



## **EarthLink MailBox**

The EarthLink MailBox provides the basic tools for sending and receiving email.

The [MailBox window](#) consists of the following: [Folders](#), [Message List](#), the [Message Preview Header](#) and the [Message Preview](#)

- ▶ Right click on any message to pop up a [menu of options](#) .

[Using the MailBox Toolbar](#)

[Using Folders](#)

[Creating Mail Folders](#)

[Using the Message List](#)

For more information about EarthLink 5.0, see [EarthLink Help](#)



### Using the Message List

The Message List shows a summary of the messages in the current folder. (The current folder has a gray background). For each message, you see the name or email address of the sender, the subject of the message and the date and time the message was received (Inbox, Junk Mail) or created (Drafts, Outbox, and Sent). Unread messages are bold and show a closed envelope icon. If the message contains any attachments, you see a paperclip the left of the envelope icon.

Click on a message to preview the body of the message in the [Message Preview](#)

Double-click on a message to open it in a new window.



### Collecting Email

By default, EarthLink MailBox checks for new mail every 20 minutes and sends any messages waiting in your Outbox. You can change how often MailBox checks for new mail or you can turn off this feature by [modifying your MailBox preferences](#).

You can check for mail any time; just click



**Check** on the EarthLink MailBox toolbar, or select **Check Mail** on the MailBox menu.



## Using the MailBox Toolbar



The EarthLink MailBox toolbar provides easy access to the following mailbox functions:

[Read](#) [Write](#) [Reply](#) [Reply All](#) [Forward](#) [Check](#) [Delete](#) [Junk](#) (or [Unjunk](#)) [Address](#) [Print](#) [Filter](#) [Find](#)

To change the appearance of your MailBox toolbar:

▶ Right click on the toolbar to pop-up a menu.

▶ Select one of the following:

- ◆ Check **Text Labels** to place a text description beneath each button.
- ◆ Check **Small Toolbar** to make the toolbar buttons smaller. The toolbar will take up less space on your screen.
- ◆ Check **Large Toolbar** to make the toolbar buttons larger for easier viewing.
- ◆ Uncheck **View Toolbar** to turn off the toolbar.
- ◆ All of the toolbar functions are also available on the Message menu, or by right clicking on a message; so you can uncheck the toolbar to turn it off and have more space on your screen to view messages.



### Sorting Email

You can sort the mail messages listed in the Message List for any folder by the column heading. You can also sort the messages into folders, by dragging them from the Message List into a folder or by creating filters that put incoming mail into specific folders.

To sort messages in your Inbox by sender, click the **From** column heading.

To sort messages in your Inbox by subject, click the **Subject** column heading.

To sort messages in your Inbox by the date and time received, click the **Received** column heading.

An arrow in the heading indicates the sort direction, up or down. To sort the messages in any of the other folders, just click on the column heading. Click the column heading again to change the sort direction.



## **Reading Email**

Your Email arrives in your Inbox and is listed, usually by date and time (although you can sort the list by any column). This list shows the header for each message. It tells you who sent the message, when it was received, and what it's about.

To read a message in the message preview pane of the MailBox, highlight the message in the message list.

To display a message in a new window, double click on the message header.

You can also reread messages in other folders. Just open the desired window and highlight the desired message in the message list.



## Opening an Email Message

Your Inbox lists the Email messages that you have collected from your mailbox on any mail server you have defined. EarthLink MailBox periodically checks the defined mail server for new Email. (If you don't see any new messages in your Inbox, you can

collect them by clicking  **Check.**)

To open a mail message in a new window:

▶ Click on the Email message you want to open, then click



**Read.** The message opens in a new window.

Once you've read your email you can:

[Open or save the attachment](#)

[Print it](#)

[Reply to the Sender](#)

[Reply to Sender and All Recipients](#)

[Forward it](#)

[Save it](#)

[Delete it](#)

[Create a new message](#)

[Add the Sender to your Blocked Senders List](#)

[Add the Sender to your Address Book](#)

[Open the Address Book](#)



### Finding Text in a Message

To find text in a message:

- ▶ Click **Find** on the MailBox toolbar then enter the text you want to locate and press **OK**.



### Finding a Message

If you're waiting for a message about a specific subject, you can search the subject line and the body of the messages in the current folder to quickly locate the message containing the desired text.

To find text in a message subject:

► Click



**Find** on the MailBox toolbar.

Find Message

Enter the text to look for:

OK Cancel

► Enter the text you want to locate and press **OK**.



### **Forwarding an Email Message**

Sometimes you get a message you want to pass along to someone else.

- ▶ Click on the email message you want to forward, then click **Forward**.

A new **Mail Message** window opens, allowing you to enter the new recipient's address, as well as add your own text to the message.

You can also forward several emails at once:

- ▶ Click on the first email message that you want to forward.
- ▶ Press the CTRL button on your keyboard, and hold it while you click the other message(s) that you want to forward. They will all remain highlighted.
- ▶ Click **Forward**.

As when forwarding one email message, a new **Mail Message** window will open, and all the forwarded emails will be sent as [attachments](#) .

[Entering an Email Address](#)

[Selecting an Email Address from your Address Book](#)

### ▶ **Replying to an Email Message**

Many times when you receive an email message, you want to reply to it immediately. The Reply feature opens a new mail window and addresses it to the person you just received mail from (the person you want to reply to). You can also [reply to the sender and all recipients](#).

To reply to an email message:

- ▶ Click on the Email message you want to reply to, then click



**Reply.** A new mail window opens with the To address already filled in.

- ▶ Type the text of your message then click



**Send.**

▶ **Replying to All**

To reply to the sender and all recipients of an email message:

▶ Click on the Email message you want to reply to, then click

▶ **Reply**. A new mail window opens with the To and CC addresses already filled in.

▶ Type the text of your message then click



**Send.**

### ▶ **Saving an Attachment**

If an email message has an attachment, there will be a picture of a paperclip to the left of the envelope icon in the message list, and an **Attachments** button on the message preview bar.

To save an attachment:

▶ In the message list, select the email that has an attachment you wish to save.

▶ Click **Attachments** in the message preview bar to display the name of the attachment and its size. If there is more than one attachment, then they will all be displayed.

At this point you can either:

▶ Click the name of the attachment you wish to save. The **Open Attachment window** will appear, and you can select the folder you want to save the attachment to, then click **Save**.

Or:

▶ Click **Save Attachments**. This will open the **Save Attachments** window, and allow you to save all the attachments to the same place at the same time. In the **Save To** field, choose the folder you want to save the attachments to, then click **Save**.

▶ **Printing an Email Message**

To print a copy of any email message:

▶ Click on the message you want to display then click



**Print.**

▶ **Marking previewed messages as 'Read'**

To mark previewed messages as 'read':

▶ Right click on the message to display the pop-up menu.

▶ Select **Mark as Read**.

The icon will change from a closed envelope to an open envelope.

▶ **Marking previewed messages as 'Unread'**

To mark previewed messages as 'unread':

▶ Right click on the message to display the pop-up menu.

▶ Select **Mark as Unread**.

The icon will change from an open envelope to a closed envelope.

▶ **Copying a message to another folder**

To copy a message to another folder:

- ▶ Right click on the message to display the pop-up menu.
- ▶ Select **Copy To**.
- ▶ Select the folder you want to copy the selected message to, then click **OK**.

▶ **Moving a message to another folder**

To move a message to another folder:

- ▶ Right click on the message to display the pop-up menu.
- ▶ Select **Move To**.
- ▶ Select the folder you want to copy the selected message to, then click **OK**.

▶ **Deleting an Email Message**

To delete an email message:

▶ Click on the Email message you want to delete, then click



**Delete.** The message(s) get sent to the Trash folder.

**Tip:** If you want to automatically empty your Trash folder when you close the EarthLink MailBox, check the “Empty messages from the Trash folder when MailBox is closed” option in the EarthLink MailBox configuration.

▶ **Getting Mail from your EarthLink Mailbox**

Before messages shows up on your computer, it gets collected in your mailbox on the EarthLink mail server (and any other server you've setup). You need to retrieve Email from the mail server before you see it in the Inbox on your computer. By default, EarthLink MailBox checks for new mail every 20 minutes and sends any messages waiting in your Outbox. You can change the frequency or you can turn off this feature by [modifying your MailBox preferences](#) .

▶ Click

▶ **Check** to check the mail server for new mail and retrieve it to your Inbox. This also sends any mail in your Outbox to the mail server for distribution to the intended recipients.

If you only want to retrieve new messages, select **Receive New Messages** on the MailBox menu.

If you only want to send outgoing messages, select **Send Outgoing Messages** on the MailBox menu.

▶ **Saving a Message**

To save a mail message

- ▶ Double-click on the message in the message list to open the message in a new window.
- ▶ Select **Save As...** from the File menu.
- ▶ Enter a name for the file. Be sure to add an extension, such as .txt, to the filename.

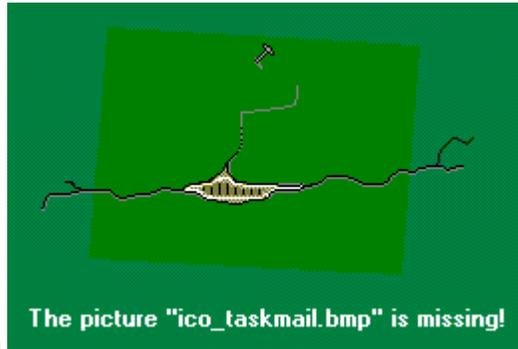
▶ **Sending Outgoing Messages**

To send messages in your Outbox **WITHOUT** collecting mail from the mail server:

- ▶ Select **Send Outgoing Messages** from the MailBox menu.

► **Receiving New Messages**

You can check for new email from the MailBox inbox by clicking **Check** on the MailBox toolbar.



When you receive a new email message, a new email icon will appear on your task bar in the lower right corner of your screen. Click that icon to bring up your inbox.

► **Viewing the Message Source**

Messages can arrive as plain text or HTML. If you want to see how an HTML message was coded, select **View Message Source** on the Mailbox menu.

The Message Source window will also show complete message headers. (Complete message headers show more detail about the sender and the various servers that processed the message.)

### ► **Organizing Email**

You can create additional email folders that you can use to sort your email messages, just like you sort memos and other documents into manila folders. You can drag a message from one folder into another. Or you can create filters that sort mail before it ever reaches your Inbox. For example, if your friend Jane always sends you jokes, you can create a Jokes folder and a Jokes filter. The filter sends all messages from Jane to the Jokes folder. If you receive mail from a mailing list or from a college organization, you can create a folder to collect all those messages and a filter to send them there.

[Creating a New Folder](#)

[Using Filters](#)

### ▶ **Controlling Junk Mail**

Junk mail is any unsolicited mail that you would rather not receive. The **Junk** button enables you to “junk” or send these messages to the **Junk Mail** folder and to add the sender’s email address to the **Blocked Senders** list. When new email comes in from an address listed in the **Blocked Senders** list, the message is routed to the **Junk Mail** folder automatically. You can [edit the Blocked Senders List](#).

To junk a mail message:

- ▶ Click on the message containing the email address you want to include in your junk mail list, then click



#### **Junk.**

The sender’s email address gets added to your **Blocked Senders** list, the message gets moved to the **Junk Mail** folder and future mail from this sender will automatically be sent to **Junk Mail**. You can undo this entire process by using the [Unjunk](#) feature.

You can also use EarthLink’s automated [Mail Scrubbers](#) Mail Scrubbers to destroy unwanted email before you have to see it.

[Editing your Blocked Senders List](#)

[Filtering Email](#)

[Unjunking an email](#)

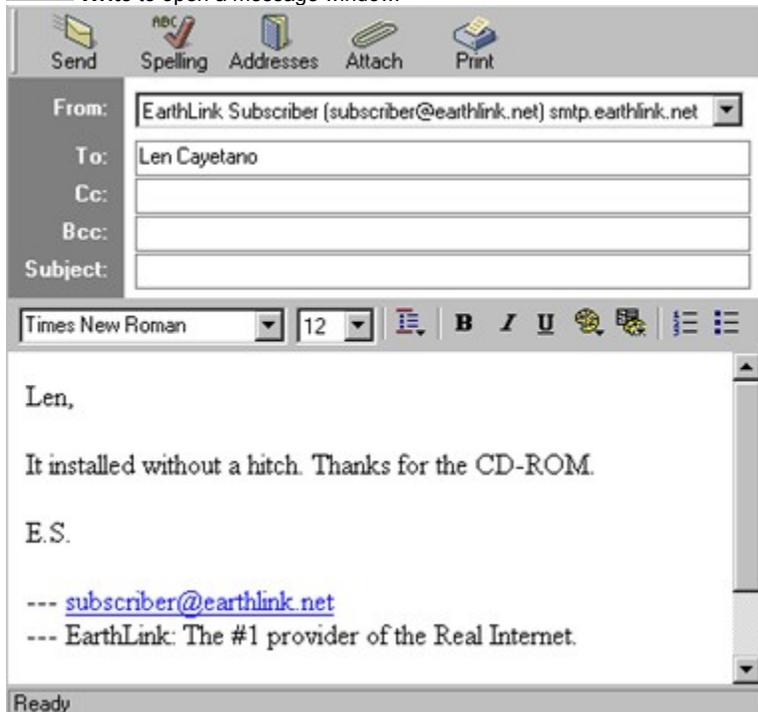
## ► Creating a New Email Message

To create a new mail message:

► Click



**Write** to open a message window.



► Click in the **From** box to open a pull-down menu, then choose which email address you want to send the message from (you may only have one choice).

► Click in the **To** box, and type the recipient's email address or address book name (or enter it automatically from the address book. [How to do this](#)).

► Enter the text of your message in the bottom half of the window.

Before you send your email message, you may want to:

- [Formatting Your Email Message](#)
- [Get an Address from your Address Book](#)
- [Add an attachment to it](#)
- [Save it as a draft](#)
- [Print it](#)
- [Delete it](#)
- [Spell check it](#)
- [Open the Address Book](#)
- [Send it now](#)

► **Addressing an Email Message**

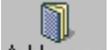
Email messages use a format similar to memorandums. Each message consists of a header and a message body. The header tells you who the message is from, the date and time the message was sent, other recipients, and the subject of the message. The main difference is that an email message header uses email addresses for the sender and recipient instead of just names.

When addressing an email message, you can use the standard memo categories for the intended recipients – To:, Cc:, and Bcc:. You can type the email addresses or [select them from your address book](#).

▶ **Selecting Email Recipients from your Address Book**

To select email recipients from your address book:

▶ In the Write Mail window, click



**Addresses.**

The names of the people listed in your address book appear to the left of the message header (To, Cc, Bcc etc.).

▶ Highlight the name(s) of the people you want to send mail to, then click **To**, **Cc**, or **Bcc**. The name will appear in the appropriate field of the message header.

[Adding Addresses to your Address Book](#)

▶ **Adding an Attachment**

An attachment is any existing document you would like to include with your email message. It can be a document, chart, graphic or any other type of file stored on your computer. Any file on your computer can be attached to an email message.

To attach a file to your email message:

▶ Click



**Attach** on the Write Mail toolbar to open the Open file dialog.

▶ Select the file you want to attach, then click **Open**.

You will see the name of the file listed beneath the body of the message.

▶ **Copying Text from One Email Message to Another**

If you find a quote from an email message you've received, or if you've written something that you would like to use again, you can copy it from one email to another.

To copy text from one mail message to another:

- ▶ Highlight the text you want to copy, then select **Copy** from the **Edit** menu.
- ▶ Open the new message (or document) you want to place the text in, then select **Paste** from the **Edit** menu.

▶ **Saving a Draft of a Message**

EarthLink MailBox automatically saves a draft of each new message. But you can manually save a draft of a message any time.

▶ Click the close button (the X in the upper right corner of the window) to close the window.

▶ In response to the prompt, click **Yes**. The message gets saved to the Drafts folder.  
You can open any message in the Drafts folder to review, edit, send or delete.

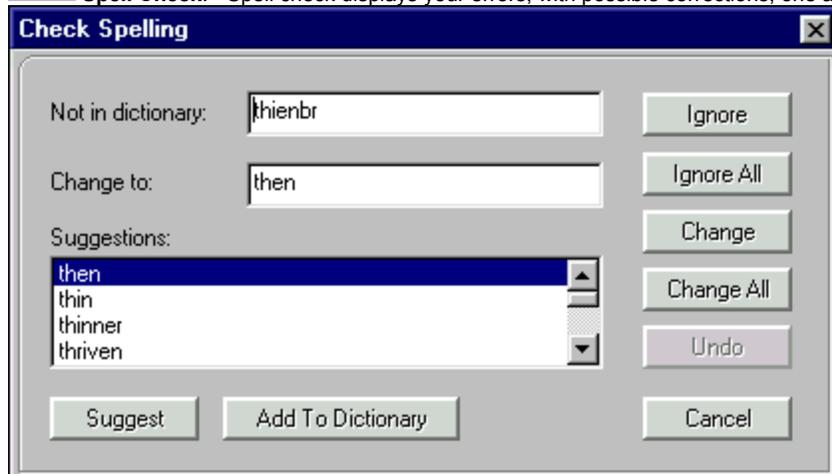
## ► Spell Checking an Email Message

To spell check a message:

### ► Click



**Spell Check.** Spell check displays your errors, with possible corrections, one at a time.



- ◆ **Suggestions** lists other alternatives – highlight a word in this list to move it to the **Change to** field.
- ◆ **Capitalization** shows a word that is not capitalized but should be, such as **england**.
- ◆ **Consider changing** shows a word you may have changed in the past so it is marked in the dictionary as "Conditionally Change".
- ◆ **Double word** shows two identical words in a row, such as **that that**.
- ◆ **Mixed case** shows a word with an unusual combination of upper- and lower-case letters.
- ◆ **Contains digits** shows a word that contains numbers, such as **Windows95**.
- ◆ **Not in dictionary** shows a word in your mail message that is not in the dictionary, such as **sdfqz**. If you want to add this word to the dictionary, click **Add to Dictionary**.
- ◆ **Change to** shows the recommended word. You can type a correction in this field.
- ◆ Click **Change** if you want to replace the problem word with the word in the **Change to** field.
- ◆ Click **Change All** to replace all occurrences of the misspelled word.
- ◆ Click **Ignore** to ignore this word or click **Ignore All** to ignore all occurrences of this word.
- ◆ **Undo** reverses the change you just made. **Undo** is disabled when you use the **Change All** feature.
- ◆ **Suggest** populates the suggestion list – use this when you type in a word in order to check its spelling.

► **Sending an Email Message**

When you're connected, your new message gets sent as soon as you click **Send**.

If you're not connected, clicking **Send** places your message in the Outbox so it can be sent the next time you connect.

You can send and receive Email anytime by clicking **Check**. If you want to send (but not receive) Email, select **Send Outgoing Messages** from the Mailbox menu.

## ► Using Folders

Electronic folders, like their paper counterparts, are useful for sorting and organizing information. MailBox contains six basic folders for sorting and storing email (Inbox, Outbox, Trash, Sent, Draft, Junk Mail) but you can create as many more as you would like. You can even add folders inside of other folders. For example, if you want to keep a folder in the Inbox to store all of the messages from your family, you could add a folder called Family to the Inbox folder.

- ◆ The Inbox contains all of the incoming email you have collected from EarthLink – read and unread.
- ◆ The Outbox contains all of the mail messages that are ready to be sent the next time you go online.
- ◆ The Sent folder contains all of the mail messages that you have sent.
- ◆ The Drafts folder contains drafts of mail messages you have started and saved for later modification before sending (selecting Save from the File menu). You can open and review the messages in this folder before taking action on them.
- ◆ The Trash folder contains mail messages you have deleted (from any other folder). You should periodically clean out your folders by deleting mail messages (sending them to the trash). Additionally, you should periodically empty the trash.
- ◆ The Junk Mail folder contains mail message that you have junked.

If a folder name is bold, it contains an unread message.

## ► Inbox

The Inbox contains your incoming mail messages, read and unread. Unread messages appear in bold and the envelope icon is closed. Read messages show an open envelope icon. You can collect new messages any time by clicking the **Check** button on the MailBox toolbar.

[Open a Folder](#)

[Create a new folder within the Inbox](#)

Once you open the Inbox folder, right click on a message to pop-up a menu and do any of the following:

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Read It](#)

[Junk It](#)

[Print it](#)

[Reply to the Sender](#)

[Reply to Sender and All Recipients](#)

[Forward it](#)

[Save it](#)

[Delete it](#)

[Open or save the attachment](#)

[Mark it as 'Read'](#)

Mark it as 'Unread'

Copy it to another Folder

Move it to another Folder

You can also do the following:

[Create a new message](#)

[Add the Sender to your Blocked Senders List](#)

[Add the Sender to your Address Book](#)

[Open the Address Book](#)

## ► **Outbox**

The Outbox contains messages waiting to be sent.

[Open a Folder](#)

[Create a new folder within the Outbox](#)

Once you open the Outbox folder, you can do the following:

[Read](#)

[Forward](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)

### ► Drafts Folder

The Drafts folder contains drafts of any messages you have not yet sent. If you close the Write Mail window while writing a new mail message, you will be prompted to save your message to the Drafts folder. If you choose **Yes** the message will be filed here for later use. EarthLink MailBox also periodically saves mail you are writing to the Drafts folder.

[Open the Drafts Folder](#)

[Create a new folder within the Draft Folder](#)

Once you open the Drafts folder, you can do the following by right clicking on a message to pop-up a menu:

[Read](#)

[Forward](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)

► **Sent Folder**

The Sent folder stores all of the messages you have sent.

[Open the Sent Folder](#)

[Create a new folder within the Sent Folder](#)

Once you open the Sent folder, you can do the following by right clicking on a message to pop-up a menu:

[Read](#)

[Reply](#)

[Reply to All](#)

[Forward](#)

[Junk](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)

## ► **Trash Folder**

The Trash Folder stores all of the messages you have deleted.

[Empty Trash](#)

[Open the Trash Folder](#)

[Create a new folder within the Trash Folder](#)

Once you open the Trash folder, you can do the following by right clicking on a message to pop-up a menu:

[Read](#)

[Reply](#)

[Reply to All](#)

[Forward](#)

[Junk](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)

### ► **Junk Mail Folder**

Email gets sent to the **Junk Mail** folder for one of three reasons.

1. The email originated from someone in your **Blocked Senders** list.
2. You have selected the message, and then clicked the **Junk** button on the MailBox toolbar.
3. The email was sent there by the [Mail Scrubber](#).

► To empty the **Junk Mail** folder, right-click it, and choose **Empty Folder**. This will send all the messages to the **Trash** folder.

Right-click on a message within the **Junk Mail** folder to do one of the following:

[Read](#)

[Forward](#)

[Unjunk](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)

▶ **Creating Email Folders**

As you accumulate email, you can organize it into folders. This keeps your Inbox uncluttered so you can easily scan through mail for a particular message. You can add a folder to your EarthLink MailBox, or you can create a new folder inside an existing folder.

To add a folder to your [EarthLink MailBox](#):

▶ Right click on the folder list, or on the EarthLink MailBox icon in the folder list, to pop up a menu.

▶ Select **New Folder...**

▶ Enter a name for the folder

[Organizing Folders](#)

[Opening a Folder](#)

[Renaming a Folder](#)

[Deleting a Folder](#)

[Moving a Folder](#)

▶ **Opening a Folder**

To open a folder:

- ▶ Click on the folder name or right click on the folder name and select **Open**. The messages in the folder appear in the message list.

▶ **Adding a New Folder**

To add a new folder to the EarthLink MailBox:

▶ Right click on the EarthLink MailBox icon in the folders list, or on any blank space in the folder list and select New Folder.

▶ Enter a name for the new folder on the Create New Folder dialog and click OK.

To add a new folder to an existing folder:

▶ Right click on the folder name then select **New Folder**.

You can drag messages from the message list into another folder or you can right click on the message summary and select **Move To** from the menu.

► **Organizing Folders**

You can reorganize folders and their contents.

[Adding a New Folder](#)

[Renaming a Folder](#)

[Moving a Folder](#)

[Deleting a Folder](#)

▶ **Renaming a Folder**

To rename a folder:

▶ Right click on the folder name.

▶ Select **Rename**.

▶ Enter the new name for the folder then click **OK**.

You cannot rename the six original folders (Inbox, Outbox, Trash, Sent, Drafts, or Junk Mail).

▶ **Deleting a Folder**

To delete a folder:

▶ Right click on the folder name.

▶ Select **Delete**.

▶ Click **Yes** to confirm that you want to delete the folder and all of its contents.

You cannot delete one of the six original folders (Inbox, Outbox, Trash, Sent, Drafts, or Junk Mail). These must remain the main folders in EarthLink MailBox.

▶ **Moving a Folder**

To move a folder that you created:

- ▶ Drag it from one folder to another.

**OR**

- ▶ Right click on the folder name.

- ▶ Select **Move**.

- ▶ Select the folder you want to move the folder into and click **OK**.

For example, if you created a folder in your Inbox called Jokes and you would prefer Jokes to be a main folder in the EarthLink MailBox, drag Joke from the Inbox to the EarthLink Mailbox.

You cannot drag the six original folders (Inbox, Outbox, Trash, Sent, Drafts, or Junk Mail) to another folder.

▶ **Compacting Folders**

Compacting your Mail folders frees up space on your system.

To compact your Mail folders:

- ▶ Close any open Mailbox and Write Mail windows.
- ▶ Select **Compact Folders** on the Mailbox menu.

▶ **Emptying the Trash**

Your Trash folder collects all of the mail messages you have deleted. If you don't have your preferences set to clean out your Trash folder automatically, every once in a while you need to clean out your Trash folder.

▶ Click **Empty Trash** to remove all messages in the Trash folder permanently.

[Setting your Email Preferences](#)

► **Using the Address Book**

To use the Address Book:

► Click



**Address Book** on the MailBox toolbar to open the Address Book Editor.

This window lists the names and addresses in your address book.

[Adding an Address](#)

[Editing an Address](#)

[Deleting an Address](#)

[Using Names from the Address Book in a Mail Message](#)

▶ **Adding an Address to your Address Book**

To add an address to your address book:

- ▶ Click **Address Book** on the MailBox toolbar to open the Address Book Editor dialog. The Address Book Editor dialog lists the entries in your address book.
- ▶ Click **Add** to open the Add Address Book Entry dialog.
- ▶ Enter the name that you want displayed when you show the open address book in Write Mail.
- ▶ Enter the email address.
- ▶ Click **OK**.

[Selecting Email Recipients from your Address Book](#)

▶ **Adding Names to your Address Book**

The email addresses for people to whom you send mail and who send mail to you are automatically added to the Address Book. You can also manually add addresses to the Address Book.

[To add names to your address book:](#)

- ▶ Click the Address Book button on the MailBox toolbar to open the Address Book Editor dialog. This dialog lists the names and email addresses already in your Address Book.
- ▶ Click **Add** to open the Add Address Book Entry dialog.
- ▶ Enter the name for your friend or associate as you would like it to appear in the address book.
- ▶ Enter the email address for the person, then click **OK**.

▶ **Editing an Address Book Entry**

To edit an address book entry.

▶ Open the Address Book by clicking



- ▶ Double-click on the address you want to modify to display its properties, or highlight the entry and click **Edit**.
- ▶ Make the desired changes then click **Ok**.

▶ **Saving an Address**

By default addresses of the people to whom you send mail are automatically saved to your Address Book.

▶ **Deleting an Address Book Entry**

To delete an address book entry:

- ▶ Open the **Address Book** by clicking



- ▶ Highlight the address you want to remove from your address book, then click **Delete**. A confirmation window will appear.
- ▶ Click **Yes** to confirm the deletion.

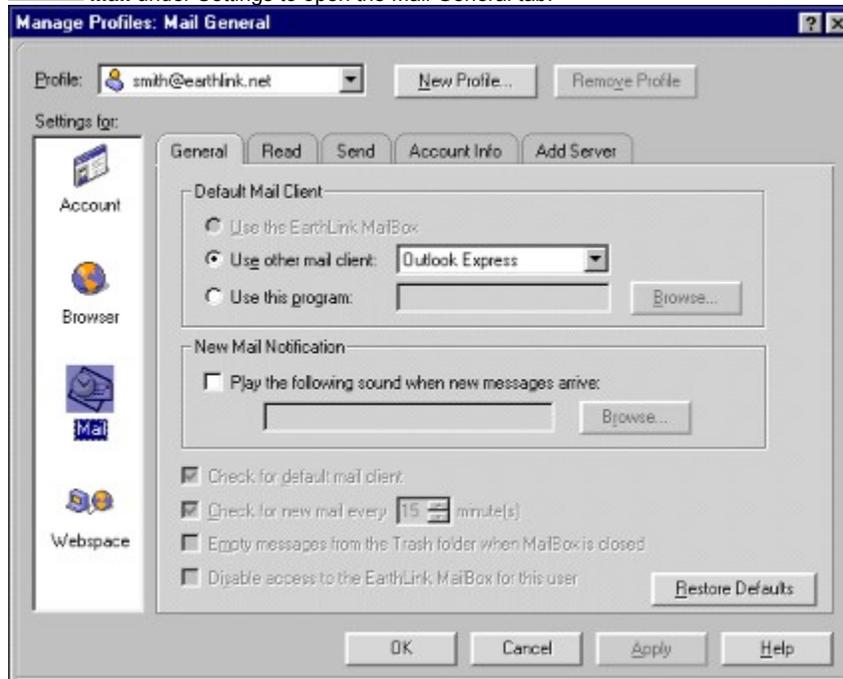
► **Configuring EarthLink MailBox**

To configure how the EarthLink MailBox looks and behaves:

- Click **Configure** on the EarthLink Sign On dialog then click **Manage Profiles** to open the Manage Profiles window.
- Click



**Mail** under Settings to open the Mail General tab.



► **Adding the Sender to your Blocked Senders List**

When you receive unsolicited mail, you can throw it away and add the sender to your Blocked Senders List. The Blocked Senders List is a list of senders you don't care to receive mail from. Any incoming messages from a sender on the Blocked Senders List will automatically be placed in your Junk Mail folder.

To "junk" a message and add its sender to the Blocked Senders List:

Click ► **Junk**.

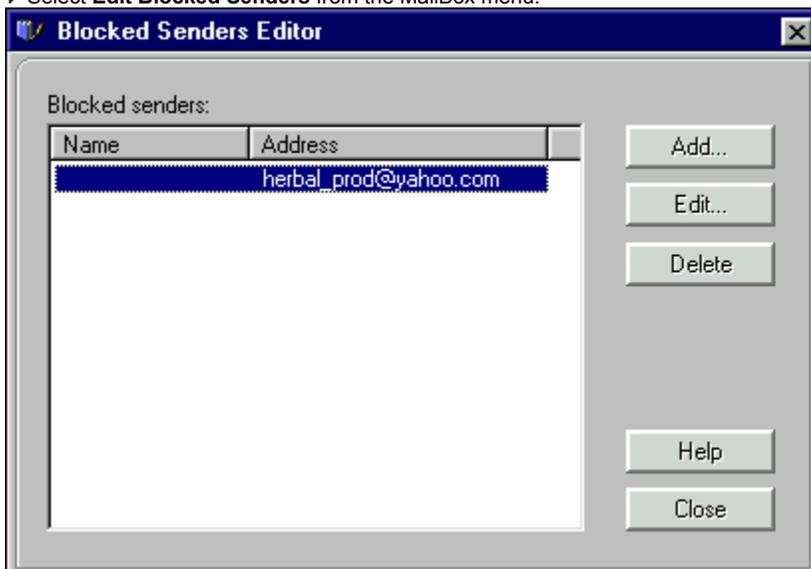
The sender's email address is added to the Blocked Senders List and the message is moved to the Junk Mail folders.

You can manually [add senders to your Blocked Senders List](#).

▶ **Editing the Blocked Senders List**

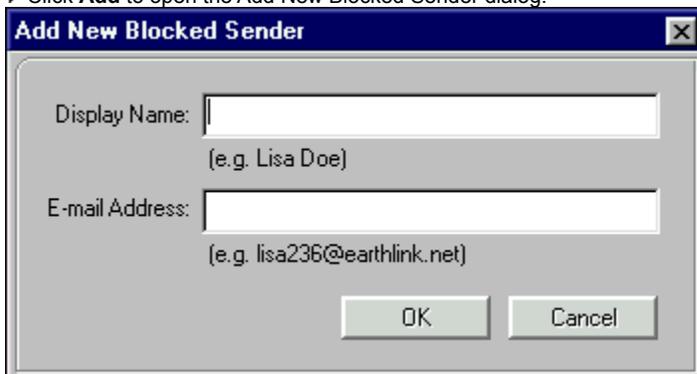
To manually add a sender to your Blocked Senders list:

▶ Select **Edit Blocked Senders** from the MailBox menu.



From this dialog you can delete a sender, edit a sender entry or add a sender to the list.

▶ Click **Add** to open the Add New Blocked Sender dialog.



▶ Enter the display name for the sender and the email address then click **OK**.

### ► Filtering Email

An email filter works just like a coffee filter. A coffee filter keeps the grounds out of your coffee, and the email filter keeps the mail you don't want out of your Inbox. You just need to select one of EarthLink's predefined filters or build your own.

For example, if your friend Jane always sends jokes and only jokes, you can create a folder for Jokes and create a filter that sends all of Jane's messages directly to the Jokes folder. Your Inbox won't be cluttered with jokes and you can still read them at your leisure.

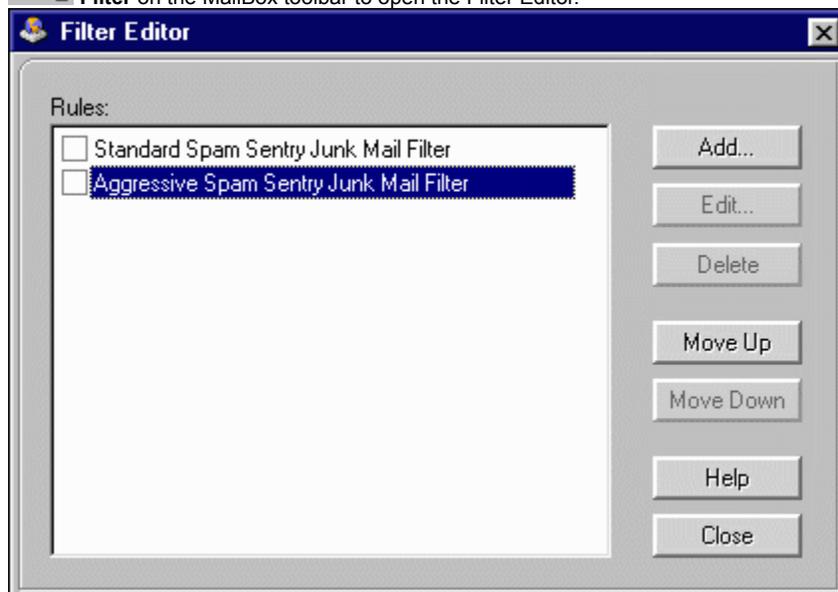
EarthLink offers two predefined filters: the Mail Scrubber and the Aggressive Mail Scrubber, both of which are designed to eliminate "spam" from your inbox..

To select one of the predefined filters:

### ► Click



**Filter** on the MailBox toolbar to open the Filter Editor.



### ► Check the desired filter then click **OK**.

**OR** you can do any of the following:

[Build your Own Filter\(s\)](#)

[Control Junk Mail](#)

[Add Address Book Entries](#)

▶ **Adding a Filter**

To add a filter:

- ▶ Click the Filter button on the MailBox toolbar to open the Filter Editor dialog.
- ▶ Click **Add**.  
The [Filter Rule Wizard – Step 1: Select the Conditions](#) dialog appears. The From, To, Cc, and Subject fields refer to the fields of the incoming message.
- ▶ Check the condition(s) that you want to check each incoming message for, then click **Next>**.  
The [Filter Rule Wizard – Step 2: Select the Action](#) dialog appears.
- ▶ Check the action(s) you would like to perform on any message that meets your condition(s), then click **Next>**.  
The [Filter Rule Wizard – Step 3: Verify and Name the Rule](#) dialog appears.
- ▶ Verify the conditions and actions you specified, and enter a name for this new filter.
- ▶ Click **Finish** to save your filter. The filter name appears on the list of filters on the Filter Editor dialog.
- ▶ Click **OK** to close the Filter Editor dialog.

► **Aggressive Mail Scrubber**

The Aggressive Mail Scrubber only lets you see mail from users that are listed in your Address Book. Any mail sent to you that is not from email addresses in your Address Book is destroyed – you'll never even know the mail was sent to you. This is a great filter for kids since you only want them to get mail from people they know.

**Note:** For these filters to be effective, you must have the following mail preference settings checked, **Automatically put people I send mail to into my Address Book**.

► **Mail Scrubber**

The Mail Scrubber is a basic mail filter designed to dump most unsolicited mail into the Junk Mail folder. If your email address does NOT appear in the To: or Cc: fields AND the message is NOT From an email address listed in your Address Book, the message is automatically moved to the Junk Mail folder. When you use this filter mail from people listed in your Address Book will ALWAYS be delivered to the Inbox, regardless of how they addressed the message (unless you've created another filter that moves mail messages from certain senders to another folder). How well you maintain your Address Book determines how well this filter works. If you select this filter and find "good" mail in Junk Mail folder, you need to add some entries to your Address Book or consider creating your own mail filters.

## ► Building your Own Filter(s)

To build your own mail filter:

► Click **Filter** on the MailBox toolbar to open the Filter Editor. The filters are listed in the order they will be processed when you receive new mail.

► Click **Add** to launch the Filter Rule Wizard.

The first step is to select the conditions you want applied to your incoming mail.

► Select the desired condition(s) then click **Next>**. For example, if you want to create a filter that sends all of Jane's jokes to a Jokes folder (the folder must already exist), check **If the From field contains the following text:** and enter Jane's email address [janeypooh@earthlink.net](mailto:janeypooh@earthlink.net) into the field, then click **Next>**.

The second step is to decide what you want done with mail that matches the conditions you selected in Step 1.

► Select your action. For example, to move Jane's message to the Jokes folder, check **Move the message to the folder:** then click the button to the right of the field and select the Jokes folder from the list and click **Next>**.

The third step is to verify the conditions and actions in the filter you created and to give the filter a name.

► Review your filter and enter a name, then click **Finish**. For example, Jane's Jokes is the name of the filter.

Your filter appears on the list of filters – and is checked to show that it is now active. Only checked filters are processed in the order they appear on this list.

[Editing a Filter](#)

[Reorganizing Filters](#)

[Inactivating a Filter](#)

[Deleting a Filter](#)

[Turning a Filter On or Off](#)

### ▶ **Editing a Filter**

You cannot edit either the Mail Scrubber or the Aggressive Mail Scrubber but you can edit any filters you created.

To edit a filter:

Click the **Filter** button on the MailBox toolbar to open the Filter Editor dialog. This dialog lists the filters that have been defined on this computer. A check mark indicates an active filter.

- ▶ Select the filter you want to delete from the list of filters on the Filter Editor dialog, then click **Edit**.

The [Filter Rule Wizard – Step 1: Select the Conditions](#) dialog appears.

- ▶ Check or uncheck the conditions that you want to use as part of this filter then click **Next>**.

The [Filter Rule Wizard – Step 2: Select the Action](#) dialog appears.

- ▶ Change the actions as desired then click **Next>**.

The [Filter Rule Wizard – Step 3: Verify and Name the Rule](#) dialog appears.

- ▶ Verify the conditions and actions you specified.

- ▶ Click **Finish** to save your filter.

### ▶ **Deleting a Filter**

To delete a filter:

Click the **Filter** button on the MailBox toolbar to open the **Filter Editor** dialog. This dialog lists the filters that have been defined on this computer. A check mark indicates an active filter.

▶ Select the filter you want to delete from the list of filters in the **Filter Editor** dialog, then click **Delete**. A confirmation window will appear.

▶ Click **Yes** to confirm the deletion.

You cannot delete the Mail Scrubber or the Aggressive Mail Scrubber. If you want to turn off the Mail Scrubber filters, simply uncheck them.

► **Turning Filters On and Off**

To turn filters on or off:

► Click the **Filter** button on the MailBox toolbar to open the Filter Editor dialog. This dialog lists the filters that have been defined on this computer. A check mark indicates an active filter.

► Uncheck the filter you no longer want to use.

[Mail Scrubber](#)

[Aggressive Mail Scrubber](#)

[Adding a New Filter](#)

[Editing a Filter](#)

[Deleting a Filter](#)

[Reorganizing Filters](#)

▶ **Reorganizing Filters**

To reorganize filters:

- ▶ On the Filter Editor dialog, select the filter you want to move then click either **Move Up** or **Move Down**.

▶ **Deactivating a Filter**

To deactivate a filter:

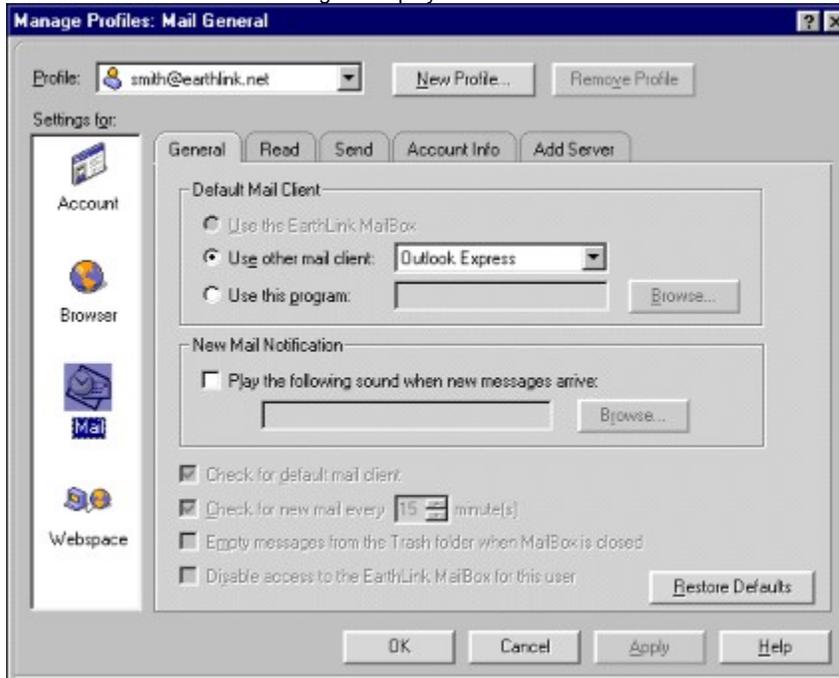
- ▶ On the Filter Editor dialog, uncheck a checked filter.

► **Setting your Email Preferences**

You can control how your email program behaves.

To set your email preferences:

- Click **Configure** on the EarthLink Browser toolbar to display the Manage Profiles window.
- Click the Mail icon under Settings to display the Mail General tab.



► Check the desired options:

- ◆ Setting Message Notification
- ◆ Checking for the Default Mail Client
- ◆ Checking for New Mail
- ◆ Emptying Trashed Messages Automatically

► **Message Pop-Up Menu**

The following options appear when you right click on a message. Grayed out options are not available for the selected message.

[Read](#)

[Write](#)

[Reply](#)

[Reply to All](#)

[Forward](#)

[Junk](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)

► Using the Write Mail Toolbar



[Send](#)

[Check Spelling](#)

[Show Addresses](#)

[Add Attachment](#)

[Print](#)

► **Sample Filters**

You can create filters to:

[Put jokes to a jokes folder](#)

[Send a reply to selected senders](#)

[Put business messages in a different folder](#)

[Forward messages from a specific sender](#)

▶ **Directing business messages to a different folder**

If you regularly receive mail from business associates, you direct mail from those senders to a Work folder.

▶ [Add a new folder](#); name it "**Work**".

▶ [Add a new filter](#).

- On the Filter Editor dialog, click **Add**.
- On the Filter Rule Wizard – Step 1 window, check **if the From field contains the following text:** and enter the email address of the person whose email you want forwarded.
- On the Filter Rule Wizard – Step 2 window, select **Move the message to the folder** and click ... to select the folder named **Work** from the folder in your mailbox.

► **Putting Jokes into a Joke Folder**

If you have friends that send you mostly jokes, you can send all messages from them to a Jokes Folder.

► [Add a new folder](#); name it “**Jokes**”.

► [Add a new filter](#).

- On the Filter Editor dialog, click **Add**.
- On the Filter Rule Wizard – Step 1 window, check **if the From field contains the following text:** and enter the email address of the person that sends you mostly jokes.
- On the Filter Rule Wizard – Step 2 window, select **Move the message to the folder:** and click ... to select the folder **Jokes** from the folders in your mailbox.

► **Forward messages from a specific sender**

You can forward messages to others using a filter. For example, if you are expecting email from an important source but you're going to be out of town, you can forward the message to someone else in your office.

{bmc DO-IT.bmp} Create the text of the message you want to forward. Use any text editor.

► Add a new filter.

- On the Filter Editor dialog, click **Add**.
- On the Filter Rule Wizard – Step 1 window, check **if the From field contains the following text:** and enter the email address of the person whose email you want forwarded.
- On the Filter Rule Wizard – Step 2 window, select **Forward the message to the address(es):** and enter the address you want the message forwarded to, or click ... to select an address from your address book.

▶ **Sending a reply to selected Senders**

You can automatically send a reply to certain senders. For example, if you want business associates to know you're on vacation, you would create reply text in a document that gives them the date you'll be back in the office and emergency contact information.

▶ Create and save a document that contains your vacation notice, Vacation.doc.

▶ Add a new filter.

- On the Filter Editor dialog, click **Add**.
- On the Filter Rule Wizard – Step 1 window, check **if the From field contains an address which is:** and check **in my address book**.
- On the Filter Rule Wizard – Step 2 window, select **Reply to the message with the file** and enter the name of the document you created, vacation.doc, or use the ... button to select the document from.

▶ **Downloading a skipped message**

If have EarthLink MailBox configured to leave message larger than 500K on the server, any large messages get skipped when you retrieve your email messages. (You'll see a note in the status bar that tells you if a message has been skipped. Skipped messages will stay on the mail server until you retrieve them.

To download a skipped message:

▶ Click **Results** (beneath the message preview) to open the Results dialog.

The Results dialog describes the file(s) that were skipped.

▶ Click **Receive Large Messages Now** to begin downloading any skipped messages.

► **Collecting your mail while you're travelling**

If you're not taking your computer with you on the road, you can collect your EarthLink mail while in an Internet cafe.

Set up a mail account with one of the free email services if you don't already have one.

Write down your EarthLink account information. This is on the Mail Settings- Account Info tab for your profile. You will need your account name, email address, Outgoing mail (SMTP) server and Incoming mail (POP3) information.

Modify the setting for External mail. You will need to supply the information you wrote down about your EarthLink account.

You may want to leave your mail on the EarthLink mail server until you get home.

▶ **Leaving messages on the Server after downloading**

If you're collecting your mail while on the road, and you're not using your computer, you may want to be able to access those messages when you return home. Therefore you should leave the messages on the EarthLink Mail Server while you're travelling.

To leave messages on the server after downloading:

- ▶ Click **Configure**.
- ▶ Select **Mail** under Settings and click the **Read** tab.
- ▶ Check **Leave messages on server after downloading**.

▶ **Removing read mail periodically**

To remove read mail automatically:

- ▶ Click **Configure**.
- ▶ Select **Mail** under Settings and click the **Read** tab.
- ▶ Check **Remove read mail from my Inbox after X day(s)**, then enter a number.

▶ **Automatically adding senders to your Address Book**

To automatically add people to your address book:

- ▶ Click **Configure**.
- ▶ Select **Mail** under Settings and click the **Read** tab.
- ▶ Check **Automatically put people I receive mail from into my Address Book**.

▶ **Restricting large downloads**

If you have limited space on your computer or if you're in a hurry and don't want to wait for large attachments to download from the mail server, you can restrict the size of attachments.

To restrict large downloads:

- ▶ Click **Configure**.
- ▶ Select **Mail** under Settings and click the **Read** tab.
- ▶ Check **Don't download messages if the attached files are larger than X Kb**, then enter a number.

▶ **Automatically marking previewed messages as read**

To automatically mark previewed messages as read:

- ▶ Click **Configure**.
- ▶ Select **Mail** under Settings and click the **Read** tab.
- ▶ Check **Mark message as read after being preview for X seconds**, then enter a number.

▶ **Running spell check automatically**

To run spell check every time you send mail

▶ Click **Configure**.

▶ Select **Mail** under Settings and click the **Send** tab.

▶ Check **Check spelling before sending mail**.

▶ **Adding name and signature to all outgoing mail**

To add your name and/or signature to all outgoing mail:

- ▶ Click **Configure**.
- ▶ Select **Mail** under Settings and click the **Send** tab.
- ▶ Enter your name and or signature as you would like it to appear on all outgoing messages.

▶ **Automatically adding recipients to the Address Book**

To add people you send mail to your address book:

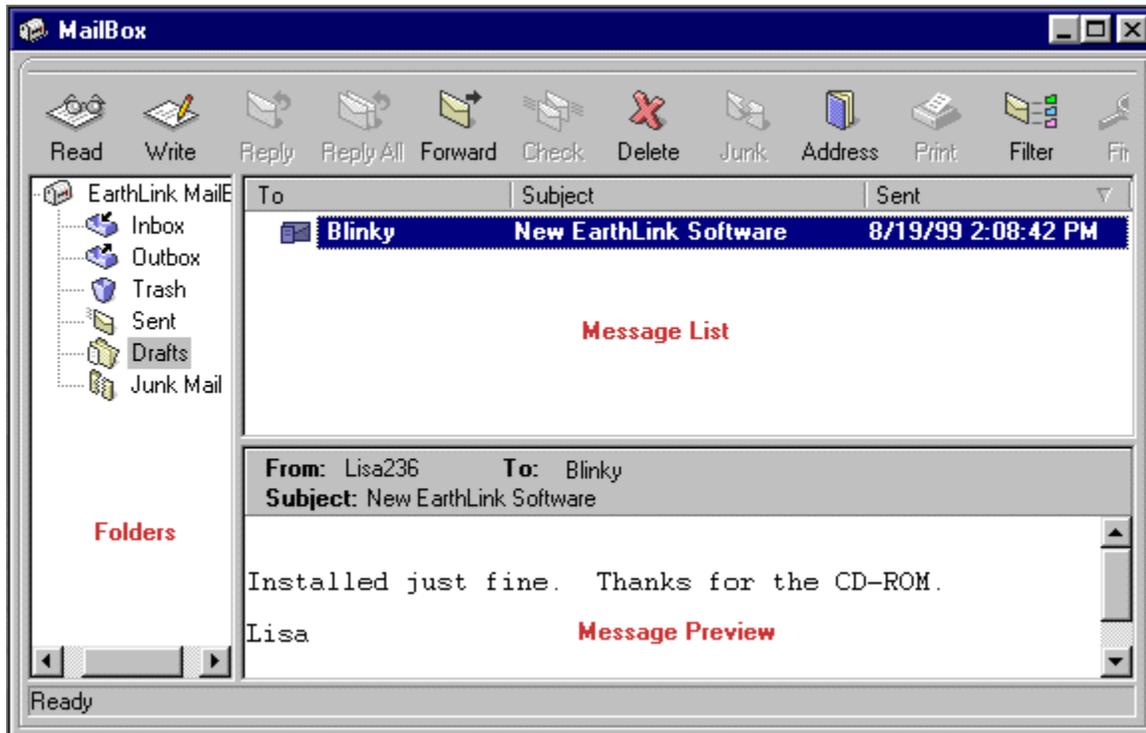
- ▶ Click **Configure**.
- ▶ Select **Mail** under Settings and click the **Add Server** tab.
- ▶ Check **Automatically put people I send mail to into my Address Book**.

▶ **Adding the International mail server**

To add the International mail server:

- ▶ Click **Configure**.
- ▶ Select **Mail** under Settings and click the **Add Server** tab.
- ▶ Click **New Server** to display the New Server dialog.
- ▶ Enter your account name and password
- ▶ In the Incoming mail (POP3) field, enter **ismtp.earthlink.net**.
- ▶ Click **Ok**.

MailBox window



▶ **Attachment Filters**

Certain types of files are more likely than others to contain viruses (a certain kind of program which can be harmful to your computer). Files ending with **.vbs** are notorious for carrying viruses. EarthLink warns you when you are about to save or open an email attachment that contains a **.vbs** file, but you can turn off this warning, or add other kinds of files to the warning list.

▶ Click **Configure** in the EarthLink main window to open the **Manage Profiles** window. If you're not signed on, click **Configure** from the EarthLink 5 **Sign On** window, then click **Manage Profiles**.

▶ Choose **Mail** from the **Settings for** list.

▶ Click the **Read** tab.

▶ Click the **Attachment Filters** button to open the **Attachment Filters List**.

To add other file types to the list:

▶ Click within the large white box to put your cursor there. Put a space after the previous file type, and type the file extension that you want to add, making sure to precede it with \* and a period (for example, **\*.vbs \*.bat**).

▶ Click **OK** to return to the **Profile Manager**.

To turn the warning off or on:

▶ Click in the small box underneath the list, next to the words **Don't warn**.

▶ Click **OK** to return to the **Profile Manager**.

▶ **Importing Email Messages**

You can import messages from other email programs into your EarthLink MailBox.

▶ From the **File** menu, choose **Import**, then choose **Messages** to open the import wizard.

▶ Choose the email program that you would like to import messages from, and click **Next** to go to the next window in the wizard (**Select location to import from**).

Click the **Help** button on that page for more help, or click:

[Help on Selecting a Location](#)

► **Select location to import from**

EarthLink will import your email messages from the default message location unless you choose a different location.

If you're not sure where your email messages are stored click **Next** to accept the default.

If you would rather choose a different location to import messages from, click the **Browse** button to browse to the appropriate folder. Click **OK** to accept the location you have chosen, then click the **Next** button to go to the next page in the wizard (**Select folders to import**).

Click the **Help** button on that page for more help, or click:

[Help on Selecting folders to import](#)

▶ **Select folders to import**

EarthLink needs to know which email folders you would like to import to your MailBox.

▶ To import all the folders, click the **All folders** radio button, then click **Next** to begin importing your messages.

▶ To import certain folders but not all of them, select a folder you want to import by clicking on it, then press and hold the CTRL button on your keyboard while you click any other folders you want to import. Then click the **Next** button to begin importing your messages.

Once the messages have finished importing, click **Finish**.

## Unjunk

You can easily remove an email message from the [Junk Mail](#) folder, by using the **Unjunk** button on the MailBox toolbar. When you unjunk a message, it gets moved to the **Inbox**, and its sender is taken off of your [Blocked Senders list](#) .

New messages from that sender will not be blocked, but any messages that are already in your **Junk Folder** will stay there until you move them.

To Unjunk an email message:

- ▶ From the **Junk Mail** folder, select the message that you would like to unjunk, and click the **Unjunk** button on the MailBox toolbar (it changes to the **Junk** button when you are in any other folder).

**Blocked Senders List**

The Blocked Senders list contains the list of senders you no longer wish to receive mail from.

You can add or remove senders from this list by selecting "Edit Blocked Senders" from the MailBox menu.

**Email Attachments**

An attachment is any existing document you would like to include with your email message. It can be a document, chart, graphic or any other type of file stored on your computer. Any file on your computer can be attached to an email message.

**Edit Address Book** opens the **Address Book Editor** so you can add, edit or delete address book entries.

**Edit Blocked Senders opens the Blocked Senders Editor. Mail from senders on this list will be sent to the Junk Mail folder automatically.**

**Open opens the highlighted email message.**

**Show Addresses** is a toggle. When **ON** (down) the address book is open to the left of the message header in the **Write Mail** window.

**Read opens the message in a separate window.**

**Write New** opens a new **Write Mail** window so you can compose a new mail message.

**Add Attachment enables you to select a file that you want to add to the current message as an attachment.**

**Mark as Read** changes the icon in the message list for the selected message from a closed envelope to an open envelope and makes the message summary normal text (not bold).

**Mark as Unread** changes the icon in the message list for the selected message from an open envelope to a closed envelope and makes the message summary bold.

**Copy To...** opens the **Copy Message** dialog so you can select the folder you want to copy the selected message to.

**Move To...** opens the Move Message dialog so you can select the folder you want to move the selected message to.

**Open opens the selected folder, listing its contents in the message list.**

**Rename opens the Rename folder dialog so you can enter a new name for the selected folder.**

**Delete prompts you to confirm that you want to move the selected folder and all of its messages into the Trash folder.**

**New Folder opens the Create New Folder dialog so you can enter a name for your new folder.**

**Empty Trash permanently deletes the contents of the Trash folder.**

**Print Attachment prints the current attachment.**

**Save Attachment As** opens the **Save Attachment As** dialog so you can select the folder in which to save this attachment.

**Add Attachment** opens the Open file dialog so you can add an attachment to the current message.

**Remove Attachment** removes this attachment from the current message.

**Reply** opens a new message window with the **To** address filled in so you can send a message back to the sender.

**Reply to All** sends a reply to the sender and all recipients of the message.

**Edit Filters opens the Filter Editor dialog.**

**Delete deletes the current message.**

**Forward views the next message.**

**Junk “junks” the current message – moves the message to the Junk Mail folder and adds the senders address to your list of Blocked Senders.**

**Send and Receive sends any mail in your Outbox and collects any mail waiting for you at EarthLink.**

**Find** opens a dialog on which you can enter text you want to locate in the current message.

**Print prints the current message.**

**Save stores this message. You must select a folder and enter a file name for the message text.**

**Edit Filters** opens the **Filter Editor** so you can modify the filters list.

**Attach File** opens the Open file dialog so you can select the file you want to attach to your message.

**Send sends the message.**

**Send Later saves the message to your Outbox when you're not online so it can be sent later (when you're connected).**

**Check Spelling** checks the spelling of the text in the body of your message.

**Print prints the current message.**

**Address List shows the entries in your address book.**

**Display Name** – Enter the person's name as you would like it to appear in the open address book on the Write Mail window.

**Enter the Email Address for the person.**

**Message Body shows the text of the message.**

**Message Preview Header shows who the currently selected message is From, who it was addressed to and the subject of the message. If there are any attachments with this message, you will also see the Save Attachments button.**

**Message Preview shows a preview of the text in the currently selected message. To open the message in another window, double click the message summary in the message list.**

**Folders lists the folders in your EarthLink MailBox**

**Message List shows the message in the current folder. Bold messages are unread messages.**

**Always check the default mail program when starting EarthLink 5.0**

**Enter the name for the new folder.**

**Add an item to this list.**

**Attachments saves or opens the attachment(s) in this mail message.**

Click **BCC** to add the highlighted names in your address book to the current message **BCC** field.

**Click CC to add the highlighted names in your address book to the current message CC field.**

**Delete removes the selected item.**

**Highlight the entry you want to edit, then click Edit.**

**Save Attachments** saves or opens the attachment(s) in this mail message.

**To - highlight one or more addresses in your address book then click this button to copy them to the To field.**

**Message must satisfy all of the conditions – Actions will only be applied to messages that match ALL of the selected conditions.**

**Message must satisfy any of the conditions – Actions will be applied to any message that meets at least one of the selected conditions.**

**If the From field contains an address which is – Check this option to compare the contents of the From field with the entries in your address book.**

**If the From field contains the following text – Check this option to compare the contents of the From field with the text you enter here.**

**If the From field does NOT contain the following text – Check this option to compare the contents of the From field with the text you enter here.**

**If the To or Cc fields contain the following text – Check this option to compare the contents of the To or Cc fields with the text you enter here.**

**If the To or Cc fields do NOT contain the following text – Check this option to compare the contents of the To or Cc fields with the text you enter here.**

If the Subject field contains the following text – Check this option to compare the contents of the Subject field with the text you enter here.

**If the message contains the following text – Check this option to compare the contents of the message with the text you enter here.**

**From contains – enter the address or text that you want to check for.**

**From does not contain – enter the address or text that you want to check for.**

To or Cc Fields contain – enter the text that you want to check for.

**To or Cc Fields do NOT contain – enter the text that you want to check for.**

**Message text contains – enter the text that you want to check for.**

**Subject text contains – enter the text that you want to check for.**

**In my address book – if the address in the From field IS in my address book apply the selected conditions.**

**Not in my address book – if the address in the From field is NOT in my address book apply the selected conditions.**

**Nothing – do nothing to the filtered message.**

**Move the message to the folder – select this option to move the filtered message to an existing folder.**

**Move to this folder – select the folder you want to move the filtered message to.**

**Copy the message to the folder – select this option to copy the filtered message to an existing folder.**

**Copy to this folder – select the folder you want to copy the filtered message to.**

**Permanently delete the message – deletes the filtered message. You won't even see the message in your Trash folder.**

**Reply to the message with the file – select this option if you want to return an attachment to the sender.**

**Reply with this file – select the file name you want sent back to the sender.**

**Forward the message to the address(es) – select this option to forward the filtered mail to an address you specify.**

**Forward to these address(es) – enter the address(es) you want to forward these messages to.**

**Filters lists the filters that have been created. A Check mark indicates an active filters. Active filters are processed in the order listed.**

**View Small Toolbar displays small toolbar buttons thereby conserving space on your desktop.**

**View Large Toolbar displays large toolbar buttons making the images easier to see.**

**View Text Labels displays text beneath each toolbar button to describe its function.**

**Filter Rule Description shows the conditions and actions you selected for this filter rule.**

**Open Attachment opens the selected attachment if the helper application is available.**

**Rule Name – enter a name for this new filter rule.**

**Save this attachment – allows you to save the selected attachment to a folder of your choice (or to your Desktop).**

**Move opens the Move Folder dialog so you can highlight the folder you want to move the selected folder (and its contents) into.**

**Copy** opens the Copy Folder dialog so you can highlight the folder you want to copy the selected folder (and its contents) into.

**Lists the email addresses. You can add, edit or delete names in this list.**

The text of the selected mail message.

**Shows the body of the message in the preview pane.**

**Click Suggest to display alternatives for the problem word.**

**Shows alternatives for the problem word that was found.**

**Click Undo to reverse your most recent selection.**

**Enter/select the name of the folder you want to move the selected item into.**

**Shows the body of the message in the preview pane.**

**Click Ignore All to bypass all occurrences of the problem word.**

**Click Ignore to bypass only this occurrence of the problem word.**

**Message Source shows the source text, including HTML coding (if any) and detailed header information.**

**Click Change to change the current misspelled word with your selection.**

**Click Change All to change every occurrence of the misspelled word with your selection.**

**Problem – shows the problem word – the label for this field will reflect what is wrong with the word: Capitalization, Consider changing, Double word, Mixed case, Contains digits, or Not in dictionary.**

**Results – lists the results of your most recent Check mail operation.**

**Shows the Progress during the Compact Folder operation.**

**Find**

TO DO: Enter topic text here!

**Retrieve Large Messages Now**

TO DO: Enter topic text here!

**Browse** – Click here to browse to the folder where you want to save your attachments.

**Select All** – Click here to select all the attachments at once. Then you can save them all to the same place at the same time.

► **Blocked Senders List**

The Blocked Senders list contains the list of senders you no longer wish to receive mail from.

Addresses get added to this list when you click **Junk** to send a message to the Junk Mail folder, or when a message gets filtered by the Mail Scrubber.

You can add or remove senders from this list by selecting **Edit Blocked Senders** from the MailBox menu.

► **Rename Folder**

Use the Rename Folder dialog to specify a new name for the current mail folder. The folder name cannot exceed 30 characters.

► **New Folder**

Use the Create New Folder dialog to specify a name for a new mail folder. The folder name cannot exceed 30 characters.

► **Move Message**

Use the Move Message dialog to specify the folder you want to move the selected message into.

► **About EarthLink MailBox**

Provides the version number for this release of EarthLink MailBox.

## ► Filter Editor

The Filter Editor enables to select the filters you want to apply to incoming mail. EarthLink MailBox supplies two predefined filters: the [Mail Scrubber](#) and the [Aggressive Mail Scrubber](#). These filters are dependent on the entries in your Address Book. Therefore, you should NOT select either of these options if you have not added entries to your address book.

Filters are processed in the order in which they are listed on this screen. Therefore, your most specific filters should be toward to the top of the list (like a filter that puts all Aunt Tilly's messages in a Jokes folder) and the more general filters should be toward the bottom of the list (like the Mail Scrubber). Filters that are NOT checked are ignored.

To select a filter, check the box to the left of the filter name.

To deselect a filter, uncheck the box.

To change the order of the filters, select the filter you want to move, then click either **Move Up** or **Move Down**.

[Adding a Filter](#)

[Editing a Filter](#)

[Deleting a Filter](#)

[Turning a Filter On or Off](#)

[Reorganizing Filters](#)

[Examples of Some Basic Filters](#)

### ► Filter Rule Wizard Conditions

The Filter Rule Wizard – Step 1: Select the Conditions is the first step in creating your email filter. On this dialog you identify to information you want to search for. For example, if you don't want to see messages containing the word "SEX" in your Inbox you can do just that (check **If the message contains the following text** and enter **SEX** in the field).

There are three basic components to this dialog: the Address Book component, the Contains or Does not contain component, and the Any or All component.

- The Address Book checkbox enables you to filter mail based whether it comes from people you know (who are listed in your address book) or people you don't know (NOT in your address book).
- The Contains or Does not contain checkboxes enable you to filter mail based on the contents of the From, To, CC, Subject fields or text in the body of the message. Check the desired box(es) and enter the text you want the filter to look for.
- The Any or All option buttons lets you decide if a message must meet ALL of your selected conditions or ANY one of the conditions in order for the specified action to be applied to the message (you decide the actions on the next [dialog](#) ).

### ► Filter Rule Wizard Actions

The Filter Rule Wizard – Step 2: Select the Actions is the second step in creating your email filter.

On this dialog you decide what you want done with all those messages that meet the condition(s) you set on the previous [dialog](#) .

For example, if you never want to see messages that contain the word “SEX”, you can do that (check **Permanently delete the message**) and any messages containing the word “SEX” will be delivered directly to your Trash folder.

If your Aunt Tilly sends you jokes that clutter your Inbox, you can have all messages from Aunt Tilly moved to a Jokes folder.

If you want any mail not addressed specifically to you moved to the Junk Mail folder, you can do that.

If you’re taking a sabbatical and someone else will be handling your mail while you’re gone, you can forward mail to another address.

If you’re only headed off to Maui for two weeks, you can have a reply message sent to certain senders so they know not to expect an immediate response.

### ► Filter Rule Wizard Verify and Name

The Filter Rule Wizard – Step 3: Verify and Name the Rule is the third step in creating your email filter.

On this dialog you review the conditions you selected in Step 1 and the actions you specified in Step 2, then you give your filter a name. Once you click **Finish**, the name of this new filter will be added to the list of filters on the [Filter Editor](#) window.

Be sure to place a check in the box to the left of this filter name to make it an active filter.

**IMPORTANT:** Filters are processed in the order listed on the Filter Editor window. Your most specific filters should be toward the top of the list (like a filter that puts all Aunt Tilly's messages in a Jokes folder) and the more general filters should be toward the bottom of the list (like the Standard Spam Senty Junk Mail Filter). Filters that are NOT checked are ignored.

### ► **Address Book Editor**

Use the Address Book Editor to organize and maintain your address book entries. You can use these entries when creating a new mail message so you don't have to type email addresses, you can just drag an entry from the address book to the message. Your Address Book is also a vital component of the EarthLink 5.0 filter system. EarthLink offers two filters that help you control the amount of unsolicited mail that appears in your Inbox. The two predefined filters: the [Mail Scrubber](#) and the [Aggressive Mail Scrubber](#) both rely on the entries in your address book. In a nutshell, if mail arrives from someone not listed in your address book and you have one of these filters turned on, the mail will not appear in your Inbox.

[Adding an Address Book Entry](#)

[Editing an Address Book Entry](#)

[Deleting an Address Book Entry](#)

[Using Filters](#)

► **Edit Address Book Entry**

Use the Edit Address Book Entry dialog to modify the information for an existing email address.

The Display Name is the name you see when you open the address book in a Write Mail window.

The Email address is the address the mail will be sent to.

► **List Editor**

This dialog enables you to maintain the entries in this list.

Click **Add** to add a new name and email address.

Select a name and address then click **Edit** to modify the entry.

Select a name and address then click **Delete** to remove the entry from the list.

► **Properties**

The name and email address for the selected entry.

► **Move Message**

This dialog lists the mail folders that you can move your message into. Select the desired folder then click **OK**.

### ► Check Spelling

This dialog lists words found in your message that there is some problem with. The label to the left of the first field identifies the type of problem encountered.

- ◆ **Capitalization** shows a word that is not capitalized but should be, such as **england**.
- ◆ **Consider changing** shows a word you may have changed in the past so it is marked in the dictionary as “Conditionally Change”.
- ◆ **Double word** shows two identical words in a row, such as **that that**.
- ◆ **Mixed case** shows a word with an unusual combination of upper- and lower-case letters.
- ◆ **Contains digits** shows a word that contains numbers, such as **Windows95**.
- ◆ **Not in dictionary** shows a word in your mail message that is not in the dictionary, such as **sdfqz**. If you want to add this word to the dictionary, click **Add to Dictionary**.
- ◆ **Change to** shows the recommended word. You can type a correction in this field.
- ◆ **Suggestions** lists other alternatives – highlight a word in this list to move it to the **Change to** field.

When you're ready to take action, click one of the following buttons:

- ◆ Click **Change** if you want to replace the problem word with the word in the **Change to** field.
- ◆ Click **Change All** to replace all occurrences of the misspelled word.
- ◆ Click **Ignore** to ignore this word or click **Ignore All** to ignore all occurrences of this word.
- ◆ **Undo** reverses the change you just made.
- ◆ **Suggest** populates the suggestion list – use this when you type in a word in order to check its spelling.

▶ **Blocked Senders Editor**

The Blocked Senders Editor enables you to maintain the list of senders you've blocked by clicking on the Junk Mail button. Any mail from a sender in this list will be "blocked" and sent to the Junk Mail folder instead of your Inbox.

[To manually add a sender to this list:](#)

- ▶ Click **Add** then enter the name and email address of the sender.

[To edit a sender's entry:](#)

- ▶ Select the sender's name then click **Edit** and make the desired changes.

[To delete a sender from this list:](#)

- ▶ Select the sender's name then click **Delete**. A confirmation window will appear.
- ▶ Click **Yes** to confirm the deletion.

### ▶ **Address Book Editor**

Use the Address Book Editor to organize and maintain your address book entries. You can use these entries when creating a new mail message so you don't have to type email addresses, you can just drag an entry from the address book to the message. If you're using filters to keep the clutter out of your Inbox, maintaining this list is important. Mail from people in this list will never be deleted or sent to the Junk Mail folder. Your Address Book is also a vital component of the EarthLink 5.0 junk mail filter system. EarthLink offers two filters that help you control the amount of unsolicited mail that appears in your Inbox. The two predefined filters: the [Mail Scrubber](#) and the [Aggressive Mail Scrubber](#) both rely on the entries in your address book. In a nutshell, if mail arrives from someone not listed in your address book and you have one of these filters turned on, the mail will not appear in your Inbox.

You can have names of people you send mail to automatically added to the Address Book by checking the **Automatically put people I send mail to into my Address Book** option on the Mail Send preferences page in your profile settings. You can have the name of people who send you mail automatically added to the Address Book by checking the **Automatically put people I receive mail from into my Address Book** option on the Mail Read preferences page.

To manually add a name to this list:

- ▶ Click **Add** then enter the name and email address.

To edit an entry:

- ▶ Select the name then click **Edit** and make the desired changes.

To delete an entry:

- ▶ Select the name then click **Delete**.

[Using Filters](#)

► **Edit**

Use this dialog to change the name and/or email address for the selected entry.

▶ **Check Default Mail**

You have your choice of email programs. Currently, EarthLink Mailbox is not your default mail program.

► **Find**

The Find dialog enables you to search for text within a message:

Enter the text then click **Find**. Find will locate the first message in which the word or phrase appears. If that isn't the message you were looking for, click **Find** again.

► **Open Attachment**

Click **Open a temporary copy** if you want to open a temporary copy of this attachment.

Click **Save this attachment** if you want to save the attachment to a folder of your choice (or your Desktop).

Then click **OK**.

▶ **Select Folder**

This dialog lists the email folders defined on your system. Select the desired folder.

► **Suggestions**

Lists the suggestions for the problem word. Select the desired replacement.

► **Multiple Matches**

There is more than one address in your Address Book for the name you typed. Which address would you like to use?

▶ **Message Source**

Shows the source of the message, including the complete mail header. If the message was encoded using HTML, you will see the codes embedded in the message.

► **Results**

This dialog shows the results of your last Check mail action. If you have **Don't download messages larger than 500Kb** checked in your Mail Read preferences and a large message was encountered and skipped, you can click **Receive large downloads now** to download the large message. Large messages will stay on the mail server until you retrieve them.

**Version 6.10.01**

**You are low on system resources**

Your system may not behave as expected while in this condition. To remedy the low on resources condition, close any extraneous EarthLink 5.0 windows or other programs that are currently running on your computer that you are not currently using. To close EarthLink 5.0 windows you are no longer using, click on the **Window** menu and select the name of the window you want to close, then either double-click on the icon to the left of the **File** menu, or select **Close** from the **File** menu. Repeat this process until you have closed all extraneous windows.

**Note:** If you have a number of icons in your System Tray, these also impact system resources. If you consistently get “low on resources” messages, you should consider closing a number of these programs. To close a program in your System Tray, right click on the icon and click **Close** or **Exit**.

**You are no longer connected to the Internet**

You will not be able to send or receive email, upload or download files, or view web sites online unless you are connected to the Internet. Click **Yes** to connect to the Internet now. Click **No** to continue working offline.

**EarthLink Technical Support**

EarthLink maintains a website containing solutions to many technical issues at <http://help.earthlink.net>

EarthLink Technical Support is available 24 hours a day, 7 days per week at (800) 890-5128.

MindSpring customers can get Technical Support for their accounts 24/7 at (800) 719-4660.

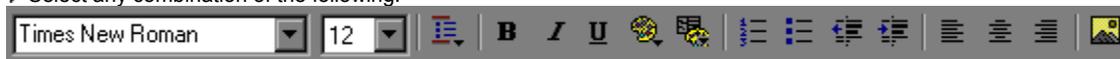
### ► **Formatting an Email Message**

EarthLink MailBox now provides full rich text support for all incoming and outgoing email. You can control the look of your mail message, just as you would any other document, by applying fonts, color and other formatting characteristics. When you apply formatting to an email message, EarthLink MailBox sends that message as HTML email.

To apply formatting to a message:

► Select the text you want to apply formatting to.

► Select any combination of the following:



The following items are listed in the order in which they appear on the Formatting (Styles) toolbar.

- Choose a font from the drop-down list to apply to the selected text.
- Choose the size of the font of the selected text.
- Choose a style for the selected text.
- Click **Bold** to apply the bold attribute to the selected text.
- Click **Italic** to apply the italic attribute to the selected text.
- Click **Underline** to apply the underline attribute to the selected text.
- Click **Text Color** to list and choose a color for the selected text.
- Click **Background Color** to list and choose a background color for your email message.
- Click **Ordered List** to turn the selected text into a numbered list.
- Click **Bulleted List** to turn the selected text into a bulleted list.
- Click **Left Indent** to remove indentation from the selected text.
- Click **Right Indent** to indent the selected text.
- Click **Left Align** to align the selected text along the left margin.
- Click **Center** to center the selected text between the left and right margins.
- Click **Right Align** to align the selected text along the right margin.
- Click **Picture** to choose a picture to insert into your text at your cursor's current position.

These options are also available from the **Format** menu.

Applies **Bold** to the selected text, or turns on **Bold** for subsequently typed text.

**Applies Italic to the selected text, or turns on Italic for subsequently typed text.**

**Applies Underline to the selected text, or turns on Underline for subsequently typed text.**

**Text Color** enables you to change the appearance of the text in your message to another color in the color palette.

**Background Color enables you to change the background color of your email message.**

**Numbered List applies numbered list formatting to the selected text.**

**Bulleted list applies bulleted list formatting to the selected text.**

**Decrease Indent undoes or decreases the previously indented text (and moves the text to the left).**

**Indent** Indents the selected text (moves the text to the right).

**Left Alignment aligns the selected text with the left margin – right edge ragged.**

**Center Alignment** aligns the selected text with the midpoint between the left and right margins –left and right edges ragged.

**Right Alignment aligns the selected text with the right edge – left edge ragged.**

**Font Name enables you to choose a different font for the selected text.**

**Font Size enables you to change the size of the font for the selected text.**

