Coremail XT 5.0
Webmail User Manual
Copyright Statement
This document is copyrighted by Coremail Hong Kong Company Limited. All rights reserved. Without written permission, no company or individual may disclose, reprint, or otherwise distribute any part of this document to a third party. Otherwise, they will be held back upable.

Disclaimer
This document provides only phase information. The contents can be updated at any time based on the actual situation of the product without prior notice. Coremail is not liable for any direct or indirect losses caused by improper use of documents.

Document update
This document was last revised in Mar, 2020 by Coremail Hong Kong Limited Company.

About US
Company website http://www.coremail.hk
Sales Consulting Hotline 400-000-1631
Technical Support Hotline 400-888-2488
Content

1. Webmail Introduction ........................................................................................................1
   1.1 Webmail Log in ............................................................................................................1
   1.2 Webmail Page .............................................................................................................2
       1.2.1 Navigation Bar ......................................................................................................2
       1.2.2 Shortcut Bar ........................................................................................................3
       1.2.3 Operation Display Area .......................................................................................3
   1.3 Webmail Logout ............................................................................................................4
2. My Email ............................................................................................................................4
   2.1 Mailbox .......................................................................................................................4
       2.1.1 Important mails .................................................................................................4
       2.1.2 Inbox ..................................................................................................................4
       2.1.3 Snoozed Mail ......................................................................................................5
       2.1.4 Flagged ...............................................................................................................5
       2.1.5 Draft ..................................................................................................................5
       2.1.6 Sent ....................................................................................................................6
       2.1.7 Trash ..................................................................................................................6
       2.1.8 Spam ...................................................................................................................6
       2.1.9 Virus Folder .........................................................................................................6
   2.2 Folder Management .......................................................................................................7
       2.2.1 New Folder ..........................................................................................................7
       2.2.2 Delete Folder .......................................................................................................9
2.3 New Mail ..........................................................................................................................9
       2.3.1 Send ....................................................................................................................9
       2.3.2 Preview ...............................................................................................................10
       2.3.3 Save ...................................................................................................................10
       2.3.4 Cancel ................................................................................................................11
       2.3.5 Select Recipient ................................................................................................11
       2.3.6 Add Subject .......................................................................................................13
       2.3.7 Attach a File .......................................................................................................13
       2.3.8 Use Signature File ............................................................................................15
       2.3.9 Compose Content ..............................................................................................16
       2.3.10 Check Spelling .................................................................................................16
       2.3.11 Compose a email in Full Screen .....................................................................16
       2.3.12 Save to Sent .....................................................................................................16
       2.3.13 Set to Emergency ..........................................................................................17
       2.3.14 Need Receipt ....................................................................................................17
       2.3.15 Mail Scheduler .................................................................................................17
       2.3.16 Auto Delete Mail ............................................................................................18
       2.3.17 Mail encryption ...............................................................................................18
       2.3.18 Recall ...............................................................................................................19
Coremail

2.4 List of email.................................................................................................................. 20
  2.4.1 Select...................................................................................................................... 20
  2.4.2 Sort.......................................................................................................................... 21
  2.4.3 View........................................................................................................................ 21
  2.4.4 Delete...................................................................................................................... 21
  2.4.5 Move........................................................................................................................ 21
  2.4.6 Mark........................................................................................................................ 21
  2.4.7 More........................................................................................................................ 22
  2.4.8 Refresh................................................................................................................... 22
3. My Calendar................................................................................................................... 23
4. File Center..................................................................................................................... 23
5. Contact.......................................................................................................................... 23
  5.1 Corporate Contact..................................................................................................... 23
  5.2 Personal Contact........................................................................................................ 25
    5.2.1 Contact.................................................................................................................. 25
    5.2.2 Contact Group....................................................................................................... 27
    5.2.3 Search Contact...................................................................................................... 28
    5.2.4 Import/ Export Contacts....................................................................................... 29
      a) "csv"....................................................................................................................... 29
      b) "vcf"....................................................................................................................... 29
6. Setting............................................................................................................................. 30
  6.1 Personal information.................................................................................................... 31
    6.1.1 Personal information............................................................................................ 31
    6.1.2 Password............................................................................................................... 32
    6.1.3 Signature............................................................................................................... 32
  6.2 Interface Display Settings.......................................................................................... 33
    6.2.1 Display.................................................................................................................. 33
    6.2.2 List Display.......................................................................................................... 34
  6.3 Delivery....................................................................................................................... 35
    6.3.1 Compose Setting.................................................................................................. 35
    6.3.2 Reply Setting....................................................................................................... 36
    6.3.3 Read Setting......................................................................................................... 36
    6.3.4 Auto Reply.......................................................................................................... 36
    6.3.5 Template Setting................................................................................................ 36
    6.3.6 Rules.................................................................................................................... 37
    6.3.7 Important mail Settings....................................................................................... 37
  6.4 Security Settings........................................................................................................ 39
    6.4.1 White List............................................................................................................ 39
    6.4.2 Black List............................................................................................................. 39
    6.4.3 Anti-Spam............................................................................................................ 40
    6.4.4 Safe Lock............................................................................................................. 40
    6.4.5 Two Factor Authentication.................................................................................. 41
6.4.6 Login Device........................................................................................................... 41
6.5 Folder Settings.......................................................................................................... 42
6.6 Calendar Settings..................................................................................................... 42
6.7 Advanced Settings.................................................................................................... 42
  6.7.1 Shared Mailboxes................................................................................................. 43
  6.7.2 Import Mail........................................................................................................... 44
  6.7.3 POP3 Setting........................................................................................................ 49
  6.7.4 Coremail Push..................................................................................................... 49
  6.7.5 Notification Setting.............................................................................................. 50
  6.7.6 Hotkeys................................................................................................................ 50
7. Application Center....................................................................................................... 50
  7.1 Recent Activity......................................................................................................... 51
  7.1.1 Login Record....................................................................................................... 52
  7.1.2 Sent Records........................................................................................................ 53
  7.1.3 Received Records................................................................................................. 53
  7.1.4 Deleted Records.................................................................................................. 53
  7.1.5 Online File Storage Download Records.............................................................. 53
8. Help Center.................................................................................................................. 53
1. Webmail Introduction

Coremail XT 5.0 is the latest version of the mail system of Coremail. Its XT5.0 style Webmail interface is simple and easy to use, and provides multiple user-friendly intelligent operations. This document describes how to use the Coremail email system using the Webmail XT 5.0 style template.

1.1 Webmail Log in

In the address box of the browser, enter the URL of the email system provided in Resource Center> My Marketplace> Purchased App>Detail, for example, http://IP/coremail/, and press Enter. The login page of the email system Webmail is displayed.

When logging in to the system, you need to enter the correct user name and password on the home page and click Login to access the system and use the Coremail XT 5.0 function.
Username/Password: If the entered user name or password is incorrect, the system displays an error message: “**Username or password is incorrect or the login is restricted**”. User can log in to the system after entering the correct user name and password. If the login password is incorrect entered too many times, the system displays a graphic verification code. You can log in to the system by entering the correct login password and graphic verification code.

**Remember Username**: After this option is selected, the user name for logging in to the login page is automatically recorded on the login page.

**Official Website**: Click this icon to access Coremail official website.

**Help**: Click this icon to access the Coremail Help Center page.

### 1.2 Webmail Page

After the login is successful, the Webmail welcome page of the Coremail is displayed. The page consists of three parts: The **Navigation Bar** on the left, **Shortcut Bar** on the upper part, and **Operation Content** display under the **Shortcut Bar** are displayed.
1.2.1 Navigation Bar

In the upper part of the navigation bar on the left, you can quickly Receive or compose new emails.

When you click a function item in the navigation bar, the function items that you click will be displayed by color change, and the operation content page will be displayed on the right. The navigation bar contains the following contents: My Mailbox, My Schedule, File Center, Contacts, Application Center, Help Center, and Settings.

1.2.2 Shortcut Bar

Lock screen: After the screen is locked, the mailbox is still online. You need to enter the correct mailbox password before performing the operation again.

Login: Click to exit the current mailbox back up.

Search: You can search for keywords in full text and advanced search.

Manage: Click the link to enter the list of mailbox setting options, which can set the user personal information, basic information, security settings, etc.

Details: Click to view account login information, including login time, IP, device, and login results.

1.2.3 Operation Display Area

The page content in this area changes with the function operations in the navigation bar. By default, the welcome page is displayed when you log in to the email box. (You can also edit the welcome page by choosing : Setting > Display > General ) The welcome page provides the following information:

(1) Display the Unread mail information and management entrance. Click Manage to go to the folder management page. You can create a folder and
import the mail to the folder. In addition, you can delete the folders of each
mailbox and manage the folders.

(2) Display the latest login location/time/IP address. Click See Details to
access the self-service query page. You can query the login, sending,
receiving, deleting, and downloading of the transfer station.

(3) Display the city where the mailbox is located and the weather.

1.3 Webmail Logout

In the upper right corner of the webmail page, you can easily find the
Logout button to exit the current user login.

[Suggestion] If a user uses a public computer to log in to the webmail, log
out of the webmail before leaving.

2. My Email

The Coremail XT5.0 provides multiple system mailboxes to meet different
application scenarios.

2.1 Mailbox

2.1.1 Important Mails

The important email function allows you to filter emails and quickly browse
emails from important contacts and important email topics.

2.1.2 Inbox

The Inbox is used to store the mail you receive, list the total number of
messages, the number of unread mail and mail information, such as the
sender address, subject, attachments and sending time. You can sort, move,
mark, view, delete and set Snoozed tasks in the inbox.
After selecting an email on the Inbox page, you can perform the following operations:

Delete the email (placed in the deleted email box), move the email to another folder, and mark the email (mark as read, unread, red flag, other mark, important email, priority, setting top or Snoozeds). View emails (all, unread, read, marked, other tags, unmarked, urgent, common, slow, including attachments, excluding attachments, replied, and forwarded). More operations include reply (reply, reply all), forwarding (forwarding, direct forwarding, and attachment forwarding), reporting, rejection, email classification, re-editing and sending, thorough deletion, and package download.

2.1.3 Snoozed Mail

The Coremail XT5.0 provides the email Snoozed function. Users can classify tasks that are about to be executed, mark them as Snoozed emails to manage tasks by time.

2.1.4 Flagged

The messages that are marked in the mailing list are displayed in the marked mail.

2.1.5 Draft

The draft box stores emails that you have not completed or are intended to save. For example, you can store some emails that do not need to be sent immediately and wait for backup or sending. You will be placed in this folder when you click Save on the email page or set the email that is sent periodically. The draft box lists the total number of mails and the number of unread mails. In the draft box, click Email Subject to re-enter the compose page. You can compose or send the email again.
2.1.6  Sent

Storing the emails that are successfully sent by users and listing the total number of mail and unread mail. You can click Email Subject to read the email. The user can also perform operations on the email.

2.1.7  Trash

Storing emails deleted from other folders. The system periodically clear the Trash folders. Therefore, if the email need to be kept, please not to put in Trash folder. The email which was deleted or cleared in Trash cannot be restored.

2.1.8  Spam

The Coremail provides an intelligent anti-spam system. When the system determines an email, some emails are identified as suspicious junk mails and sent to the junk mail folder. You can set and understand these suspicious junk mails by choosing Settings > Security > Anti-spam.

All mails that are determined to be spam are sent to the Spam folder. Users can know the receiving status of the junk mails in a timely manner. In addition, the system automatically deletes junk mails from the Spam folder periodically.

2.1.9  Virus Folder

The Coremail provides the anti-virus mail function. Some mails are sent to the Virus Folder when the system determines the mails are suspicious. You can set and understand these virus mails by choosing Settings > Security > Anti-virus.
2.2 Folder Management

The navigation bar provides a common mailbox folder. You can also click the icon next to Other Folder to access the Folder page, as shown in the following figure. On this page, you can learn about each mailbox folder and manage the folder. If you want to perform operations on emails in each folder, click the folder name on the page or click the folder in the navigation tree on the left.

The system displays the capacity status of the mailbox. If your mailbox capacity is full, the system displays a message indicating that the space is insufficient. You can clear the mails in some folders. If there are unread mails on the page, the number of unread mails is displayed on the page. You can click the link of the number of unread mails to view the unread mails. The mailbox provides the system folder, other folders, and other mailboxes.

Note: Emails that are deleted from the Trash folder cannot be restored. When other folders is cleared, those emails will be moved to the Trash folder.
2.2.1 New Folder

The Coremail supports multi-level folder creation. You can create customized folders in the folder. You must specify the location of the folder when you create a new folder. Enter the name of the new folder, select a folder from the drop-down list box, and click OK to create a folder.

The folder name can contain digits, characters, and Chinese characters. It supports the long folder name but cannot be the same as the folder name provided by the system. If the name of folder is the same as the system folder, the system displays the message "You cannot create a system folder."

You can also click + next to My Folders to add a folder.
Note: Users only have the permission to delete or rename a customized folder. The folders such as Inbox, Drafts, Sent, and Deleted cannot be deleted or renamed.

2.2.2 Delete Folder

To delete a folder, click Delete next to the folder. A non-empty folder cannot be directly deleted. You can delete the folder only after you delete all the email from the folder or delete the email from the folder.

2.3 New Mail

The Coremail XT 5.0 compose page provides various types of details. You can use the HTML text editing function, attach file, use signatures, send bulk messages, and set scheduled sending functions as required. In addition, the system provides the functions of automatically saving drafts and sending attachments.

2.3.1 Send

If the recipient address is not entered or the format is incorrect, the message "Please fill in the recipient's address" is displayed. If the subject is not specified, the message "Sure with empty Subject ?" is displayed. If you
select **Save to Sent** in the lower part of the page, the system automatically saves the email to the **Sent** folder. Otherwise, the message will not be saved.

### 2.3.2 Preview

On the page for composing a email, you can click **Preview** to open the content preview page in the new window. The display effect of the preview page is the same as that of the recipient.

### 2.3.3 Save

On the page for composing a email, click **Save** to save the email in the **Draft** box. During the composing process, the system automatically saves the draft for the user to avoid the loss of the unfinished mail due to other accidents.

Click **Send** to edit the email. The detailed result is displayed to the user. If the message is sent successfully, the message shown in the following figure is displayed.

If there is no recipient information in the personal address book, you can select **Add** to add contact or select **Auto Save** to allow the system to automatically save the recipient. If you do not want to auto save the contact, you can set **Disable Auto**.

**Subject Reminder:** If the subject is empty when you click **Send**, the system will pop up the reminder: "**Sure with empty Subject?**" As shown in the following figure.
Attachment Reminder: If the mail content contains "Attachment" and no attachment is added, the system displays a message indicating whether to continue sending the message. As shown in the following figure.

2.3.4 Cancel

On the compose page, click Cancel. If the current email is not saved as a draft, the system displays a message: "You are composing now. Are you going to leave?" with option button Save & Exit, Exit and Cancel. If the current email has been saved as a draft, the current email will be directly closed.

2.3.5 Select Recipient

The Coremail provides standard email sending modes, including recipient, Cc, BCc, and bulk messaging. The differences are as follows:

Normal Sending (Recipient): The email will be sent to the recipient directly.
Add Cc: Send a copy of an email to the recipient. Other recipients can see the recipient's name.

Add BCc: A duplicate copy of the message that sends a copy of the message to the recipient, and the other recipients of the message do not see the recipient's name; Click Show BCc, that is, add a BCc in the Cc column.

Mail Merge: Click Group-Send List. In the text box that appears, add multiple recipients to the text box. Each recipient can view only his/her own name and cannot see other recipients.

You can enter the recipient's email address in the recipient text box. You can select a contact from the personal address book on the right of the email page or click the plus icon on the right of the recipient text box to enter the contact list.

Automatic matching: When you enter the recipient email address, the system automatically lists all the matched users in the address book (personal and organization). You can select contacts in the dialog box by pressing the up or down arrow key on the mouse or keyboard.
Address for adding addresses to the address book: When a user clicks the recipient/carbon copy/BCarbon copy or the plus icon on the right of the address bar, the address list of the address book is displayed. Users can select contacts in the personal address book or organization address book. After you select a group or department in the navigation tree on the left, the contacts in the corresponding group or department are displayed in the middle contact area. Add the selected contact to the text box on the right, and then click OK.

2.3.6 Add Subject

Enter the subject of the current email. If you send an email without entering a subject, the system automatically sets the subject as the file name of the first attachment.

2.3.7 Attach a File

If a user needs to send files such as *.doc, *.txt, *.zip, and *.html at the same time, the attachment function is required. If the subject or content of an email contains the word "attachment", but no attachment is added when the email is sent, a dialog box is displayed, asking you whether to forget to add the attachment.

(1) Click Attach a File on the upper part of the email box to add an attachment to the specified size (configured by the management background). Select the file to be sent from the local computer, and then click Open in the dialog box. To add multiple attachments, click Attach a File.

(2) The HTML5 attachment dragging function supports browsers such as IE10, IE1, Chrome, and Firefox. You can drag an attachment to the email composing window. The system automatically opens the attachment adding area.
(3) On the page for composing an email, click the drop-down button next to Add Attachment. The options are as follows: Add a file from the file center, upload the file to the file transfer station, voice attachment, and video attachment.

**Attach File Center File**: A dialog box is displayed, containing four labels: Transfer site, personal web disk, enterprise network disk, and attachment. Select the file to be attached as an attachment, and click **OK** to add an attachment to the specified size (configured by the management background).

**Upload File Transfer**: Upload the local file to the file transfer station and use the uploaded file as an attachment.

**Attach Voice File**: Select a recording device and upload the voice as an attachment.

**Attach Video File**: Select a video recording device to record the video as an attachment.
In addition, you can use the plug-in to enjoy the better attachment upload experience provided by the system.

Access the download path HYPERLINK:

http://download.mail.126.net/mailease/mailassist.msi

After the plug-in is installed, you can select multiple files at a time and press and hold Ctrl to select multiple files.

(4) Delete: Click Delete in the attachment directory.

Note: The attachment size and network speed affect the upload time. Therefore, you are advised to compress the file and then transfer the file.

If the mail content contains "Attachment" and no attachment is added, the system displays a message indicating whether to continue sending the message.

(5) Download: Click Download to download the attachment to the local PC.

(6) Preview: Click Preview in the attachment directory to preview the attachment.

2.3.8 Use Signature File

You can add different signatures to the email body. Click the Signature button on the email composing page. The menu options are displayed. You can select whether to use the signature and select the signed signature. Click Edit Signature to enter the signature setting page. For details about how to set the signature, see Chapter 4 "4.1.3 Signature Setting."
2.3.9 Compose Content

The system provides the text/HTML editing format. When editing an email, you can edit the text by default. You can click HTML button to switch to the multimedia text editing mode. You can click Plain Text to return to the text mode, click OK in the dialog box shown in the following figure to enter the text editing page. You can set the default editing format in Settings > Delivery > Compose Settings.

2.3.10 Check Spelling

In the HTML multimedia text mode, click Check Spelling in the upper right corner of the text box to check whether the spelling of the email is correct.

2.3.11 Compose A Email In Full Screen

When editing an email, you can click in the upper right corner of the page to enter the full screen mode. Click to return to the normal composing page.

2.3.12 Save to Sent

There is a row of function options at the bottom of the text box. Select Save to Sent. After the current email is sent, you can save the copy to the sent folder. You can find the sent email in the sent folder.
2.3.13 Set To Emergency

If this parameter is set to Emergency, the mail delivery priority can be increased. When the recipient receives the email, a red exclamation mark is displayed before the email subject.

2.3.14 Need Receipt

Select Need Receipt at the bottom of the text box. After the recipient receives the email and reads it, the system returns a receipt to the sender.

At the top of the message received by the recipient, a message is displayed, indicating that the sender needs to read the receipt. Select whether to send the receipt.

If the recipient sends a receipt, the sender receives a receipt email indicating that the topic is read.

2.3.15 Mail Scheduler

When composing a draft of an email, you can also set the function of sending emails periodically. Set the time to be later than the current time, and then click Mail Scheduler. You can also set the time zone of the recipient. As shown in the following figure:
If the scheduled sending date is not set, a message is displayed, indicating that the email fails to be sent. Emails that are sent periodically are saved in the draft box and are marked with different draft marks. If you need to review, reset, send emails again or cancel the emails that are sent periodically, and then set them in the Draft box.

2.3.16 Auto Delete Mail

If this option is selected, you can set the number of times that the email is read and expiry date. When the number of times that the email is read exceeds the limit or is expired, the email will be destroyed and cannot be viewed.

2.3.17 Mail Encryption

Coremail provides an exclusive algorithm to encrypt and decrypt emails. When sending important or confidential emails, you can add an independent email password. The recipient can read the email content and attachments only after entering correct password. Even if the hacker traces the email address of the recipient, they cannot directly view the content of the email to ensure information security.

When composing an email, click Mail Encryption.

When the recipient receives the email at webmail, enter the same password as the sender to view the mail.
2.3.18 Recall

If you find that the email is incorrect or incorrect, you can recall the mail in the Sent folder.

Note: If the recipient has read the email, the recipient cannot be recalled.

In the Sent area, open the email and click Recall on the menu bar. The system displays the following message:

You can also click the button to recall an unread mail on the Self-Service > Send page. After you click Confirm, the system displays a message indicating the Recall status. In addition, the system notifies the user by using the system notification email.
2.4 List Of Email

2.4.1 Select

You can select a mail list by using different options.

- **All**: You can select all emails on other pages in batches.
- **Current page**: You can select all emails on the current page.
- **Read**: You can select all the read mails on the current page.
- **Unread**: You can select all unread mails on the current page.
- **Reverse selection**: Reverse selection of all unselected mails on the current page.
- **None**: Unselect all the emails selected on the current page.
2.4.2 Sort

You can sort the current mail list display sequence according to different sorting rules.

2.4.3 View

The Coremail provides multiple rules for viewing email lists. You can view rules as required. You can easily list unread, read, marked, urgent, general, slow, attached, no attach, replied and forwarded emails.

2.4.4 Delete

In the mail list, select one or more mails and click Delete. The mails are moved to the Trash folder.

2.4.5 Move

In the mail list, select one or more mails, click Move and select another folder from the list to transfer the selected mails to the selected folder.
2.4.6 Mark

In the mail list, select one or more mails and click **Mark** to mark the selected mails.

**Mark the read status**: The mail can be marked as read or unread.

**Mark the red flag**: The red flag can be marked. The red flag is displayed in the mail list to facilitate user identification.

**Other tags**: Flags of eight colors are provided. The flags are displayed in the mail list to facilitate user identification.

**Mark important emails**: If you can mark a message as an important message, the message is added to the important mail folder.

**Tag priority**: The mail processing status can be marked as urgent or slow.

**Tag to the top**: The message is always placed at the top of the mailing list.

**Mark Snoozed**: You can mark the email as a Snoozed email and set the Snoozed time.

2.4.7 More

In addition to the preceding operations, the mail list provides more operation options. Select one or more emails and click **More**. The following options are displayed: For details about the functions of each option, see section 2.5.
2.4.8 Refresh

Refresh the current page.

3. My Calendar

My Calendar can help you arrange your work and life in a clear and reasonable manner. In addition, you can synchronize your meeting schedule, office key, and customer meeting information between your mobile phone, tablet, and laptop.

For details, see the Coremail XT5.0 Conference and Schedule User Manual.

4. File Center

The file center contains enterprise network disks, personal network disks, file transfer stations, and attachments.

For details, see the Coremail XT5.0 File Center User Manual.

5. Contact

5.1 Corporate Contact

The organization address book function of the Coremail enables the email addresses of all users in an organization (enterprise) to be shared by the Webmail. Users do not need to add them to the personal address book. The organization address book is easy to operate and has the following flexibility:
**Tree structure:** The display mode is displayed in a tree structure, and the organization, department, sub-department, and contact are clearly displayed.

**Confidentiality settings:** You can set some back up as confidential to hide their information in the organization address book.

**Flexible sorting:** Enterprises, departments, and users can be sorted, which is more consistent with the actual situation of the organization.

**Automatic matching:** When you enter a email in Chinese or English, the contacts in the organization address book are automatically matched.
Associated contact: A user can select a contact from the organization address book, or associate the contact with the personal address book to enrich the contact information.

5.2 Personal Contact

5.2.1 Contact

Click on the left of the page to access the address book page (organization or individual). As shown in the following figure:

View the personal address book: Select By Contact Group, or click Search Contact in the upper left corner to search for the contact group by name or email address.

Create contact: Click Add Contact in the left pane, or click Add Contact in the upper part of the list page, enter the contact name and email address, and select the contact group to which the contact is added. You can also record the contact's birthday, mobile phone, instant messaging ID, home address, home address, zip code and phone number, company name, postal code, fax.
Operations on the personal contact page: The personal contact displays the information about the personal address list, including the name, email address, and mobile phone number.

You can perform the following operations on the list:

(1) View contact details
Click the contact name or mobile number to access the details page of the contact.

(2) Compose Email
Select a contact from the list and click Compose. The system automatically adds the email address to the address box of the recipient.

(3) List of Mail
Select a contact or enter the details page of the contact, and then click View Correspondence. All the emails of the contact are displayed.

(4) Print
Select a contact and click to print the contact information.

(5) Add to Group
Select one or more contacts, click More, and select a group to be added to the contact group. After copying, the contact is still displayed in this group.

(6) Delete Contacts: Select one or more contacts and click Delete in the list to delete the selected contacts. This function deletes contacts from the personal address book. Therefore, exercise caution when performing this operation.
5.2.2 Contact Group

A contact group is a group of contacts in the personal address book of a user. The address book contact group allows users to manage addresses in a more convenient and orderly manner.

New Group:

In the navigation tree on the left, click New Group, enter the name of the contact group to be created, select a contact from an existing contact group, and click Confirm. As shown in the following figure:

Operations on the Group:

1. Send Message
Send a message to the contact group. Click **Send** to the contact group. The system automatically adds the email address to the address box.

(2) **Edit Group**

Click **More** and select **Edit Group** to edit the selected contact group, including editing the contact group name, adding and removing group members. Note that the contact group name cannot be edited for groups that exist in the system.

(3) **Import**

Click **Import** to import contacts to a specified group.

**5.2.3 Search Contact**

If the user finds that more and more address items are accumulated in the address book, it is difficult to find or sort out the address items. In this case, you can use the Webmail address book search function provided by the Coremail to search for the address items required by the user.

Click the search icon on the page to access the address book search page.

The system also provides advanced search. You can search by name, email address, mobile phone number, and home address in the address book. You can also specify whether to search by group. Enter the search criteria and click **Search** to start the search. The search results are displayed in a list.
5.2.4 Import/ Export Contacts

The Coremail also provides the import and export functions to facilitate the synchronization between the network address book and the local address book (such as the address book of the client email software such as the outlook). Users can freely select a comma separated text format or import or export the address book in vCard format. The vCard format can be compatible with the address book format of client email software such as outlook and foxmail.

The Coremail email system processes the import and export operations as follows:

**The address book can be imported in the following format:**

a) "csv"

b) "vcf"

You can select a contact group to which a contact is imported. During the import of the address book, if a record with the same name exists, you can select to overcompose it or not to import it.
The format of the address book is as follows:

a) CSV format (can be imported to Outlook or opened in Excel)

b) vCard format (used for importing to Apple Address Book or for other applications)

6. Setting

Click in the lower left corner of the mailbox page to access the setting center. As shown in the following figure.
6.1 Personal information

6.1.1 Personal Information

Click Personal Information. On the page that is displayed, click Edit. After the modification is complete, click Save to make the modification take effect. When you send an e-mail, your name appears in the Sender field of the sent message.

6.1.2 Password

Click Password. The email password change page is displayed. You can change the email password and use the new password next time you log in to the mailbox. You can also bind dynamic passwords.
**Change the password:** After the original password is verified, enter the new password twice and click **Save**.

**Alternative passwords:** A dedicated password is used to log in to a third-party email client (such as Outlook, Foxmail, or email app). Click the plus sign (+) to add a new dedicated password.

### 6.1.3 Signature

On the email composing page, if you choose to load the signature file, the signature content can be displayed at the bottom of the mail body. On the signature setting page, you can set a maximum of 15 signatures. You can also set the position for adding a signature (after the bottom or text of the entire document, before referencing the text), or insert an image into the signature.

Click **New Signature**, enter the signature name and content, and click **Confirm** in the upper left corner to save the signature.

For a new signature, you can click **Delete** or **Edit** in the upper right corner of the signature to delete or modify the signature.
6.2 Interface Display Settings

6.2.1 Mailbox Display

On the Mailbox Display page, you can set parameters, including the page displayed after login, system style, language (simplified and traditional Chinese / English), and email time zone settings. After the modification is complete, click Save.
6.2.2 Mailbox List Display

The email list display setting page contains multiple email list settings, including the display of each page in the email list, preview layout of the email list, whether the session mode is enabled, whether to display the body summary, whether to display the email size, display of the font height, email list time display format, and full-text search result sorting.
6.3 Delivery

Click **Delivery**. The settings page is displayed. The settings include email setting, reply setting, read email setting, automatic forwarding, automatic holiday reply, and template email setting.

6.3.1 Compose Setting

On the **Compose Setting** page, you can set parameters such as the default sender back up, texting formatting, and related settings when composing an email.

6.3.2 Reply Setting

On the **Reply Setting** page, you can set whether the reply email contains the original email, the reply subject prefix, and the processing of the original sender when all replies are sent.

6.3.3 Read Setting

On the **Read Settings** page, you can set multiple read email parameters, including the window opening mode when the message is read, the page jumping after the mail is deleted, the operation of receiving the read receipt request, and whether the prefix of the theme reply/forwarding is expanded.

6.3.4 Auto Reply

After the automatic holiday reply function is enabled, you can set the time segment and content of the automatic reply. In addition, you can set only the reply to the user of the local organization and the prompt that I have set the automatic reply on the home page.
6.3.5 Template Setting

Using template email when composing email improves the efficiency of sending email.

Click Template Setting. The Template Setting page is displayed. Click the plus sign (+) to create a template email. Fill in the template email name and content, and click Save Change. You can also create a template by importing a file. After creating a template email, you can directly use the template email when composing a email.

6.3.6 Rules

Email Rules

When a new mail arrives, the system automatically classifies or rejects the mail according to the classification conditions you set. The Coremail supports multiple classification rules. You can generate different folders for emails of different departments, themes, and objects. Set the path as shown in the following figure.

Quick classification of emails: When reading a email, you do not need to enter the complete email classification page to edit it. You can quickly move the email to a specified folder to implement quick and simple classification.
Historical mail sorting: In addition to classifying current mails, the Coremail can sort historical mails.

6.3.7 Important Mail Settings

According to the data, professionals are required to process more than 10000 emails a year, and each email takes two minutes on average, which takes more than 13 days. Among them, 20% of the time spent on sorting out important emails is about 66 hours. How to quickly identify important emails and focus on prioritizing important emails is the key to time management and efficient office work.

Coremail conducts in-depth research on electronic office behavior, first creates important email (VIP) functions, and automatically searches for new emails to quickly search for important emails. Coremail does not only provide a function, but also provides an efficient way to process emails to help you improve your work efficiency.

Not contain the carbon copy email, Clear the priority

In enterprise mail, Send and Carbon Copy have different meanings. The Send (to me) is related to the recipient's responsibilities. Generally, you need to reply or pay attention to it. The Carbon Copy (Cc me) generally serves as a notification function, and the recipient can be returned without being sent back. The importance of the (Cc me) is not as high as that of the Send email. In particular, leaders receive a lot of Carbon Copy emails every day, but not every email needs immediate reply or attention. Coremail important messages do not include Carbon Copy messages that allow you to concentrate on handling responsibilities related to send to you.

Customize Important Emails
You can define the person and email subject based on the actual situation to create an important email folder. For example, you can define the boss, recent key customers as important sender, and contract review as the email subject keyword. In this way, all new incoming emails that meet the conditions are automatically marked as **Important Mail**. Even if there are more emails, you can quickly browse important emails.

**Manual Addition and Cancellation, Flexible and Independent**

Some emails may not be within the specified rules, or you want to clear existing important mails. Coremail also provides the operation of single or multiple mails. You can manually mark one or multiple mails as important mails on the mail list page, or cancel the marked important mail.

**Automatically Associated with Important Contacts**

The contacts you define in an important email will be automatically added to the **VIP** in the personal address book. When you perform operations on the contact group, for example, adding or deleting a person, the system automatically generates a filtering rule for important mails.

### 6.4 Security Settings

#### 6.4.1 White List

If a user can set a whitelist for an email sent from a friend's email address, subsequent emails will not be filtered out. Choose **Setting > Security > White**
List. The whitelist Settings page is displayed. Enter the whitelist email address in the text box on the right, click Add. The system adds the address to the whitelist on the left. You need to add multiple whitelist email addresses.

6.4.2 Black List

Add the email address that you want to reject to the blacklist. You will no longer receive emails from this address.

Choose Setting > Security > Black List. The black list setting page is displayed. Enter the blacklist email address in the text box on the right, and click Add. The system adds the address to the rejection list on the left. You need to add multiple email addresses to the blacklist.

6.4.3 Anti-Spam

Choose Setting > Security > Anti-Spam. The Settings page is displayed. On this page, you can select three level of spam determination, including:

Disable: The system does not do intelligent classification, the mail will be delivered directly to the Inbox, or according to your email classification settings for the mail.

Normal: The system analyzes the past experience and intelligently processes suspicious Spam.

Strict: The system uses the strict filtering mode to perform operations on suspicious Spam according to your settings.

6.4.4 Safe Lock

You can add security locks to important documents in your mailbox to ensure security. After the security lock is set, the security lock password is required for the next login.

Choose Setting > Security > Safe Lock. The Safe Lock Setting page is displayed. Slide right to enable the safe lock. The setting box is displayed on
Select the operation to be protected by the security lock and the protection scope of the security lock. Click **Confirm** in the upper left corner.

### 6.4.5 Two Factor Authentication

The two factor authentication implements dual login protection to better protect the mailbox security. If the administrator enables the user-defined function in the password policy, you can customize the secondary verification mode in the webmail, including the SMS verification code and dynamic password/App authorization.

### 6.4.6 Login Device

You can set the frequency at which anti-spam notifications are sent. You can periodically check the spam blocking status.

**Authorized Device:** You can select this option during two factor authentication. If you select this option, you can log in to the device that does not need to perform two factor authentication again.

**Recently Login Devices:** Records login devices in the last 30 days.
6.5 Folder Settings

The folder settings include the following: Create folders, view folder details, delete and rename non-system folders, and view the current number of emails and mailbox space usage.

![Folder Management]

6.6 Calendar Settings

The calendar management includes the following: Calendar display settings, new schedule and schedule settings and sharing.

For details, see the Coremail XT5.0 Conference and Schedule User Manual.

6.7 Advanced Settings

On the user interface, you can set advanced functions such as shared mailbox, receive mailbox setting, POP3 setting, Coremail Push, and reminder setting to facilitate office work. As shown in the following figure.
6.7.1 Shared Mailboxes

In collaboration, a person mailbox may need to be shared with another person to authorize the other person to view or send an email in your name. Coremail provides the mailbox sharing function that is closer to the enterprise management mode from the perspective of enterprise application and security.

You can choose Setting > Advanced > Shared Mailboxes to enter shared mailbox page. Users can view the mailboxes shared by themselves or share their own mailboxes with other users and set rights.

Login is NOT Required for Secure Sharing

Different from the concept of Public mailbox, you can authorize others to view and edit your email. The authorized person can view your email in your mailbox without knowing your back up or password or logging in to your mailbox. You can also easily view or cancel sharing authorization.

Strict Control with Clear Authority

The Coremail has strict permission restrictions. It provides the read-only, representative, and proxy permissions, and controls the read, read, and compose operations of emails.
6.7.2 Connected Accounts

Check or reset the receive mail back up. The Coremail can be used to receive emails from different POP servers, reducing the time for users to collect emails one by one. Before collecting emails for the first time, set the receive email address. After the settings are complete, you can modify the settings as required.

Choose Setting > Advanced > Connected accounts. The page for managing the receive mailbox back up is displayed. As shown in the figure, you can view the current receive email back up information and receive status.

Click Modify in the lower right corner of the receive mailbox. In the dialog box that is displayed, select the sending setting module from the drop-down list box,
as shown in the following figure. You can set and view the back up information and Receive Status of mail.

Click +. The page for creating a receive email back up is displayed, as shown in the following figure.
(1) Create a Import Mail Account

**Server:** Name of the POP3 server for which the email address is to be collected, for example, pop.test.com.

**Email address:** Email address, for example, audit@test.com.

**Email password:** Password for logging in to the mailbox for which emails are to be collected.
Save message to: You can select Inbox or Custom Folder. The folder stores the mails retrieved by the PoP on behalf of the receive back up.

The options are as follows:
The email backup is retained if this parameter is set to Back Up in Server. The email will be retained on the POP server after the user receive the emails. If this option is disabled, Coremail will delete these emails from the POP server after receiving emails.

Advanced Settings:

(1). Timeout: The default value is 0-180. If the user is set to 50 seconds, if the user’s computer and the server are not connected to the server within 50 seconds, the system considers that is timeout. In this case, the user will receive a reminder. If you cannot connect to the email server, you can set Timeout to prevent the email system from wasting time to connecte to the email server of the other party.

(2). Port number: The default value is 110. When adding a back up mail account, you can set the SSL connection to enhance the security protection of the receiving and sending modes. When SSL security protection is used, the port number is automatically changed from 110 to 995.

(3). Email indicator: Users can select different colors as the tag of the email to differentiate them from local emails.

Test: Click Test to test whether the back up setting is correct. If the back up is entered incorrectly, the system displays a message.

After the back up is set, click Add to add the back up mail account. To user want to add multiple back up accounts, just repeat the preceding step. You can set a maximum of five back up account for receiving and sending emails.

After the back up mail account is added, the system automatically updates the navigation bar on the left of the email box, expands other mailboxes, and
clicks the back up address to check the email list page of the back up. Click on the right of the back up address to receive the mail from the POP.

(2) **Edit the import mailbox.**

Click **Edit** next to the corresponding receive email address. The system loads the detailed information about the receive email back up. After editing the back up, click **Save**.

(3) **Delete the import mailbox.**

Click **Delete** next to receive email address to delete the receive email back up of the current line. After a back up account is deleted, the mails that have been received are still stored in the mail system. You can view the mails in the original receiving folder.

### 6.7.3 POP3 Setting

**Receive From "My Folders"**: On the POP3 Setting page, you can set POP3 to collect emails from other folders.

**Receive From "Spam"**: On the POP3 Setting page, you can set POP3 to collect Spam mails.

### 6.7.4 Coremail Push

Coremail Push is an application product that provides fast email communication based on smartphones or tablets. Each email box supports a maximum of 10 mobile terminals.
6.7.5 Notification Setting

After the message remind function is enabled, user will be reminded when new email arrived. You can select a folder for which you want to enable the notification function.

After the app remind function is enabled, user will be reminded by App when login by Webmai.

6.7.6 Hotkeys

After the keyboard hotkeys function is enabled, users can use the default shortcut keys to perform operations on emails.

7. Application Center

The application center consists of system applications and other applications.

The system application includes the self-service and skin center functions.
Other applications are connected to external applications, such as the OA system, to collect scattered information on one platform.

7.1 Recent Activity

The self-service function allows you to query the login, sending, receiving, deleting, and downloading records in the last 14 days in real time.

On the function introduction page on the right of the email home page, click the Recent Activity.
Alternatively, click in the navigation bar on the left of the mailbox to access the application center page and click to access the **Self-Service** page.

7.1.1 Login Record

Detailed login records include the login time, IP address, login mode, and login result. By querying login records, you can know whether your mailbox is stolen. As shown in the following figure.
7.1.2 Sent Records

Not only you can check whether your mail is received by the other party, but also know whether the other party has read the email. In addition, you can quickly recall sent emails through the send query interface.

7.1.3 Received Records

For your mailbox security, suspected spam or virus mail may be intercepted. You can find the intercepted mail through the receiving record, or check whether the mail is lost by receiving the mail. You can also find the folder where each email is located.

7.1.4 Deleted Records

Regardless of whether the message is deleted from the client or server, the information can be queried by deleting the record. Including the deletion time, email subject, sender, and deletion information.

7.1.5 Online File Storage Download Records

Record the download time, IP address, download person, file name, and file size.

8. Help Center

The Coremail email system provides detailed online help information. Users can obtain common troubleshooting methods related to multiple functions from the Help Center.

Click on the upper part of the login box to access the help center.
After logging in to the mailbox back up, click in the lower left corner of the mailbox page to access the help center.