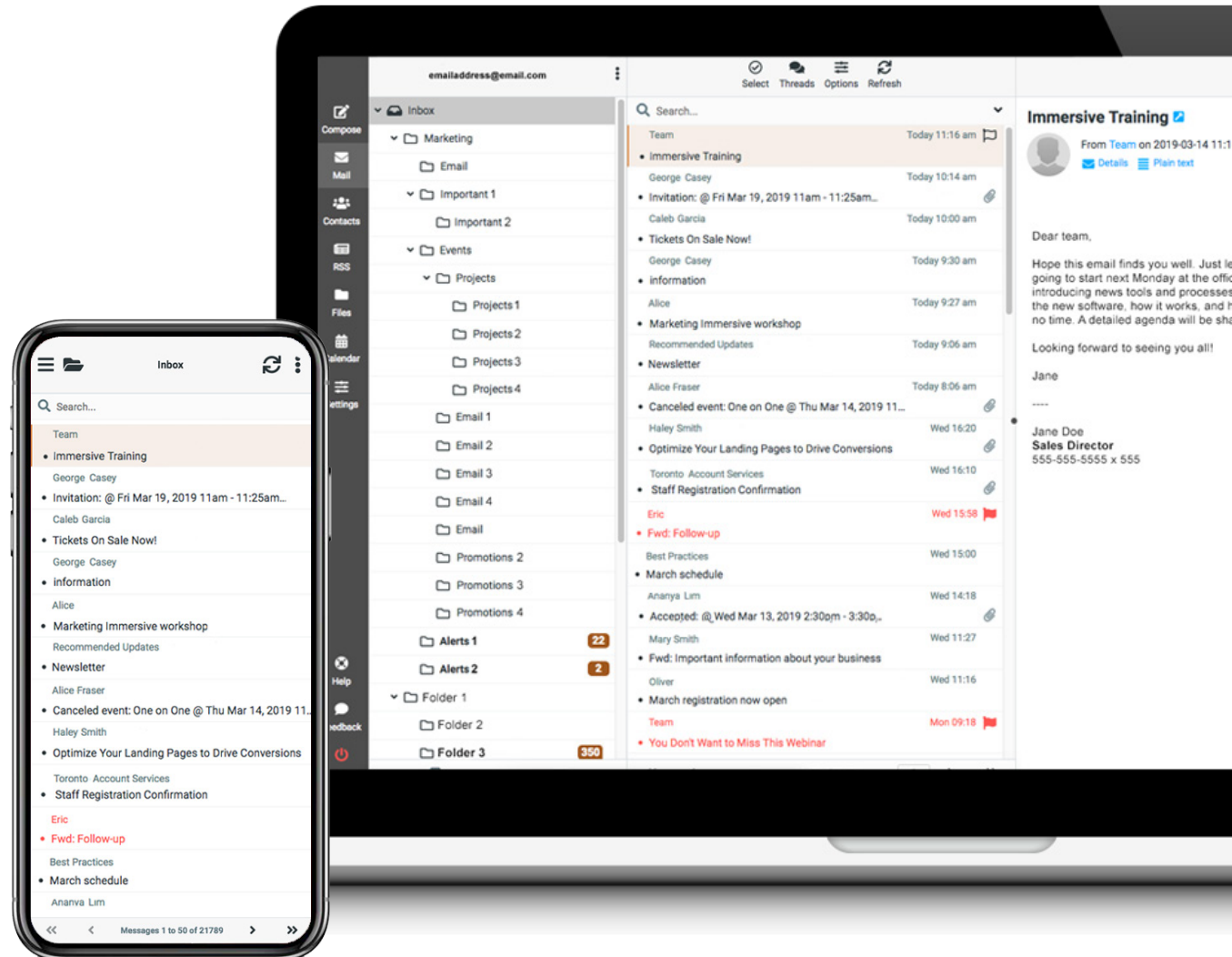


Webmail Cheat Sheet



Mail overview

The screenshot displays a webmail interface with the following components and annotations:

- Navigation bar:** Located on the left, it includes links for Compose, Mail, Contacts, RSS, Files, Calendar, and Settings.
- Folder menu options:** A dropdown menu for the 'Inbox' folder, showing sub-folders like Marketing, Email, Important 1, Important 2, Events, Projects, and Alerts.
- Search folder:** A search bar at the top of the folder list.
- Manage the preferences and display options of your emails:** A menu with options like Select, Threads, Options, and Refresh.
- Advanced search options:** A search bar at the top of the email list.
- Add to contacts or compose a new message to this sender:** A link in the email header.
- Email action menu:** A menu with options like Reply, Reply all, Forward, Delete, Spam, Mark, and More.
- Open email in a new window:** A link in the email header.
- Expand header:** A link in the email header.
- Access in-depth Webmail guide:** A link in the footer.
- Leave your account:** A Logout button in the footer.
- View storage capacity:** A progress bar showing 28% storage used.
- Navigate through existing emails:** A pagination bar showing 'Messages 1 to 50 of 21744'.

The main email content area shows an email from 'Team' with the subject 'Immersive Training'. The email body includes a greeting, a paragraph about the training session, and a signature for Jane Doe, Sales Director.

Compose overview

The screenshot displays the AUREON Compose email interface, divided into three main sections: **Contacts**, **Options and attachments**, and the **Compose** area.

Contacts Section:

- Search contacts:** An arrow points to the "Search..." input field.
- Add an attachment:** An arrow points to the "Attach a file" button in the "Options and attachments" section.
- Send options:** An arrow points to the "Priority" dropdown menu.
- Adjust the formatting of a message:** An arrow points to the rich text editor toolbar.
- 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 toolbar.
- Switch identities:** An arrow points to the identity selection dropdown.
- Identity preferences:** An arrow points to the identity selection dropdown.

Options and attachments Section:

- Return receipt:** A checkbox.
- Priority:** A dropdown menu set to "Normal".
- Save sent message in:** A dropdown menu set to "Sent Items".
- Attach a file:** A button with a download icon.

Compose Section:

- From:** Jane Smith
- To:** John Doe
- Subject:** Training
- HTML/Plain text:** A toggle switch between "HTML" and "Plain text".
- Rich text editor:** A toolbar with various formatting options (bold, italic, underline, etc.) and a text area containing the email body text.
- Send:** A button at the bottom of the compose area.

Annotations:

- 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/Plain text" toggle switch.
- Add a recipient, attached with a specific level of mail visibility:** An arrow points to the "To+", "Cc+", and "Bcc+" buttons at the bottom left.

Contacts overview

Diagram illustrating the Contacts overview interface with annotations:

- View contact details:** Points to the contact list entry for John Doe.
- Manage contact groups:** Points to the Groups dropdown menu.
- Search contacts:** Points to the Search... input field.
- Select multiple contacts:** Points to the Select checkbox.
- View additional search options:** Points to the dropdown arrow next to the search bar.
- Contact action menu:** Points to the toolbar containing Create, Print, Delete, Search, Import, Export, and More.
- Add name and department fields:** Points to the input fields for First Name, Last Name, and the Add field... dropdown.
- Navigate through contact list:** Points to the pagination controls at the bottom of the contact list.
- Add name and department fields:** Points to the Add field... dropdown in the contact details form.

The interface consists of a sidebar on the left with navigation links: Compose, Mail, Contacts, RSS, Files, Calendar, Settings, Help, and Logout. The main area is divided into two sections. The top section is the contact list, which includes a 'Groups' dropdown, a search bar, a 'Select' checkbox, and a list of contacts (currently showing 'John Doe'). The bottom section is the contact details form, which includes a profile picture, fields for 'First Name' and 'Last Name', an 'Add field...' dropdown, and sections for 'Email', 'Phone', and 'Address'. Each section has a 'Home' dropdown and a trash icon. The 'Address' section has fields for 'Street', 'City', 'Country', 'State/Province', and 'ZIP Code'. A 'Save' button is at the bottom of the form. The bottom of the contact list shows pagination controls: '<< < 1 - 1 of 1 > >>'. Annotations with orange arrows point to various elements: 'View contact details' points to 'John Doe'; 'Manage contact groups' points to the 'Groups' dropdown; 'Search contacts' points to the search bar; 'Select multiple contacts' points to the 'Select' checkbox; 'View additional search options' points to the dropdown arrow; 'Contact action menu' points to the toolbar; 'Add name and department fields' points to the 'First Name' and 'Last Name' fields and the 'Add field...' dropdown; 'Navigate through contact list' points to the pagination controls; and another 'Add name and department fields' points to the 'Add field...' dropdown in the form.

Admin overview

Admin
action menu

domain name

Settings

Users

Add User

Deleted Users

Workgroups

Add Workgroup

Stats

email address

Settings

Stats

Restore Email

Release Spam

Compose

Mail

Contacts

Admin

RSS

Files

Calendar

Settings

Help

Feedback

Settings

Basic Settings

Domain

domain name

User Limit

Alias Limit

Webmail Domain Alias

☒

Created

2019-09-22 11:09:11

Aliases

Inheritable For Users

Brand

your brand

Spam Header

Spam Folder

Spam Tag

SMTP Limit

Spam Level

quarantine report

Spam Settings

Allow

Block

Update

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 the RSS overview interface. On the left is a dark sidebar with icons for Compose, Mail, Contacts, RSS, Files, Calendar, and Settings, along with Help and Logout buttons at the bottom. The main content area is divided into two columns. The left column contains a list of article categories: Special, All articles, Fresh articles, Starred articles, Published articles, Archived articles, Recently read, and Uncategorized. The right column shows a list of articles. The first article is titled 'Technology article - Tech company' and includes a 'Continue Reading' link. The second article is titled 'Technology article 2 - Tech company' and also includes a 'Continue Reading' link. Above the article list, there are settings for 'Adaptive', 'Default', and 'Mark as read', and a 'Select' dropdown menu. On the right side of the article list, there is an 'Actions...' dropdown menu. Annotations with orange arrows point to various elements: 'Manage different types of articles' points to the 'Compose' icon in the sidebar; 'Select, star or publish an article' points to the 'Select' dropdown menu; 'Settings to organize and sort articles' points to the 'Adaptive', 'Default', and 'Mark as read' settings; 'Score an article' points to the star icon; 'Feed action menu' points to the 'Actions...' dropdown menu; and 'View feed as RSS' points to the RSS icon in the top right corner.

Files overview

File folder management

File selector

File share link

Files action menu

The screenshot displays the 'Files' section of a web application. On the left is a dark sidebar with navigation links: Compose, Mail, Contacts, RSS, Files (highlighted), Calendar, Settings, Help, and Logout. The main content area is titled 'Files' and shows a folder tree on the left with 'Folder 2A/ (4)' selected. To the right is a table of files. Above the table is an action bar with buttons: 'Create fold...', 'Upload Fil...', 'Delete', 'Share', 'Unshare', and 'Move'. Orange arrows point from the labels above to specific elements: 'File folder management' points to the folder tree; 'File selector' points to the checkboxes in the file table; 'File share link' points to the 'Sharing' column; and 'Files action menu' points to the action bar.

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

Calendar overview

Calendar overview interface with annotations:

- Calendar selector:** Points to the "default" calendar selection in the left sidebar.
- Hide/Show calendar:** Points to the toggle switch next to the "default" calendar.
- Select month and year views:** Points to the month/year selector (March 2019) in the bottom left.
- Selectable dates:** Points to the date grid in the bottom left.
- Add, edit or delete a calendar:** Points to the three-dot menu icon in the top left.
- Search calendar:** Points to the search bar in the top left.
- Change calendar view:** Points to the view tabs (Day, Week, Month, Agenda) in the top left.
- Create, print, or import/export a calendar:** Points to the icons (Create, Print, Import, Export) in the top right.
- View past or upcoming days, weeks or months:** Points to the navigation arrows (Previous, Today, Next) in the top right.

The main calendar view displays a weekly grid for March 25 - Mar 31 2019, showing events such as "Meeting" and "Lunch with John".

Settings overview

Primary settings menu. The following can be configured:

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

The screenshot shows the 'Settings' interface. On the left is a dark sidebar with icons for Compose, Mail, Contacts, RSS, Files, Calendar, and Settings. The 'Settings' icon is highlighted with an orange arrow pointing to the 'Primary settings menu' text. The main content area is divided into three columns. The first column, labeled 'Secondary settings menu' with an orange arrow, contains a list of settings categories: Preferences, Folders, Identities, Responses, Password, Autoresponder, Spam Settings, Mail Forwarding, Filters, and About. The second column, also labeled 'Secondary settings menu' with an orange arrow, contains a list of sub-settings: User Interface, Mailbox View, Displaying Messages, Composing Messages, Contacts (highlighted with an orange bar), Special Folders, Server Settings, Other Accounts, and Calendar. The third column, labeled 'Tertiary settings menu that allows customizations' with an orange arrow, contains the 'Main Options' section. This section includes four dropdown menus: 'Default address book' (set to 'Contacts'), 'List contacts as' (set to 'Display Name'), 'Sorting column' (set to 'Last Name'), and 'Rows per page' (set to '50'). There is also a toggle switch for 'Skip alternative email addresses in autocompletion' which is currently turned off. At the bottom of this section is a brown 'Save' button with a checkmark icon.

Settings		
Compose	Preferences	User Interface
Mail	Folders	Mailbox View
Contacts	Identities	Displaying Messages
RSS	Responses	Composing Messages
Files	Password	Contacts
Calendar	Autoresponder	Special Folders
Settings	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: ☐