



## Using Webmail

Access Web Mail at [mail.ccweb-ster.net](mailto:mail.ccweb-ster.net). Help is also available on the web page, by email to [support@web-ster.com](mailto:support@web-ster.com) or by phone at 503.631.4357.

A screenshot of a webmail login interface. At the top, the word "Login" is centered in a bold, black font. Below this, there are two input fields: "Email" containing the text "myemail@web-ster.com" and "Password" containing a series of asterisks. A "Login" button is positioned below the password field.

### To login to webmail:

- Enter your email address in the Email section of the Login box.
- Log in by using your Web-ster or email account password. If you need help logging in, please contact Technical Support at [support@web-ster.com](mailto:support@web-ster.com) or 503.631.4357.

### Main Function Menu

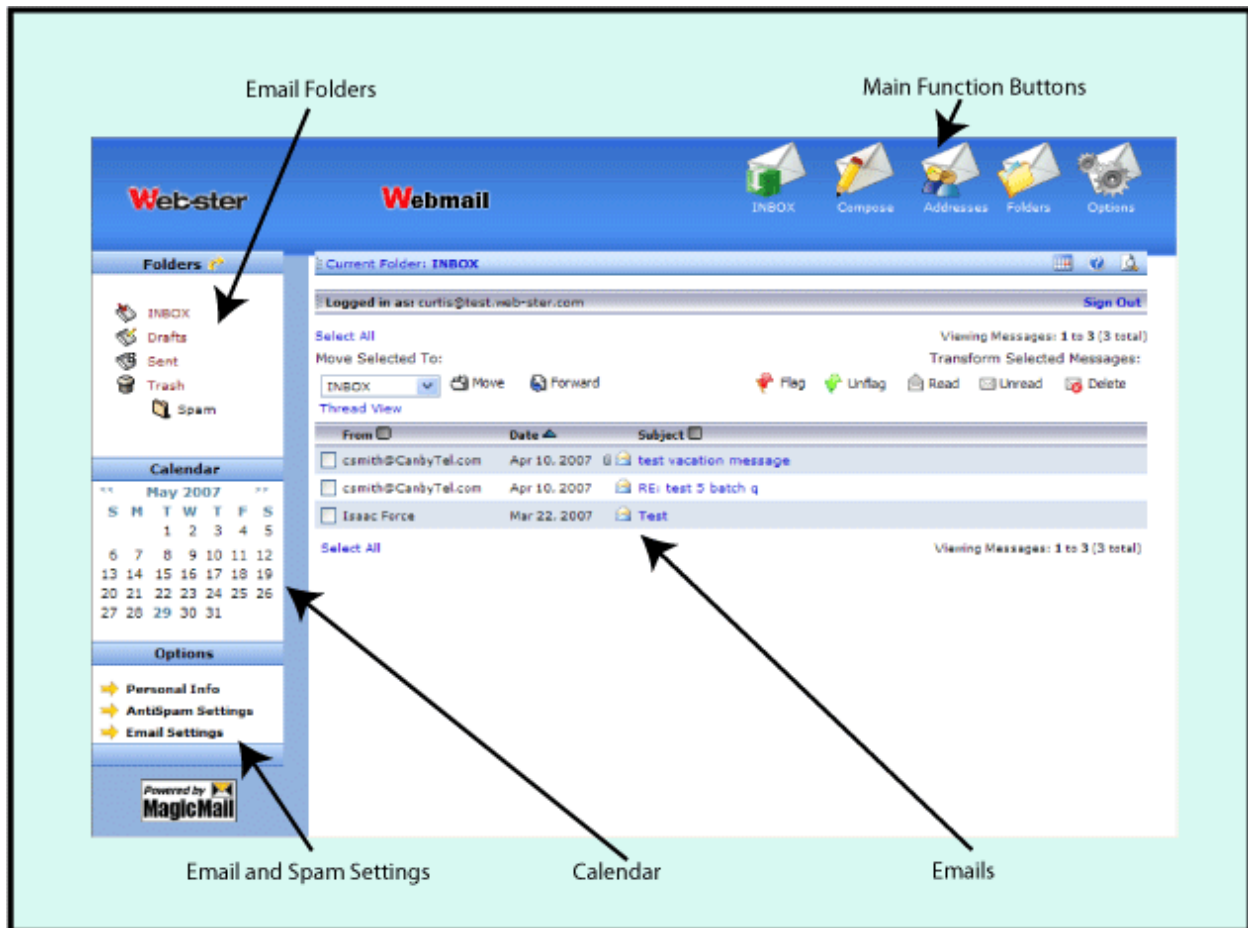
A screenshot of the "Main Function Menu" in a webmail interface. At the top, it says "You are not logged in!". Below this, the text "MAIN MENU" is centered. A list of menu items follows: "- Home", "- Webmail", "- Spam/Virus Management", "- My Email Options", and "- Help". Each item is a blue, underlined hyperlink.

Once you log in, use the menu on the left side of your screen to navigate within the interface. If you are not logged in, the menu will redirect you to a help screen with more information about the menu functions. The menu is a guide for webmail's easy to use features.

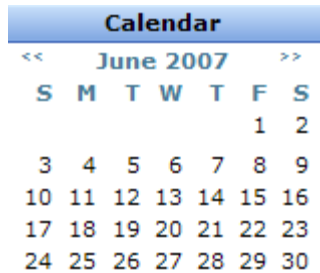
- **Home** returns you to the login screen
- **Webmail** takes you to the email screen
- **Spam Management** takes you to the settings for spam and virus and junk mail quarantine.
- **My Email Options** controls email forwarding and auto respond functions.

### Webmail Interface

Selecting Webmail opens a new window where you can read, reply, and manage your email. In the upper right corner of your screen is a toolbar for the main functions



- **INBOX** read and manage your incoming email
- **Compose** create new emails (including a built in spell checker)
- **Addresses** manage your online contacts (addresses from the old email system will not automatically transfer. Contact support@web-ster.com for help if you need to transfer or access old addresses.)
- **Folders** organize your emails into folders or subfolder categories
- **Options** control display and personal settings



The Calendar function on the left side shows the current date. It also accesses a handy scheduling function. Clicking on a date will bring up a todo/scheduling list. Please contact us at support@web-ster.com with any questions.

### Email Spam/Virus Filter

Access your account page at mail.web-ster.com.

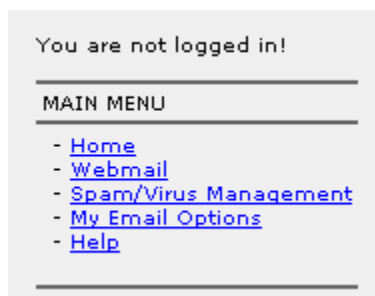
Login	
Email	<input type="text" value="myemail@web-ster.com"/>
Password	<input type="password" value="*****"/>
<input type="button" value="Login"/>	

To login to your account:

- Enter your email address in the Email section of the Login box.
- Log in by using your Web-ster or email account password. If you have any problems help is available on the web page, by email to support@web-ster.com or by phone at 503-266-8111.

### Main Function Menu

Once you log in, use the menu on the left side of your screen to navigate within the interface. If you are not logged in, the menu will redirect you to a help screen with more information about the menu functions. The menu is a guide for your account features.



- **Home** returns you to the login screen
- **Webmail** takes you to the email screen
- **Spam Management** takes you to the settings for spam and virus and junk mail quarantine.

- **My Email Options** controls email forwarding and auto respond functions.

### Spam Management Interface

Spam Management allows you to control the degree and type of spam filtering on your account. Anti-virus filtering is always on.

Enabled

**Your Anti-Spam protection is enabled**

[Click here to disable](#)

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Normal

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Normal with Quarantine enabled

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Strict

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Customize Rules

There are three settings for Spam control as well as an option to enable or disable spam filters:

- **Normal** filters for spam discarding any messages identified as spam
- **Normal with Quarantine enabled** filters for spam and directs unidentified messages to a secure quarantine folder located on the webmail site
- **Customize Rules** allows advanced users to control detailed actions of the spam filter

**Edit Spam Lists**

Subject Blacklist

From: Blacklist

From: Whitelist

Spam Lists give you control over specific subject words and email senders.

- **Subject Blacklist** key words in this list will identify the email as Spam if the key word appears in the subject line
- **From: Blacklist** blocks email from certain people or network domains
- **From: Whitelist** permits email from certain people or network domains

Please contact us at [support.web-ster.com](mailto:support.web-ster.com) or call us at 503.631.4357 with any questions.