

# Using Webmail

## WorldClient's Key Features

### Display Options

Display options for WorldClient® include selection from twenty-seven languages and four design themes. [Figure 1-1]

### Sorting

Click on the column headers to sort mail by sender, subject, date, size, or follow-up flag status. [Figure 1-2]

### Follow-up Flags

Follow-up flags help you keep track of important messages. [Figure 1-3]

### Mail Actions

The “Mail actions” toolbar allows you to easily create new messages, appointments, contacts, distribution lists, tasks, and notes. [Figure 1-4]

### Spam

Messages can easily be tagged as spam or non-spam. [Figure 1-5]

### Preview

The message preview pane can be repositioned or hidden. [Figure 1-6]

### Managing

Manage email, contacts, calendar, tasks, and notes directly from WorldClient. [Figure 1-7]

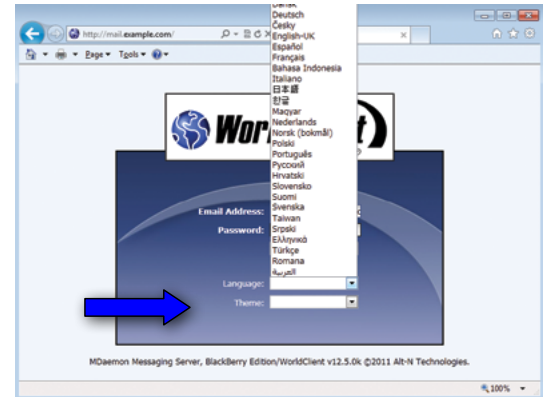


Figure 1-1

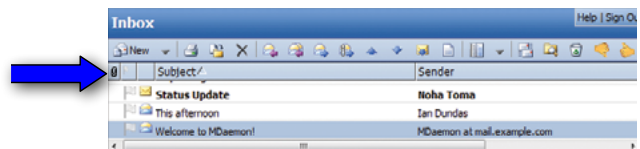


Figure 1-2

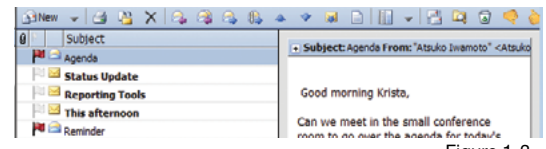


Figure 1-3

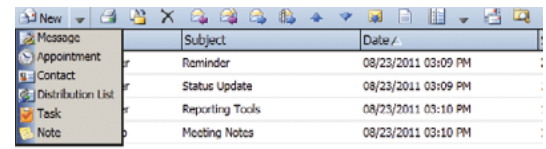


Figure 1-4

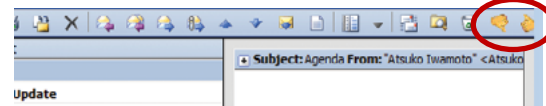


Figure 1-5

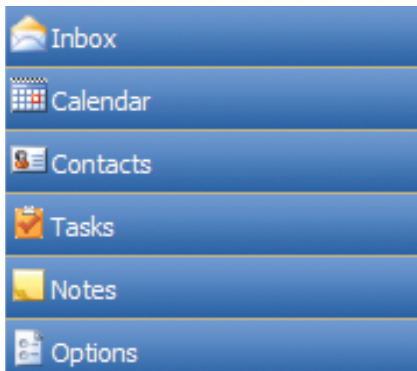


Figure 1-7

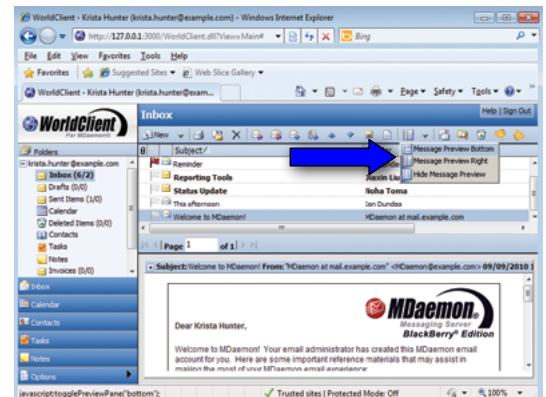


Figure 1-6

### Folders

Calendar and contact data can be imported and exported. Folders can be created, shared, renamed, deleted, or pushed to your BlackBerry® Inbox.

[Figure 2-1]



Figure 2-1

### Personalize

Personalize your inbox layout by enabling, disabling, and rearranging columns. Use your mouse to drag columns to their new locations.

[Figure 2-2]



Figure 2-2

### Filters

Highly customizable filters provide flexible mail sorting options. [Figure 2-3]

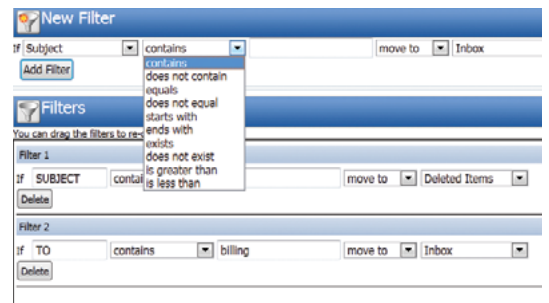


Figure 2-3

### Spell-check

WorldClient features on-demand and automatic spell-check options.

[Figure 2-4]

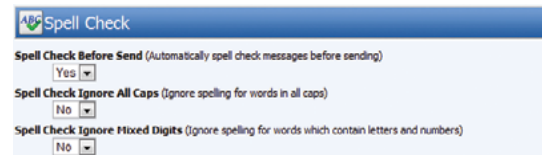


Figure 2-4

### Composing

Messages can be composed in HTML or plain-text. HTML Compose enables rich-text formatting. [Figure 2-5]

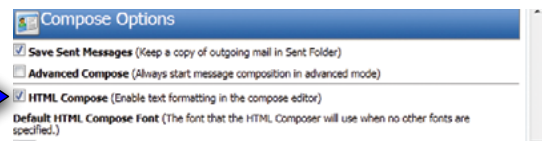


Figure 2-5

### Out-of-Office

Enable an auto-responder and configure start and end dates. [Figure 2-6]

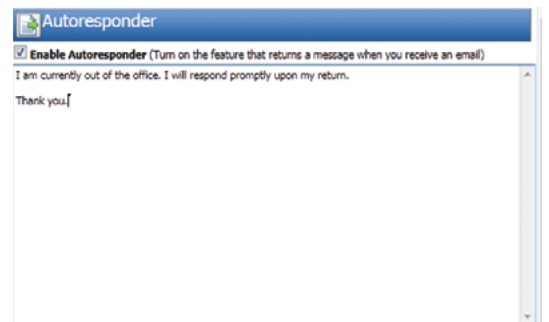


Figure 2-6

### Forwarding

WorldClient provides easy access to mail forwarding options. [Figure 2-7]



Figure 2-7