



Perfect Patients Webmail Overview

Check and manage your email online through a webmail interface

<https://webmail.perfectpatients.com>. Webmail provides direct access to your email without the need for software. Messages managed using webmail wait on the portal until the next time you log in. Webmail provides most of the same functionality that an email client offers, including sending and receiving email, signatures, and email forwarding.

This article provides an overview of the available features in the Perfect Patients Email webmail interface.

Log in to webmail

Log in to webmail <https://webmail.perfectpatients.com>

Contacts

Perfect Patients Email lets you manage your contacts through our webmail interface. You can add new contacts, import and export old contacts by using a **.csv** file, export to various email clients, create groups, and sort through contacts alphabetically.

Calendar

Perfect Patients Email enables you to manage your appointments and meetings through our webmail interface. You can share your calendar, create personal calendars, import events, and add shared calendars within your domain.

Tasks

Perfect Patients Email provides the ability to create and manage tasks and create task lists through our Webmail interface.

Notes

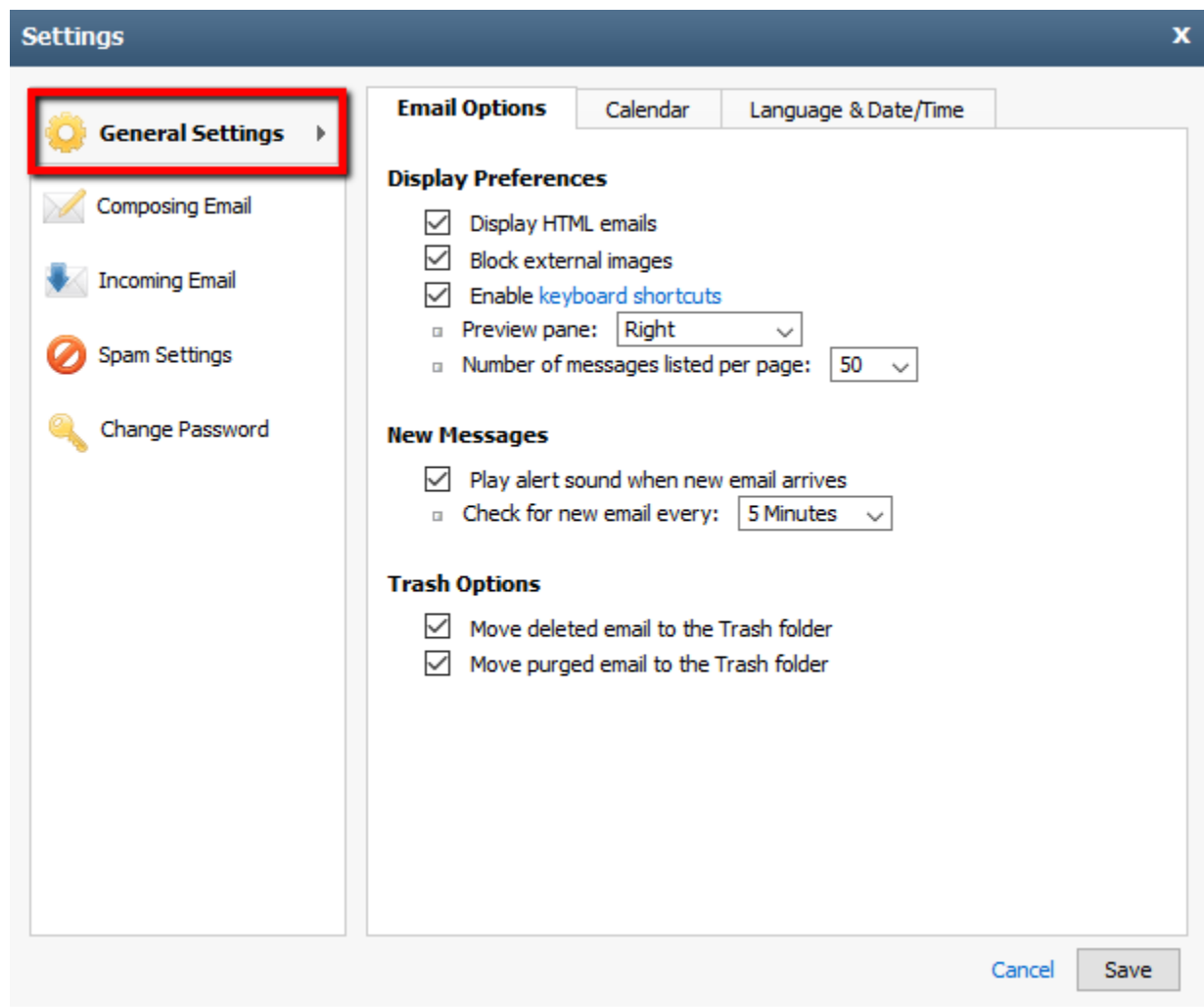
Perfect Patients Email provides the ability to create notes.

Settings

Perfect Patients Email provides various options for you to manage your email account. While in the webmail interface, click the menu beside your email address in the top-right corner and select **Settings** to see a list of features and options available.

General Settings

In the **General Settings** section, you can manage email, calendar, preferred language, and date and time settings.



Email options

- **Display Preferences** provides options for you to display HTML emails, enable shortcuts, change your viewing pane, and change the number of messages displayed in your reading pane.
- **New Messages** provides options to play an alert for the arrival of new messages and choose how often to check for new messages.
- **Trash Options** provides the option to move deleted email to the trash or immediately purge upon deletion.

Calendar option

- **Invitations** provides the option to delete invitations after responding.

Language & Date/Time options

- **Language** provides the option to choose between 11 different languages.
- **Date and Time** provides the options to set your date, time, and current time zone.

Composing Email

In the **Composing Email** section, you can manage settings for composing, identities, and signatures.

Composing

- **Composing** provides various options, such as auto-completing email addresses when composing a new email, setting up custom signatures, and so on.
- **Replying & Forwarding Citations** lets you select whether to include the original composed message in your reply and set the user-defined start and end text.

Identities

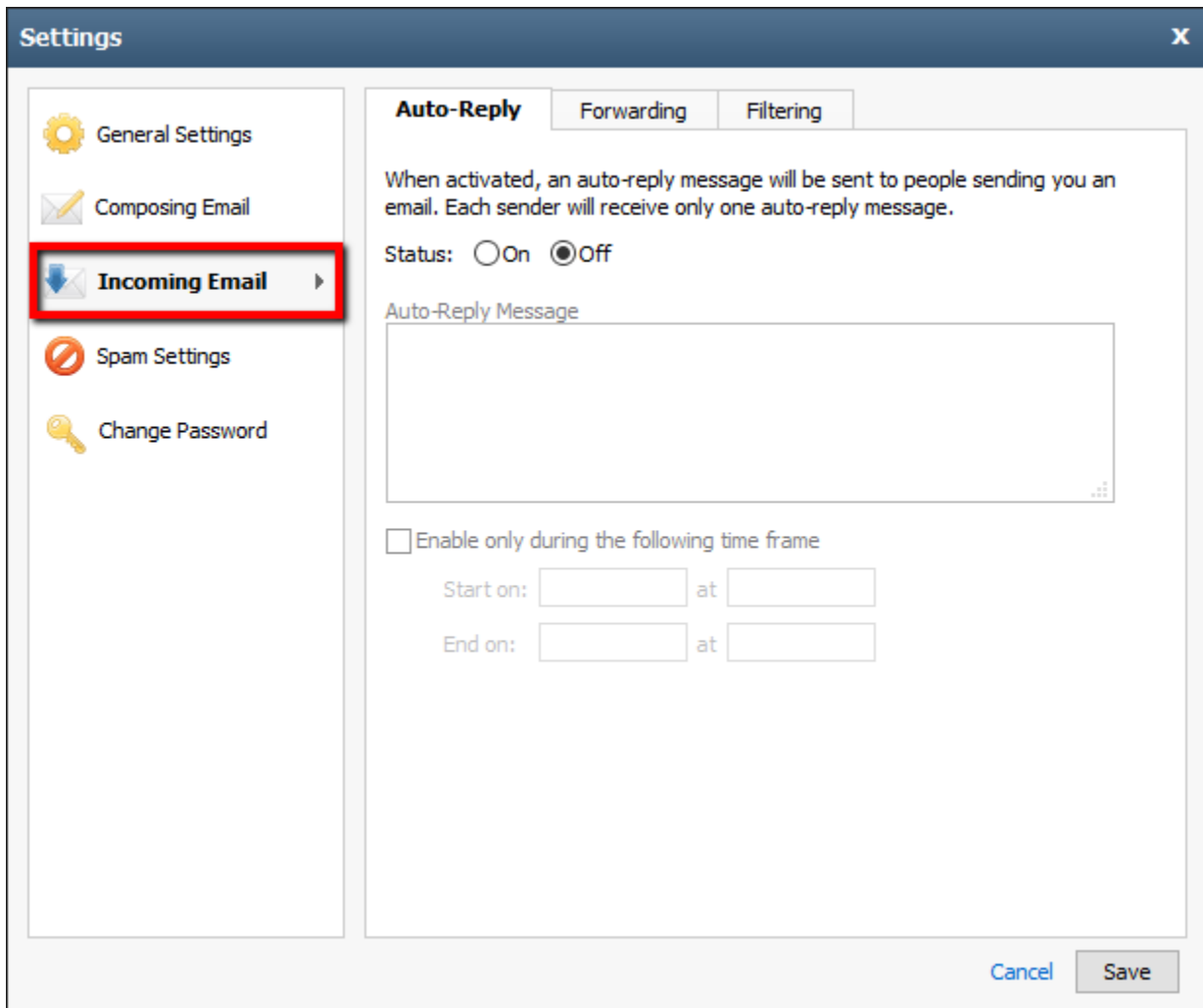
- **Add New Identity** creates a new identity, which enables you to quickly change the name, email address, and reply address on your outgoing email.

Signatures

- **Add New Signature** adds a new signature and assigns it to your outgoing email and specific identities. To add a new signature, follow the steps on this page under '[How do I add a signature in webmail?](#)' on this support page.

Incoming Email

In the **Incoming Email** section, you can manage settings for auto-reply, forwarding, and filtering.



The screenshot shows a 'Settings' window with a sidebar on the left containing the following options:

- General Settings
- Composing Email
- Incoming Email** (highlighted with a red box)
- Spam Settings
- Change Password

The main content area is titled 'Auto-Reply' and has three tabs: 'Auto-Reply', 'Forwarding', and 'Filtering'. The 'Auto-Reply' tab is active. Below the tabs, there is a text box with the following text:

When activated, an auto-reply message will be sent to people sending you an email. Each sender will receive only one auto-reply message.

Status: On Off

Auto-Reply Message

[Empty text area for the auto-reply message]

Enable only during the following time frame

Start on: [] at []

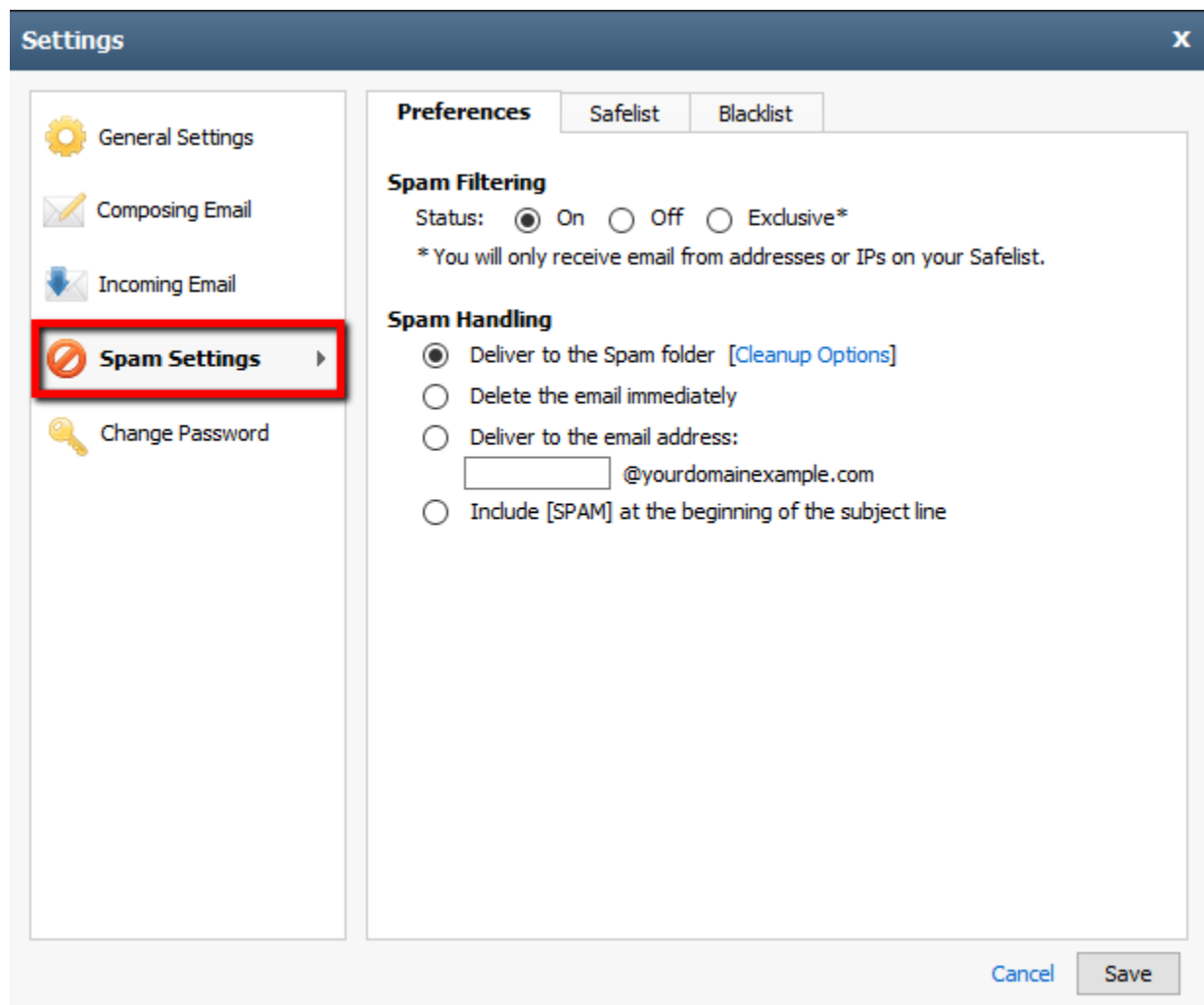
End on: [] at []

At the bottom right, there are 'Cancel' and 'Save' buttons.

- **Auto-Reply** activates the auto-reply feature for times when you are out of the office.
- **Forwarding** forwards any mail to any email address with the option to save a copy in your inbox.
- **Filtering** provides the ability to create filters for specific incoming email and to route them to a specified folder.

Spam Settings

In the **Spam Settings** section, you can manage settings for spam preferences, safelists, and Blocklists.



The screenshot shows a settings window titled "Settings" with a close button (X) in the top right corner. On the left is a sidebar with five menu items: "General Settings" (gear icon), "Composing Email" (pencil icon), "Incoming Email" (envelope icon), "Spam Settings" (stop sign icon, highlighted with a red box), and "Change Password" (key icon). The main content area is titled "Preferences" and has two tabs: "Safelist" and "Blacklist". Under "Spam Filtering", there are three radio buttons: "On" (selected), "Off", and "Exclusive*". Below this is a note: "* You will only receive email from addresses or IPs on your Safelist." Under "Spam Handling", there are four radio buttons: "Deliver to the Spam folder [Cleanup Options]" (selected), "Delete the email immediately", "Deliver to the email address:" (with a text input field containing "@yourdomainexample.com"), and "Include [SPAM] at the beginning of the subject line". At the bottom right of the window are "Cancel" and "Save" buttons.

Preferences

- **Spam Filtering** turns your spam filtering on and off or sets it as exclusive.
- **Spam Handling** specifies how you want to handle your spam email.

Safelist and Blocklist

- **Safelist** specifies what email the system should bypass through filters based on the sending user's IP address, email address, or domain.
- **Blocklist** specifies what email the system should block based on the sending user's IP address, email address, or domain.

Security

In the **Change Password** section, you can change your password. Selecting this option redirects you away from webmail.

Password Recovery: You will want to turn this On and add a valid mobile phone number for authentication.