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Introduction

WorldSmart Mail is a web hosting solution integrated in to the WorldSmart system to provide customers a premium email service without the overhead of running a dedicated server. WS mail is a web-based application that allows customers to access their mailbox including e-mail folders, contacts, calendar, tasks, and public folders via any internet-enabled computer using any web browser.

Getting Started with WS Mail

A new tab "Email" is displayed on the user dashboard. When users try to access the Emails tab with the administrator setting up their email address, a notice displays informing users that their email has not been set up yet.

If the email address for the user is configured, the following page displays on clicking the Email tab on the personal dashboard:

Manage Emails	
Email Accounts	
Primary Email Account	smith@mycompany.com <input type="button" value="Login"/>
Distribution Email Addresses	
marketing@mycompany.com	
bizdev@mycompany.com	
Alias Email Ids	
smith@worldsmart.com	
smith@localhost.com	
smith@abc.com	
Associated Email Ids	
caroline@mycompany.com	<input type="button" value="Login"/>
Manage Email Interface	
<input type="radio"/> Ajax	
<input checked="" type="radio"/> Advanced (IE 6+)	
<input type="button" value="Save"/>	

- **Email Accounts:** This section displays the primary email address under which the user is registered for WS Mail.

A login button is provided in this section through which the users can access their email box. Clicking the Login button will display the Inbox of the user in WorldSmart Web Client
- **Distribution Email Addresses:** This section displays the user groups or distribution lists that the user is part of
- **Alias Email IDs:** This section displays the Alias Email addresses provided for the user
- **Associated Email IDs:** This section displays the email address of any non-WorldSmart Email only user associated to the user.

If there are any Email only email addresses associated with the user, the user can access the mailbox of the email users by clicking the Login button provided in this section.



- **Manage Email Interface:** Based on their preference users can specify which interface they would be working on

Accessing Email

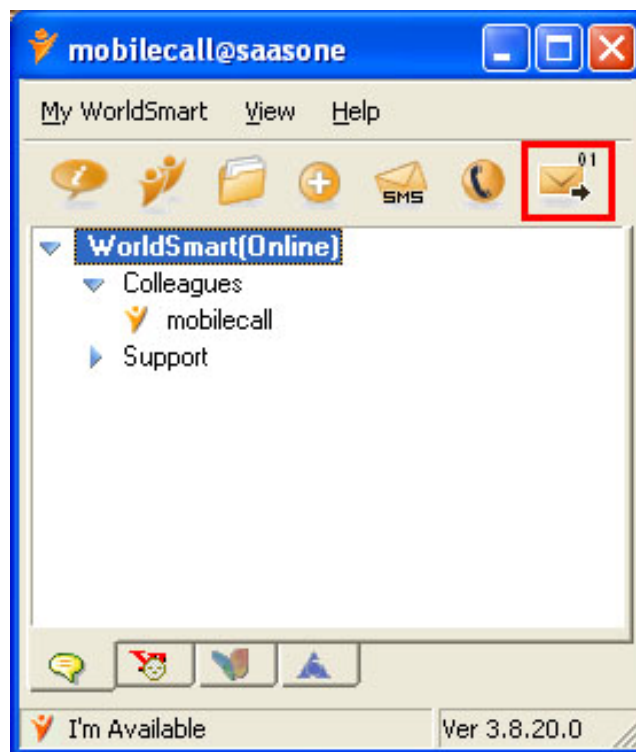
A user can access the email in different ways:

From User Dashboard → under the Email tab

The screenshot shows a user dashboard with a navigation bar containing tabs: My Home, Settings, Voicemail, Groups, Contacts, and Email (highlighted in red). Below the navigation bar, the user is identified as 'Welcome surya@saasone' and there are links for 'Moderator Settings' and 'Signout'. The main content area is titled 'Manage Emails' and contains several sections:

- Email Accounts:** Shows 'Primary Email Account' as 'smith@mycompany.com' with a 'Login' button.
- Distribution Email Addresses:** Lists 'marketing@mycompany.com' and 'bizdev@mycompany.com'.
- Alias Email Ids:** Lists 'smith@worldsmart.com', 'smith@localhost.com', and 'smith@abc.com'.
- Associated Email Ids:** Shows 'caroline@mycompany.com' with a 'Login' button.
- Manage Email Interface:** Features two radio buttons: 'Ajax' (unselected) and 'Advanced (IE 6+)' (selected). A 'Save' button is located below these options.

From IM Client → Tool-bar

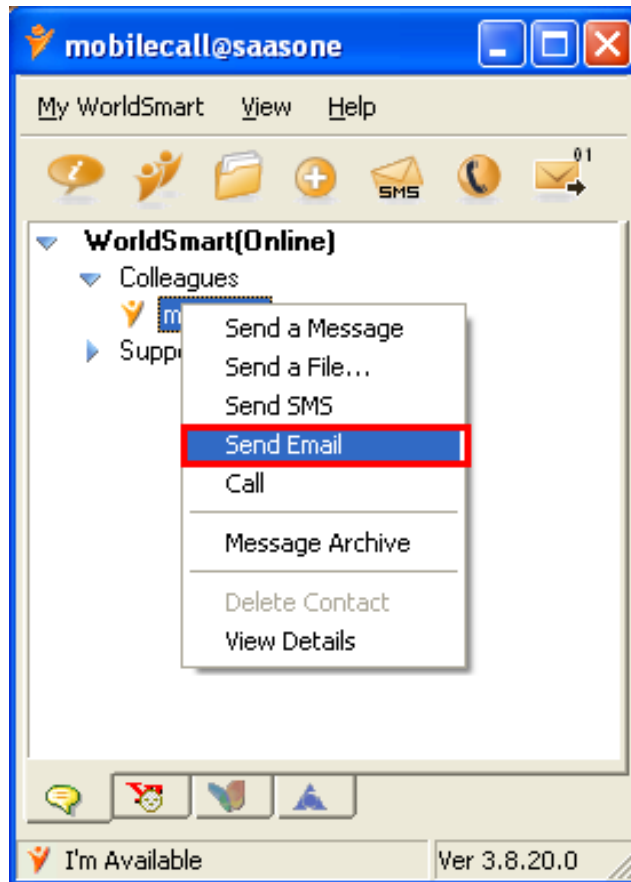


Clicking the Email icon will open the WorldSmart Web Client or the Desktop Client as specified in their user's Email Settings.

Please note: The number on the Email icon indicates the number of unread/new mails in the user's mailbox.



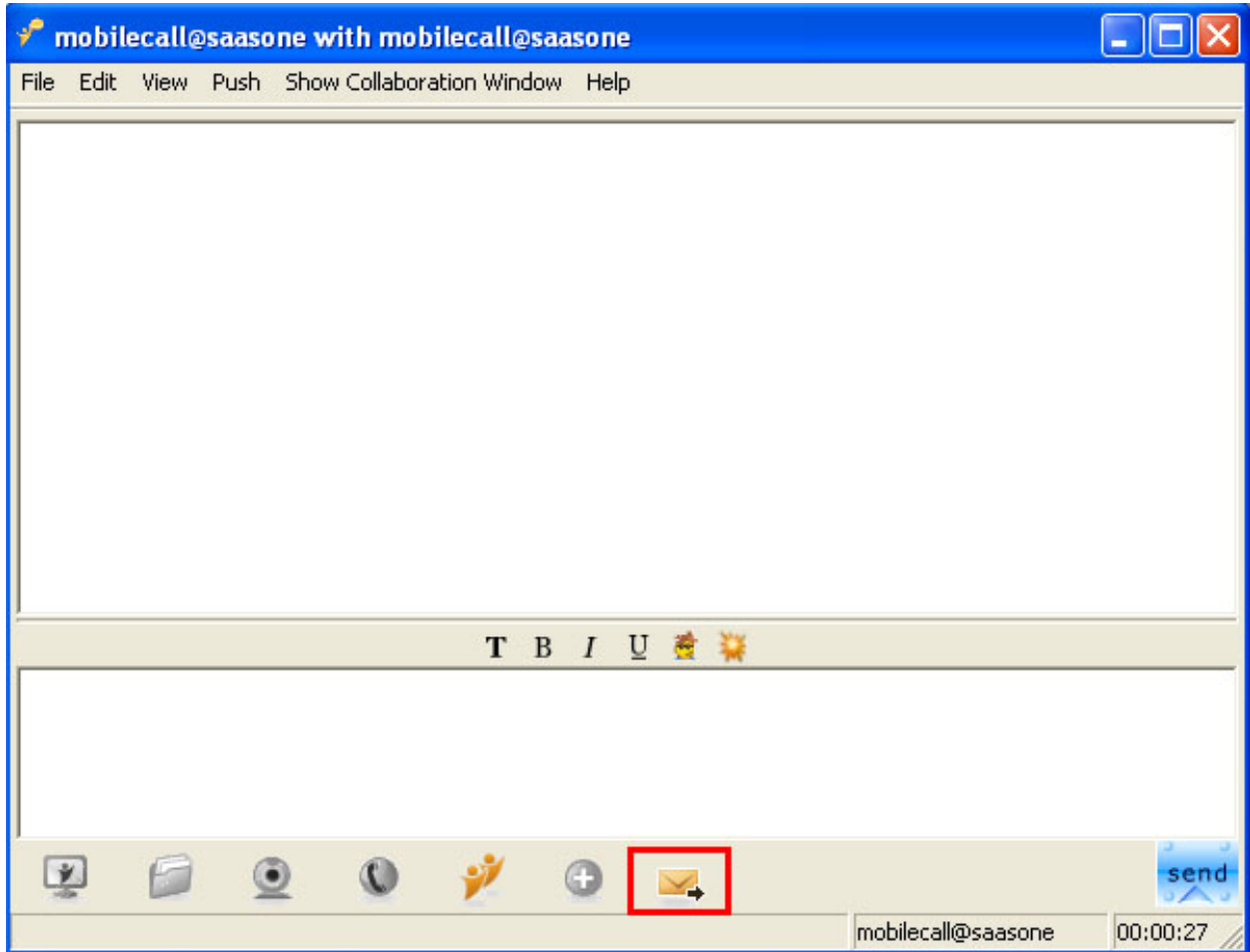
To send an email to a contact in the IM Client, select and right-click the user as displayed in the following image:



This will open the 'Compose Mail' page of the WorldSmart Web Client or Desktop Client as set by the user under Email Settings.



WorldSmart users can also send an email to a buddy while chatting on the IM as shown in the following image:



Clicking on the Email icon on the IM collaboration window will open 'Compose Mail' page of the WorldSmart Web Client or Desktop Client as set by the user under Email Settings



From Web browser → <http://central.wspbx.com/webmail> (Not Active yet)

A screenshot of the WORLD SMART Mail Client login interface. The page has a green header with the WORLD SMART logo on the left and a "Mail Client" icon on the right. Below the header, the text "Login Details" is displayed. There are three input fields: "Username", "Password", and "Interface". The "Interface" dropdown menu is currently set to "Advanced (IE/FF)". Below the input fields is an orange "Login" button. At the bottom of the form, there is a link that says "? Forgot your password".

- Users can directly log in to their mailbox by entering their Username and Password

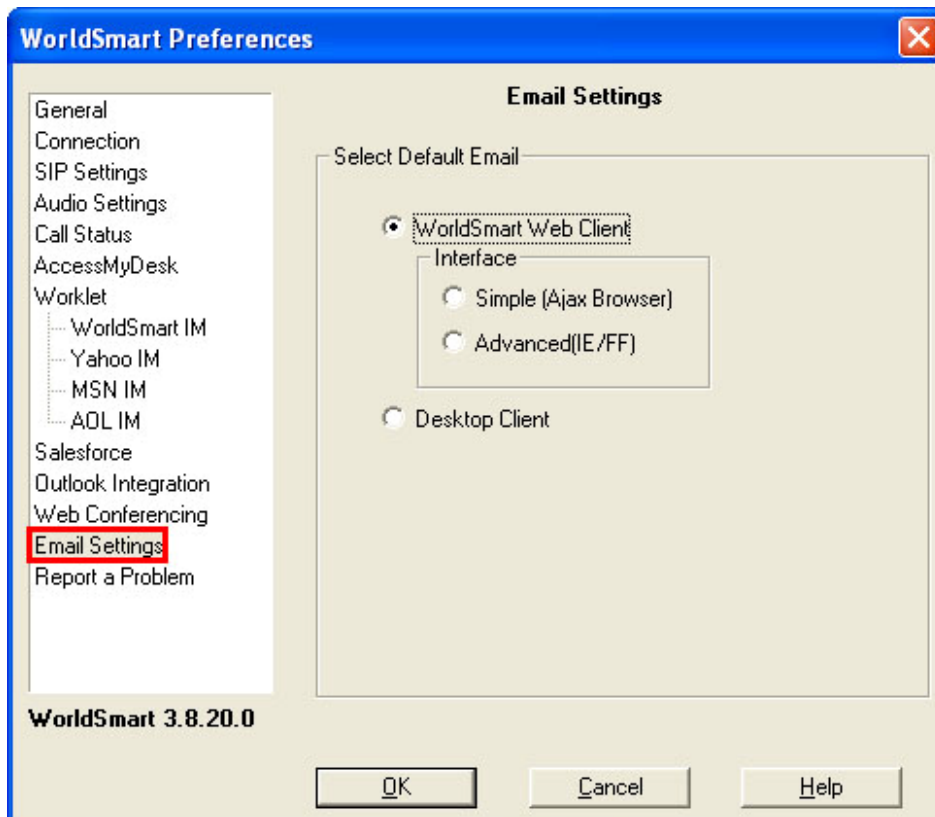
Important:

WS Mail accounts can be configured on desktop clients like MS-Outlook, and so on.

Email Settings

To set email preferences, WorldSmart users can click **My WorldSmart>>Preferences>>Email Settings** from the IM Client.

This displays a page similar to the following image:



Users can set their default email from this section. Based on their preferences, users can set their default email to:

- WorldSmart Web client
- Desktop Client (such as MS Outlook)

Moderator Settings

If a user is set as a moderator for a particular distribution list, the user will have administrative privileges to manage the group/distribution list from the personal dashboard. To manage a group, click the Moderator Settings link under Emails tab as shown in the following image:



Welcome surya@saasone [Moderator Settings](#) [Signout](#)

Distribution List			
S.No	Distribution Name	No of Users	Edit
1	marketing@mycompany.com	4	

- The page displays all Distribution lists for which the user is the moderator

As moderator, the user will have the privilege to edit the group by clicking the Edit link for each group.

On clicking the Edit icon, the following page displays:



Create new Distribution List [BACK](#)

* Primary Distribution Name: @ mycompany.com

* Choose Moderator: ▼

* Choose Email Accounts:

java@dmk.com
 bhnb@dmk.com
 hgjf@dmk.com
 dev@dmk.com

pbx@dmk.com
 dev@dmk.com
 surya@dmk.com

Email Aliases: No aliases defined. To create alias mail account for the User click on above add button.

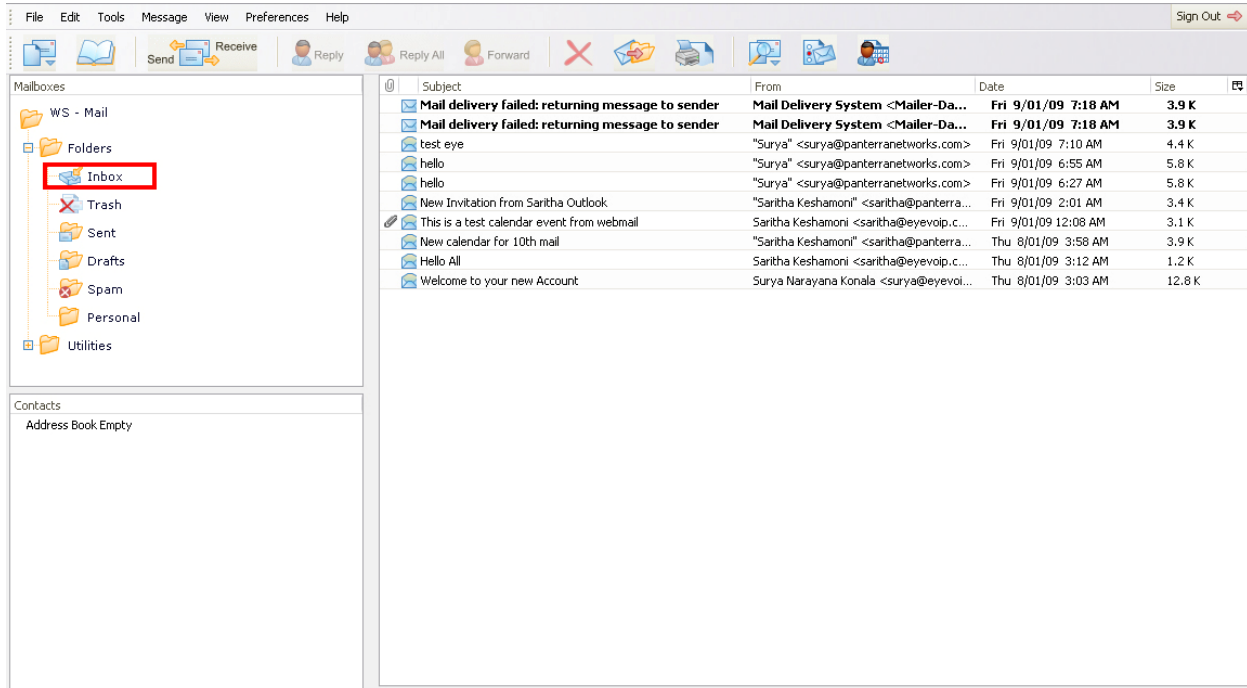
From this page, the moderator can:

- Add and remove individual emails accounts from the distribution
- Please note:** The moderator cannot add or remove groups the distribution list
- Enter Email aliases for the distribution list by clicking the Add button



WorldSmart (@mail) Web Client

If the user sets the Email Preference as web client, it pops-up a new browser with the user mail box as shown below:



Detailed help document on the user email features is available from the following link:

<http://mail.eyevoip.com/mail>

Login with the following details:

- **username:** surya
- **domain:** eyevoip.com
- **password:** surya
- Select the Interface as **Advanced**
- Please click on the Help link in the Menu bar