

Settings

Changing the Password



1. To change your password, click the [Settings](#) link, located in the upper right corner.
2. In the [Change Password](#) section, enter your old and new password and confirm your new password.
3. Click the [Change](#) button. You will see a confirmation message at the top of the window, indicating that your new password was successfully changed.

Identities and Signatures

Use the Identities and Signatures feature to make changes to your display name, email address, reply address, and signatures.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Identities and Signatures](#) link.
3. Click the [Current Identities](#) drop-down menu and select an existing identity or select [Create New Identity](#).

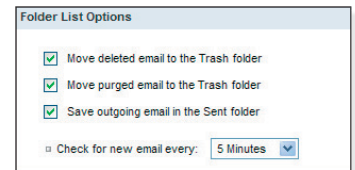


4. Enter or make changes to your display name and email address in the spaces provided, as needed.
5. In the [Reply To](#) box, enter the address you want recipients to use when they reply to an email you have sent.
6. Enter or make changes to your signature text in the [Signature](#) box, if desired. Signatures allow you to automatically attach your name and contact information to emails that you compose within webmail.
7. In the [Signature Options](#) section:
 - Click the [Yes](#) or [No](#) button to turn the signature feature on or off (for all identities).
 - Indicate whether you want to use a signature when replying to emails and, if so, where the signature should appear.
 - Indicate whether you want to use a signature when forwarding an email and, if so, where the signature should appear.
8. Click the [Save](#) button.
9. When you are composing an email, your identities will appear in the [From](#) drop-down menu (if you have more than one identity). Select an identity from the [From](#) drop-down menu to use the name, address options, and signature settings assigned to that identity.

Note: To indicate a new default identity, select the identity from the [Current Identities](#) drop-down menu, and then click the [“Set as Default”](#) button. Click the [Save](#) button when you are done.

Folder List Options

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Folder List Options](#) link.
3. Indicate whether you want deleted items moved to the Trash folder or deleted permanently.
4. Indicate whether you want purged items moved to the Trash folder or deleted permanently.
5. Indicate whether you want to save a copy of emails you send. If you do, sent emails will be saved in the Sent folder.
6. Indicate if or how often you want webmail to automatically check for new email.
7. Click the [Save](#) button when you are done.



Email Filtering Rules

When you create an email filter, webmail can automatically organize your incoming email.

1. Click the [Settings](#) link, located in the upper right corner.
2. Click the [Email Filtering Rules](#) link.
3. Indicate the types of emails you want to filter by completing the sentence: “If an incoming email [Contains, Begins With, Ends With, or Is Exactly] [the word(s) you want to search for] in [From, Subject, To, Cc, To or Cc, Body, Anywhere] ... “
4. Indicate what action you want the filter to perform on the emails that match the description you indicated:
 - Delete immediately - To automatically delete matching emails.
 - Move to folder - To automatically move matching emails into a folder. Click the drop-down menu to select a folder.
 - Send to this email address - To send matching emails to a specific email address. Enter an email address in the [“Send to this email address”](#) box.
 - Move to folder and send to this email address - To move the email to a specific folder and send a copy to a specific email address. Select a folder from the drop-down menu and enter an email address in the [“and send to this email address”](#) box.
5. Click the [Save](#) button. The filter will appear in the [Current Filters](#) section.

Note: To edit an existing filter, click once on the filter, as it appears in the [Current Filters](#) section. Or, to delete an existing filter, click the [Delete](#) link.

Note: If you are using email software (Outlook, Netscape Mail, Eudora, etc.) with a POP3 connection, your email software only downloads emails that are stored in your Inbox folder. If you use email filters to move emails into another folder, those emails will not be downloaded by your POP3 email software.