

Using your Junk folder


Most filtering of unsolicited automated email, also referred to as spam or junk mail, and is handled by a spam filter before those email messages reach your Inbox. Email that might possibly be junk is placed in your Junk folder. You can review these messages and either move them out of the Junk folder or delete them. If you don't move or delete the messages, they are purged after the number of days specified by the administrator.

If you find an email message in your Inbox that is spam, you can highlight it and click **Spam**



on the toolbar. The email is moved to your Junk folder. You can empty the Junk folder by right-clicking the folder and choosing **Empty Junk**.

Checking for new messages

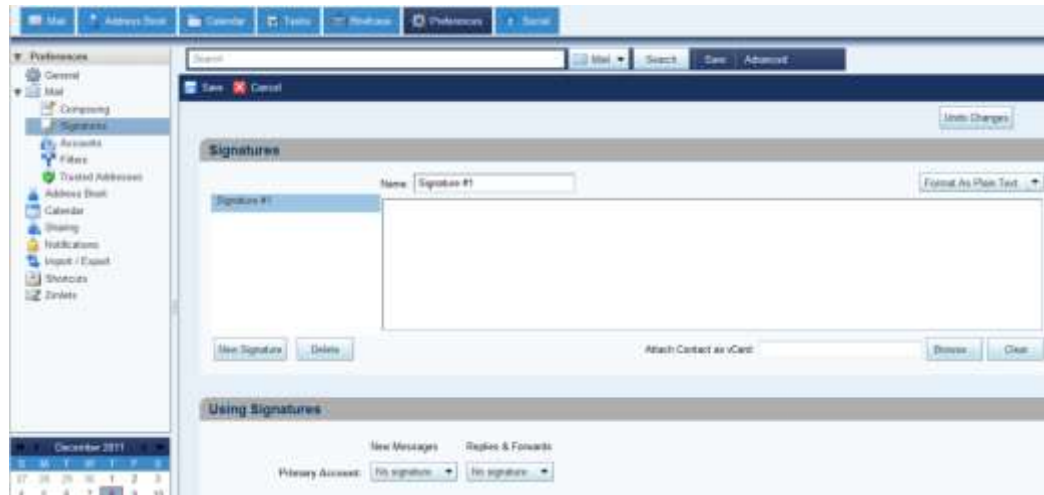
- New messages are received when you log on, at automatic intervals that you set, and on-demand when **Get Mail**  is clicked.
- You can set how often to poll for new messages in the **Preferences>Mail** option. The default poll time is every 5 minutes.

Adding your signature automatically

You can create signatures for your email messages. Your signature can contain text along with your name. When you create your signature, you can include your signature in all your messages automatically.


To create a signature:

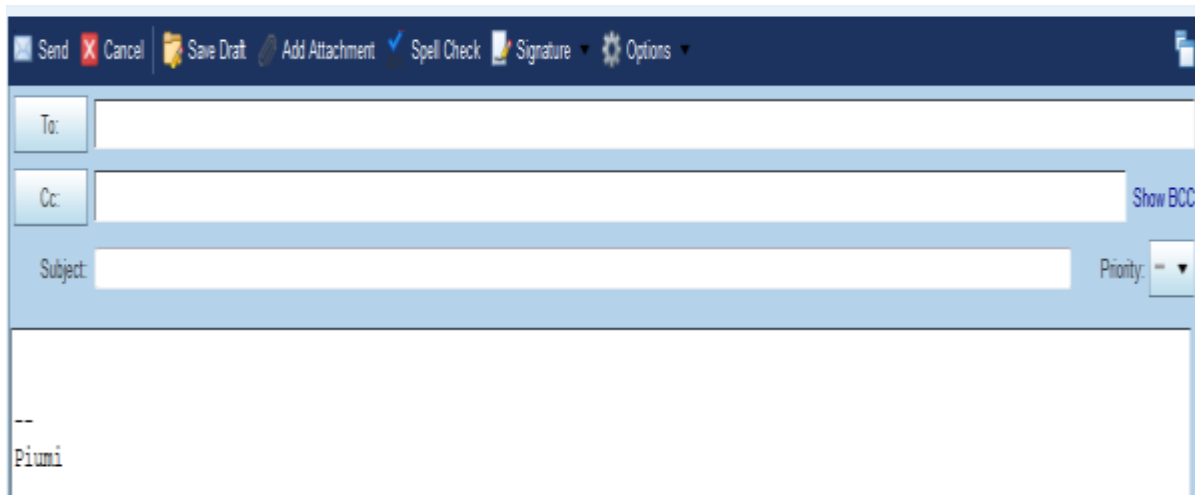
- Go to **Preferences > Mail > Signatures**.
- Type the text that you want to use as your signature in the text box. Select where to place the signature and whether or not to have the signature automatically applied when you compose a new message, Reply and Forward.



- Then click on Save.

Composing a new message

- Click  on the toolbar. Then the compose page is displayed.



- Complete the address, Subject line and body text as needed.
- Click **Send** to send the message.