User Guide for Kelani Mail

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User Guide for Kelani Mail

This guide is a simple quick start guide for the Kelani Mail system. You can click help on the top-right corner after you login to Kelani Mail to find detailed information.
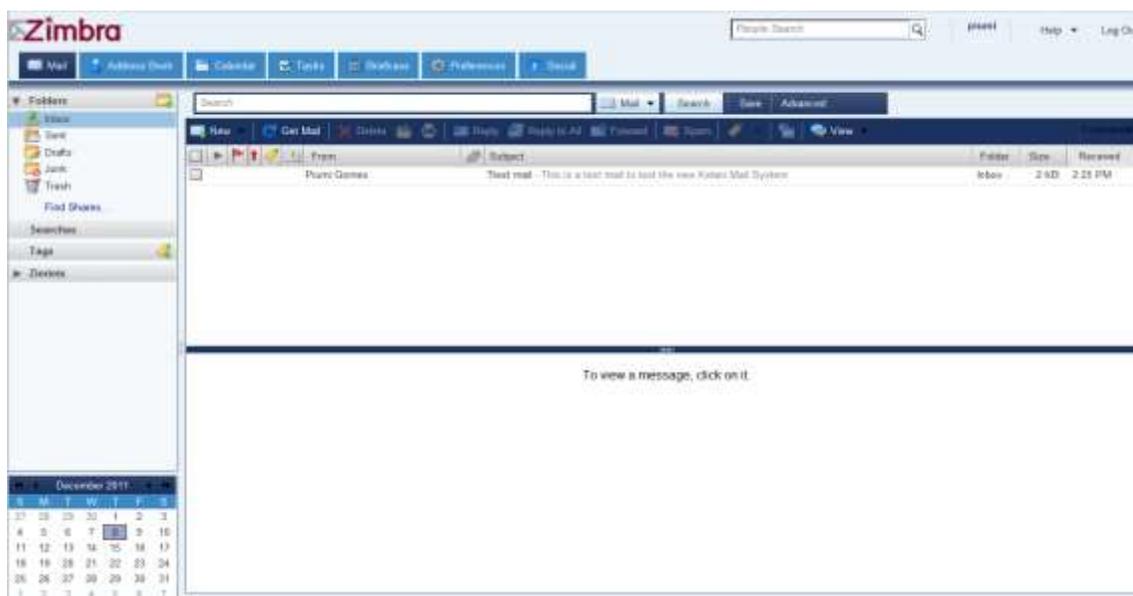
Log in to Kelani Mail

- Open a web browser and go to http://mail.kln.ac.lk/
- Enter your username and password to login

Using Kelani Mail
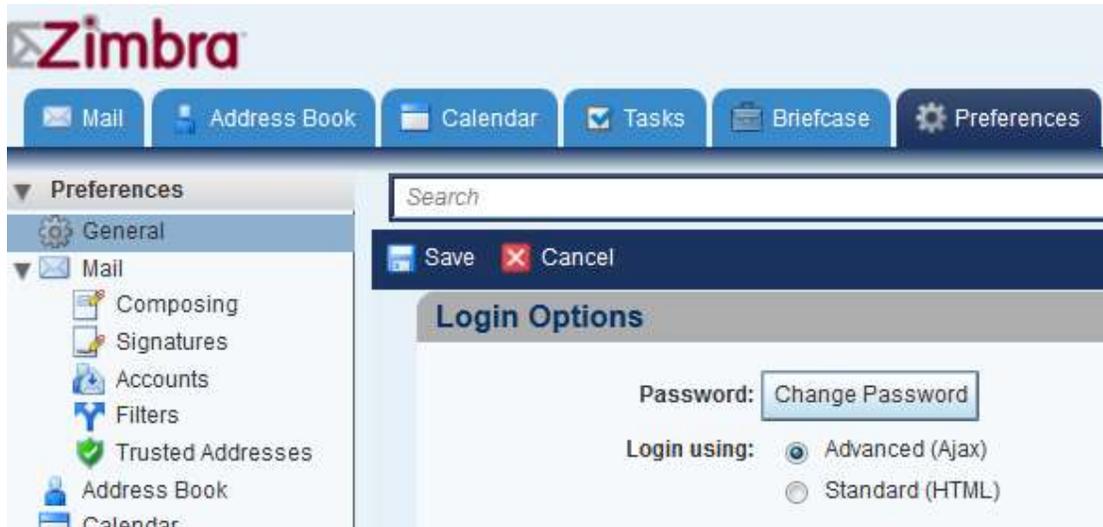
- Upon successful login you can see the below screen. (Web Client Page)

- To change a password, go to **Preferences > General > Login Options > Change Password**

- Type in the old password, new password and confirm, then click **Change Password**.
- Password should be difficult to compromise. 6-8 characters, a mix of numbers, capital, and lower case letters is highly recommended.

- To use the Mail application click on the Mail tab.
- By default Mail tab is selected after you login.

The email system folders are **Inbox**, **Sent**, **Drafts**, **Junk**, and **Trash**. They are always displayed at the top of your folder list.

- **Inbox:** New email arrives in your Inbox. By default, your Inbox is displayed after you log in.

- **Sent:** A copy of each message you send is saved in the Sent folder.

- **Drafts:** Messages you have composed but have not sent can be saved in the Drafts folder. If you open a message in the Drafts folder, it opens in the Compose view.

- **Junk:** Messages that the spam filter identifies as possibly being junk are placed in your Junk folder. You can review these messages and either move them or delete them. If you don't delete them, they will be purged after the period of time specified by the administrator.

- **Trash:** Deleted items are placed in the Trash folder and remain there until you manually empty the trash or until the folder is purged automatically.

- By default all new email messages are placed in your Inbox as single messages arranged by date. You have the option to group your messages by conversations.
- The Conversation view groups messages that have the same subject line under one heading in your Inbox. The message thread of the original message, replies, and forwarded messages can easily be viewed.
- To change how the messages are grouped for your current session, click the arrow next to view in the box.
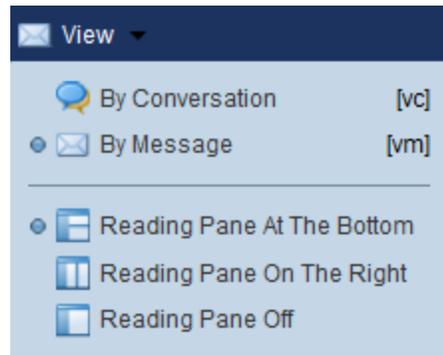
Message view
The **Message view** displays a list of messages with the most recent message displayed first. Unread messages are shown in bold. The information displayed on the message line includes: flags, tags, from, attachment presence, subject, folder location, size of the message, including attachments, and the time the message was received.

To read a message in "Message view", click on the message. The message body appears in the lower pane
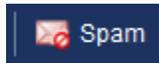
Conversation view
Conversation view displays your messages grouped by subject. Each conversation consists of the original message and all replies in context and ordered by date. The number of messages in the conversation is displayed in parentheses after the subject. All messages related to the conversation are in the Conversation view, even if they are stored in different folders. The Folder column shows the folder where the message is stored.

To read a message in "Conversation view", click the conversation to display the messages within the conversation. Click on a message to display its contents. Conversations containing unread messages are shown in bold.

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.
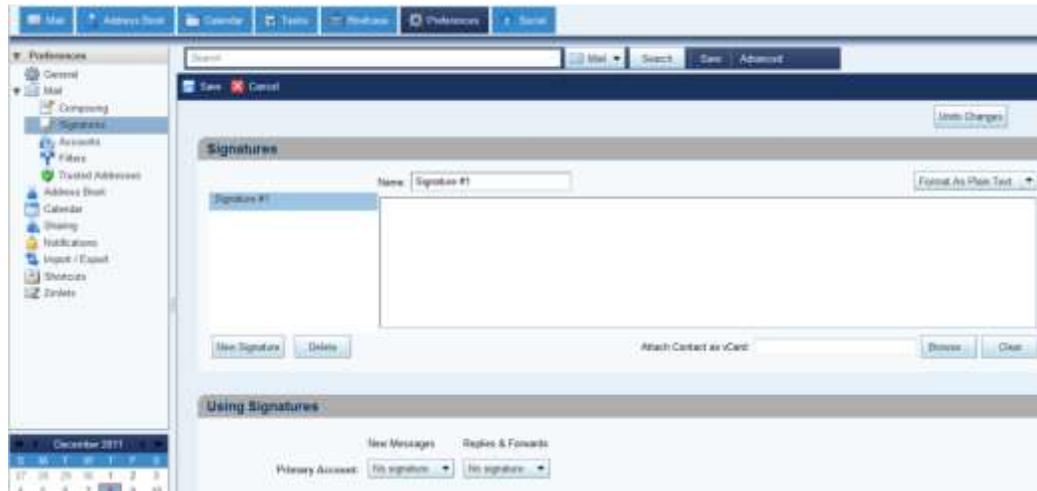
- Then click on Save.

Composing a new message

- Click **New** ▾ on the toolbar. Then the compose page is displayed.
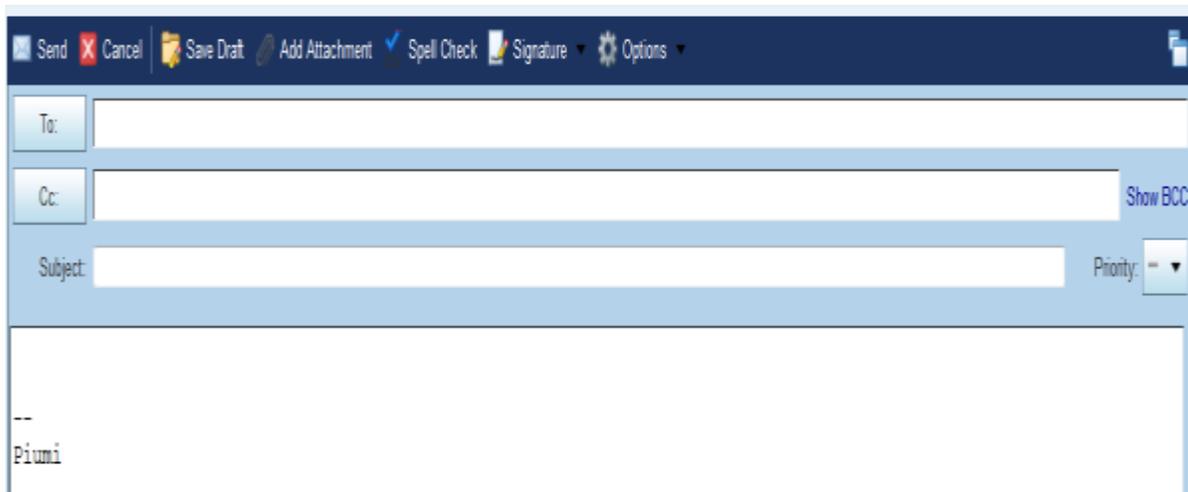
- Complete the address, Subject line and body text as needed.
- Click **Send** to send the message.

Attaching files to your message
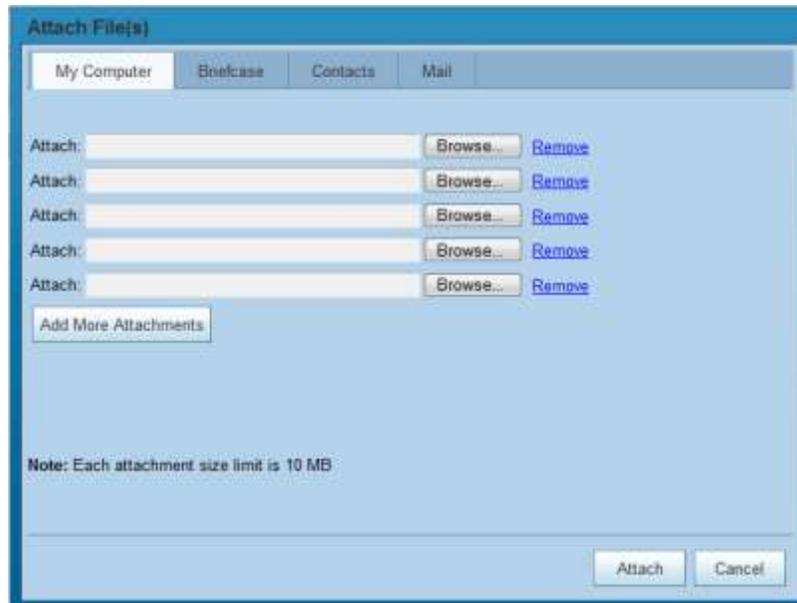
Email messages can include attachments. You can attach documents, spreadsheets, pictures, slide shows and other types of files.

- Click **Add Attachment**. An Attach file(s) window appears.

- Click **Browse** to locate the file.
- Select the file and click **Open**. Repeat the steps above to attach additional files.
- Then click on **Attach** button.

Replying to messages

You can reply to the sender of a message or you can reply to the sender and all recipients of the message.

- With the message open, click **Reply** or **Reply to All**. A new message window is displayed with the addresses in the header and the original message in the body.
- Type your reply.
- Click **Send**.

Forwarding messages

You can forward an email message to someone else. Forwarding a message includes all file attachments, whereas using **Reply** preserves the body text and does not include the attachments.

- With the message open, click on . A new message window is displayed. The text of the forwarded message appears in the body.
- Enter addresses in the **To**, **Cc**, or **Bcc** fields.
- Click **Send**.

Blocking or unblocking mails from specific senders (email addresses)

You can set up your mail preferences to identify specific addresses to block or unblock in your mailbox. The spam filter uses these addresses in order to make sure you get the email you expect to get or not to receive mails that you don't want to have.

- Go to **Preferences** tab and select the **Mail** option from the left side menu.
- On the page that opens, scroll down to the **Spam Mail Options** section.
- Enter complete email addresses in the appropriate boxes, either Block messages from or Allow messages from. You can enter up to 100 addresses for each.
    - In the "Block messages from" section, specify email addresses from senders that should always be blocked.
    - In the "Allow messages from" section, specify email addresses of people you trust so that their messages are not blocked. You do not need to add all your trusted addressed to this list. Add addresses to this list that for some reason end up in your Junk folder and you do not want them there, such as newsletters you subscribe to.
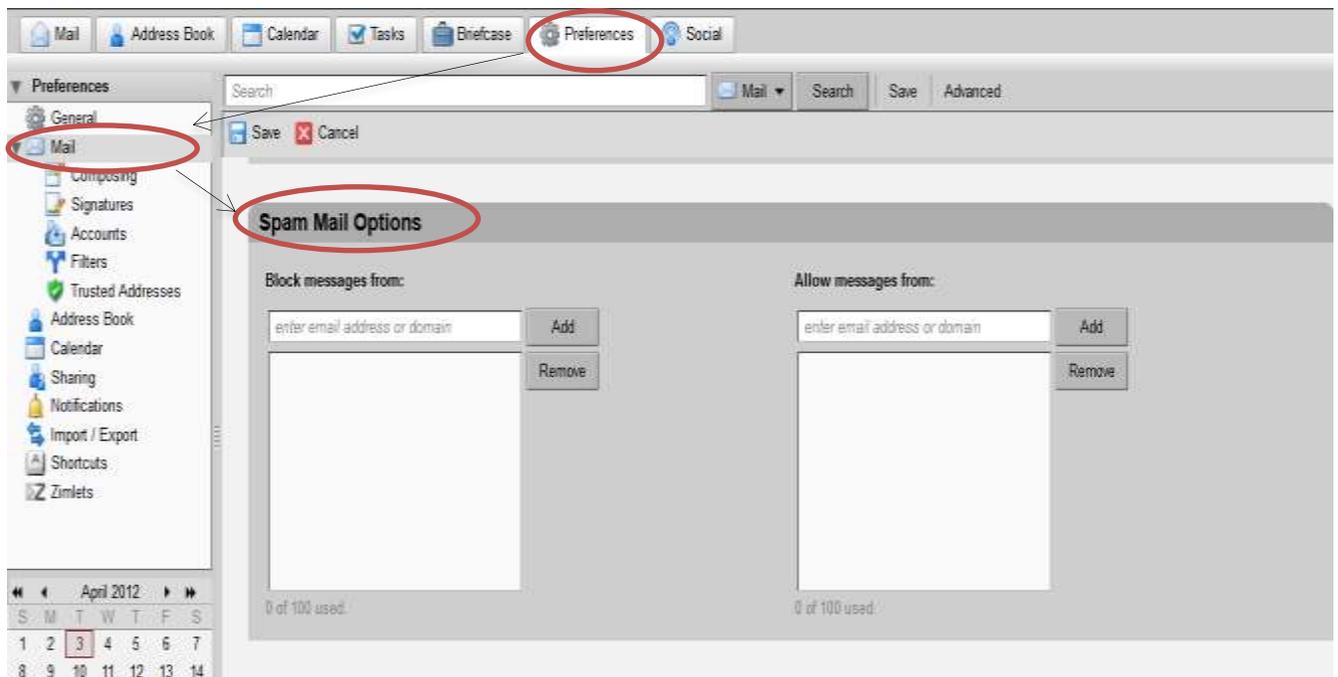
- Click **Save** on the toolbar.

Filtering mails based on a given criterion criteria

Filtering applies a set of matching rules to incoming mail and then executes a specified action. You can filter your incoming mail messages to sort them into folders, automatically tag them, forward them, or discard them.

- Click on the **Preferences** tab.
- Open **Filters** from the left side menu and click **New Filter**.
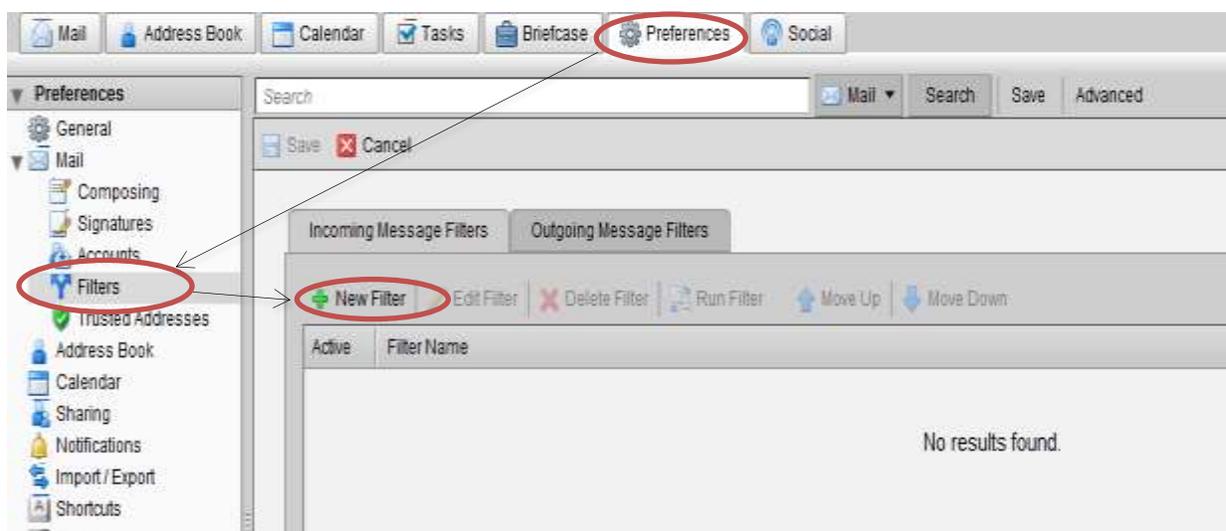
- The Add Filter dialog displays. This is where you define the rule and the destination for the new filter.
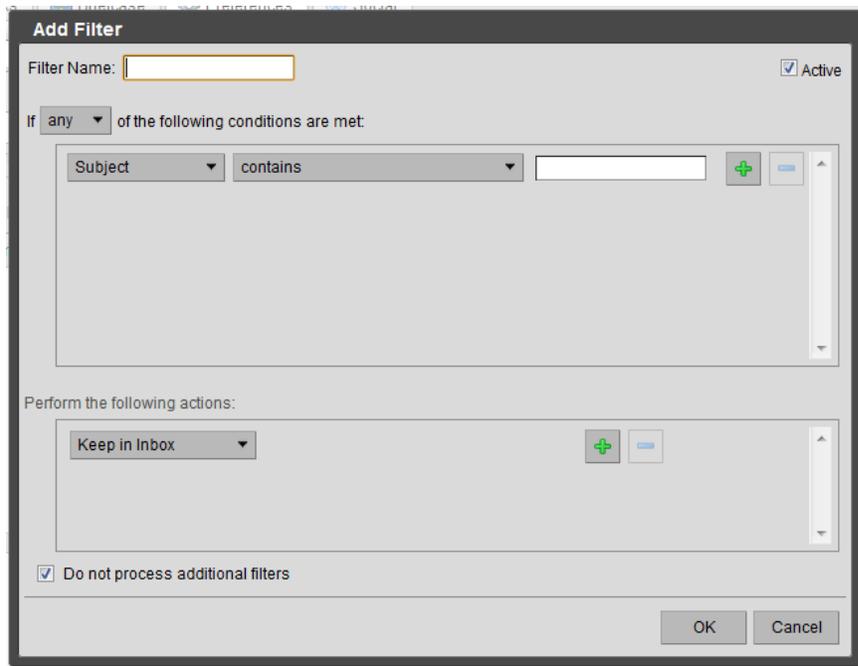
- In Filter Name, type a unique name for the filter rule.
- Choose a grouping preference. (In the line If …….. of the following conditions are met)
    - "Any" means that if any of the conditions in the filter are met, apply the action.
    - "All" means that all of the conditions in the filter must be met in order to apply the filter action.
- The following steps can be repeated to set up multiple conditions and actions within a single filter. Click the + link to set up multiple conditions.
- Select from the first drop-down list which condition to use.
- Choose a comparison method. The options displayed depend on your choice in the previous drop-down.
- Enter a word or phrase to compare against in the text field.
- Click ![+] , to add more conditions. You can continue to add more conditions or proceed to the next part, which is to add one or more actions.
- In the "Perform the following actions" area, choose an action from the drop-down list.

- Specify a folder or tag name, if necessary. What you specify depends on the action you choose.
- Click , to add more actions. You can continue to add more actions or click OK to finish.
- At the top of the Add Filter dialog is an Active check box. Check this box to turn on the filter rule. You can uncheck the Active box if you do not want a rule to run.

- Check "Do not process additional filters", if this is the only filter to be run on messages that meet the conditions of this filter. The Do not process additional filters action should be the last action within each filter rule. This prevents the application of any additional filter rules to email messages that match the current rule.
- If it is not specified, subsequent filter rules are evaluated for the mail message, even if the current filter is a match. You probably do not want to have the same message match more than one filter rule and undergo multiple, perhaps contradictory actions.
- Changes to filter rules are saved immediately. The filter will be applied automatically to all new incoming mail messages as they arrive.
- You can also run the filter rules over existing mail. In Filters Preferences, click Run Filter and select the mail folders to run against the selected filter.
- You can also create a new filter from an email message. Right-click on the message, choose New Filter. The Edit Filter dialog displays with From and Subject set with this information from the email message. If the filter conditions are correct, give the filter a name and click OK.

Log out from Kelani Mail

- Use the Log Out link located at the upper right of the Web Client page to close your session.