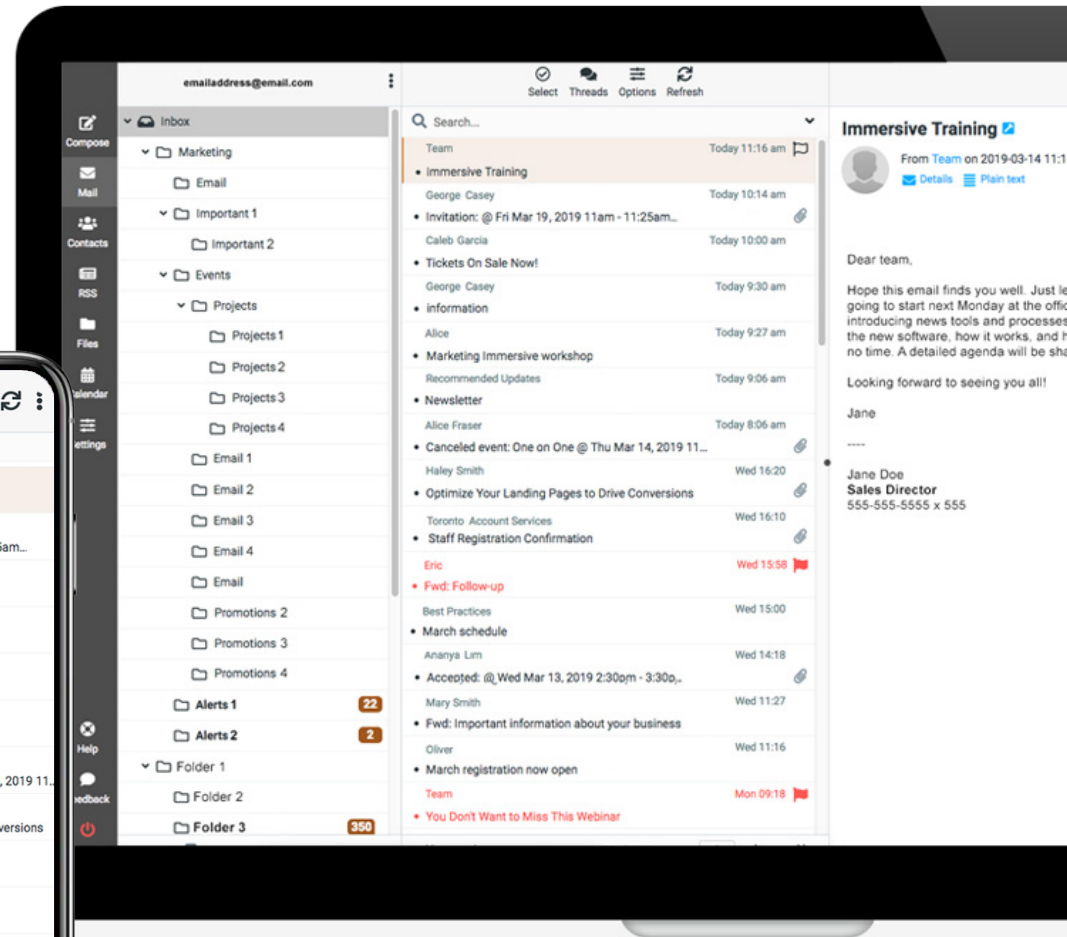
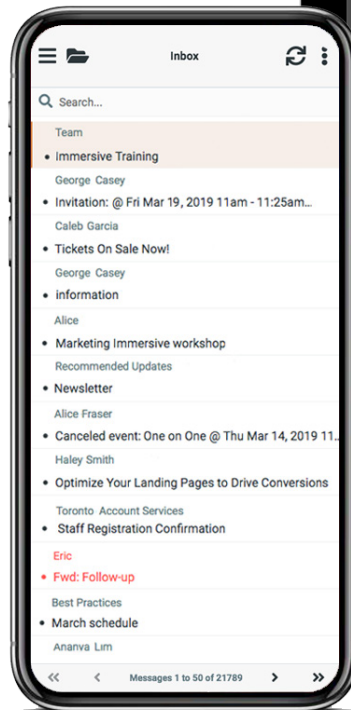
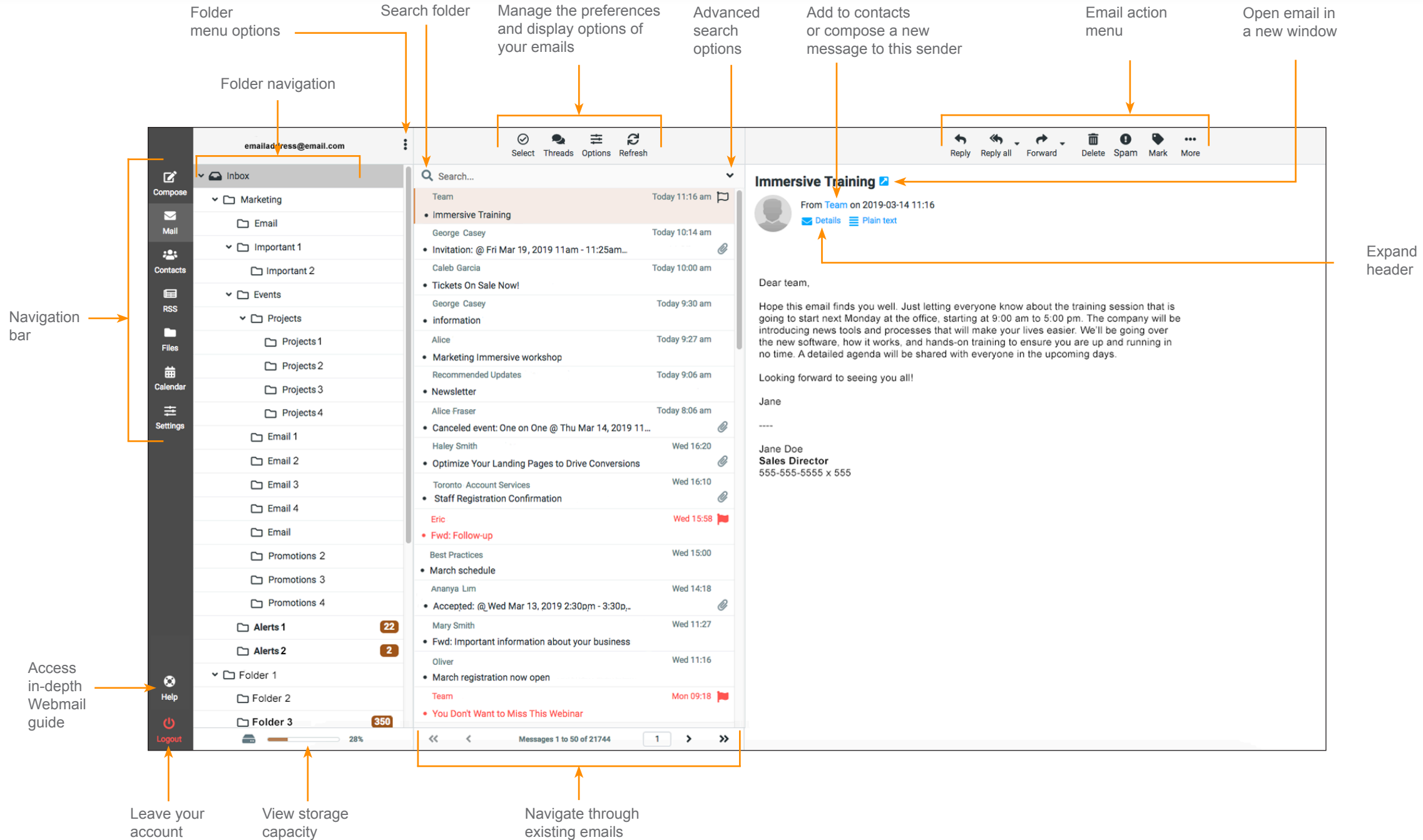


# Webmail Cheat Sheet



# Mail overview



# Compose overview

The screenshot shows an email compose interface with several sections and annotations:

- Search contacts:** An arrow points to the search bar in the top-left pane.
- Add an attachment:** An arrow points to the "Attach a file" button in the "Options and attachments" pane.
- Send options:** An arrow points to the "Normal" priority dropdown in the "Options and attachments" pane.
- Adjust the formatting of a message:** An arrow points to the rich text editor toolbar in the main compose area.
- Save your message, attach a file, insert a pre-made response or spell-check:** An arrow points to the "Save", "Attach", "Signature", "Responses", and "Spell" buttons in the top-right toolbar.
- Switch identities:** An arrow points to the identity selection dropdown in the "From" field.
- Identity preferences:** An arrow points to the "+" button next to the identity dropdown.
- Add Cc, Bcc, Reply-to and Followup-to fields:** An arrow points to the "+" button next to the "To" field.
- Switch between HTML and plain text editors:** An arrow points to the "HTML" and "Plain text" tabs in the main compose area.
- Add a recipient, attached with a specific level of mail visibility:** An arrow points to the "To+", "Cc+", and "Bcc+" buttons in the bottom-left pane.

The main compose area contains the following text:

From: Jane Smith  
To: John Doe  
Subject: Training

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

----

Jane Doe  
Lead Sales Manager 555-555-5555 x 555

Send

Add a recipient, attached with a specific level of mail visibility

# Contacts overview

The screenshot shows a web-based contacts application interface. On the left is a dark sidebar with navigation icons for Compose, Mail, Contacts, RSS, Files, Calendar, Settings, Help, and Logout. The main content area is divided into a list view and a detail view. The list view shows a 'Groups' header, a search bar, and a single contact 'John Doe'. The detail view shows a contact card for 'John Doe' with fields for First Name, Last Name, and an 'Add field...' dropdown. Below this are sections for Properties (Personal, Notes), Email, Phone, and Address, each with a 'Home' dropdown and a trash icon. At the bottom of the detail view is a 'Save' button. Annotations with orange arrows point to various elements: 'View contact details' points to the contact name; 'Manage contact groups' points to the 'Groups' header; 'Search contacts' points to the search bar; 'Select multiple contacts' points to the 'Select' button; 'View additional search options' points to a dropdown arrow; 'Contact action menu' points to a toolbar with icons for Create, Print, Delete, Search, Import, Export, and More; 'Add name and department fields' points to the 'Add field...' dropdown in the name section. At the bottom, 'Navigate through contact list' points to a pagination control showing '1 - 1 of 1', and another 'Add name and department fields' annotation points to the 'Add field...' dropdown in the address section.

Annotations and their corresponding UI elements:

- View contact details:** Points to the contact name 'John Doe' in the list.
- Manage contact groups:** Points to the 'Groups' header in the list.
- Search contacts:** Points to the search bar in the list.
- Select multiple contacts:** Points to the 'Select' button in the list.
- View additional search options:** Points to a dropdown arrow in the list.
- Contact action menu:** Points to the toolbar containing 'Create', 'Print', 'Delete', 'Search', 'Import', 'Export', and 'More'.
- Add name and department fields:** Points to the 'Add field...' dropdown in the contact detail view.
- Navigate through contact list:** Points to the pagination control showing '1 - 1 of 1'.
- Add name and department fields:** Points to the 'Add field...' dropdown in the address section of the contact detail view.

# RSS overview

Manage different types of articles

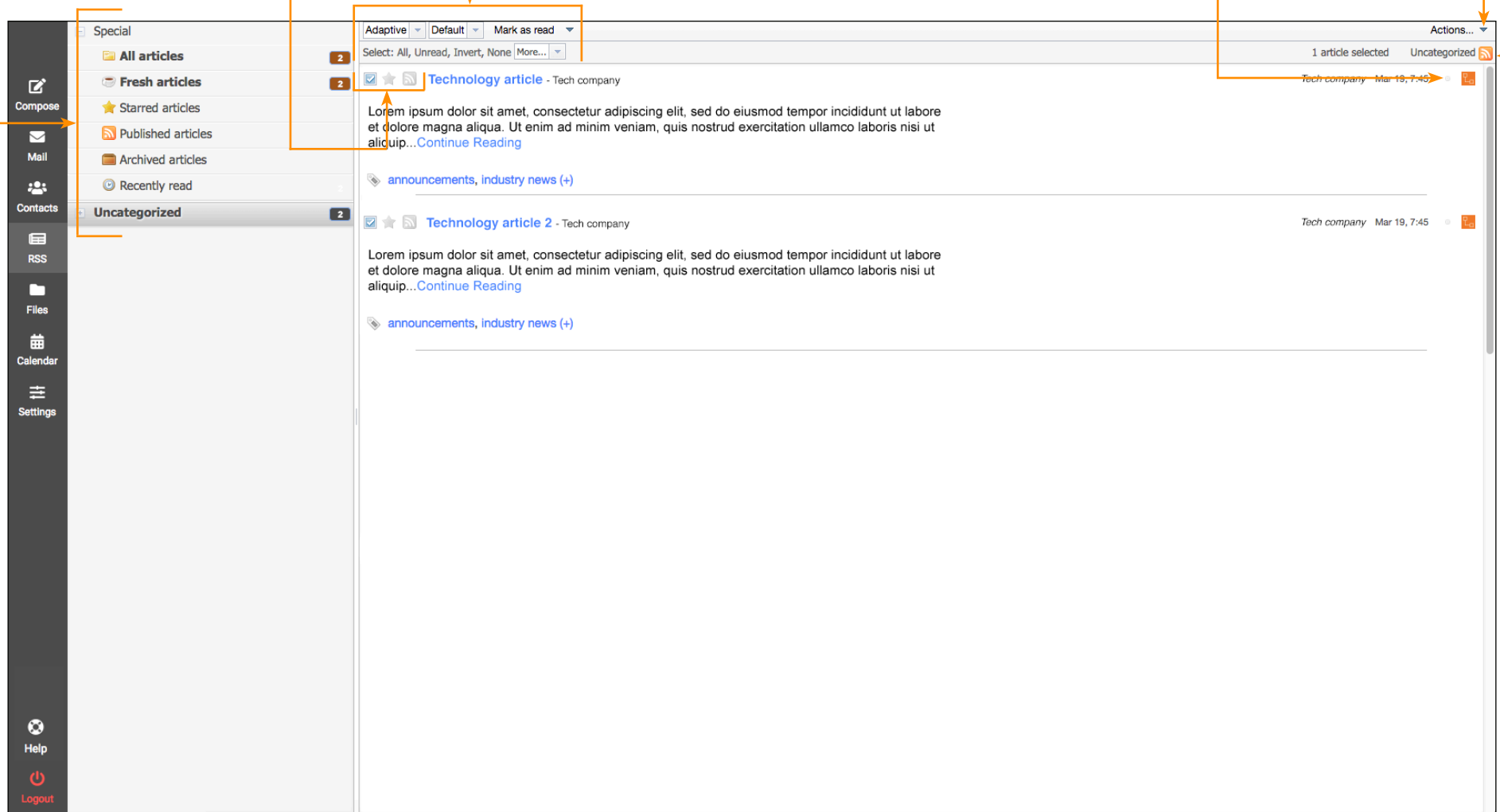
Select, star or publish an article

Settings to organize and sort articles

Score an article

Feed action menu

View feed as RSS



# Files overview

File folder management

File selector

File share link

Files action menu

The screenshot shows a file management interface with a sidebar on the left and a main content area. The sidebar contains navigation items: Compose, Mail, Contacts, RSS, Files, Calendar, Settings, Help, and Logout. The main content area is titled "Files" and displays a folder tree on the left and a file list on the right. The folder tree includes: / (1), Folder 1/ (0), Folder 2/ (0), Folder 2A/ (4) (highlighted in blue), and Folder 2AB/ (0). The file list has columns for Name, Size, and Sharing. The files listed are: 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 sharing link icon. The action menu at the top right includes: Create fold..., Upload Fil..., Delete, Share, Unshare, and Move. Orange arrows point from the labels above to the corresponding 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 sharing link icons; and "Files action menu" points to the top action bar.

Name	Size	Sharing
Attachment 1.png	8.73 KB	<a href="#">Share</a>
Product_Image.png	3.82 KB	<a href="#">Share</a>
Sample image 1.png	4.7 KB	<a href="#">Share</a>
Uploaded file 1.png	8.43 KB	<a href="#">Share</a>

# Calendar overview

The screenshot shows a calendar interface with several key components and annotations:

- Calendar selector:** A dropdown menu in the top left showing "default" with a toggle switch.
- Hide/Show calendar:** A toggle switch next to the "default" calendar selector.
- Select month and year views:** A calendar navigation widget showing "March" and "2019" with arrows for navigation.
- Selectable dates:** A grid of dates for the month of March, with the 27th highlighted.
- Add, edit or delete a calendar:** A vertical ellipsis menu icon in the top right of the calendar header.
- Search calendar:** A search input field in the top right of the calendar header.
- Change calendar view:** A set of view buttons: "Day", "Week", "Month", and "Agenda".
- Create, print, or import/export a calendar:** A group of icons: "Create", "Print", "Import", and "Export".
- View past or upcoming days, weeks or months:** A "Today" button with left and right navigation arrows.

The main calendar grid displays a weekly view for March 25-31, 2019. It includes time slots from 6:00 am to 9:00 pm. Two events are visible: a "Meeting" from 7:00 am to 8:00 am on Tuesday, and "Lunch with John" from 12:00 pm to 1:30 pm on Tuesday.

# 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

Settings		
<ul style="list-style-type: none"><li>Compose</li><li>Mail</li><li>Contacts</li><li>RSS</li><li>Files</li><li>Calendar</li><li>Settings</li><li>Help</li><li>Logout</li></ul>	Preferences	User Interface
	Folders	Mailbox View
	Identities	Displaying Messages
	Responses	Composing Messages
	Password	Contacts
	Autoresponder	Special Folders
	Spam Settings	Server Settings
	Mail Forwarding	Other Accounts
	Filters	Calendar
	About	

### Main Options

Default address book:

List contacts as:

Sorting column:

Rows per page:

Skip alternative email addresses in autocompletion: