Smile Marketing Webmail Overview

Check and manage your email online through a webmail interface
https://webmail.smilemarketing.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 Smile Marketing Email webmail
interface.

Log in to webmail

Log in to webmail **https://webmail.smilemarketing.com**

Contacts

Smile Marketing 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

Smile Marketing 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

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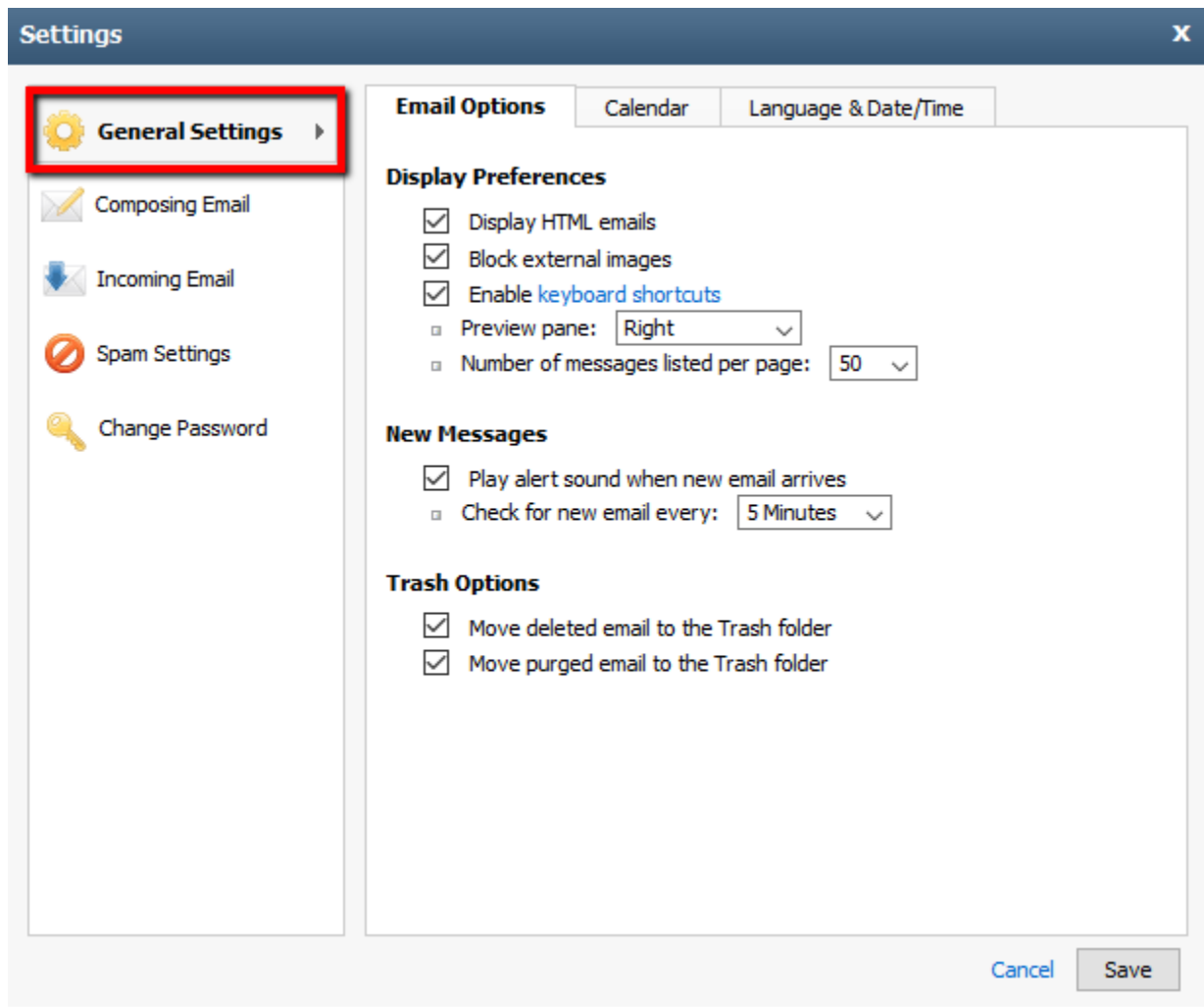through our Webmail interface.

Notes

Smile Marketing Email provides the ability to create notes.

Settings

Smile Marketing 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.

Settings		X
General Settings ▶	**Email Options** Calendar Language & Date/Time	
Composing Email	**Display Preferences**	
Incoming Email	☑ Display HTML emails	
	☑ Block external images	
Spam Settings	☑ Enable keyboard shortcuts	
	▫ Preview pane: Right	
Change Password	▫ Number of messages listed per page: 50	
	New Messages	
	☑ Play alert sound when new email arrives	
	▫ Check for new email every: 5 Minutes	
	Trash Options	
	☑ Move deleted email to the Trash folder	
	☑ Move purged email to the Trash folder	
	Cancel Save	

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.
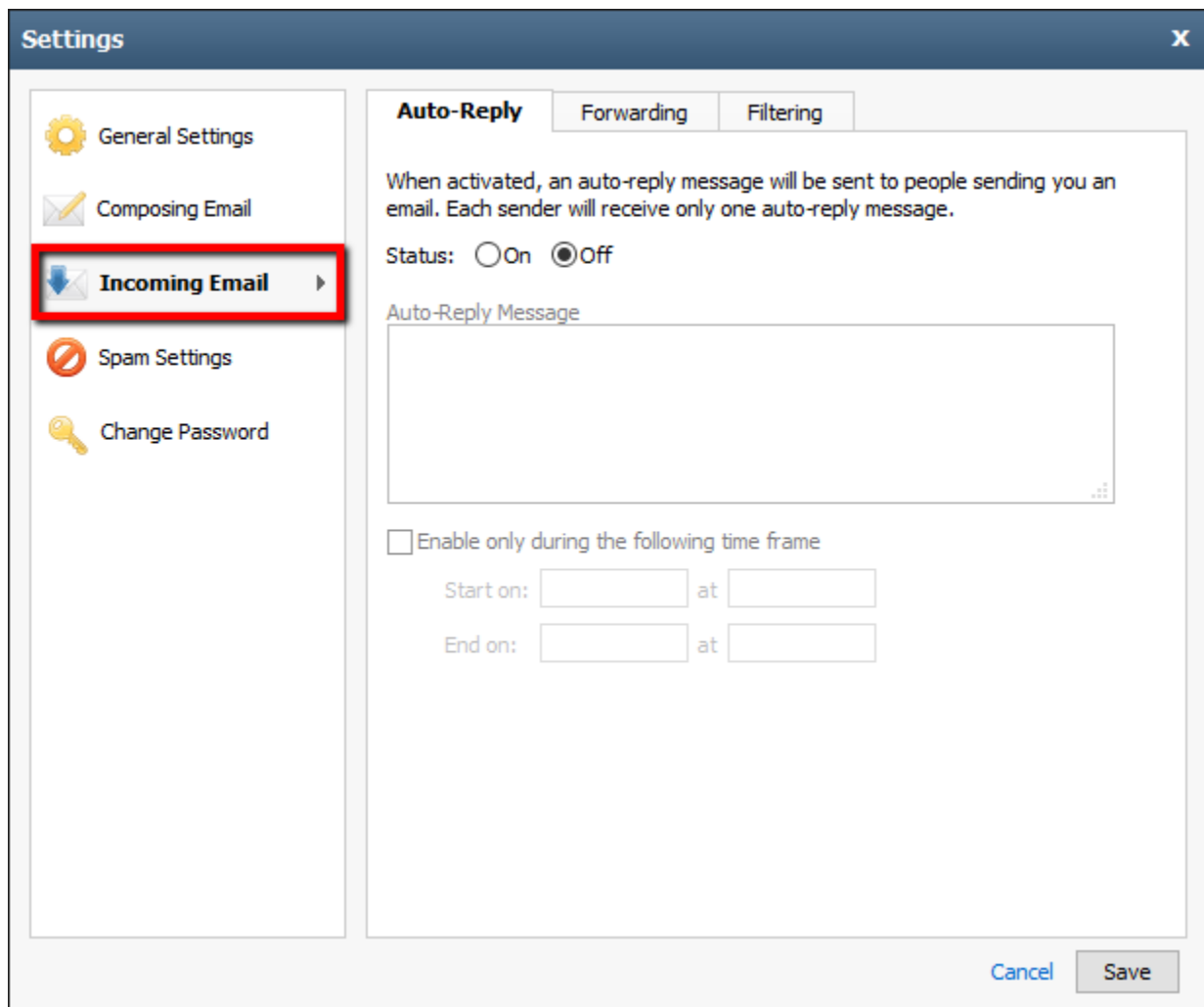
Identities

- **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. You can learn how to add a new signature by following the step-by-step directions on this page under the question, '**How do I add a signature in webmail?**'

Incoming Email

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


- **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.
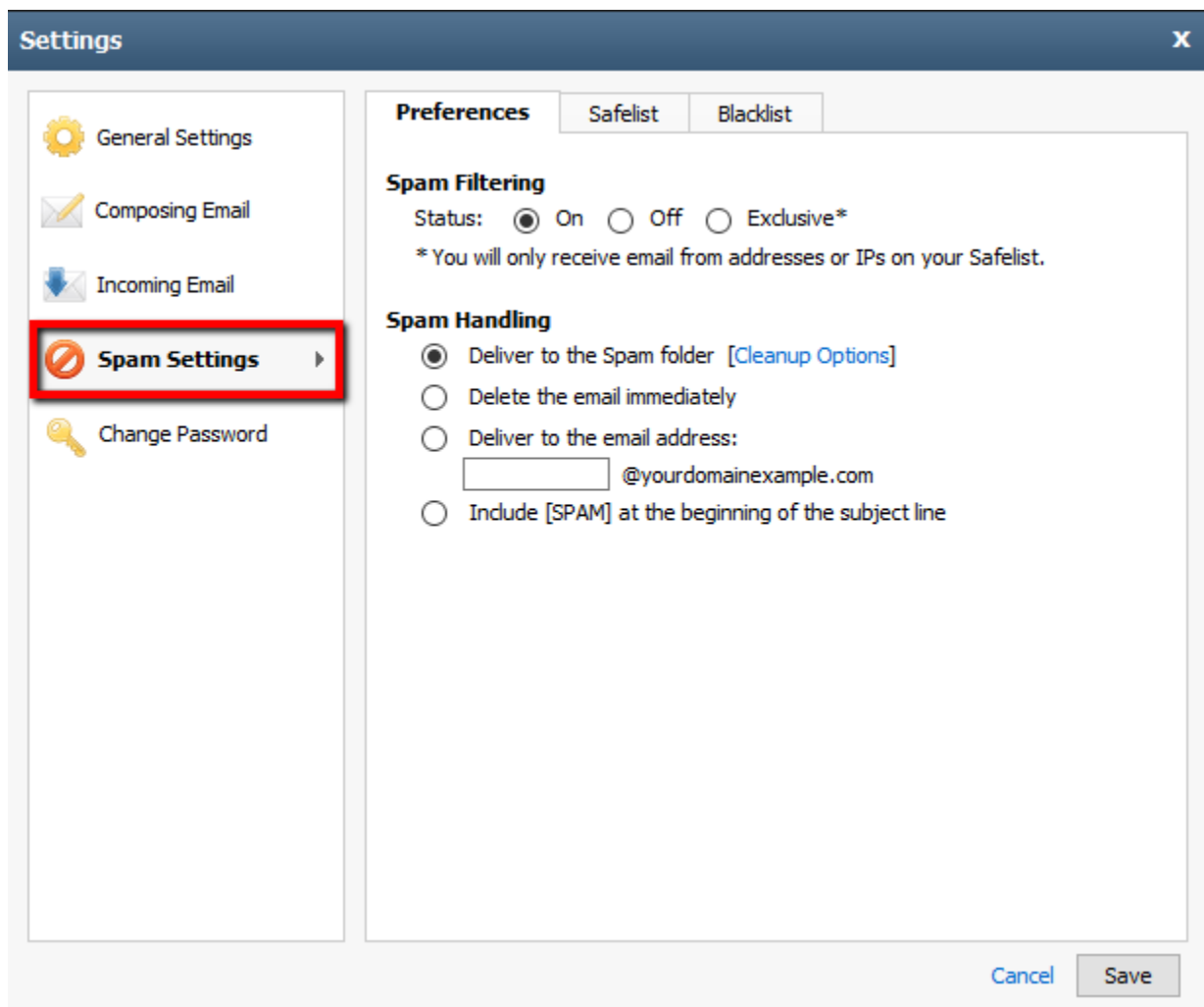
Preferences

- **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.

<u>Security</u>

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.