



How to use Webmail

Overview:

This document covers the basics of how to use the High-Speed interface style for Primus' Webmail service.

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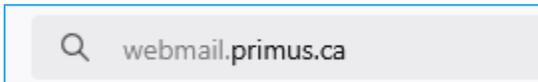
How to access Webmail

1. Open a web-browser (Edge or Mozilla Firefox).



2. Locate the Address Bar.

- Enter `webmail.primus.ca`



Press Enter or Return on your keyboard



3. The Login Details screen will appear.

- Enter your email address and password in the fields provided

Login Details - Détails de Connexion

Enter your email address and password information to login
Entrez votre adresse courriel et mot de passe pour vous connecter

@

Password - Mot de passe:

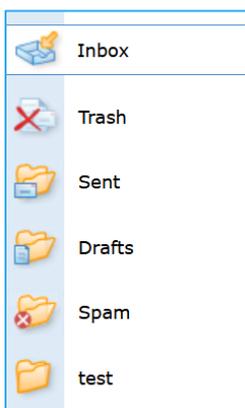
Language - Langue:

Remember Me - Mémoriser:



How to View Messages

1. Locate and click on the Inbox icon (left side of the page).

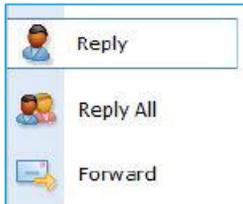


2. Locate the message that you wish to view.
 - Holding your mouse pointer over the message will display the first line(s) of the message in a small popup window.
 - Click on the message to view the full message.

Tag	Subject
<input type="checkbox"/>	 No Subject
<input type="checkbox"/>	 No Subject

How to reply, reply all, forward

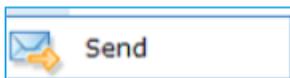
1. Click on the icon for the appropriate action (While reading the message you wish to reply to or forward).
 - **Reply** sends a message back to the person that sent the message in question
 - **Reply All** sends a message to the sender as well as everyone that the initial message was sent to
 - **Forward** sends the original message (as well as anything you wish to add) to anyone's email that you choose. You must know (and enter) the destination address(es).



2. Enter your text.

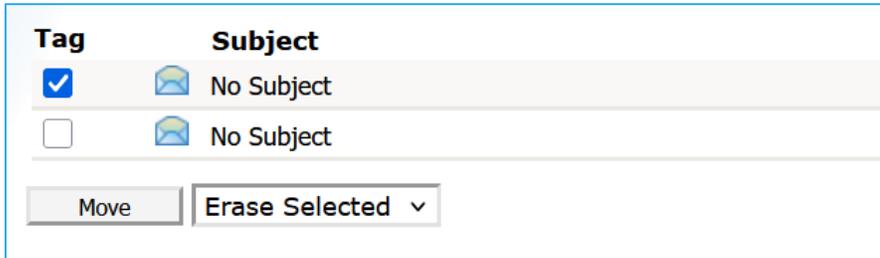
Read Mail Compose Search Email Calendar Addresses Folders Settings Help Logoff		primus
From: [redacted]		Sent: Sun 11/04/21 12:23 PM
To: [redacted]		Priority: Normal
Subject: Re: PRIMUS TEST EMAIL		Type: Text
Type your message here		

3. Click on **send**.

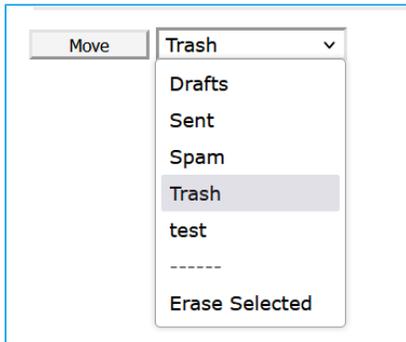


How to delete a message

1. Locate the message(s) that you wish to delete
 - Put a check mark in the box to the left of the message.



2. In the **dropdown menu** under the inbox select the following.
 - **Erase selected** – Permanently deletes the message.
 - **Trash** – Moves the message to your trash folder.



3. Click **Move** Your message has been deleted.



How to delete a message (alternate)

1. While viewing the message, click the **delete** button (left side of the page).



2. Click **Okay**, your message is now deleted.

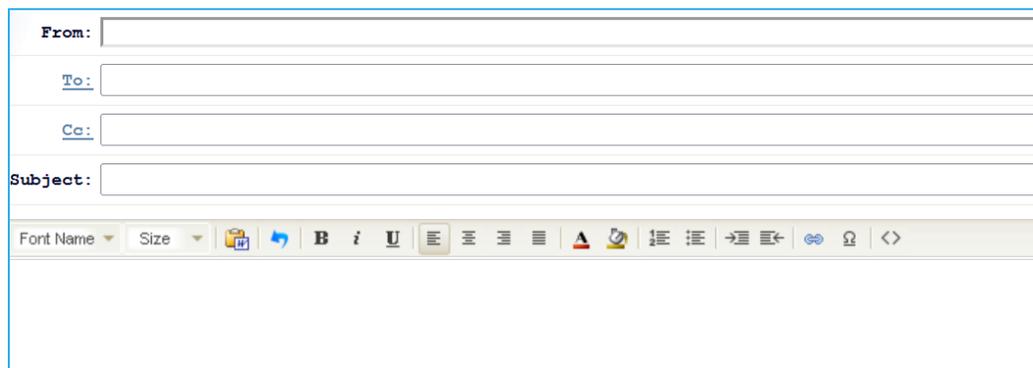
How to Compose a Message

1. Locate and click the **Compose** button. (top of the screen).

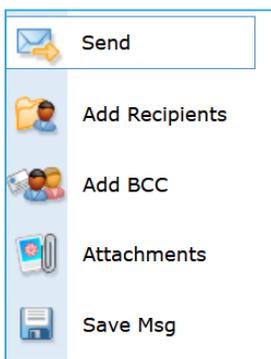


2. Enter the destination address(es) in their appropriate fields:

- **To**
 - Enter the address(es) that you wish to send the message to.
 - For multiple recipients use commas (,) between addresses
 - You can click on the word "To:" to select people from your webmail address book.
- **CC**
 - Enter (or select from your address book) addresses to which you wish to have a copy of your message sent.
 - The result will be essentially the same as if their addresses were in the "TO:" field.
- **BCC**
 - Enter the email address of anyone to whom you want to send a copy of the message without the other recipients being aware.
- **Subject**
 - Enter the subject of the message. A brief description with key words works best.

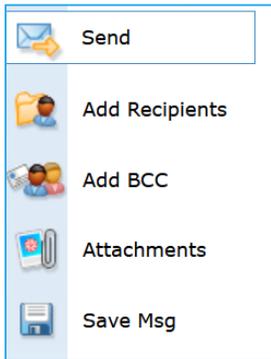
A screenshot of an email composition form. It features four input fields: 'From:', 'To:', 'Cc:', and 'Subject:'. Below these fields is a rich text editor toolbar with various icons for text formatting (bold, italic, underline), alignment, color, and other functions. The main body of the form is a large empty text area.

3. Compose the text of your message.
4. Click send.



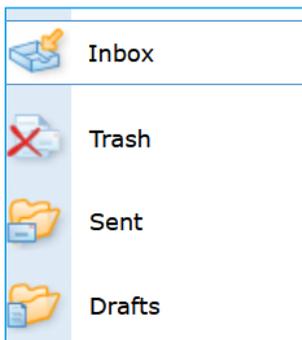
How to Save an unfinished email as a Draft

1. Click **Save Msg**. Your message has now been saved as a draft.

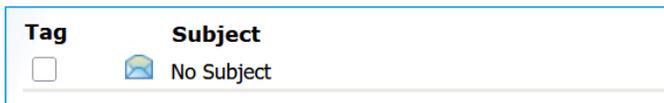


How to Open a Draft

1. Click on the Drafts Folder.

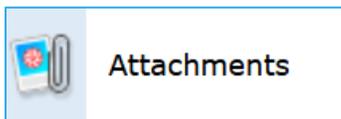


2. Locate and click the message that you want to continue composing.
 - Messages saved in your Drafts folder will remain there until you delete them or send them.

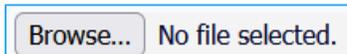


How to add a file attachment

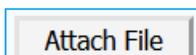
1. Locate and click on the Attach button (left hand side of the screen).



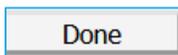
2. Locate and select the desired file on your computer by clicking on **Browse**.



3. Click **Attach File** to add the attachment from your computer.



4. Click **Done** when finished adding attachments.



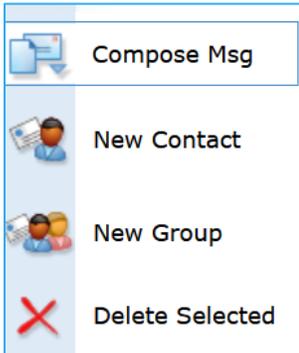
How to add & delete Contacts

Adding

1. Access your webmail address book by clicking **Addresses**.

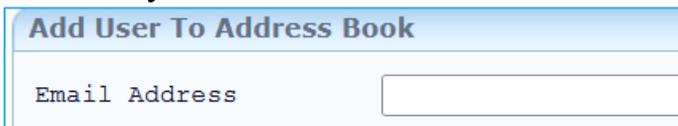


2. Click on New Contact.



3. Enter the contact information.

- Ensure to click **Add Entry** after entering an email address for your contact.
- Multiple email addresses can be added here, simply enter the address and click **Add Entry**.



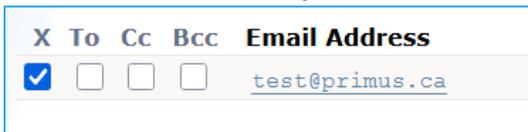
A form titled "Add User To Address Book" with a single input field labeled "Email Address".

Deleting

1. Access your webmail address book by clicking **Addresses**.

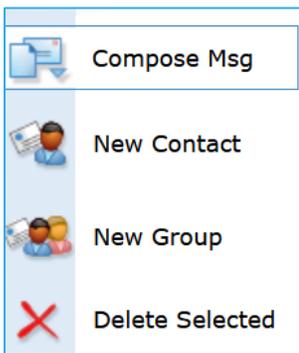


2. Select the contacts that you want to delete by putting a checkmark in the "x" box.



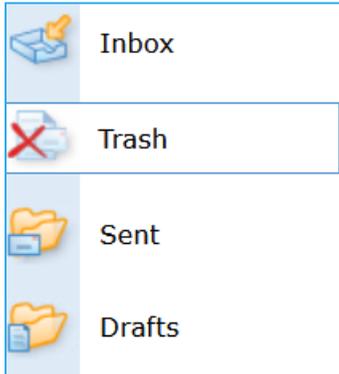
X	To	Cc	Bcc	Email Address
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test@primus.ca

3. Click **Delete Selected** in the left-hand side.

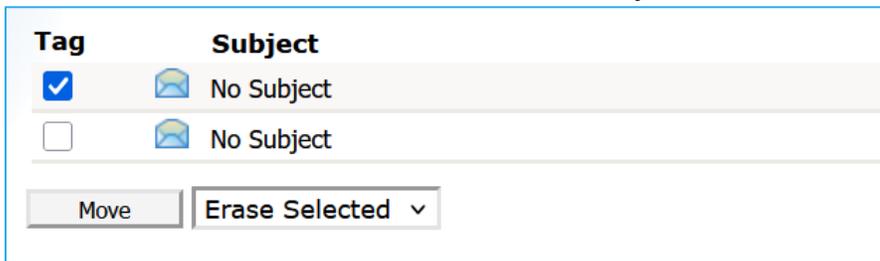


How to Empty the Trash Folder

1. Click Trash in the folder listing.



2. Put a check mark in the box next to the email that you want to delete.



3. Select **Erase Selected** from the dropdown list.



4. Click Move.

How to Modify email Settings.

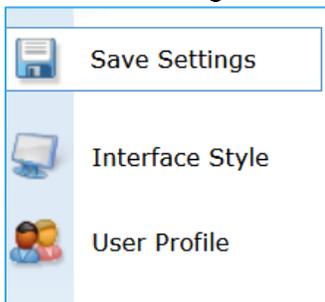
1. Locate **Settings** at the top of the screen.



2. **Modify your settings**

- **Displayed Name** - This is shown on your sent messages
- **Reply To** - You can specify that replies be automatically sent to an alternate email address.
- **Email Signature** - You can specify a signature to be included on all your correspondence.

3. Click **Save Settings** when done.



How to Manage Folders

1. Select **Folders** at the top of the screen.

[Read Mail](#) [Compose](#) [Search Email](#) [Calendar](#) [Addresses](#) **Folders** [Settings](#) [Help](#) [Logoff](#)

2. This section allows you to see the number of messages and size for each mailbox.
3. To delete all the messages in a folder: Click on the **X** symbol to the right of the folder.

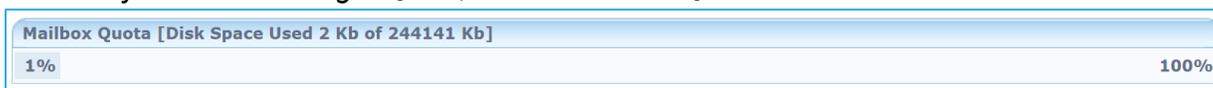
Mailbox Name	Total Messages	File size (KB)	Delete
Inbox	1 messages	0 Kb	
Trash	0 messages	0 Kb	
Sent	0 messages	0 Kb	
Drafts	1 messages	1 Kb	
Spam	0 messages	0 Kb	

4. To create a new folder
 - a. Find the **Create a New Mailbox** section.
 - b. Enter the name you want to assign to the folder as the Mailbox name.
 - c. Click on **Add Folder** to the right.

Create a New Mailbox

Mailbox Name

5. To check your Mailbox Usage/ Quota, use the Mailbox Quota section.



How to Block mail from a specific sender

By blocking someone's email address you will prevent any mail sent from him or her to reach you when you use Primus Webmail.

1. Select **Folders** at the top of the screen.

[Read Mail](#) [Compose](#) [Search Email](#) [Calendar](#) [Addresses](#) **Folders** [Settings](#) [Help](#) [Logoff](#)

2. Go to the "**Block Email address/Spammers**" area.

Block Email address/Spammers

Enter Email-address to block

3. Enter the address in the **Enter email address to block** field.
4. Click **Add Email**.
5. The address will then appear on the list of blocked addresses.

To unblock an address

1. Select the address you want to remove from the blocked list inside the drop-down menu.
2. Click on **Delete Entry**.

Current Spam Database