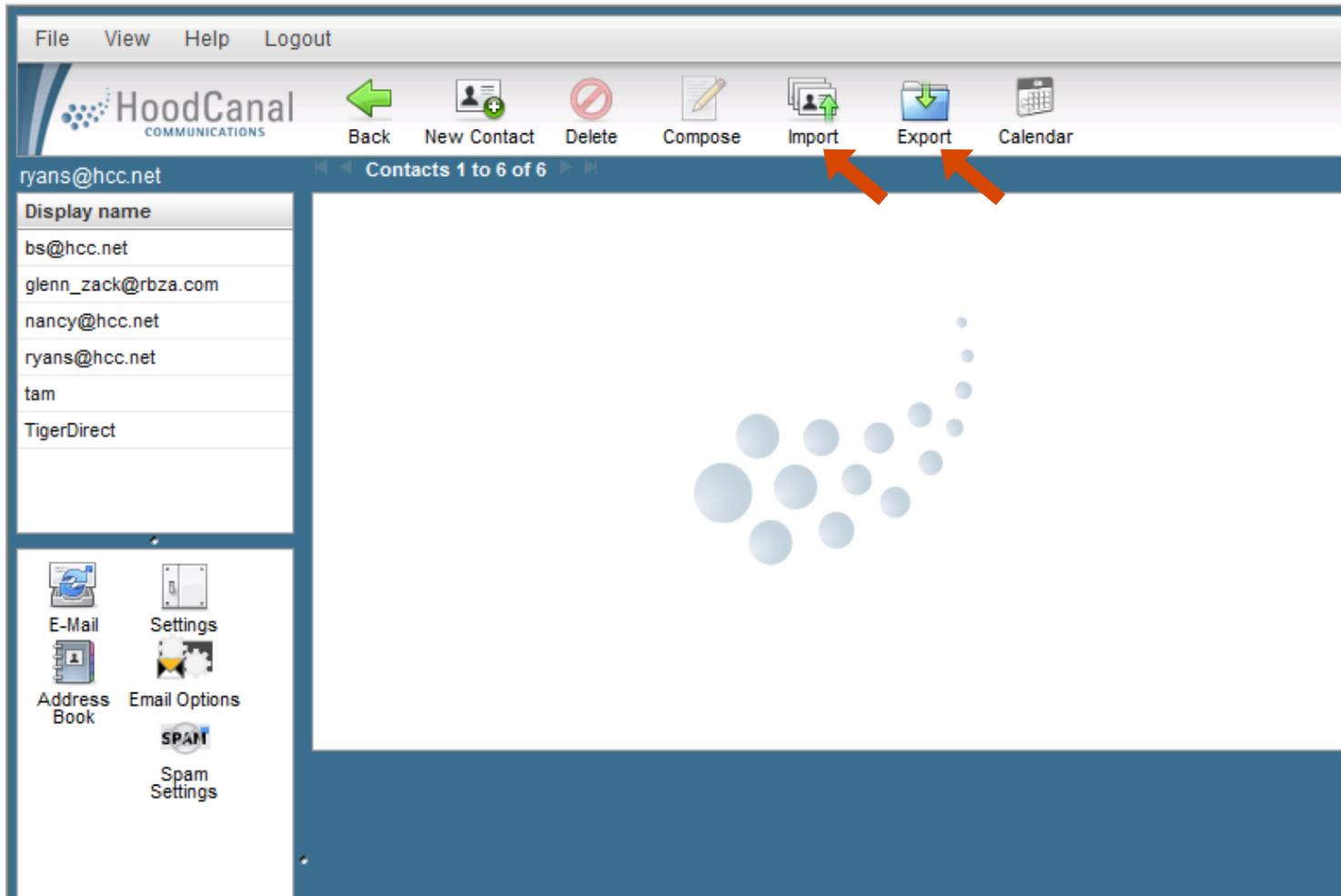
Just click on your contact to edit the contact information.



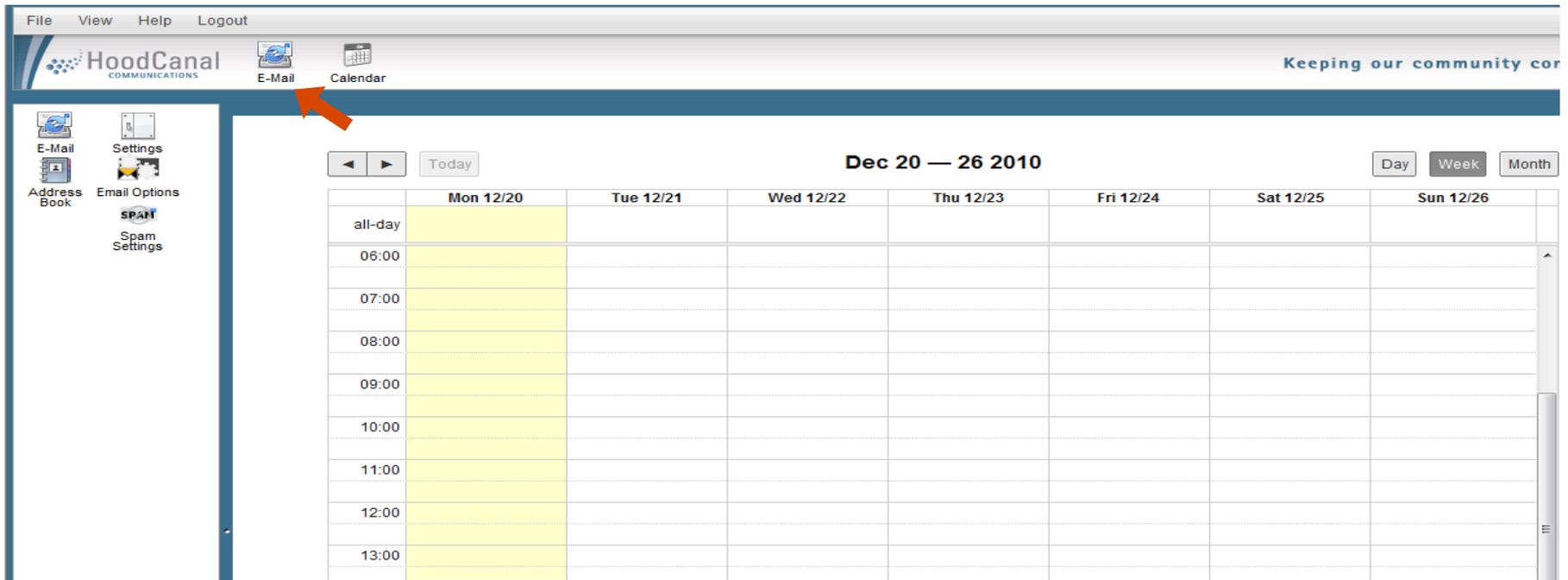
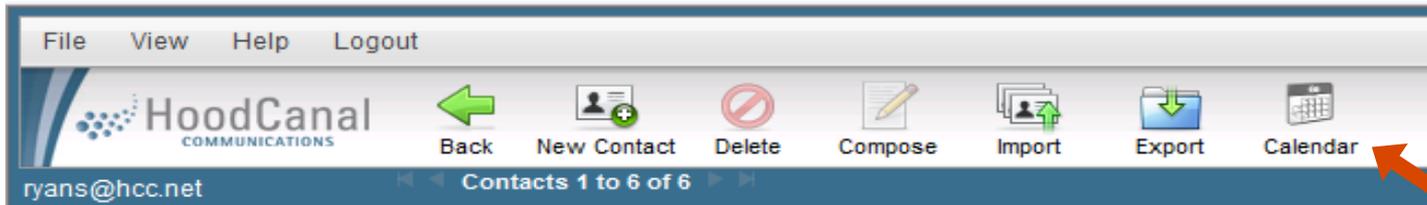
When finished editing, click Save. You can also delete the contact using the Delete button.



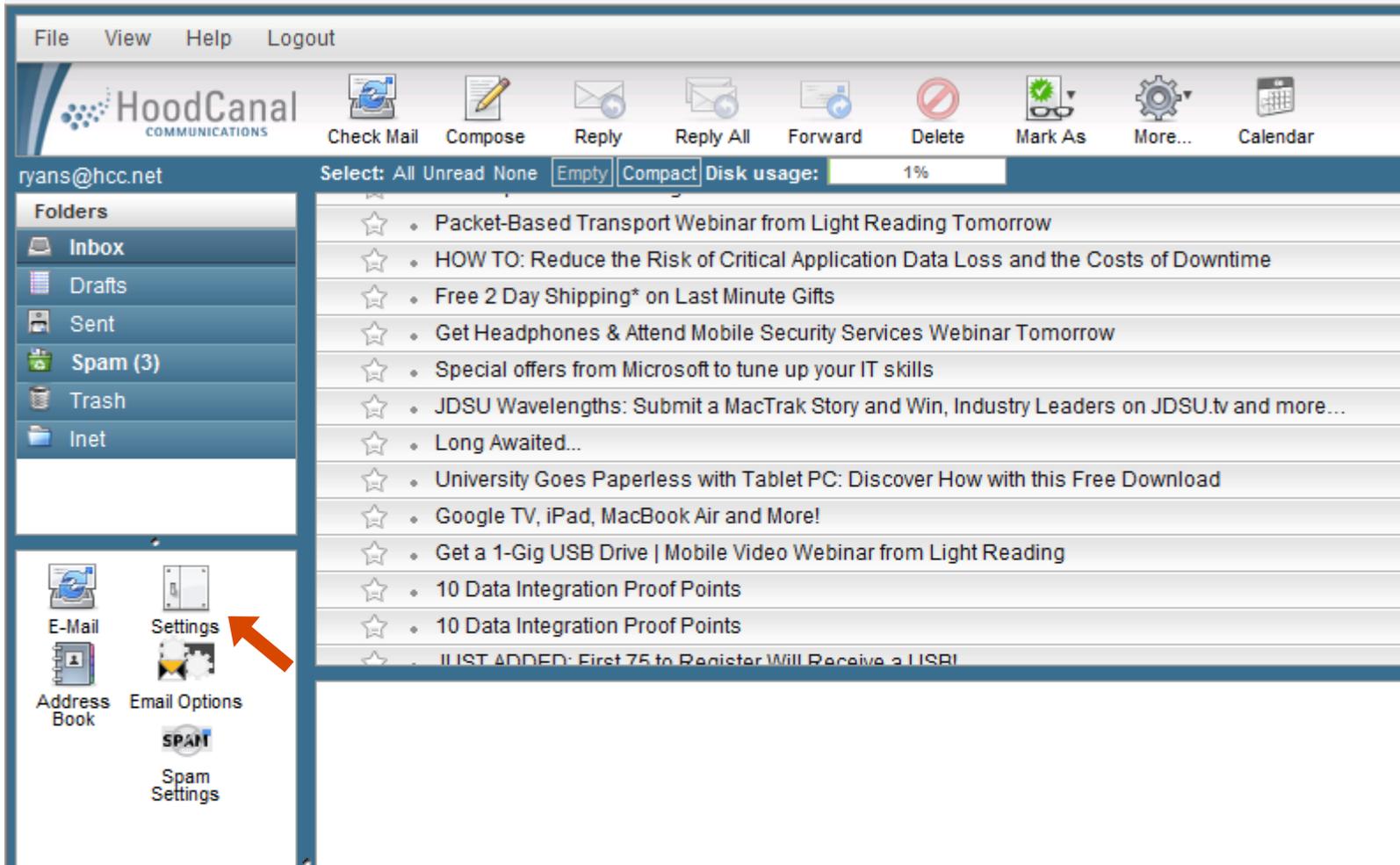
If you wish to send a message to the selected contact you can simply click



You can Import and Export your address books to and from other



Click Calendar on the action bar to help keep organized. Click E-Mail to return to the



The settings link sends you to the available configuration

File View Help Logout

**HoodCanal**  
COMMUNICATIONS

Back Preferences Folders Identities New Identity Calendar

ryans@hcc.net

Section

- User Interface
- Mailbox View
- Composing Messages
- Displaying Messages
- Special Folders
- Server Settings

E-Mail Settings  
Address Book Email Options  
SPAM Spam Settings

**User Interface**

Main Options

Language English (US) ▼

Time zone Auto ▼

Daylight saving time

Pretty dates

Interface skin hoodcanal ▼

List Options

Rows per page 50

Save

The first section changes your User Interface options.

File View Help Logout

HoodCanal COMMUNICATIONS

Back Preferences Folders Identities New Identity Calendar

ryans@hcc.net

Section

- User Interface
- Mailbox View**
- Composing Messages
- Displaying Messages
- Special Folders
- Server Settings

E-Mail Settings

Address Book Email Options

Spam Settings

**Mailbox View**

Main Options

Show preview pane

Mark previewed messages as read

Sender notifications

Expand message threads

New Message

Focus browser window on new message

Check for new messages on

Check all folders for new messages

Save

The second section changes your Mailbox Viewing options.

File View Help Logout

**HoodCanal**  
COMMUNICATIONS

Back Preferences Folders Identities New Identity Calendar

ryans@hcc.net

Section

- User Interface
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- Displaying Messages
- Special Folders
- Server Settings

E-Mail Settings  
Address Book Email Options  
SPAM Spam Settings

### Composing Messages

**Main Options**

- Compose HTML messages
- Automatically save draft every 5 minute(s) ▼
- Attachment names Full RFC 2231 (Thunderbird) ▼
- Use MIME encoding for 8-bit characters
- When replying start new message below original ▼

**Signature Options**

- Automatically add signature always ▼
- When replying or forwarding place signature below the quote ▼
- When replying remove original signature from message

Save

The third section changes new message options.

File View Help Logout

**HoodCanal**  
COMMUNICATIONS

Back Preferences Folders Identities New Identity Calendar

ryans@hcc.net

Section

- User Interface
- Mailbox View
- Composing Messages
- Displaying Messages**
- Special Folders
- Server Settings

Displaying Messages

Main Options

Display HTML

Default Character Set ISO-8859-1 (Western European)

Display remote inline images from known senders

Display attached images below the message never

After message delete/move display the next message from known senders

always

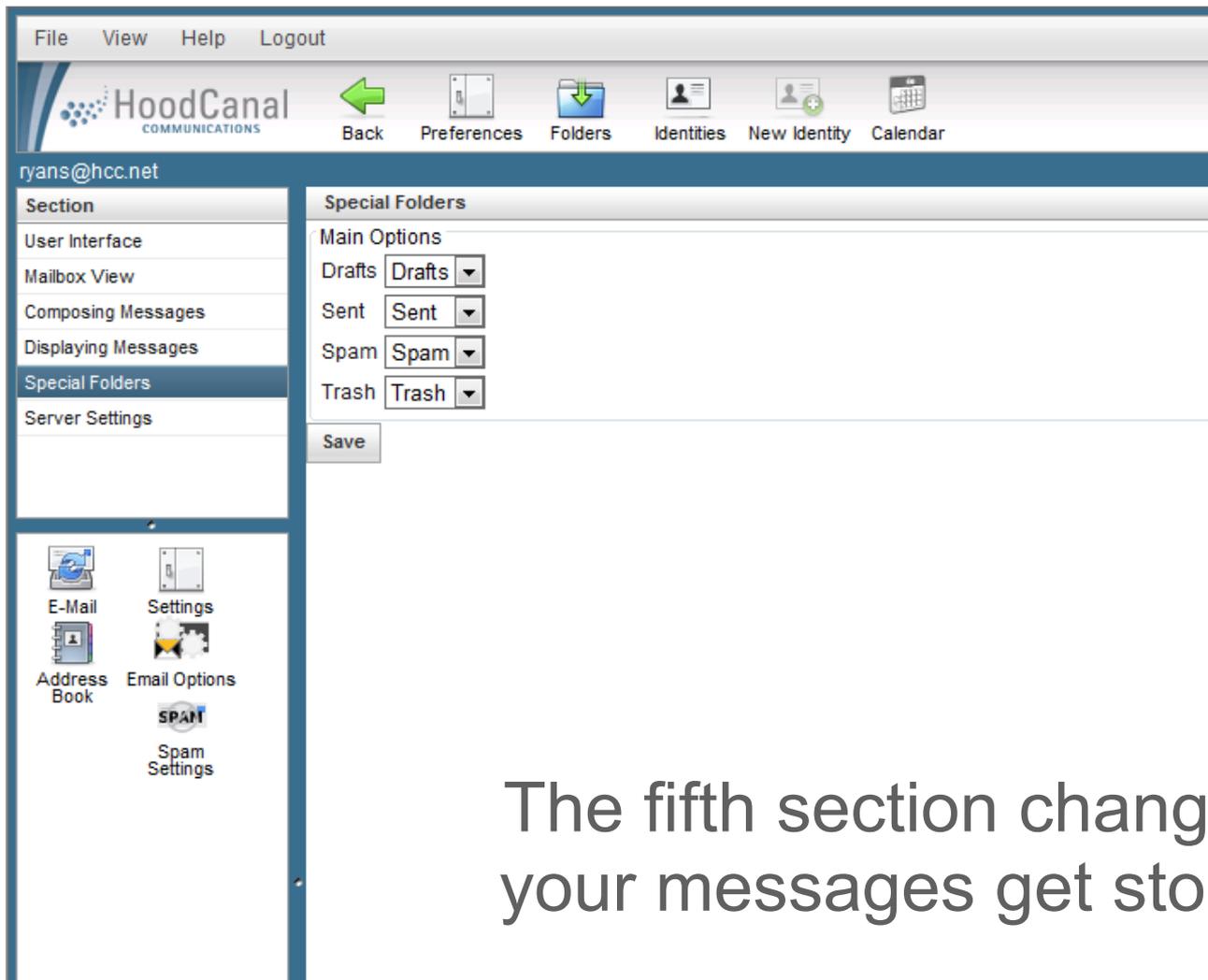
Save

E-Mail Settings

Address Book Email Options

SPAM Spam Settings

The fourth section changes your message viewing options.



The fifth section changes where your messages get stored in the

File View Help Logout

**HoodCanal**  
COMMUNICATIONS

Back Preferences Folders Identities New Identity Calendar

ryans@hcc.net

**Section**

- User Interface
- Mailbox View
- Composing Messages
- Displaying Messages
- Special Folders
- Server Settings**

**Server Settings**

**Main Options**

- Mark the message as read on delete
- Flag the message for deletion instead of delete
- Do not show deleted messages
- If moving messages to Trash fails, delete them

**Maintenance**

- Clear Trash on logout
- Compact Inbox on logout

**Calendar**

- Default view
- Time format
- Timeslots per hour
- First weekday

Save

E-Mail Settings  
Address Book Email Options  
SPAM Spam Settings

The last section lets you change your server settings.

File View Help Logout

**HoodCanal** COMMUNICATIONS   E-Mail Calendar

Keeping our community connected.

**My Email Options**

Use this section to add/delete forwarding email addresses, set a vacation message, and change password of your mailbox.

**Email Addresses Using This Mailbox**

Email	Spam Check	Virus Check	Delivered To
ryans@hcc.net	Enabled	Enabled	This mailbox
ryans@hctc.com	Enabled	Enabled	This mailbox

**Forwarding**

To setup a forward for this email address use the form below. When a forwarding address is set, you can also choose whether to keep a copy of the forwarded messages on this server. We highly recommend that you do not forward your email as it will reduce the overall spam protection effectiveness. Also, if you are using the spam quarantine, it will not function with a forward in place.

Forward **ryans@hcc.net** to

Keep a copy of forwarded messages in this mailbox.

[Update Forwards](#)

**Change Password**

This will update your mailbox password and it will affect all of your email addresses.

Current Password:  New Password:  New Password Again:

(min 6 chars) [Update Password](#)

**Vacation Message/Auto Responder is disabled**

The vacation message feature will automatically reply to emails you receive with the custom subject and message body that you enter below. This is useful if you are going to be away from your email or would like an automatic reply to all emails you receive. You will continue to receive email to your email box as well.

Subject as it will appear on reply email (Default: Auto-Response from ):

Vacation Message Text:

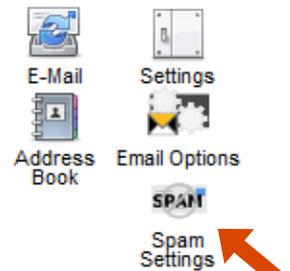
I will be out of the office from Monday, Sept. 6th, and returning on Tuesday, Sept. 14th. In my absense please contact technical support at 360-898-4357, or the main office at 360-898-2481 for advanced help.

Thank you,  
Ryan Scoles

Enable vacation message:  [Update Vacation Message](#)

**Navigation:** E-Mail, Settings, Address Book, Email Options, Spam Settings

Email Options allows you to change your password, etc.



## Anti-Spam Protection

The MagicMail personal spam filter works to filter spam messages regardless of whether you use Webmail or a client like Outlook Express. By default, the spam filter quarantines spam messages in a folder called "Spam". Once activated, this folder is viewable in your webmail, or using IMAP. We recommend that you routinely check this folder to ensure no legitimate email is getting caught. All quarantined mail is automatically deleted after 10 days.

<input type="radio"/> Normal <b>(RECOMMENDED)</b>	<a href="#">?</a>
<input checked="" type="radio"/> Normal, (w/Quarantine)	<a href="#">?</a>
<input type="radio"/> Normal (w/Quarantine) minus blacklists	<a href="#">?</a>
<input type="radio"/> Strict	<a href="#">?</a>
<input type="radio"/> Block All, except on WhiteLists	<a href="#">?</a>
<input type="radio"/> Customize Rules <b>(NOT RECOMMENDED)</b>	

**Enabled**

[click here to disable](#)

Edit Spam Lists	
 Subject Blacklist	<a href="#">?</a>
 From: Blacklist	<a href="#">?</a>
 From: Whitelist	<a href="#">?</a>

Click on the [?](#) to the right of the setting for help.

The Spam Settings let you customize your spam settings.