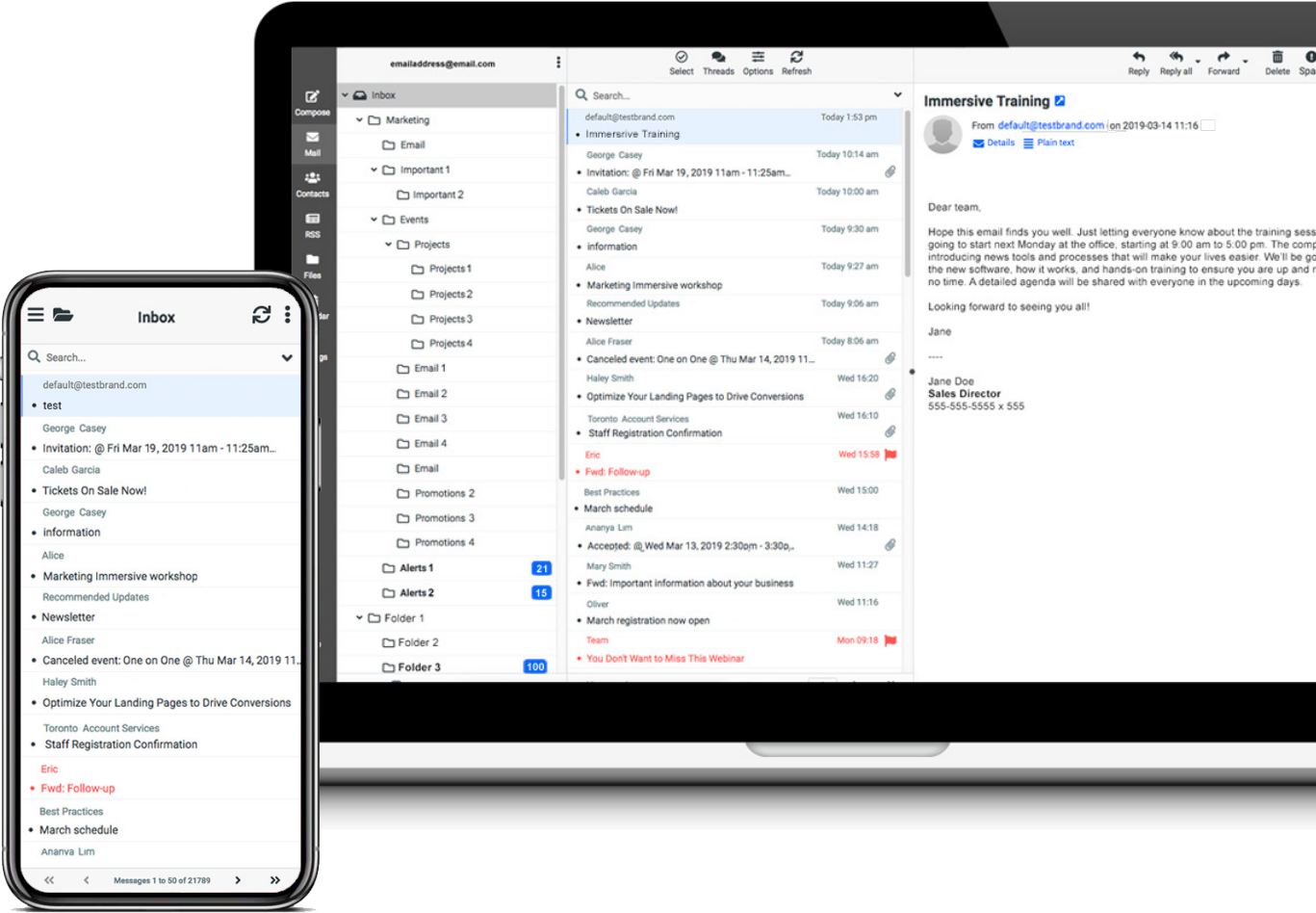
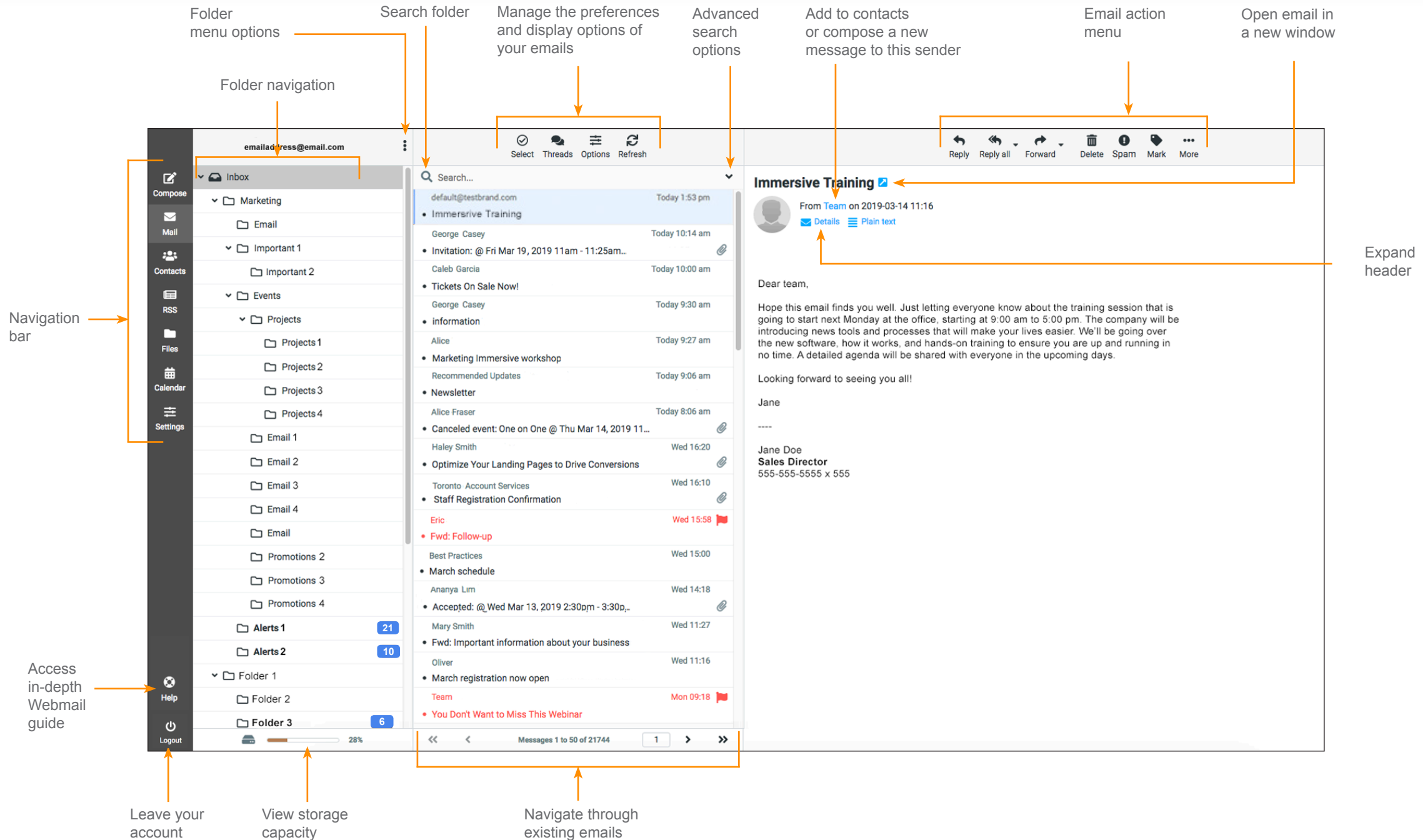


Webmail Cheat Sheet



Mail overview



Compose overview

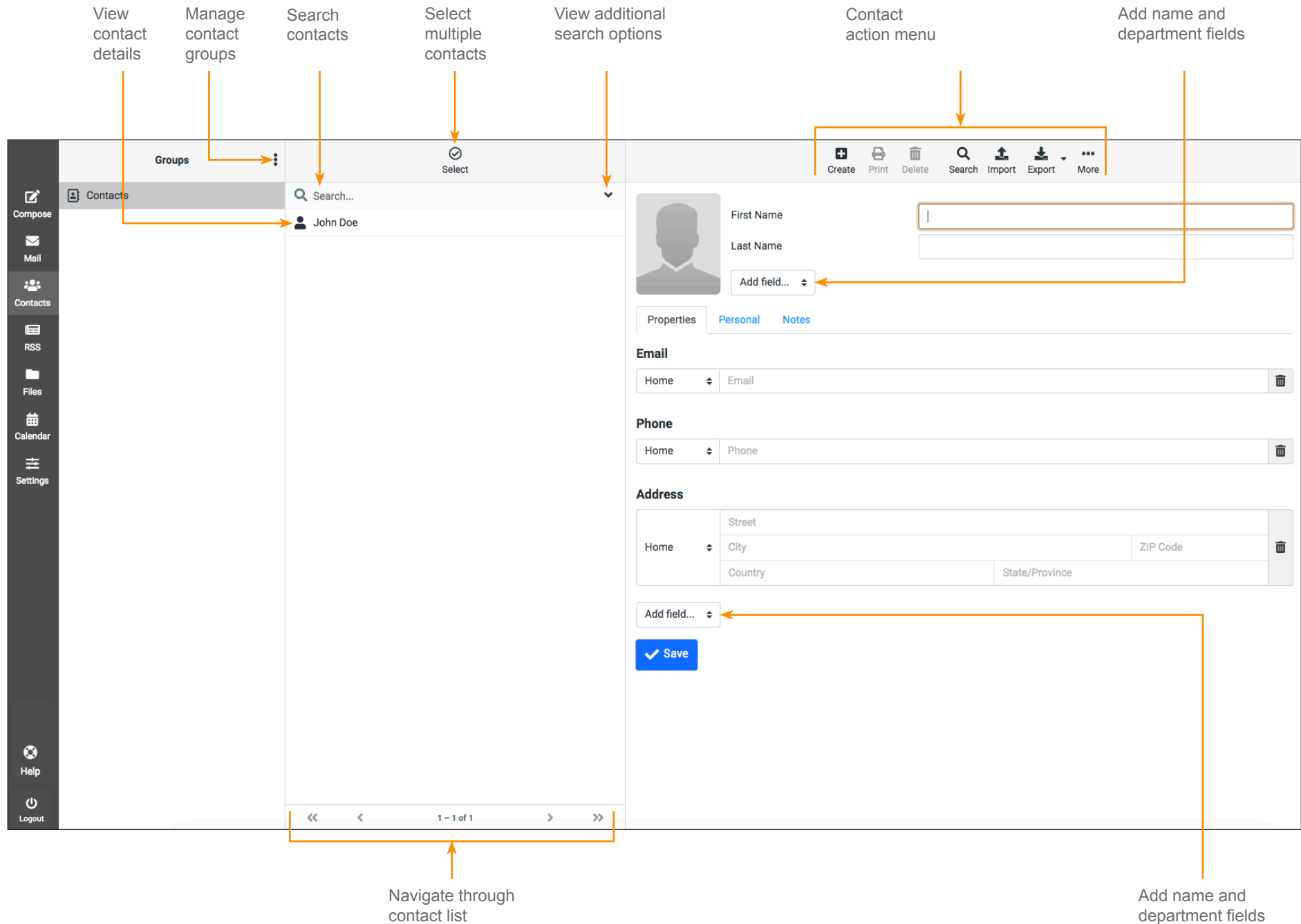
The screenshot displays the 'Compose overview' interface, which is divided into several functional areas. The left sidebar contains navigation links: Compose, Mail, Contacts, RSS, Files, Calendar, Settings, Help, and Logout. The main area is split into three columns: 'Contacts', 'Options and attachments', and the email composition area.

Annotations and their locations:

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

The email composition area shows a draft message from Jane Smith to John Doe with the subject 'Training'. The body text reads: 'Dear team, Hope this email finds you well. Just letting everyone know about the training session that is going to start next Monday at the office, starting at 9:00 am to 5:00 pm. We will be introducing new tools that will make your lives easier. We will be going through the new tools, how it works, and hands-on training to ensure you are up and running in no time. Looking forward to seeing you all! J'. The signature is 'Jane Doe, Lead Sales Manager 555-555-5555 x 555'. A blue 'Send' button is located at the bottom left of the composition area.

Contacts overview



RSS overview

Manage different types of articles

Select, star or publish an article

Settings to organize and sort articles

Score an article

Feed action menu

View feed as RSS

The screenshot displays an RSS feed application interface. On the left is a dark sidebar with navigation icons and labels: Compose, Mail, Contacts, RSS, Files, Calendar, Settings, Help, and Logout. The main content area is divided into two sections. The top section, titled 'Special', contains a list of article categories: All articles, Fresh articles, Starred articles, Published articles, Archived articles, and Recently read. The bottom section displays a list of articles. The first article is titled 'Technology article - Tech company' and includes a checkmark icon, a star icon, and a document icon. Below the title is a snippet of Lorem ipsum text and a 'Continue Reading' link. The second article is titled 'Technology article 2 - Tech company' and also includes a checkmark icon, a star icon, and a document icon, followed by a similar Lorem ipsum snippet and a 'Continue Reading' link. At the top of the article list, there are settings for 'Adaptive', 'Default', and 'Mark as read', along with a 'Select' dropdown menu. On the right side of the article list, there is a 'Fresh articles' section with a date and time indicator 'Mar 19, 7:45'. At the bottom right, there is an 'Actions...' dropdown menu.

Files overview

File folder management

File selector

File share link

Files action menu

The screenshot shows a web-based file management application. On the left is a dark sidebar with navigation links: Compose, Mail, Contacts, RSS, Files (highlighted), Calendar, Settings, Help, and Logout. The main area is titled 'Files' and contains a folder tree on the left and a file list on the right. The folder tree shows a root folder with one sub-item, and two subfolders: 'Folder 1/' (0 items) and 'Folder 2/' (0 items). 'Folder 2A/' (4 items) is selected and highlighted in blue, containing 'Folder 2AB/' (0 items). The file list has columns for Name, Size, and Sharing. It contains four files: 'Attachment 1.png' (8.73 KB), 'Product_Image.png' (3.82 KB), 'Sample image 1.png' (4.7 KB), and 'Uploaded file 1.png' (8.43 KB). Each file has a checkbox and a share link icon. An orange box highlights the share link icons for the last three files. Above the file list is an action bar with icons for 'Create fold...', 'Upload Fil...', 'Delete', 'Share', 'Unshare', and 'Move'. Orange arrows point from the labels at the top to their respective UI elements: 'File folder management' points to the folder tree, 'File selector' points to the checkboxes in the file list, 'File share link' points to the share link icons, and 'Files action menu' points to the action bar.

Name	Size	Sharing
<input type="checkbox"/> Attachment 1.png	8.73 KB	Share
<input type="checkbox"/> Product_Image.png	3.82 KB	Share
<input type="checkbox"/> Sample image 1.png	4.7 KB	Share
<input type="checkbox"/> Uploaded file 1.png	8.43 KB	Share

Calendar overview

Calendar selector

Hide/Show calendar

Select month and year views

Selectable dates

Add, edit or delete a calendar

Search calendar

Change calendar view

Create, print, or import/export a calendar

View past or upcoming days, weeks or months

The screenshot shows a web-based calendar application. On the left is a dark sidebar with navigation links: Compose, Mail, Contacts, RSS, Files, Calendar (active), and Settings. The main area is divided into a 'Calendars' section at the top, a search bar, and a view selector (Day, Week, Month, Agenda). The 'default' calendar is selected and has a toggle switch. Below the view selector is a monthly calendar grid for March 2019, with the 10th highlighted. The main calendar view is in 'Month' mode, showing dates from March 25 to March 31, 2019. It includes a time slot grid from 6:00 am to 9:00 pm. Two red event blocks are visible: 'Meeting' on March 26 from 7:00 am to 8:00 am, and 'Lunch with John' on March 26 from 12:00 pm to 1:30 pm. At the top right, there are icons for 'Create', 'Print', 'Import', and 'Export'. Navigation arrows for 'Today' and 'Previous/Next' are also present.

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
22	27	28	29	30	31	1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30

Settings overview

Secondary settings menu

Tertiary settings menu that allows customizations

Primary settings menu. The following can be configured:

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

Compose

Mail

Contacts

RSS

Files

Calendar

Settings

Help

Logout

Settings

Preferences

Folders

Identities

Responses

Password

Autoresponder

Spam Settings

Mail Forwarding

Filters

About

User Interface

Mailbox View

Displaying Messages

Composing Messages

Contacts

Special Folders

Server Settings

Other Accounts

Calendar

Main Options

Default address book

Contacts

List contacts as

Display Name

Sorting column

Last Name

Rows per page

50

Skip alternative email addresses in autocompletion

Save