

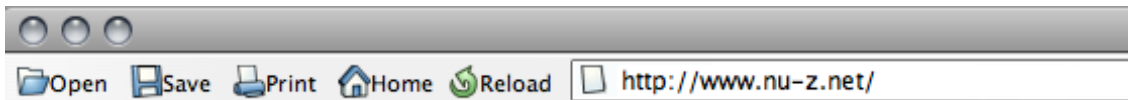


Disclaimer: Screenshots may not be exact. Some images have been edited to conserve space.

Thank you for using Wilkes e-mail service. We know how important your e-mail is and want you to have the best experience possible. We have created this guide to better assist you with using our online webmail-based email service.

1. Accessing Webmail and Viewing an E-mail

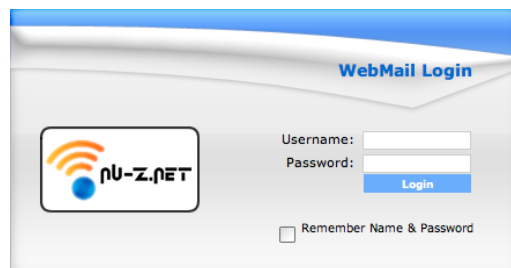
1.1. In the address bar of the browser, type `http://www.nu-z.net` and press the "Enter" key.



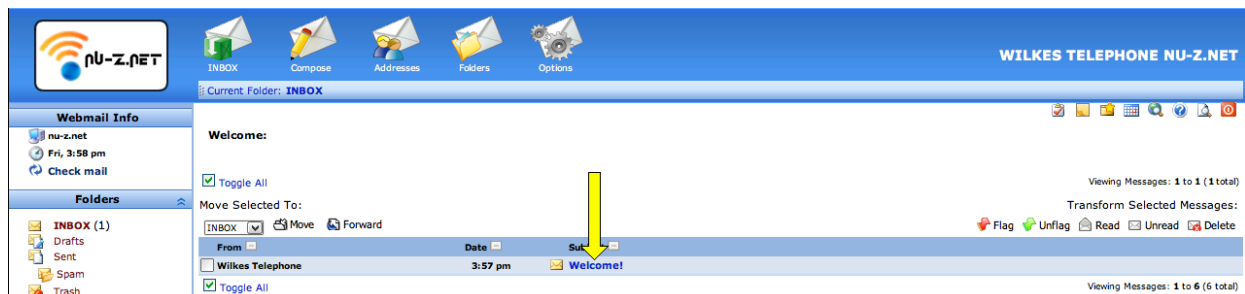
1.2. Click the "Check Mail/Spam" button.



1.3. Enter the log in information and click the "login" button.
A. The username is the one issued by Wilkes.
B. The password is the one issued by Wilkes.



1.4. The Internet browser will then open the webmail. To open a specific e-mail, click the subject of that e-mail.

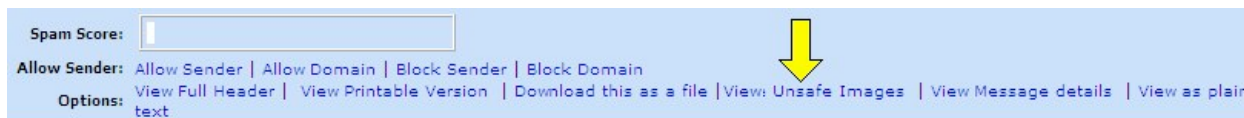


Note: In some cases, embedded images may not appear in the body of the email. Embedded images are blocked as a preventative measure against spammers who may use images to lure customers into signing up for more spam.

In place of the image will be the following warning:

This image has been removed for security reasons.

To remove this warning, click the “View Unsafe Images” link.



2. Adding Contacts to the Address Book

There are two ways to add an e-mail address to the address book.

- 2.1. The first way is to manually add contacts to the Address Book, follow these steps:
 - 2.1.1. Click the “Addresses” Icon.



- A. In the space labeled “Nickname”, enter the name that contact will be listed as.
- B. In the space labeled “E-mail Address”, enter the e-mail address of the contact.
- C. In the space labeled “First Name”, enter the first name of the contact.
- D. In the space labeled “Last Name”, enter the last name of the contact.
- E. In the space labeled “Additional info”, enter additional information such as a telephone number.
- F. Click the “Add address” button to add the e-mail address to the address book

Add to Personal address book

Nickname: Mom **A** Must be unique

E-mail address: mom@yahoo.com **B**

First name: Sally **C**

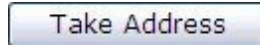
Last name: Smith **D**

Additional info: **E**

F

- 2.1.2. The Address is now added to the Address book.

2.2. The second way is to simply open an e-mail and click “Take Address” button.



2.2.1. Fill out the form from section 2.1.1.

2.2.2. The address is now added to the address book

	Nickname ▾	Name ▾	E-mail ▾	Info ▾
<input type="checkbox"/>	Mom	Sally Smith	mom@yahoo.com	

2.2.3. To edit an e-mail address, select the appropriate e-mail address click the “Edit selected” button.

	Nickname ▾	Name ▾	E-mail ▾	Info ▾
<input checked="" type="checkbox"/>	Mom	Sally Smith	mom@yahoo.com	
		<input type="button" value="Edit selected"/>	<input type="button" value="Delete selected"/>	

2.2.4. Make the necessary changes to the information and click the “Update address” button.

Update address

Nickname: Must be unique

E-mail address:

First name:

Last name:

Additional info:

2.2.5. To delete an e-mail address, select the appropriate e-mail address and click the “Delete selected” button.

	Nickname ▾	Name ▾	E-mail ▾	Info ▾
<input checked="" type="checkbox"/>	Mom	Sally Smith	mom@aol.com	
		<input type="button" value="Edit selected"/>	<input type="button" value="Delete selected"/>	

3. Creating an E-mail

3.1. To create an e-mail, click on the “Compose” button.

3.2. A new page will open to compose the e-mail.

A. Enter the recipient's e-mail address on the first line.

B. If there are multiple recipients for the email, their e-mail address can be added in the “CC:” and “BCC”.

Note: If a third e-mail address is entered, a fourth line will appear below it so that another e-mail address can be entered. This will continue each time an address is entered.

C. Enter the subject of the e-mail in the space labeled “Subject:”

- D. Writing an e-mail in the Webmail is similar to writing a letter in most document creation programs, the same universal functions and formatting tools are utilized in the Webmail application. Simply enter your text into the space provided and change the formatting to your preference.
- E. You can add attachments by clicking the “Browse...” button and selecting the file to be attached. Once the file is selected, click the “Add” button.

Note: Attachments can be rejected, by the server, due to restrictions regarding the size of the file.

- F. Once the e-mail is finished, click the “Send” button to send the e-mail.

4. Changing the Spam Setting in Webmail

Although much of the spam e-mails are filtered to the Spam folder, some may be sent to the Inbox. Read this section carefully, as there are multiple options for configuring the spam settings.

4.1. Accessing the Spam Settings

- 4.1.1. Click the "Options" icon.



- 4.1.2. Select the "Spam Filters" link.

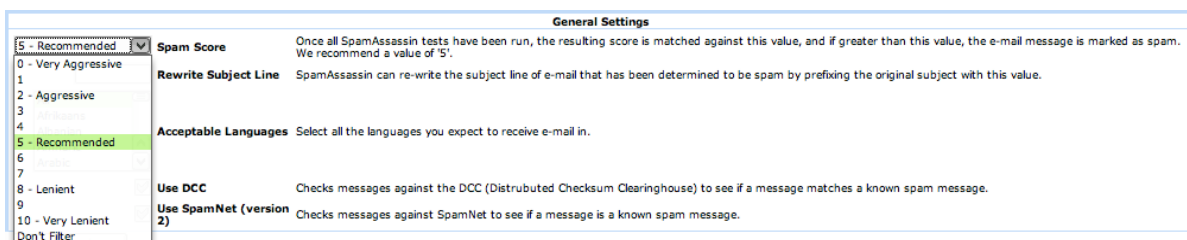
<p>Index Order The order of the message index can be rearranged and changed to contain the headers in any order you want.</p>	<p>POP3 Fetch Mail This configures settings for downloading email from a POP3 mailbox to your account on this server.</p>
<p>Spam Filters ← Configure the behavior of your spam filters.</p>	<p>Forwarding Here you can create and edit E-Mail forwards.</p>
<p>Auto Response Set an OUT OF OFFICE message or auto responder for your mail.</p>	<p>Change Password Change your mailbox password.</p>
<p>Address Groups You can create address groups and add email addresses from your address book.</p>	<p>NewMail Options This configures settings for playing sounds and/or showing popup windows when new mail arrives.</p>
<p>SpellChecker Options Here you may set up how your personal dictionary is stored, edit it, or choose which languages should be available to you when spell-checking.</p>	<p>Address Autocompletion Options Here you may set up your preferences for address autocompletion.</p>

4.2. Spam Score

E-mails are thoroughly scanned by the filtering servers and given a “Spam Score”. This score determines how the e-mail is filtered. The filtering service uses many techniques to identify spam, such as scanning for key words and phrases to assign e-mails a numeric value. For example, certain words such as “Mortgage”, “Free Offer” and “Get money now!” can give an e-mail a higher spam score, causing the e-mail to be sent to the Spam folder. By default, the spam filter is set to 5. This is the medium score that filters most spam messages to the Spam folder, while still forwarding most legitimate e-mails to the Inbox. This value can be increased or decreased as needed.

4.2.1. On the “Spam Filter” settings page, under the “General Settings” header, choose your desired setting from the drop down menu of the box labeled “Spam Score”.

Note: 0 is the strictest setting (this is not a recommended setting as it will most likely block ALL e-mail) and 10 is the most lenient setting (this will increase the amount spam that will be sent to the Inbox). This setting can be changed as many times as needed.



General Settings		
5 - Recommended	Spam Score	Once all SpamAssassin tests have been run, the resulting score is matched against this value, and if greater than this value, the e-mail message is marked as spam. We recommend a value of '5'.
0 - Very Aggressive	Rewrite Subject Line	SpamAssassin can re-write the subject line of e-mail that has been determined to be spam by prefixing the original subject with this value.
1		
2 - Aggressive	Acceptable Languages	Select all the languages you expect to receive e-mail in.
3		
4		
5 - Recommended		
6		
7	Use DCC	Checks messages against the DCC (Distributed Checksum Clearinghouse) to see if a message matches a known spam message.
8 - Lenient	Use SpamNet (version 2)	Checks messages against SpamNet to see if a message is a known spam message.
9		
10 - Very Lenient		
Don't Filter		

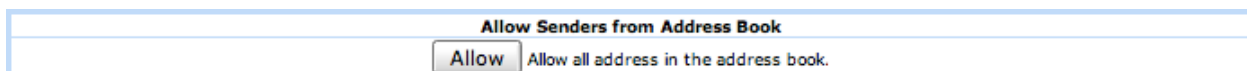
4.2.2. Click the "Save Settings" button to save the changes.



4.3. Whitelisting All the Addresses in the Address book

When addresses are added to the “Whitelist” any e-mails that are received from that address will bypass the spam filter and go straight to the inbox.

4.3.1. To whitelist the entire address book click on the “Allow” button in the “Allow Senders from Address Book” section.



Allow Senders from Address Book	
Allow	Allow all address in the address book.

4.4. Manually Adding Addresses to the Whitelist or Blacklist

Manually configuring the spam filter settings allows more room for customization. With these options, spam can be filtered by either whitelisting or blacklisting a specific e-mail address or the entire domain that the e-mail was sent from. Adding e-mail addresses to this list will ensure that all e-mail is filtered appropriately.

- 4.4.1. To allow all e-mails from a specific domain, type an asterisk * symbol and the @ symbol followed by the domain name into the space for “Address” to be whitelisted.
- 4.4.2. Select “Whitelist from” option in the drop down window.
- 4.4.3. Now click the “Add New Address” button.

Address	Type	Action
	Address Removed	
	Add New Address	
Address: <input type="text" value="*@yahoo.com"/>		
Type: <input type="text" value="Whitelist From"/>	<input type="button" value="Add New Address"/>	

- 4.4.4. To only allow a specific e-mail, enter the e-mail address to be whitelisted
- 4.4.5. Click the “Add New Address” button.

Address	Type	Action
*@yahoo.com	Whitelist From	Delete Edit
	Add New Address	
Address: <input type="text" value="unclebob@aol.com"/>		
Type: <input type="text" value="Whitelist From"/>	<input type="button" value="Add New Address"/>	

- 4.4.6. To block all e-mails from a specific domain, type an asterisk * symbol and the @ symbol followed by the domain name into the space for “Address” to be blacklisted.
- 4.4.7. Select “Blacklist from” option in the drop down window.
- 4.4.8. Now click the “Add New Address” button

Address	Type	Action
*@yahoo.com	Whitelist From	Delete Edit
unclebob@aol.com	Whitelist From	Delete Edit
	Add New Address	
Address: <input type="text" value="*@freeoffer.com"/>		
Type: <input type="text" value="Blacklist From"/>	<input type="button" value="Add New Address"/>	

- 4.4.9. To block a specific e-mail address, enter the e-mail address to be blacklisted click “Add New Address” button.

Personal Allow / Deny Address List		
Address	Type	Action
*@yahoo.com	Whitelist From	Delete Edit
unclebob@aol.com	Whitelist From	Delete Edit
*@freeoffer.com	Blacklist From	Delete Edit
	Add New Address	
Address: <input type="text" value="tom@freeoffer.com"/>		
Type: <input type="text" value="Blacklist From"/>	<input type="button" value="Add New Address"/>	

Note: If an e-mail address or domain is blacklisted, all e-mails from address or domain will not be delivered to the Inbox or spam folder.

- 4.4.10. To remove or edit a blacklist or whitelist entry, click the “Delete” or "Edit" link that corresponds to the appropriate address.

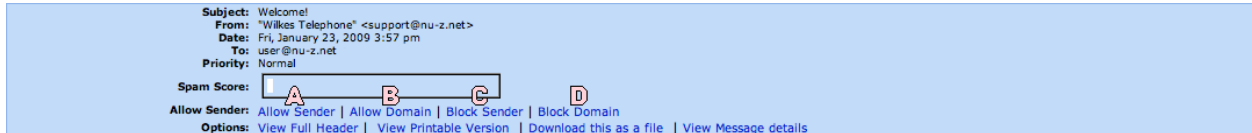
[Delete Edit](#)

4.5. White/Blacklisting from an E-mail

4.5.1. Addresses can be added to the spam filter from the received e-mail. To perform this, open an e-mail from the address to be added the white or blacklist.

4.5.2. Click one of the following links to perform the preferred action:

- A. Allow Sender - Allows all e-mails received from a specific e-mail address.
- B. Allow Domain - Allows all e-mails received from a specific domain.
- C. Block Sender - Blocks all e-mails received from a specific e-mail address.
- D. Block Domain - Blocks all e-mails received from a specific domain.



If you need assistance, or have any questions or comments, please feel free to contact Technical Support at:

706.678.5454