

# Guide to Horde Webmail — High Desert Web

Horde IMP—a component of the Horde project—is an Internet Messaging Program, a webmail system that allows you to read and write email from the Internet.



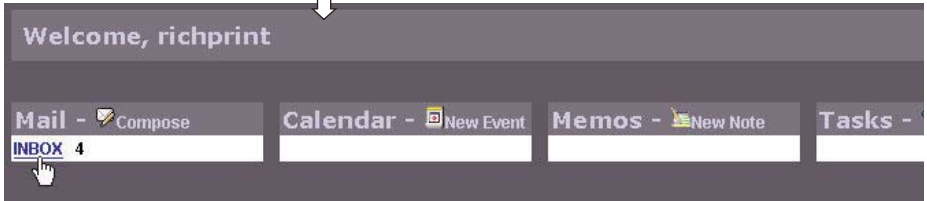
## Checking Your Email

From any internet browser (a computer program used for accessing sites or information on a network) go to <https://mail.highdesertweb.com> (don't add the prefix *www*).

Enter your username and password (case sensitive) and click on *Log in*.

Under Mail, click on INBOX. Messages in **bold** are new or unread.

NOTE: Our server has a SPAM filter that marks all SPAM messages by adding \*\*\*\*\*SPAM\*\*\*\*\* in the message's subject line. The server does not delete any SPAM messages to avoid accidental deletion of authentic email. The only type of messages the server deletes are ones with viruses, worms, trojans, and other harmful files.



If you forget your password, or you wish to change it, you will need to contact us by phone at 505-332-8064.

**Note: If you ever run into a problem when using Horde IMP, click on the *Problem* link to send us an email report.**

## MAILBOX VIEW

Compose a new message

Create, delete & modify Folders

Modify your preferences like Filters, Identities, etc.

Submit a Problem Report

Lets you navigate through your folders

Applies Filters to messages

INBOX Compose Folders Options Search Problem? Help Address Book Logout Open Folder INBOX

INBOX Page 1 of 3 1 to 20 of 50 Messages

Select Mark as: Move Copy Messages to

Delete | Undelete | Blacklist Hide Deleted | Purge Deleted

Select	#	Date	From	Message is in HTML format	Subject [Thread]	Size
<input checked="" type="checkbox"/>	48	06:36:09 PM	Fay Ziegler	<input checked="" type="checkbox"/>	*****SPAM***** Off-Shore Bank Accounts	4kb
<input type="checkbox"/>	49	04:31:32 PM	Carrie Espinosa	<input checked="" type="checkbox"/>	*****SPAM***** Order Online!!	4kb
<input type="checkbox"/>	50	12:51:57 PM	Mark Addington	<input checked="" type="checkbox"/>	*****SPAM***** Server has identified cutting edge message as SPAM	12kb
<input type="checkbox"/>	47	08/24/2003	rheckman4	<input type="checkbox"/>	AWA printers	888kb
<input type="checkbox"/>	46	08/23/2003	Theresa	<input type="checkbox"/>	Robert	1 kb
<input type="checkbox"/>	45	08/22/2003	Leila N	<input checked="" type="checkbox"/>	Jane or Robert	622kb
<input type="checkbox"/>	44	08/22/2003	Alana R	<input type="checkbox"/>	For Robert -	1732kb
<input type="checkbox"/>	43	08/20/2003	Michael S	<input type="checkbox"/>	extra copies of NKSHP registration brochure	4kb
<input type="checkbox"/>	42	08/20/2003	Michael S	<input type="checkbox"/>	NMSHP labels 8-21-2003	1287kb
<input type="checkbox"/>	41	08/20/2003	ABQT@aol.com	<input type="checkbox"/>	NMAER Newsletter	334kb
<input type="checkbox"/>	40	08/20/2003	Ed D	<input type="checkbox"/>		39kb
<input type="checkbox"/>	39	08/20/2003	Duran	<input type="checkbox"/>		67kb
<input type="checkbox"/>	38	08/20/2003	Michael S	<input type="checkbox"/>		3kb
<input type="checkbox"/>	37	08/19/2003	CaringForkKinsey	<input type="checkbox"/>		10kb

Horde also features Calendar, Memos and Tasks to help you manage your days. You can create reminders, mark important dates, and more!

Horde Mail Address Book Calendar Memos Tasks Log out

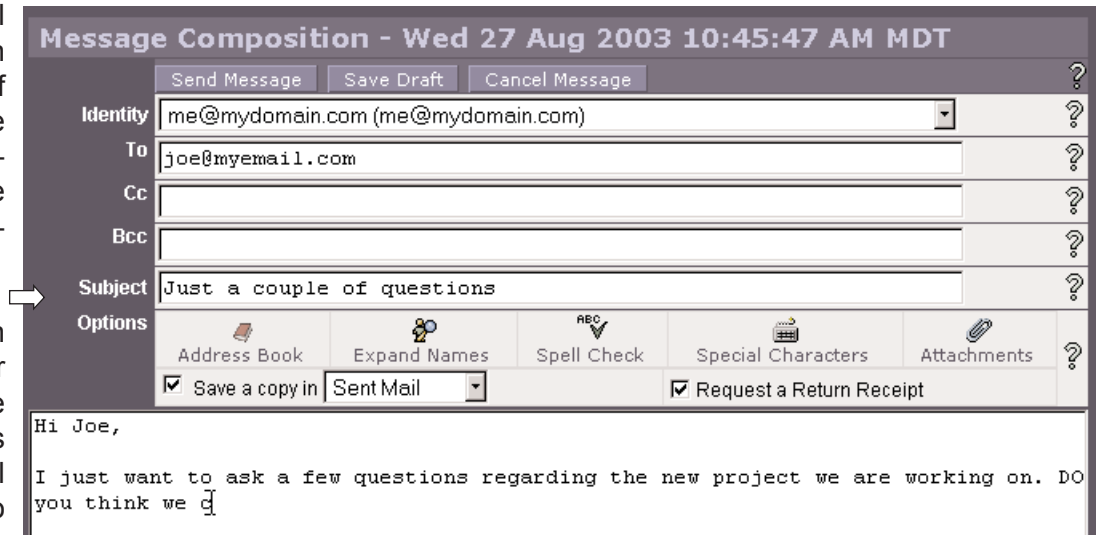
## Writing and Sending Messages

To begin writing a message, click on [Compose](#) after you first log in, or from the Mailbox View.



A separate window will pop up and you can begin writing your message. If you have more than one identity, choose the identity you wish to send the message from. (See additional help on Identities.)

To send mail to more than one person, separate their email addresses in the **To:**, **Cc:**, or **Bcc:** headers (or a combination of all three) with commas (,). Do not use semicolons (;) to separate lists of email addresses.



Do you wonder what the different address headers mean?

**To:** Main recipient(s) of the message go here.

**Cc:** Carbon Copy is used when sending a copy of the message to someone else, or when sending to multiple users. A "CC" header would be visible to all recipients, thus allowing them to reply to each other as well as to you, the sender.

**Bcc:** In a Blind Carbon Copy, the addresses listed are not included in the copies of the message sent to the recipients. This can be used to protect email addresses, or to hide recipients.

When you're done writing your message, click on the *Send Message* button at the bottom. If you don't want to send the message right away (and want to come back to it and send later), click on *Save Draft*. This will save the message in a folder called "drafts." (If the folder doesn't exist it will automatically be created.)

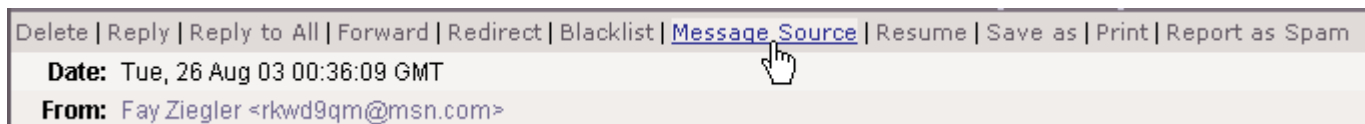


### **How can I request a return receipt or delivery notification?**

If you would like to be notified when the recipient(s) has read the message, click on the checkbox next to *Request a Return Receipt*. After the recipient(s) reads the message, they will get a pop up window asking them to send a Delivery Notification back to you.

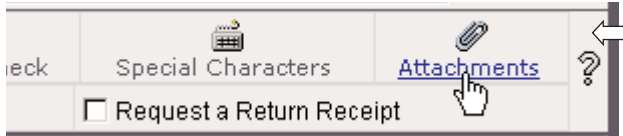
### **How can I view a message's full headers?**

The *message header segment* defines the intent, source, destination, and some specifics of the syntax of a message. To see the entire message header, click the [Message Source](#) link in the *Parts* section of the message you are viewing. This will show you the raw mail message in the mailbox, including full headers and any attachments in encoded form.



## Attaching Files

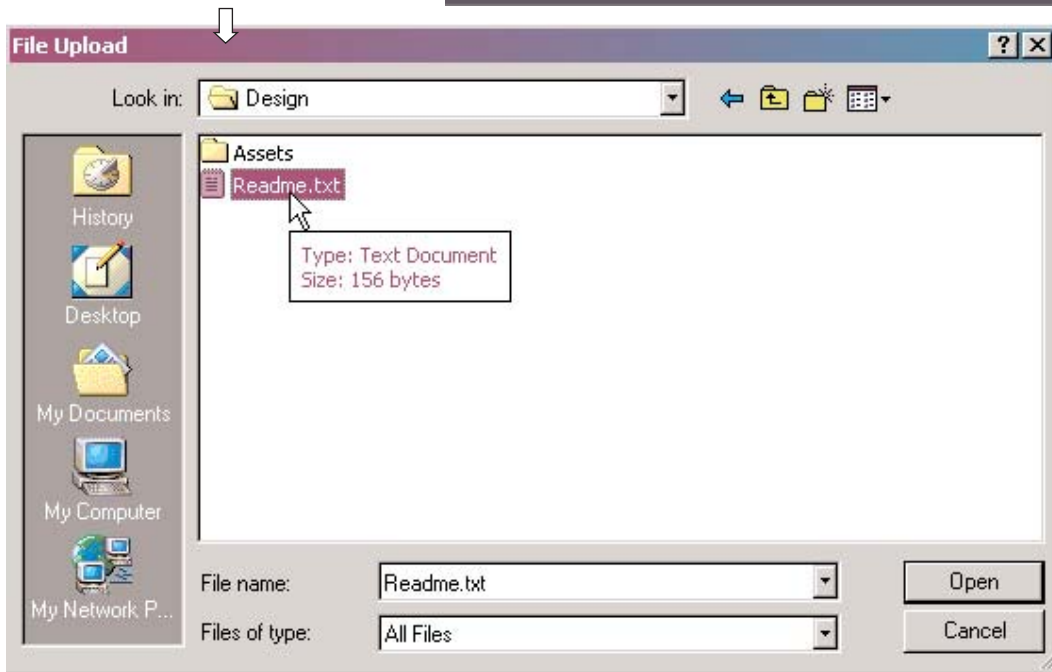
Due to the nature of Web-based mail, attaching a file to a message you are about to send is slightly different than what you may be accustomed to in conventional mail programs. While composing the message:



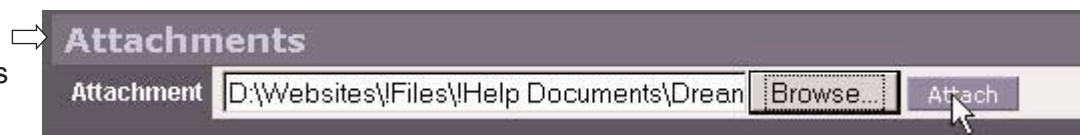
1. Click the [Attachments](#) link.

2. Under Attachments, click the Browse button.

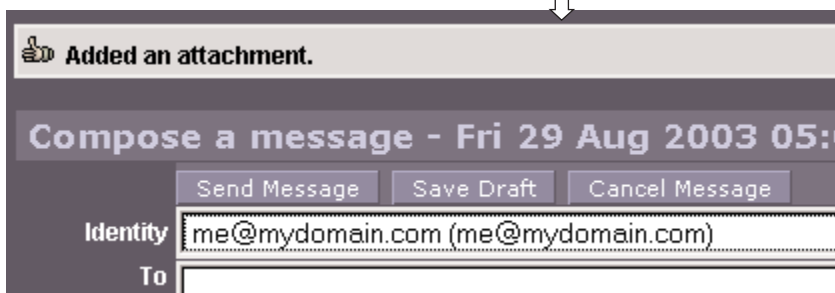
3. In the **File Upload** window, find the file you wish to upload, and press *Open*.



4. Under **Attachments**, click the *Attach* button to attach the selected file. This may take a moment as the file is copied from your computer to the server. Please note that for large files and/or slower Internet connections, the process of uploading and attaching your file to the email may take a while. Please be patient and do not click on other things while you are waiting.



Once the file has been successfully attached, you will see the following message displayed on the top left corner of the email you're composing:



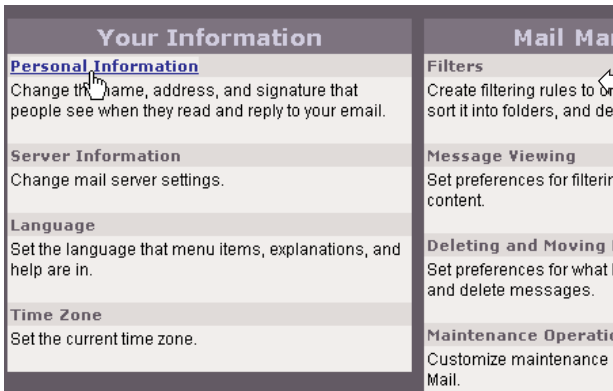
Now you can then send your message or continue writing it. **It's very common to forget attaching the file you mean to send with the email, so it's a good idea to attach the file *first*, then write the message.**

You can add more than one attachment to your message, just keep in mind that the more attachments you add, the larger the message will be and the longer it will take to send and receive. If you have several and/or large files to attach, consider sending them in separate emails.

## Identities (and email aliases)

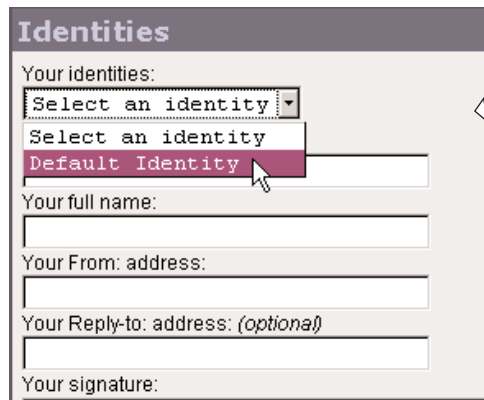
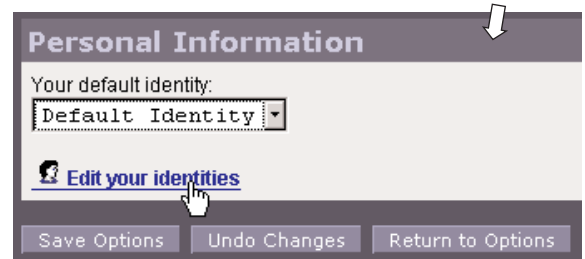
Having several identities is like having several email addresses, but you only need one account to check them all. (These are known as aliases or forwarders, because are not “real” email accounts). Let’s say you want you main email account to be *me@mydomain.com*, but you also want to receive and send mail at *sales@mydomain.com* and *support@mydomain.com* without having to set them up as individual accounts. First, you need to let us know you want these addresses to forward to your main address so we can activate them, then, you need to set them up in your main Horde account.

1. Log into Horde and click on *Options* from the Mailbox View.



2. Under **Your Information** click on Personal Information.

3. Under **Personal Information** click on Edit Your Identities.



4. Under **Your Identities** select Default Identity. By default, the server sets up your account at HighDesertWeb.com. You just need to change it to match your information.

**Identity's name:** You can leave it as *Default*, or change it *Main Account*, or *me@mydomain.com*

**Your full name:**

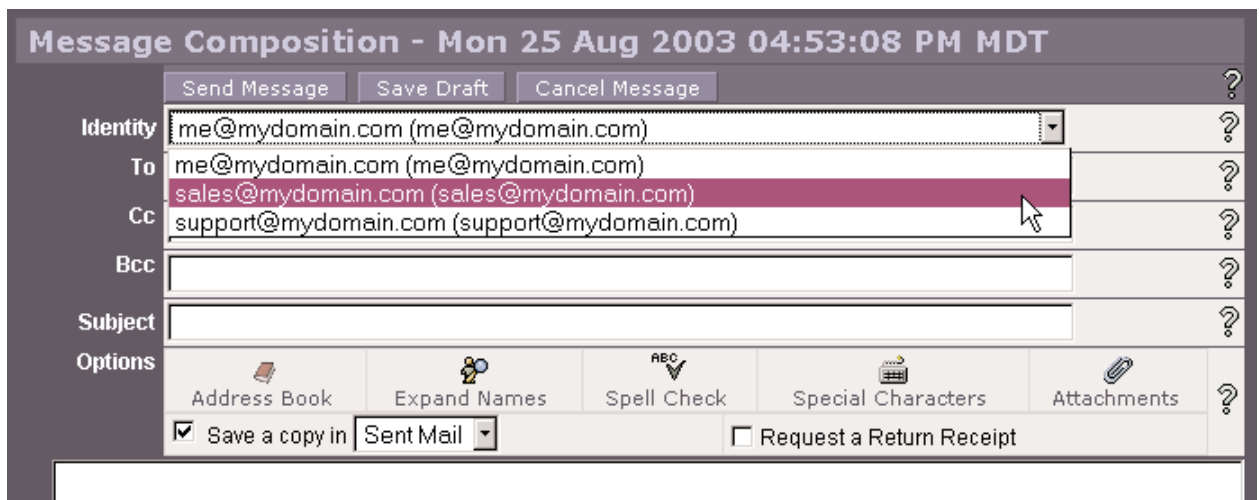
**Your From: address:** here you would your main account’s email address, *me@mydomain.com*

**Your Reply-to: address: (optional)** leave this blank

**Your signature:** Here you can put a message (like you phone numbers and address) that will be attached at the bottom of all your outgoing messages.

At the bottom you have the option of saving all sent messages for that identity. Click *Create* and you’re done.

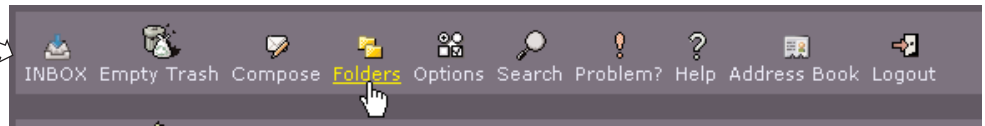
To create the identities for *sales@mydomain.com* and *support@mydomain.com* follow the same steps as above. Now, when you Compose a message, you will have the choice of which identity to send it from.



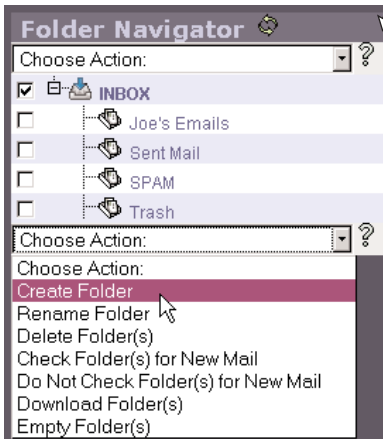
## Filters

Filters can be used to organize incoming email and to filter out SPAM. Let's say you receive several emails a day from your friend *joe@myemail.com*. You can set up a filter that automatically sends all emails from *joe@myemail.com* to a folder called **Joe's Emails**.

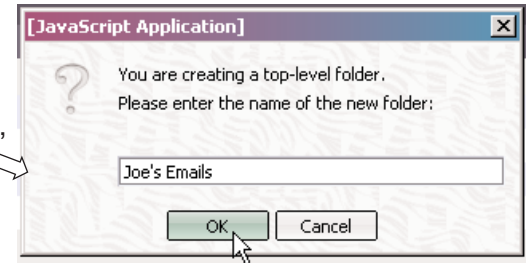
1. Click on the Folders button.



2. In the **Folder Navigator** make sure you click on the box next to *INBOX*. Then click on the lower menu that says Choose Action and select Create a Folder.



3. In the pop-up window that appears, type in the name of the new folder. Click **OK**.



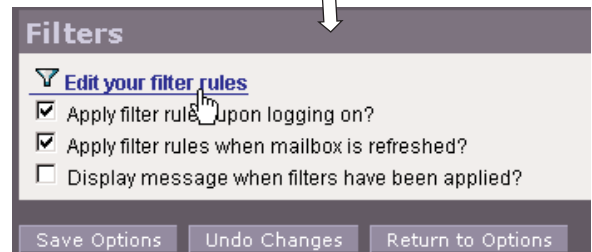
4. Once the folder has been created, click on Options.



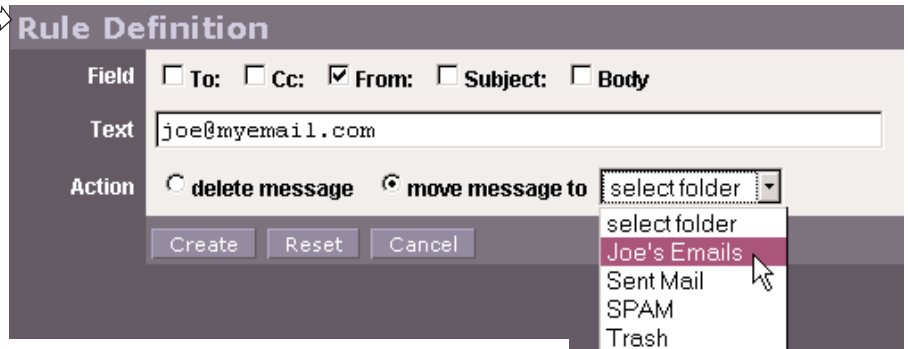
5. Under **Mail Management**, click on Filters.



6. The top two boxes should be checked, if not, check them and click on **Save Options**. Then come back to the same screen and this time click on Edit your filter rules.



7. In the next step, we are going to set the **rule** for our filter. Select the field that applies to the message. In this case, we want to click the *From* box, because we know the messages will come from *joe@myemail.com*. In *Text*, type in the address for which you are setting the rule. Then click on *move message to* and select the folder you just created. Click **Create**.



8. The new **filter rule** should now appear. Here you can also change the order in which they are applied, or delete them. Click on **Apply All Rules**, and you're done!

