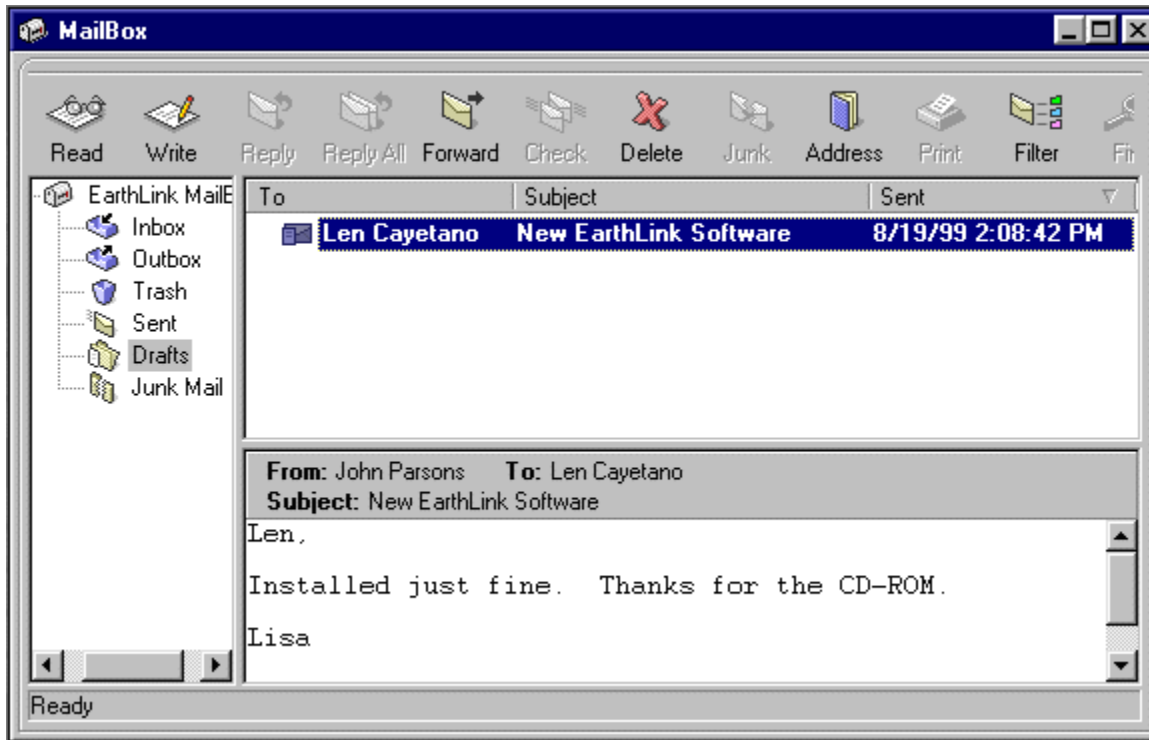




EarthLink MailBox

The EarthLink MailBox provides the basic tools for sending and receiving email.

The MailBox window consists of the following: [Folders](#), [Message List](#), the [Message Preview Header](#) and the [Message Preview](#)



▶ Right click on any message to pop up a [menu of options](#) .

[Using the MailBox Toolbar](#)

[Using Folders](#)

[Creating Mail Folders](#)

[Using the Message List](#)

[For more information about EarthLink 5.0, see EarthLink Help](#)



Using the Message List

The Message List shows a summary of the messages in the current folder. (The current folder has a gray background). For each message, you see the name or email address of the sender, the subject of the message and the date and time the message was received (Inbox, Junk Mail) or created (Drafts, Outbox, and Sent). Unread messages are bold and show a closed envelope icon. If the message contains any attachments, you see a paperclip the left of the envelope icon.

Click on a message to preview the body of the message in the the [Message Preview](#)

Double-click on a message to open it in a new window.



Collecting Email

By default, EarthLink MailBox checks for new mail every 20 minutes and sends any messages waiting in your Outbox. You can change how often MailBox checks for new mail or you can turn off this feature by [modifying your MailBox preferences](#).

You can check for mail any time; just click



Check on the EarthLink MailBox toolbar, or select **Check Mail** on the MailBox menu.



Using the MailBox Toolbar



The EarthLink MailBox toolbar provides easy access to the following mailbox functions:

[Read](#) [Write](#) [Reply](#) [Reply All](#) [Forward](#) [Check](#) [Delete](#) [Junk](#) [Address](#) [Print](#) [Filter](#) [Find](#)

To change the appearance of your MailBox toolbar:

▶ Right click on the toolbar to pop-up a menu.

▶ Select one of the following:

- ◆ Check **Text Labels** to place a text description beneath each button.
- ◆ Check **Small Toolbar** to make the toolbar buttons smaller. The toolbar will take up less space on your screen.
- ◆ Check **Large Toolbar** to make the toolbar buttons larger for easier viewing.
- ◆ Uncheck **View Toolbar** to turn off the toolbar.
- ◆ All of the toolbar functions are also available on the Message menu, or by right clicking on a message; so you can uncheck the toolbar to turn it off and have more space on your screen to view messages.



Sorting Email

You can sort the mail messages listed in the Message List for any folder by the column heading. You can also sort the messages into folders, by dragging them from the Message List into a folder or by creating filters that put incoming mail into specific folders.

To sort messages in your Inbox by sender, click the **From** column heading.

To sort messages in your Inbox by subject, click the **Subject** column heading.

To sort messages in your Inbox by the date and time received, click the **Received** column heading.

An arrow in the heading indicates the sort direction, up or down. To sort the messages in any of the other folders, just click on the column heading. Click the column heading again to change the sort direction.



Reading Email

Your Email arrives in your Inbox and is listed, usually by date and time (although you can sort the list by any column). This list shows the header for each message. It tells you who sent the message, when it was received, and what it's about.

To read a message in the message preview pane of the MailBox, highlight the message in the message list.


To display a message in a new window, double click on the message header.

You can also reread messages in other folders. Just open the desired window and highlight the desired message in the message list.



Opening an Email Message

Your Inbox lists the Email messages that you have collected from your mailbox on any mail server you have defined. EarthLink MailBox periodically checks the defined mail server for new Email. (If you don't see any new messages in your Inbox, you can

collect them by clicking  **Check.**)

To open a mail message in a new window:

▶ Click on the Email message you want to open, then click



Read. The message opens in a new window.

Once you've read your email you can:

[Open or save the attachment](#)

[Print it](#)

[Reply to the Sender](#)

[Reply to Sender and All Recipients](#)

[Forward it](#)

[Save it](#)

[Delete it](#)

[Create a new message](#)

[Add the Sender to your Blocked Senders List](#)

[Add the Sender to your Address Book](#)

[Open the Address Book](#)



Finding Text in a Message

To find text in a message:

- ▶ Click **Find** on the MailBox toolbar then enter the text you want to locate and press **OK**.



Finding a Message

If you're waiting for a message about a specific subject, you can search the subject line and the body of the messages in the current folder to quickly locate the message containing the desired text.

To find text in a message subject:

► Click



Find on the MailBox toolbar.

Find Message

Enter the text to look for:

OK Cancel

► Enter the text you want to locate and press **OK**.

▶ **Forwarding an Email Message**

Sometimes you get a message you want to pass along to someone else.

▶ Click on the Email message you want to forward, then click **Forward**.

A new message window opens so you can enter or select who you want to send the message to.

[Entering an Email Address](#)

[Selecting an Email Address from your Address Book](#)

▶ **Replying to an Email Message**

Many times when you receive an email message, you want to reply to it immediately. The Reply feature opens a new mail window and addresses it to the person you just received mail from (the person you want to reply to). You can also [reply to the sender and all recipients](#).

To reply to an email message:

- ▶ Click on the Email message you want to reply to, then click



Reply. A new mail window opens with the To address already filled in.

- ▶ Type the text of your message then click



Send.

▶ **Replying to All**

To reply to the sender and all recipients of an email message:

▶ Click on the Email message you want to reply to, then click



Reply. A new mail window opens with the To and CC addresses already filled in.

▶ Type the text of your message then click



Send.

▶ **Saving an Attachment**

A mail message that includes an attachment shows a paperclip to the left of the envelope icon in the message list, and an Attachments button in the message preview.

To save an attachment:

- ▶ Click **Attachments** in the message preview to display the name of the attachment and its size.
- ▶ Click the name of the attachment to open the **Save Attachment As** dialog.
- ▶ Select the folder you want to save the attachment to, then click **Save**. You can change the name of the attachment before you save it.

▶ **Printing an Email Message**

To print a copy of any email message:

▶ Click on the message you want to display then click



Print.



Deleting an Email Message

To delete an email message:



Click on the Email message you want to delete, then click



Delete. The message(s) get sent to the Trash folder.

Tip: If you want to automatically empty your Trash folder when you close the EarthLink MailBox, check the “Empty messages from the Trash folder when MailBox is closed” option in the EarthLink MailBox configuration.



Getting Mail from your EarthLink Mailbox

Before messages show up on your computer, they get collected in your mailbox on the EarthLink mail server (and any other server you've setup). You need to retrieve Email from the mail server before you see it in the Inbox on your computer. By default, EarthLink MailBox checks for new mail every 20 minutes and sends any messages waiting in your Outbox. You can change the frequency or you can turn off this feature by [modifying your MailBox preferences](#).



Click



Check to check the mail server for new mail and retrieve it to your Inbox. This also sends any mail in your Outbox to the mail server for distribution to the intended recipients.

If you only want to retrieve new messages, select **Receive New Messages** on the MailBox menu.

If you only want to send outgoing messages, select **Send Outgoing Messages** on the MailBox menu.



Saving a Message

To save a mail message



Double-click on the message in the message list to open the message in a new window.



Select **Save As...** from the File menu.



Enter a name for the file. Be sure to add an extension, such as .txt, to the filename.



Sending Outgoing Messages

To send messages in your Outbox **WITHOUT** collecting mail from the mail server:



Select **Send Outgoing Messages** from the MailBox menu.



Receiving New Messages

To retrieve new messages **WITHOUT** sending mail in your Outbox:



Select **Receive New Messages** on the Mailbox menu.



Viewing the Message Source

Messages can arrive as plain text or HTML. If you want to see how an HTML message was coded, select **View Message Source** on the Mailbox menu.

The Message Source window will also show complete message headers. (Complete message headers show more detail about the sender and the various servers that processed the message.)



Organizing Email

You can create additional email folders that you can use to sort your email messages, just like you sort memos and other documents into manila folders. You can drag a message from one folder into another. Or you can create filters that sort mail before it ever reaches your Inbox. For example, if your friend Jane always sends you jokes, you can create a Jokes folder and a Jokes filter. The filter sends all messages from Jane to the Jokes folder. If you receive mail from a mailing list or from a college organization, you can create a folder to collect all those messages and a filter to send them there.

[Creating a New Folder](#)

[Using Filters](#)



Controlling Junk Mail

Junk Mail is any unsolicited mail that you would rather not receive. The Junk button enables you to “junk” or send these messages to the Junk Mail folder and to add the sender’s email address to the Blocked Senders List. When new mail comes in from an address listed in the Blocked Senders List, the message is routed to the Junk Mail folder automatically. You can [edit the Blocked Senders List](#).

To junk a mail message:



Click on the message containing the email address you want to include in your junk mail list, then click



Junk.

The sender’s email address gets added to your Blocked Senders List, the message gets moved to the Junk Mail folder and future mail from this sender will automatically be sent to Junk Mail.

[Editing your Blocked Senders List](#)

[Filtering Email](#)



Creating a New Email Message

To create a new mail message:



Click



Write to open a message window.

New EarthLink Software - Mail Message

Send Spelling Show Addresses Attach Print

To: Len Cayetano

Cc:

Bcc:

Subject: New EarthLink Software

Len,
Installed just fine. Thanks for the CD-ROM.
Lisa
P.S. Tell Blinky it's his turn to pay!

Ready



Enter the text of your message.

Before you send your Email message, you may want to:

[Get an Address from your Address Book](#)

[Add an attachment to it](#)

[Save it as a draft](#)

[Print it](#)

[Delete it](#)

[Spell check it](#)

[Open the Address Book](#)

[Send it now](#)



Addressing an Email Message

Email messages use a format similar to memorandums. Each message consists of a header and a message body. The header tells you who the message is from, the date and time the message was sent, other recipients, and the subject of the message. The main difference is that an email message header uses email addresses for the sender and recipient instead of just names.

When addressing an email message, you can use the standard memo categories for the intended recipients – To:, Cc:, and Bcc:. You can type the email addresses or [select them from your address book](#).



Selecting Email Recipients from your Address Book

To select email recipients from your address book:



On the Write Mail window, click



Show Addresses.

The names of the people listed in your address book appear to the left of the message header (To, Cc, Bcc etc.).



Highlight the name(s) of the people you want to send mail to, then click **To**, **Cc**, or **Bcc**. The name will appear in the appropriate field of the message header.

[Adding Addresses to your Address Book](#)



Adding an Attachment

An attachment is any existing document you would like to include with your email message. It can be a document, chart, graphic or any other type of file stored on your computer. Any file on your computer can be attached to an email message.

To attach a file to your email message:



Click



Attach on the Write Mail toolbar to open the Open file dialog.



Select the file you want to attach, then click **Open**.

You will see the name of the file listed beneath the body of the message.



Copying Text from One Email Message to Another

If you find a quote from an email message you've received, or if you've written something that you would like to use again, you can copy it from one email to another.

To copy text from one mail message to another:



Highlight the text you want to copy, then select **Copy** from the **Edit** menu.



Open the new message (or document) you want to place the text in, then select **Paste** from the **Edit** menu.



Saving a Draft of a Message

EarthLink MailBox automatically saves a draft of each new message. But you can manually save a draft of a message any time.



Click the close button (the X in the upper right corner of the window) to close the window.



In response to the prompt, click **Yes**. The message gets saved to the Drafts folder. You can open any message in the Drafts folder to review, edit, send or delete.



Spell Checking an Email Message

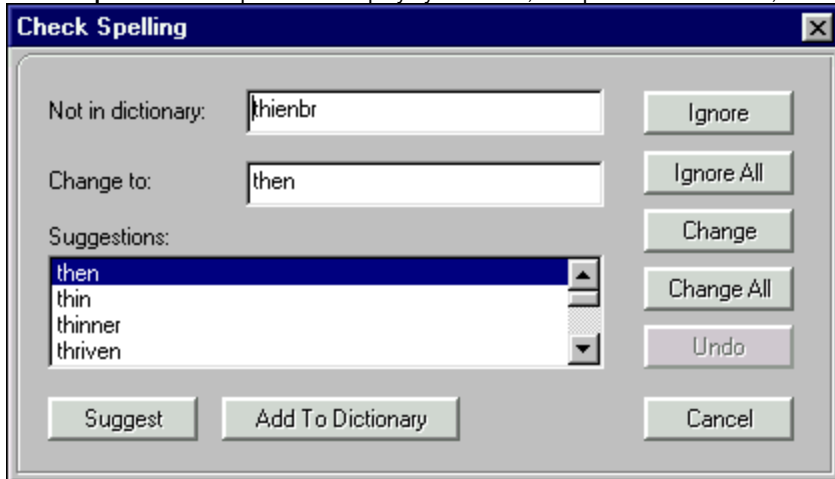
To spell check a message:



Click



Spell Check. Spell check displays your errors, with possible corrections, one at a time.



- ◆ **Suggestions** lists other alternatives – highlight a word in this list to move it to the **Change to** field.
- ◆ **Capitalization** shows a word that is not capitalized but should be, such as **england**.
- ◆ **Consider changing** shows a word you may have changed in the past so it is marked in the dictionary as “Conditionally Change”.
- ◆ **Double word** shows two identical words in a row, such as **that that**.
- ◆ **Mixed case** shows a word with an unusual combination of upper- and lower-case letters.
- ◆ **Contains digits** shows a word that contains numbers, such as **Windows95**.
- ◆ **Not in dictionary** shows a word in your mail message that is not in the dictionary, such as **sdfqz**. If you want to add this word to the dictionary, click **Add to Dictionary**.
- ◆ **Change to** shows the recommended word. You can type a correction in this field.
- ◆ Click **Change** if you want to replace the problem word with the word in the **Change to** field.
- ◆ Click **Change All** to replace all occurrences of the misspelled word.
- ◆ Click **Ignore** to ignore this word or click **Ignore All** to ignore all occurrences of this word.
- ◆ **Undo** reverses the change you just made.
- ◆ **Suggest** populates the suggestion list – use this when you type in a word in order to check its spelling.



Sending an Email Message

When you're connected, your new message gets sent as soon as you click **Send**.

If you're not connected, clicking **Send** places your message in the Outbox so it can be sent the next time you connect.

You can send and receive Email anytime by clicking **Check**. If you want to send (but not receive) Email, select **Send Outgoing Messages** from the Mailbox menu.



Using Folders

Electronic folders, like their paper counterparts, are useful for sorting and organizing information. MailBox contains six basic folders for sorting and storing email (Inbox, Outbox, Trash, Sent, Draft, Junk Mail) but you can create as many more as you would like. You can even add folders inside of other folders. For example, if you want to keep a folder in the Inbox to store all of the messages from your family, you could add a folder called Family to the Inbox folder.

- ◆ The **Inbox** contains all of the incoming email you have collected from EarthLink – read and unread.
- ◆ The **Outbox** contains all of the mail messages that are ready to be sent the next time you go online.
- ◆ The **Sent** folder contains all of the mail messages that you have sent.
- ◆ The **Drafts** folder contains drafts of mail messages you have started and saved for later modification before sending (selecting Save from the File menu). You can open and review the messages in this folder before taking action on them.
- ◆ The **Trash** folder contains mail messages you have deleted (from any other folder). You should periodically clean out your folders by [deleting mail messages](#) (sending them to the trash). Additionally, you should periodically [empty the trash](#).
- ◆ The **Junk Mail** folder contains mail message that you have junked.

If a folder name is bold, it contains an unread message.



Inbox

The Inbox contains your incoming mail messages, read and unread. Unread messages appear in bold and the envelope icon is closed. Read messages show an open envelope icon. You can collect new messages any time by clicking the **Check** button on the MailBox toolbar.

[Open a Folder](#)

[Create a new folder within the Inbox](#)

Once you open the Inbox folder, you can do the following by right clicking on a message to pop-up a menu:

[Read](#)

[Reply](#)

[Reply to All](#)

[Forward](#)

[Junk](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)



Outbox

The Outbox contains messages waiting to be sent.

[Open a Folder](#)

[Create a new folder within the Outbox](#)

Once you open the Outbox folder, you can do the following:

[Read](#)

[Forward](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)



Drafts Folder

The Drafts folder contains drafts of any messages you have not yet sent. If you close the Write Mail window while writing a new mail message, you will be prompted to save your message to the Drafts folder. If you choose **Yes** the message will be filed here for later use. EarthLink MailBox also periodically saves mail you are writing to the Drafts folder.

[Open the Drafts Folder](#)

[Create a new folder within the Draft Folder](#)

Once you open the Drafts folder, you can do the following by right clicking on a message to pop-up a menu:

[Read](#)

[Forward](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)



Sent Folder

The Sent folder stores all of the messages you have sent.

[Open the Sent Folder](#)

[Create a new folder within the Sent Folder](#)

Once you open the Sent folder, you can do the following by right clicking on a message to pop-up a menu:

[Read](#)

[Reply](#)

[Reply to All](#)

[Forward](#)

[Junk](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)



Trash Folder

The Trash Folder stores all of the messages you have deleted.

[Empty Trash](#)

[Open the Trash Folder](#)

[Create a new folder within the Trash Folder](#)

Once you open the Trash folder, you can do the following by right clicking on a message to pop-up a menu:

[Read](#)

[Reply](#)

[Reply to All](#)

[Forward](#)

[Junk](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)



Junk Mail Folder

The Junk Mail folder collects mail from senders in your Blocked Senders List, messages you specifically send to Junk Mail by clicking Junk and mail filtered by the [Standard Spam Sentry Junk Mail Filter](#).

Once you open the Junk Mail folder, you can do the following by right clicking on a message to pop-up a menu.:

[Read](#)

[Forward](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)



Creating Email Folders

As you accumulate email, you can organize it into folders. This keeps your Inbox uncluttered so you can easily scan through mail for a particular message. You can add a folder to your EarthLink MailBox, or you can create a new folder inside an existing folder.

To add a folder to your EarthLink MailBox:



Right click on the folder list, or on the EarthLink MailBox icon in the folder list, to pop up a menu.



Select **New Folder...**



Enter a name for the folder

[Organizing Folders](#)

[Opening a Folder](#)

[Renaming a Folder](#)

[Deleting a Folder](#)

[Moving a Folder](#)



Opening a Folder

To open a folder:



Click on the folder name or right click on the folder name and select **Open**.
The messages in the folder appear in the message list.



Adding a New Folder

To add a new folder to the EarthLink MailBox:



Right click on the EarthLink MailBox icon in the folders list, or on any blank space in the folder list and select New Folder.



Enter a name for the new folder on the Create New Folder dialog and click OK.

To add a new folder to an existing folder:



Right click on the folder name then select **New Folder**.

You can drag messages from the message list into another folder or you can right click on the message summary and select **Move To** from the menu.



Organizing Folders

You can reorganize folders and their contents.

[Adding a New Folder](#)

[Renaming a Folder](#)

[Moving a Folder](#)

[Deleting a Folder](#)



Renaming a Folder

To rename a folder:



Right click on the folder name.



Select **Rename**.



Enter the new name for the folder then click **OK**.

You cannot rename the six original folders (Inbox, Outbox, Trash, Sent, Drafts, or Junk Mail).



Deleting a Folder

To delete a folder:



Right click on the folder name.



Select **Delete**.



Click **Yes** to confirm that you want to delete the folder and all of its contents.

You cannot delete one of the six original folders (Inbox, Outbox, Trash, Sent, Drafts, or Junk Mail). These must remain the main folders in EarthLink MailBox.



Moving a Folder

To move a folder that you created:



Drag it from one folder to another.

OR



Right click on the folder name.



Select **Move**.



Select the folder you want to move the folder into and click **OK**.

For example, if you created a folder in your Inbox called Jokes and you would prefer Jokes to be a main folder in the EarthLink MailBox, drag Joke from the Inbox to the EarthLink Mailbox.

You cannot drag the six original folders (Inbox, Outbox, Trash, Sent, Drafts, or Junk Mail) to another folder.



Compacting Folders

Compacting your Mail folders frees up space on your system.

To compact your Mail folders:



Close any open Mailbox and Write Mail windows.



Select **Compact Folders** on the Mailbox menu.



Emptying the Trash

Your Trash folder collects all of the mail messages you have deleted. If you don't have your preferences set to clean out your Trash folder automatically, every once in a while you need to clean out your Trash folder.



Click **Empty Trash** to remove all messages in the Trash folder permanently.

[Setting your Email Preferences](#)



Using the Address Book

To use the Address Book:



Click



Address Book on the MailBox toolbar to open the Address Book Editor.

This window lists the names and addresses in your address book.

[Adding an Address](#)

[Editing an Address](#)

[Deleting an Address](#)

[Using Names from the Address Book in a Mail Message](#)



Adding an Address to your Address Book

To add an address to your address book:



Click **Address Book** on the MailBox toolbar to open the Address Book Editor dialog. The Address Book Editor dialog lists the entries in your address book.



Click **Add** to open the Add Address Book Entry dialog.



Enter the name that you want displayed when you show the open address book in Write Mail.



Enter the email address.



Click **OK**.

[Selecting Email Recipients from your Address Book](#)



Adding Names to your Address Book

The email addresses for people to whom you send mail and who send mail to you are automatically added to the Address Book. You can also manually add addresses to the Address Book.

To add names to your address book:



Click the Address Book button on the MailBox toolbar to open the Address Book Editor dialog. This dialog lists the names and email addresses already in your Address Book.



Click **Add** to open the Add Address Book Entry dialog.



Enter the name for your friend or associate as you would like it to appear in the address book.



Enter the email address for the person, then click **OK**.



Editing an Address Book Entry

To edit an address book entry.



Open the Address Book by clicking



Double-click on the address you want to modify to display its properties, or highlight the entry and click **Edit**.



Make the desired changes then click **Ok**.



Saving an Address

By default addresses of the people to whom you send mail are automatically saved to your Address Book.



Deleting an Address Book Entry

To delete an address book entry:



Open the Address Book by clicking



Highlight the address you want to remove from your address book, then click **Delete**.



Configuring EarthLink MailBox

To configure how the EarthLink MailBox looks and behaves:



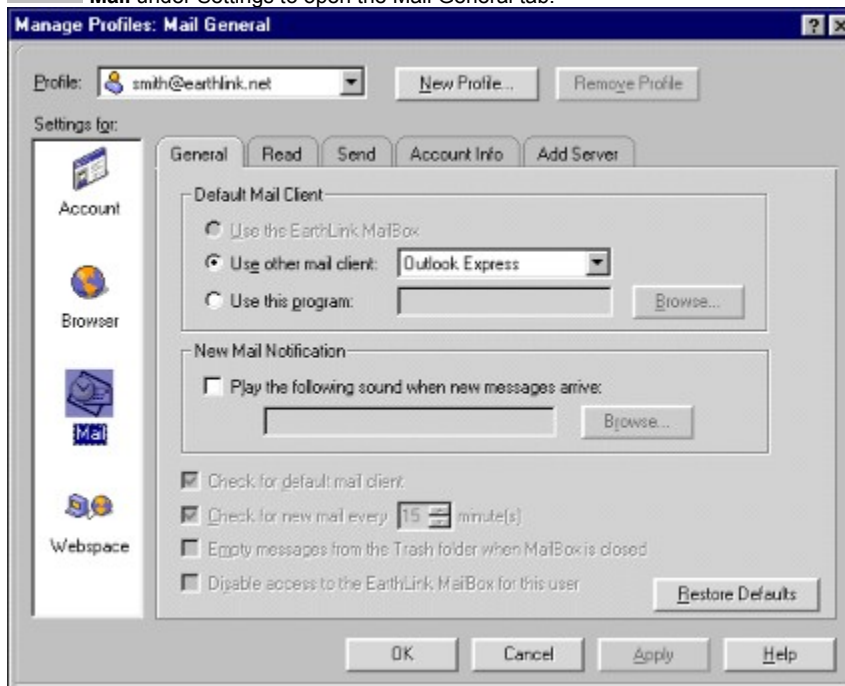
Click **Configure** on the EarthLink Sign On dialog then click **Manage Profiles** to open the Manage Profiles window.



Click



Mail under Settings to open the Mail General tab.





Adding the Sender to your Blocked Senders List

When you receive unsolicited mail, you can quickly dispose of it and add the sender of that mail to your Blocked Senders List. The Blocked Senders List includes the names of senders who send junk mail. Any incoming messages from a sender on the Blocked Senders List will automatically be placed in your Junk Mail folder.

To “junk” a message and add its sender to the Blocked Senders List:



Click **Junk**.

The sender’s email address is added to the Blocked Senders List and the message is moved to the Junk Mail folders. You can manually add senders to your Blocked Senders List.

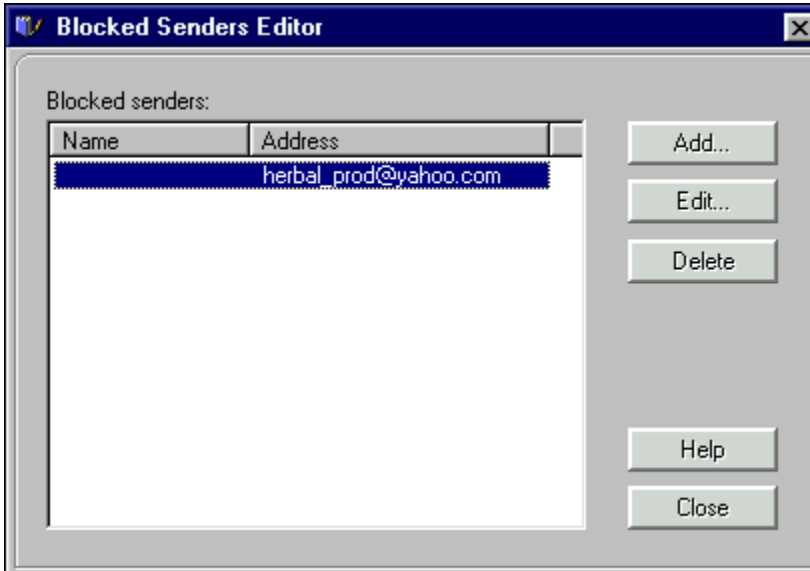


Editing the Blocked Senders List

To manually add a sender to your Blocked Senders list:



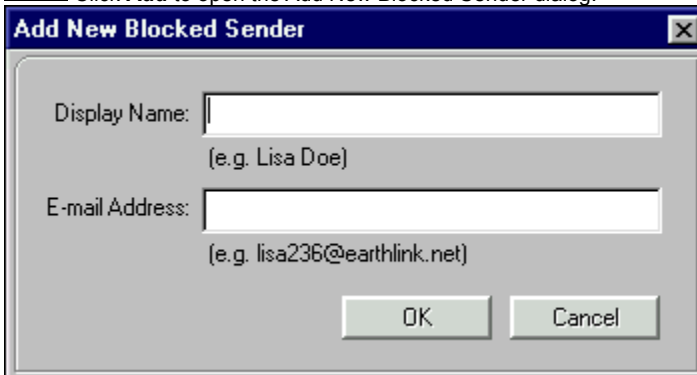
Select **Edit Blocked Senders** from the MailBox menu.



From this dialog you can delete a sender, edit a sender entry or add a sender to the list.



Click **Add** to open the Add New Blocked Sender dialog.



Enter the display name for the sender and the email address then click **OK**.



Filtering Email

An email filter works just like a coffee filter. A coffee filter keeps the grounds out of your coffee, and the email filter keeps the mail you don't want out of your Inbox. You just need to select one of EarthLink's predefined filters or build your own.

For example, if your friend Jane always sends jokes and only jokes, you can create a folder for Jokes and create a filter that sends all of Jane's messages directly to the Jokes folder. Your Inbox won't be cluttered with jokes and you can still read them at your leisure.

EarthLink offers two predefined filters: the Standard Spam Sentry Junk Mail Filter and the Aggressive Spam Sentry Junk Mail Filter.

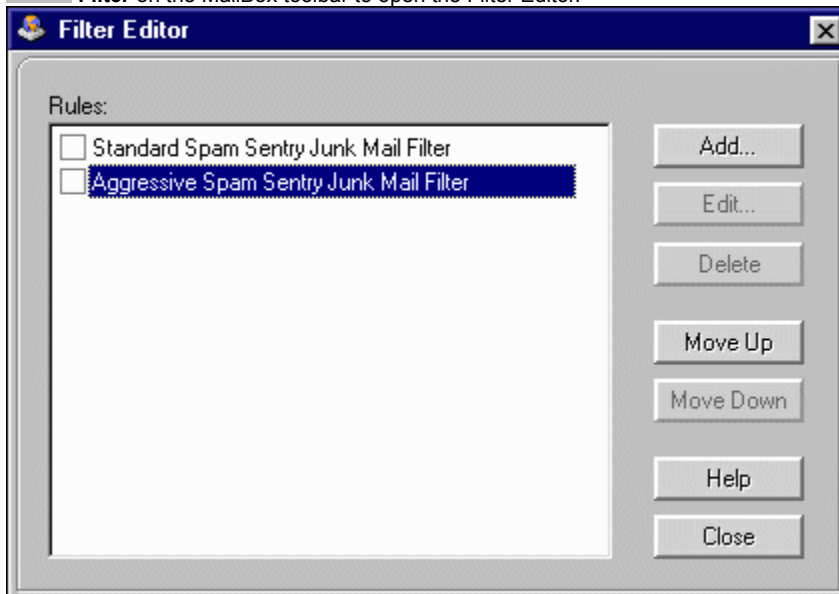
To select one of the predefined filters:



Click



Filter on the MailBox toolbar to open the Filter Editor.



Check the desired filter then click **OK**.

OR

[Building your Own Filter\(s\)](#)

[Controlling Junk Mail](#)

[Adding Address Book Entries](#)



Adding a Filter

To add a filter:



Click the Filter button on the MailBox toolbar to open the Filter Editor dialog.



Click **Add**.

The [Filter Rule Wizard – Step 1: Select the Conditions](#) dialog appears. The From, To, Cc, and Subject fields refer to the fields of the incoming message.



Check the condition(s) that you want to check each incoming message for, then click **Next>**.

The [Filter Rule Wizard – Step 2: Select the Action](#) dialog appears.



Check the action(s) you would like to perform on any message that meets your condition(s), then click **Next>**.

The [Filter Rule Wizard – Step 3: Verify and Name the Rule](#) dialog appears.



Verify the conditions and actions you specified, and enter a name for this new filter.



Click **Finish** to save your filter. The filter name appears on the list of filters on the Filter Editor dialog.



Click **OK** to close the Filter Editor dialog.



Aggressive Spam Sentry Junk Mail Filter

The Aggressive Spam Sentry Junk Mail Filter only lets you see mail from users that are listed in your Address Book. Any mail sent to you that is not from email addresses in your Address Book is destroyed – you'll never even know the mail was sent to you. This is a great filter for kids since you only want them to get mail from people they know.

Note: For these filters to be effective, you must have the following mail preference settings checked, **Automatically put people I send mail to into my Address Book.**



Standard Spam Sentry Junk Mail Filter

The Standard Spam Sentry Junk Mail Filter is a basic mail filter designed to dump most unsolicited mail into the Junk Mail folder. If your email address does NOT appear in the To: or Cc: fields AND the message is NOT From an email address listed in your Address Book, the message is automatically moved to the Junk Mail folder. When you use this filter mail from people listed in your Address Book will ALWAYS be delivered to the Inbox, regardless of how they addressed the message (unless you've created another filter that moves mail messages from certain senders to another folder). How well you maintain your Address Book determines how well this filter works. If you select this filter and find "good" mail in Junk Mail folder, you need to add some entries to your Address Book or consider creating your own mail filters.



Building your Own Filter(s)

To build your own mail filter:



Click **Filter** on the MailBox toolbar to open the Filter Editor. The filters are listed in the order they will be processed when you receive new mail.



Click **Add** to launch the Filter Rule Wizard.

The first step is to select the conditions you want applied to your incoming mail.



Select the desired condition(s) then click **Next>**. For example, if you want to create a filter that sends all of Jane's jokes to a Jokes folder (the folder must already exist), check **If the From field contains the following text:** and enter Jane's email address janeypooh@earthlink.net into the field, then click **Next>**.

The second step is to decide what you want done with mail that matches the conditions you selected in Step 1.



Select your action. For example, to move Jane's message to the Jokes folder, check **Move the message to the folder:** then click the button to the right of the field and select the Jokes folder from the list and click **Next>**.

The third step is to verify the conditions and actions in the filter you created and to give the filter a name.



Review your filter and enter a name, then click **Finish**. For example, Jane's Jokes is the name of the filter.

Your filter appears on the list of filters – and is checked to show that it is now active. Only checked filters are processed in the order they appear on this list.

[Editing a Filter](#)

[Reorganizing Filters](#)

[Inactivating a Filter](#)

[Deleting a Filter](#)

[Turning a Filter On or Off](#)



Editing a Filter

You cannot edit either the Standard Spam Sentry Junk Mail Filter or the Aggressive Spam Sentry Junk Mail Filter but you can edit any filters you created.

To edit a filter:

Click the **Filter** button on the MailBox toolbar to open the Filter Editor dialog. This dialog lists the filters that have been defined on this computer. A check mark indicates an active filter.



Select the filter you want to delete from the list of filters on the Filter Editor dialog, then click **Edit**.

The [Filter Rule Wizard – Step 1: Select the Conditions](#) dialog appears.



Check or uncheck the conditions that you want to use as part of this filter then click **Next>**.

The [Filter Rule Wizard – Step 2: Select the Action](#) dialog appears.



Change the actions as desired then click **Next>**.

The [Filter Rule Wizard – Step 3: Verify and Name the Rule](#) dialog appears.



Verify the conditions and actions you specified.



Click **Finish** to save your filter.



Deleting a Filter

To delete a filter:

Click the **Filter** button on the MailBox toolbar to open the Filter Editor dialog. This dialog lists the filters that have been defined on this computer. A check mark indicates an active filter.



Select the filter you want to delete from the list of filters on the Filter Editor dialog, then click **Delete**.

You cannot delete the Standard Spam Sentry Junk Mail Filter or the Aggressive Spam Sentry Junk Mail Filter. If you want to turn off the Spam Sentry filters, simply uncheck them.



Turning Filters On and Off

To turn filters on or off:



Click the **Filter** button on the MailBox toolbar to open the Filter Editor dialog. This dialog lists the filters that have been defined on this computer. A check mark indicates an active filter.



Uncheck the filter you no longer want to use.

[Standard Spam Sentry Junk Mail Filter](#)

[Aggressive Spam Sentry Junk Mail Filter](#)

[Adding a New Filter](#)

[Editing a Filter](#)

[Deleting a Filter](#)

[Reorganizing Filters](#)



Reorganizing Filters

To reorganize filters:



On the Filter Editor dialog, select the filter you want to move then click either **Move Up** or **Move Down**.



Deactivating a Filter

To deactivate a filter:



On the Filter Editor dialog, uncheck a checked filter.



Setting your Email Preferences

You can control how your email program behaves.

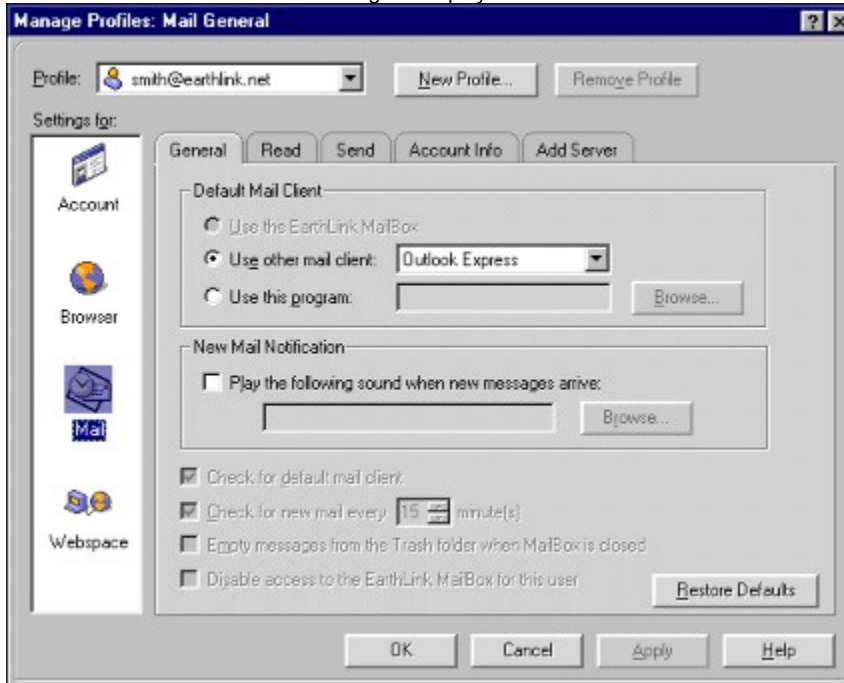
To set your email preferences:



Click **Configure** on the EarthLink Browser toolbar to display the Manage Profiles window.



Click the Mail icon under Settings to display the Mail General tab.



Check the desired options:

- ◆ Setting Message Notification
- ◆ Checking for the Default Mail Client
- ◆ Checking for New Mail
- ◆ Emptying Trashed Messages Automatically



Message Pop-Up Menu

The following options appear when you right click on a message.

[Read](#)

[Write](#)

[Reply](#)

[Reply to All](#)

[Forward](#)

[Junk](#)

[Mark as Read](#)

[Mark as Unread](#)

[Copy To...](#)

[Move To...](#)

[Delete](#)



Using the Write Mail Toolbar



- [Send](#)
- [Check Spelling](#)
- [Show Addresses](#)
- [Add Attachment](#)
- [Print](#)



Sample Filters

You can create filters to:

[Put jokes to a jokes folder](#)

[Send a reply to selected senders](#)

[Put business messages in a different folder](#)

[Forward messages from a specific sender](#)



Directing business messages to a different folder

If you regularly receive mail from business associates, you direct mail from those senders to a Work folder.



[Add a new folder](#); name it “**Work**”.



[Add a new filter](#).

- On the Filter Editor dialog, click **Add**.
- On the Filter Rule Wizard – Step 1 window, check **if the From field contains the following text:** and enter the email address of the person whose email you want forwarded.
- On the Filter Rule Wizard – Step 2 window, select **Move the message to the folder** and click ... to select the folder named **Work** from the folder in your mailbox.



Putting Jokes into a Joke Folder

If you have friends that send you mostly jokes, you can send all messages from them to a Jokes Folder.



[Add a new folder](#); name it “**Jokes**”.



[Add a new filter](#).

- On the Filter Editor dialog, click **Add**.
- On the Filter Rule Wizard – Step 1 window, check **if the From field contains the following text:** and enter the email address of the person that sends you mostly jokes.
- On the Filter Rule Wizard – Step 2 window, select **Move the message to the folder:** and click ... to select the folder **Jokes** from the folders in your mailbox.



Forward messages from a specific sender

You can forward messages to others using a filter. For example, if you are expecting email from an important source but you're going to be out of town, you can forward the message to someone else in your office.

{bmc DO-IT.bmp) Create the text of the message you want to forward. Use any text editor.



Add a new filter.

- On the Filter Editor dialog, click **Add**.
- On the Filter Rule Wizard – Step 1 window, check **if the From field contains the following text:** and enter the email address of the person whose email you want forwarded.
- On the Filter Rule Wizard – Step 2 window, select **Forward the message to the address(es):** and enter the address you want the message forwarded to, or click ... to select an address from your address book.



Sending a reply to selected Senders

You can automatically send a reply to certain senders. For example, if you want business associates to know you're on vacation, you would create reply text in a document that gives them the date you'll be back in the office and emergency contact information.



Create and save a document that contains your vacation notice, Vacation.doc.



[Add a new filter.](#)

- On the Filter Editor dialog, click **Add**.
- On the Filter Rule Wizard – Step 1 window, check **if the From field contains an address which is:** and check **in my address book**.
- On the Filter Rule Wizard – Step 2 window, select **Reply to the message with the file** and enter the name of the document you created, vacation.doc, or use the ... button to select the document from.



Downloading a skipped message

If have EarthLink MailBox configured to leave message larger than 500K on the server, any large messages get skipped when you retrieve your email messages. (You'll see a note in the status bar that tells you if a message has been skipped. Skipped messages will stay on the mail server until you retrieve them.

To download a skipped message:



Click **Results** (beneath the message preview) to open the Results dialog. The Results dialog describes the file(s) that were skipped.



Click **Receive Large Messages Now** to begin downloading any skipped messages.



Collecting your mail while you're travelling

If you're not taking your computer with you on the road, you can collect your EarthLink mail while in an Internet cafe.

Set up a mail account with one of the free email services if you don't already have one.

Write down your EarthLink account information. This is on the Mail Settings- Account Info tab for your profile. You will need your account name, email address, Outgoing mail (SMTP) server and Incoming mail (POP3) information.

Modify the setting for External mail. You will need to supply the information you wrote down about your EarthLink account.

You may want to leave your mail on the EarthLink mail server until you get home.



Leaving messages on the Server after downloading

If you're collecting your mail while on the road, and you're not using your computer, you may want to be able to access those messages when you return home. Therefore you should leave the messages on the EarthLink Mail Server while you're travelling.

[To leave messages on the server after downloading:](#)



Click **Configure**.



Select **Mail** under Settings and click the **Read** tab.



Check **Leave messages on server after downloading**.



Removing read mail periodically

To remove read mail automatically:



Click **Configure**.



Select **Mail** under Settings and click the **Read** tab.



Check **Remove read mail from my Inbox after X day(s)**, then enter a number.



Automatically adding senders to your Address Book

To automatically add people to your address book:



Click **Configure**.



Select **Mail** under Settings and click the **Read** tab.



Check **Automatically put people I receive mail from into my Address Book**.



Restricting large downloads

If you have limited space on your computer or if you're in a hurry and don't want to wait for large attachments to download from the mail server, you can restrict the size of attachments.

To restrict large downloads:



Click **Configure**.



Select **Mail** under Settings and click the **Read** tab.



Check **Don't download messages if the attached files are larger than X Kb**, then enter a number.



Marking previewed messages as read

To mark previewed messages as read:



Click **Configure**.



Select **Mail** under Settings and click the **Read** tab.



Check **Mark message as read after being preview for X seconds**, then enter a number.



Running spell check automatically

To run spell check automatically when you send mail



Click **Configure**.



Select **Mail** under Settings and click the **Send** tab.



Check **Check spelling before sending mail**.



Adding name and signature to all outgoing mail

To add your name and/or signature to all outgoing mail:



Click **Configure**.



Select **Mail** under Settings and click the **Send** tab.



Enter your name and or signature as you would like it to appear on all outgoing messages.



Automatically adding recipients to the Address Book

To add people you send mail to your address book:



Click **Configure**.



Select **Mail** under Settings and click the **Add Server** tab.



Check **Automatically put people I send mail to into my Address Book**.



Adding the International mail server

To add the International mail server:



Click **Configure**.



Select **Mail** under Settings and click the **Add Server** tab.



Click **New Server** to display the New Server dialog.



Enter your account name and password



In the Incoming mail (POP3) field, enter smtp.earthlink.net.



Click **OK**.

Edit Address Book opens the **Address Book Editor** so you can add, edit or delete address book entries.

Edit Blocked Senders opens the Blocked Senders Editor. Mail from senders on this list will be sent to the Junk Mail folder automatically.

Open opens the highlighted email message.

Show Addresses is a toggle. When **ON (down)** the address book is open to the left of the message header in the **Write Mail** window.

Read opens the message in a separate window.

Write New opens a new **Write Mail** window so you can compose a new mail message.

Add Attachment enables you to select a file that you want to add to the current message as an attachment.

Mark as Read changes the icon in the message list for the selected message from a closed envelope to an open envelope and makes the message summary normal text (not bold).

Mark as Unread changes the icon in the message list for the selected message from an open envelope to a closed envelope and makes the message summary bold.

Copy To... opens the **Copy Message** dialog so you can select the folder you want to copy the selected message to.

Move To... opens the Move Message dialog so you can select the folder you want to move the selected message to.

Open opens the selected folder, listing its contents in the message list.

Rename opens the Rename folder dialog so you can enter a new name for the selected folder.

Delete prompts you to confirm that you want to move the selected folder and all of its messages into the Trash folder.

New Folder opens the Create New Folder dialog so you can enter a name for your new folder.

Empty Trash permanently deletes the contents of the Trash folder.

Print Attachment prints the current attachment.

Save Attachment As opens the **Save Attachment As** dialog so you can select the folder in which to save this attachment.

Add Attachment opens the Open file dialog so you can add an attachment to the current message.

Remove Attachment removes this attachment from the current message.

Reply opens a new message window with the **To** address filled in so you can send a message back to the sender.

Reply to All sends a reply to the sender and all recipients of the message.

Edit Filters opens the Filter Editor dialog.

Delete deletes the current message.

Forward views the next message.

Junk “junks” the current message – moves the message to the Junk Mail folder and adds the senders address to your list of Blocked Senders.

Send and Receive sends any mail in your Outbox and collects any mail waiting for you at EarthLink.

Find opens a dialog on which you can enter text you want to locate in the current message.

Print prints the current message.

Save stores this message. You must select a folder and enter a file name for the message text.

Edit Filters opens the Filter Editor so you can modify the filters list.

Attach File opens the Open file dialog so you can select the file you want to attach to your message.

Send sends the message.

Send Later saves the message to your Outbox when you're not online so it can be sent later (when you're connected).

Check Spelling checks the spelling of the text in the body of your message.

Print prints the current message.

Address List shows the entries in your address book.

Display Name – Enter the person's name as you would like it to appear in the open address book on the Write Mail window.

Enter the Email Address for the person.

Message Body shows the text of the message.

Message Preview Header shows who the currently selected message is From, who it was addressed to and the subject of the message. If there are any attachments with this message, you will also see the Save Attachments button.

Message Preview shows a preview of the text in the currently selected message. To open the message in another window, double click the message summary in the message list.

Folders lists the folders in your EarthLink MailBox

Message List shows the message in the current folder. Bold messages are unread messages.

Always check the default mail program when starting EarthLink 5.0

Enter the name for the new folder.

Add an item to this list.

Attachments saves or opens the attachment(s) in this mail message.

Click **BCC** to add the highlighted names in your address book to the current message **BCC** field.

Click CC to add the highlighted names in your address book to the current message CC field.

Delete removes the selected item.

Highlight the entry you want to edit, then click Edit.

Save Attachments saves or opens the attachment(s) in this mail message.

To - highlight one or more addresses in your address book then click this button to copy them to the To field.

Message must satisfy all of the conditions – Actions will only be applied to messages that match ALL of the selected conditions.

Message must satisfy any of the conditions – Actions will be applied to any message that meets at least one of the selected conditions.

If the From field contains an address which is – Check this option to compare the contents of the From field with the entries in your address book.

If the From field contains the following text – Check this option to compare the contents of the From field with the text you enter here.

If the From field does NOT contain the following text – Check this option to compare the contents of the From field with the text you enter here.

If the To or Cc fields contain the following text – Check this option to compare the contents of the To or Cc fields with the text you enter here.

If the To or Cc fields do NOT contain the following text – Check this option to compare the contents of the To or Cc fields with the text you enter here.

If the Subject field contains the following text – Check this option to compare the contents of the Subject field with the text you enter here.

If the message contains the following text – Check this option to compare the contents of the message with the text you enter here.

From contains – enter the address or text that you want to check for.

From does not contain – enter the address or text that you want to check for.

To or Cc Fields contain – enter the text that you want to check for.

To or Cc Fields do NOT contain – enter the text that you want to check for.

Message text contains – enter the text that you want to check for.

Subject text contains – enter the text that you want to check for.

In my address book – if the address in the From field IS in my address book apply the selected conditions.

Not in my address book – if the address in the From field is NOT in my address book apply the selected conditions.

Nothing – do nothing to the filtered message.

Move the message to the folder – select this option to move the filtered message to an existing folder.

Move to this folder – select the folder you want to move the filtered message to.

Copy the message to the folder – select this option to copy the filtered message to an existing folder.

Copy to this folder – select the folder you want to copy the filtered message to.

Permanently delete the message – deletes the filtered message. You won't even see the message in your Trash folder.

Reply to the message with the file – select this option if you want to return an attachment to the sender.

Reply with this file – select the file name you want sent back to the sender.

Forward the message to the address(es) – select this option to forward the filtered mail to an address you specify.

Forward to these address(es) – enter the address(es) you want to forward these messages to.

Filters lists the filters that have been created. A Check mark indicates an active filters. Active filters are processed in the order listed.

View Small Toolbar displays small toolbar buttons thereby conserving space on your desktop.

View Large Toolbar displays large toolbar buttons making the images easier to see.

View Text Labels displays text beneath each toolbar button to describe its function.

Filter Rule Description shows the conditions and actions you selected for this filter rule.

Open Attachment opens the selected attachment if the helper application is available.

Rule Name – enter a name for this new filter rule.

Save Attachment list the attachment(s) connected to this message and the size of each (in Kb). Click on the attachment name to save the file.

Move opens the Move Folder dialog so you can highlight the folder you want to move the selected folder (and its contents) into.

Copy opens the Copy Folder dialog so you can highlight the folder you want to copy the selected folder (and its contents) into.

Lists the email addresses. You can add, edit or delete names in this list.

The text of the selected mail message.

Shows the body of the message in the preview pane.

Click Suggest to display alternatives for the problem word.

Shows alternatives for the problem word that was found.

Click Undo to reverse your most recent selection.

Enter/select the name of the folder you want to move the selected item into.

Shows the body of the message in the preview pane.

Click Ignore All to bypass all occurrences of the problem word.

Click Ignore to bypass only this occurrence of the problem word.

Message Source shows the source text, including HTML coding (if any) and detailed header information.

Click Change to change the current misspelled word with your selection.

Click Change All to change every occurrence of the misspelled word with your selection.

The Email Address

Problem – shows the problem word – the label for this field will reflect what is wrong with the word: Capitalization, Consider changing, Double word, Mixed case, Contains digits, or Not in dictionary.

Results – lists the results of your most recent Check mail operation.

Shows the Progress during the Compact Folder operation.

Find

TO DO: Enter topic text here!

Retrieve Large Messages Now

TO DO: Enter topic text here!



Blocked Senders List

The Blocked Senders list contains the list of senders you no longer wish to receive mail from.

Addresses get added to this list when you click **Junk** to send a message to the Junk Mail folder, or when a message gets filtered by the Standard Spam Sentry Junk Mail Filter.

You can add or remove senders from this list by selecting **Edit Blocked Senders** from the MailBox menu.



Rename Folder

Use the Rename Folder dialog to specify a new name for the current mail folder. The folder name cannot exceed 30 characters.



New Folder

Use the Create New Folder dialog to specify a name for a new mail folder. The folder name cannot exceed 30 characters.



Move Message

Use the Move Message dialog to specify the folder you want to move the selected message into.



About EarthLink MailBox

Provides the version number for this release of EarthLink MailBox.



Filter Editor

The Filter Editor enables to select the filters you want to apply to incoming mail. EarthLink MailBox supplies two predefined filters: the [Standard Spam Sentry Junk Mail Filter](#) and the [Aggressive Spam Sentry Junk Mail Filter](#). These filters are dependent on the entries in your Address Book. Therefore, you should NOT select either of these options if you have not added entries to your address book.

Filters are processed in the order in which they are listed on this screen.

To select a filter, check the box to the left of the filter name.

To deselect a filter, uncheck the box.

To change the order of the filters, select the filter you want to move, then click either **Move Up** or **Move Down**.

[Adding a Filter](#)

[Editing a Filter](#)

[Deleting a Filter](#)

[Turning a Filter On or Off](#)

[Reorganizing Filters](#)

[Examples of Some Basic Filters](#)



Filter Rule Wizard Conditions

The Filter Rule Wizard – Step 1: Select the Conditions is the first step in creating your email filter. On this dialog you identify to information you want to search for. For example, if you don't want to see messages containing the word "SEX" in your Inbox you can do just that (check **If the message contains the following text** and enter **SEX** in the field).

There are three basic components to this dialog: the Address Book component, the Contains or Does not contain component, and the Any or All component.

The Address Book component enables you to filter mail based whether it comes from people you know (who are listed in your address book) or people you don't know.

The Contains or Does not contain component enables you to filter mail based on the contents of the From, To, CC, Subject fields or text in the body of the message.

The Any or All component lets you decide a message must meet ALL of your selected conditions or ANY one of the conditions in order to be acted upon (you decide the actions on the next dialog).



Filter Rule Wizard Actions

The Filter Rule Wizard – Step 2: Select the Actions is the second step in creating your email filter. On this dialog you decide what you want done with all those messages that meet the condition you set on the previous dialog. For example, if you never want to see messages that contain the word “SEX”, you can do that (check **Permanently delete the message**).



Filter Rule Wizard Verify and Name

The Filter Rule Wizard – Step 3: Verify and Name the Rule is the third step in creating your email filter. On this dialog you review the conditions you selected in Step 1 and the actions you specified in Step 2, then you give your filter a name. Once you click **Finish**, the name of this new filter will be added to the list of filters on the Filter Editor window. Be sure to check this filter to make it an active filter.



Address Book Editor

Use the Address Book Editor to organize and maintain your address book entries. You can use these entries when creating a new mail message so you don't have to type email addresses, you can just drag an entry from the address book to the message. Your Address Book is also a vital component of the EarthLink 5.0 filter system. EarthLink offers two filters that help you control the amount of unsolicited mail that appears in your Inbox. The two predefined filters: the [Standard Spam Sentry Junk Mail Filter](#) and the [Aggressive Spam Sentry Junk Mail Filter](#) both rely on the entries in your address book. In a nutshell, if mail arrives from someone not listed in your address book and you have one of these filters turned on, the mail will not appear in your Inbox.

[Adding an Address Book Entry](#)

[Editing an Address Book Entry](#)

[Deleting an Address Book Entry](#)

[Using Filters](#)



Edit Address Book Entry

Use the Edit Address Book Entry dialog to modify the information for an existing email address.
The Display Name is the name you see when you open the address book in a Write Mail window.
The Email address is the address the mail will be sent to.



List Editor

This dialog enables you to maintain the entries in this list.

Click **Add** to add a new name and email address.

Select a name and address then click **Edit** to modify the entry.

Select a name and address then click **Delete** to remove the entry from the list.



Properties

The name and email address for the selected entry.



Move Message

This dialog lists the mail folders that you can move your message into. Select the desired folder then click **OK**.



Check Spelling

This dialog lists words found in your message that there is some problem with. The label to the left of the first field identifies the type of problem encountered.

- ◆ **Capitalization** shows a word that is not capitalized but should be, such as **england**.
- ◆ **Consider changing** shows a word you may have changed in the past so it is marked in the dictionary as “Conditionally Change”.
- ◆ **Double word** shows two identical words in a row, such as **that that**.
- ◆ **Mixed case** shows a word with an unusual combination of upper- and lower-case letters.
- ◆ **Contains digits** shows a word that contains numbers, such as **Windows95**.
- ◆ **Not in dictionary** shows a word in your mail message that is not in the dictionary, such as **sdfqz**. If you want to add this word to the dictionary, click **Add to Dictionary**.
- ◆ **Change to** shows the recommended word. You can type a correction in this field.
- ◆ **Suggestions** lists other alternatives – highlight a word in this list to move it to the **Change to** field.

When you're ready to take action, click one of the following buttons:

- ◆ Click **Change** if you want to replace the problem word with the word in the **Change to** field.
- ◆ Click **Change All** to replace all occurrences of the misspelled word.
- ◆ Click **Ignore** to ignore this word or click **Ignore All** to ignore all occurrences of this word.
- ◆ **Undo** reverses the change you just made.
- ◆ **Suggest** populates the suggestion list – use this when you type in a word in order to check its spelling.



Blocked Senders Editor

The Blocked Senders Editor enables you to maintain the list of senders you've blocked by clicking on the Junk Mail button. Any mail from a sender in this list will be "blocked" and sent to the Junk Mail folder instead of your Inbox.

To manually add a sender to this list:



Click **Add** then enter the name and email address of the sender.

To edit a sender's entry:



Select the sender's name then click **Edit** and make the desired changes.

To delete a sender from this list:



Select the sender's name then click **Delete**.



Address Book Editor

Use the Address Book Editor to organize and maintain your address book entries. You can use these entries when creating a new mail message so you don't have to type email addresses, you can just drag an entry from the address book to the message. If you're using filters to keep the clutter out of your Inbox, maintaining this list is important. Mail from people in this list will never be deleted or sent to the Junk Mail folder. Your Address Book is also a vital component of the EarthLink 5.0 junk mail filter system. EarthLink offers two filters that help you control the amount of unsolicited mail that appears in your Inbox. The two predefined filters: the [Standard Spam Sentry Junk Mail Filter](#) and the [Aggressive Spam Sentry Junk Mail Filter](#) both rely on the entries in your address book. In a nutshell, if mail arrives from someone not listed in your address book and you have one of these filters turned on, the mail will not appear in your Inbox.

You can have names of people you send mail to automatically added to the Address Book by checking the **Automatically put people I send mail to into my Address Book** option on the Mail Send preferences page in your profile settings. You can have the name of people who send you mail automatically added to the Address Book by checking the **Automatically put people I receive mail from into my Address Book** option on the Mail Read preferences page.

[To manually add a name to this list:](#)



Click **Add** then enter the name and email address.

[To edit an entry:](#)



Select the name then click **Edit** and make the desired changes.

[To delete an entry:](#)



Select the name then click **Delete**.

[Using Filters](#)



Edit

Use this dialog to change the name and/or email address for the selected entry.



Check Default Mail

You have your choice of email programs. Currently, EarthLink Mailbox is not your default mail program.



Find

The Find dialog enables you to search for text within a message:

Enter the text then click **Find**. Find will locate the first message in which the word or phrase appears. If that isn't the message you were looking for, click **Find** again.



Open Attachment

Click **Open** if you want to open a temporary copy of this attachment.

Click **Save As** if you want to save the attachment on your computer.



Select Folder

This dialog lists the email folders defined on your system. Select the desired folder.



Suggestions

Lists the suggestions for the problem word. Select the desired replacement.



Multiple Matches

There is more than one address in your Address Book for the name you typed. Which address would you like to use?



Message Source

Shows the source of the message, including the complete mail header. If the message was encoded using HTML, you will see the codes embedded in the message.



Results

This dialog shows the results of your last Check mail action. If you have **Don't download messages larger than 500Kb** checked in your Mail Read preferences and a large message was encountered and skipped, you can click **Receive large downloads now** to download the large message. Large messages will stay on the mail server until you retrieve them.

Version 11.15.99

You are low on system resources

Your system may not behave as expected while in this condition. To remedy the low on resources condition, close any extraneous EarthLink 5.0 windows or other programs that are currently running on your computer that you are not currently using. To close EarthLink 5.0 windows you are no longer using, click on the **Window** menu and select the name of the window you want to close, then either double-click on the icon to the left of the **File** menu, or select **Close** from the **File** menu. Repeat this process until you have closed all extraneous windows.

Note: If you have a number of icons in your System Tray, these also impact system resources. If you consistently get “low on resources” messages, you should consider closing a number of these programs. To close a program in your System Tray, right click on the icon and click **Close** or **Exit**.

You are no longer connected to the Internet

You will not be able to send or receive email, upload or download files, or view web sites online unless you are connected to the Internet. Click **Yes** to connect to the Internet now. Click **No** to continue working offline.

