

Using Domenia's Webmail

You can find Domenia Norge's webmail on <http://webmail.domenia.no>



What do I need?

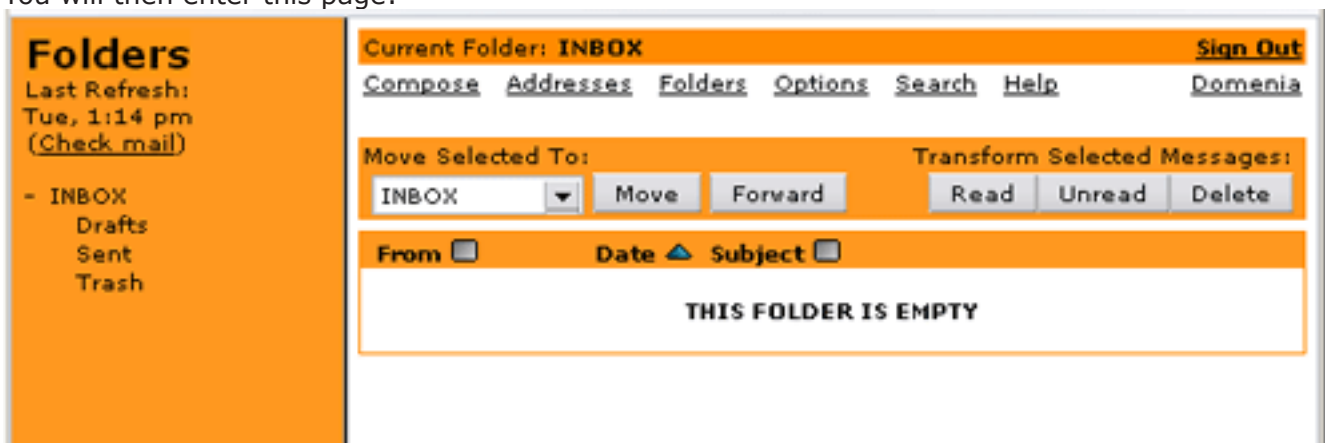
You need an e-mail account, a username and the password to the e-mail account. If you have an e-mail address through Domenia Norge, you should have received a letter with this information.

Type in your e-mail address and your password.

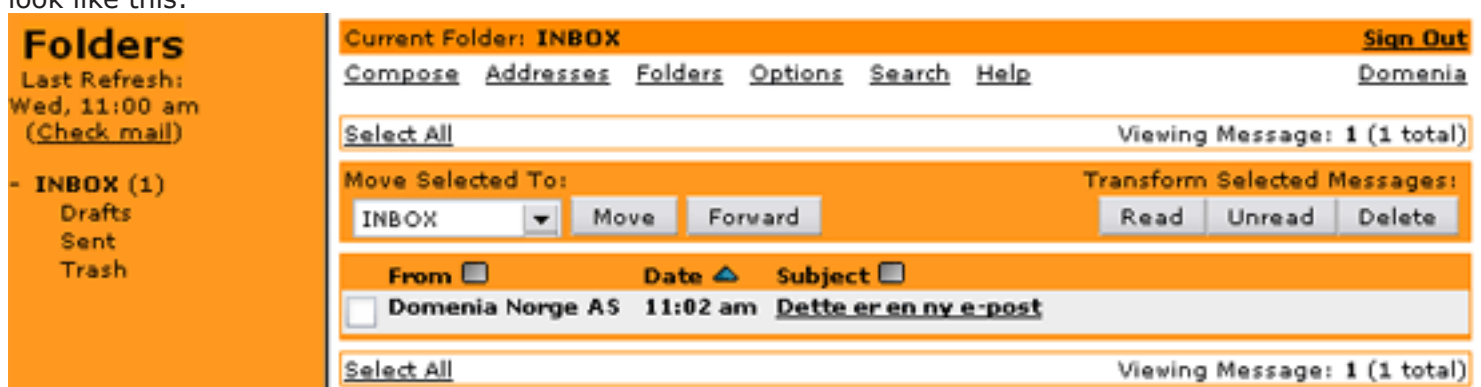


Press: "Log in"

You will then enter this page:



When you open your e-mail account by using your webmail, you will access the INBOX folder. This is where you will find the e-mails you receive. If there is an unread e-mail in your INBOX, it will look like this:



If you have an e-mail that is read in your INBOX, it will look like this:

The screenshot shows an email client interface. On the left is a sidebar with a 'Folders' section containing 'INBOX', 'Drafts', 'Sent', and 'Trash'. The main area is titled 'Current Folder: INBOX' and includes a 'Sign Out' link and the name 'Domenia'. Below this are navigation links: 'Compose', 'Addresses', 'Folders', 'Options', 'Search', and 'Help'. A 'Select All' link is present, followed by 'Viewing Message: 1 (1 total)'. The 'Move Selected To:' section shows 'INBOX' selected with 'Move' and 'Forward' buttons. The 'Transform Selected Messages:' section has 'Read', 'Unread', and 'Delete' buttons. The message header shows 'From', 'Date', and 'Subject' fields. The message content is 'Domenia Norge AS 11:02 am Dette er en ny e-post'. A second 'Select All' link and 'Viewing Message: 1 (1 total)' are at the bottom.

Compose

Press "Compose" when you want to write a new e-mail.

The screenshot shows the 'Compose' screen in an email client. The left sidebar is the same as in the previous screenshot. The main area is titled 'Current Folder: INBOX' and includes a 'Sign Out' link and the name 'Domenia'. Below this are navigation links: 'Compose', 'Addresses', 'Folders', 'Options', 'Search', and 'Help'. The 'To:', 'Cc:', 'Bcc:', and 'Subject:' fields are visible. The 'Priority' is set to 'Normal' and 'Receipt' options are 'On Read' and 'On Delivery'. There are buttons for 'Signature', 'Addresses', 'Save Draft', and 'Send'. A large text area for writing the email body is present. At the bottom, there is an 'Attach:' section with a text input, 'Choose', and 'Add (max. 8 M)' buttons. A 'Send' button is at the bottom right.

This page works like a new e-mail in your e-mail programme. Then write who the mail is for, if you want to send copies of the e-mail, give the e-mail a subject and then write the mail itself. You may also upload attachments from your computer that can be attached. To send the mail, press "Send". Your e-mail will then be sent to the address you have addressed it to. The e-mail will then be put in the folder "sent" which is shown in the orange field on the left side of your INBOX.

If you send huge amounts of e-mails with heavy attachments, you should remember to delete e-mails in the folder every now and again to ensure you don't exceed the storage on your e-mail account.

Addresses

The screenshot shows the 'Personal address book' in an email client. It features a table with columns for 'Nickname', 'Name', 'E-mail', and 'Info'. A checkbox is next to the entry for 'Domenia' with details 'Domenia Norge' and 'post@domenia.no'. Below the table are 'Edit selected' and 'Delete selected' buttons. Below this is the 'Add to Personal address book' section with input fields for 'Nickname' (with a 'Must be unique' note), 'E-mail address', 'First name', 'Last name', and 'Additional info'. An 'Add address' button is at the bottom.

Here you can make your own address book with names and e-mail addresses. These e-mail addresses can then be put in "compose".

Folders

Folders
Last Refresh:
Wed, 11:26 am
(Check mail)

Compose [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Sign Out](#)
Domenia

Folders

Create Folder

as a subfolder of
INBOX Create

Rename a Folder
No folders found

Delete Folder
No folders found

Unsubscribe/Subscribe

INBOX.email.log
INBOX.email

No folders were found to unsubscribe from!

Subscribe

You can make your own folders that will be shown in the orange field on the left side in your INBOX. You can name the folders and you can also change or delete folders on this page. You can move an e-mail to a folder by putting a check on the e-mail in the INBOX, choose which folder you want to put the e-mail into and press Move.

Move Selected To:

INBOX Move Forward

INBOX
INBOX.Drafts
INBOX.Sent
INBOX.Trash

Date ▲ Sub

Options

This is where all the adjustments concerning your e-mail are done.

Folders
Last Refresh:
Wed, 11:31 am
(Check mail)

Compose [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [Sign Out](#)
Domenia

Options

Personal Information
This contains personal information about yourself such as your name, your email address, etc.

Display Preferences
You can change the way that SquirrelMail looks and displays information to you, such as the colors, the language, and other settings.

Message Highlighting
Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.

Folder Preferences
These settings change the way your folders are displayed and manipulated.

Index Order
The order of the message index can be rearranged and changed to contain the headers in any order you want.

Personal Information:

[Sign Out](#)
Domenia

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

Options - Personal Information

Name and Address Options

Full Name:

Email Address:

Reply To:

Signature:

Multiple Identities: [Edit Advanced Identities](#) (discards changes made on this form so far)

Timezone Options

Your current timezone:

Reply Citation Options

Reply Citation Style:

User-Defined Citation Start:

User-Defined Citation End:

Signature Options

Use Signature: Yes No

Prefix Signature with "--" Line: Yes No

Here you can change your personal information. Remember to write your name or the name of your company in Full Name – unless you do this your e-mail address will be shown as sender.

The other choices under Options enable you to change the look of your webmail, adjustments for folders and INBOX among other things. You don't have to do any of this, but if you use your webmail a lot, you might want to change some of these adjustments.

Search

Here you can search among your e-mails.

Search

Current Search

[All Folders]
INBOX
INBOX.Drafts
INBOX.Sent
INBOX.Trash

Body
Everywhere
Subject
From
Cc
To

First choose where you want to search, then what you want to search for and then which of your e-mails you want to be searched. To start the search press "Search".

Help

If you have other questions, you may find the answers under "help".

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[Domenia](#)

Help

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SquirrelMail provides a way of checking your E-Mail over the World Wide Web.
- [2. Message Index](#)
The name may sound complex, but this is just the list of email messages that are in a particular folder.
- [3. Reading an email message](#)
The ability to read an email message is one of the most basic features of any email client. However, SquirrelMail has quite a few features for while you are reading messages. This explains what they all do.
- [4. Compose](#)
With this feature, you can send messages to different people from within SquirrelMail.
- [5. Addresses](#)
Address books can save a lot of time and typing. You can put the addresses of people you write most often in them, and reuse them over and over.
- [6. Folders](#)
You can store messages in different folders. This is especially useful if you have a lot of email and want to keep it organized. The folders option allows manipulation of your folders.
- [7. Options](#)
You can customize the way that SquirrelMail looks and responds to you by setting different options in this section.
- [8. Search](#)
Searches through a folder for given criteria.
- [9. Frequently Asked Questions](#)
Often people have the same questions that have been asked many times before. This is a list of commonly asked questions and answers.

Deleting

It is **very important** that you tidy up in your webmail every now and again if you use it a lot. If your e-mails take more space than the amount your e-mail account can store, you cannot receive e-mails. To delete an e-mail, put a check in the square next to the e-mail and press "Delete".

Move Selected To:	INBOX	Move	Forward	Transform Selected Messages:	Read	Unread	Delete
From	<input type="checkbox"/>	Date	<input type="checkbox"/>	Subject	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Domenia Norge AS	11:59 am		Denne skal slettes			
Toggle All				Viewing Message: 1 (1 total)			

When you then press "Check mail" in the orange field, the e-mail will show in the "Trash" folder.

Folders

Last Refresh:
Wed, 11:59 am
([Check mail](#))

- INBOX
- Drafts
- Sent
- Trash (Purge)

To empty "Trash", press the link (Purge). Now the mail is deleted.

Remember:

- You should always empty the folder "Trash" before you delete an e-mail
- Huge e-mails may take a lot of storage in other folders than INBOX, like in "Drafts" or "Sent".

Dersom du er i ferd med å fylle opp mailplassen din på serveren vår.

Dersom du har mottatt en e-post som sier at du er i fred med å fylle opp plassen du har på vår e-post-server, er du nødt til å frigjøre mer plass. Om du ikke sletter e-post, vil du risikere at serverplassen din går full, og at du dermed ikke mottar e-post som blir sendt til deg.

Dette gjør du på følgende måte:

- Huk av i avkryssningsboksen ved siden av e-postene du ønsker å slette.
- Trykk på "Slett"-knappen
- Trykk på "Sjekk e-post" i det oransje feltet på venstre side, og mailen dukker opp i mappen "Trash".
- For å tømme "Trash", trykker du på linken (Rydd opp). Nå er mailen slettet.

Grunnen til at e-postene på dine e-postkonto fortsatt ligger på vår server, kan være følgende:

- Du bruker kun webmail
- Du har huket av i e-postprogrammet ditt for at det skal lagres kopi av e-postene du mottar, på serveren vår.

For å endre innstillingen som gjør at det blir liggende igjen e-post på våre servere etter at du laster ned e-post i Outlook eller Windows Mail, gjør du som følger:

- Velg menyen Verktøy -> Kontoer.
- Marker e-postkontoen du vil ha tilgjengelig begge steder og trykk Egenskaper.
- Trykk på Avansert, (den siste "fanen" i vinduet som dukker opp).
- Fjern avhukningen ved legge en kopi av e-posten på serveren.
- Trykk OK for å lukke det første vinduet og Lukk for å lukke det neste.

HUSK:

- Du må alltid tømme mappen "Trash" før en e-post er slettet.
- Det kan også være store mail som ligger og tar opp mye plass i andre mapper enn INBOX, som "Drafts" eller "Sent".

Pruning...

You will find pruning under settings in the webmail. This is a tool that enables you to delete e-mails that you yourself puts in parameters in the e-mails you want deleted. **If you want to make use of pruning, we recommend that you get well informed on how this works, as it can delete huge amounts of e-mails just by pressing one button.**

Innstillinger	
<p>Personlig informasjon Dette inneholder personlig informasjon om deg selv, slik som navn, epostadresse osv.</p>	<p>Valg for visning Du kan endre måten SquirrelMail ser ut og viser informasjon, slik som farger, språk og andre valg.</p>
<p>Uthevelse av meldinger Basert på gitt kriterier kan innkommende meldinger ha forskjellig bakgrunnsfarge i meldingslisten. Dette er praktisk for å se hvem meldingen er fra, spesielt i forbindelse med mailinglister.</p>	<p>Valg for mapper Dette er valg for hvordan mapper vises og kan endres.</p>
<p>Visningsrekkefølge Justering av hvilke kolonner som vises i meldingslisten og rekkefølgen på disse.</p>	<p>Unsafe Image Rules Set up rules about how unsafe images in HTML messages are handled.</p>
<p>Pruning... Options for Pruning Folders</p>	<p>Meldingsfiltre Filtrering gjøre det mulig å legge meldinger automatisk i forskjellige mapper basert på visse kriterier</p>

Pruning... is located under Settings.

When you press "Pruning...", you will see this screen:

User Preferences	
Item	Setting
Sign-on Prune Frequency ²	<input type="text"/>
Recurring Prune Interval ² Site Setting	<input type="text"/> /1 minimum
Prune via Trash ²	<input type="checkbox"/> Enabled
Trash Pruning Order ²	<input type="radio"/> First <input type="radio"/> Natural <input type="radio"/> Last
Unsubscribed Folders ²	<input type="checkbox"/> Enabled
Date Pruning ²	<input type="checkbox"/> Disabled
Size Pruning ²	<input type="checkbox"/> Disabled
Count Pruning ²	<input type="checkbox"/> Disabled
Size and Count Pruning Order ²	<input type="radio"/> Consider by Date <input type="radio"/> Consider by Size
Email Report ²	<input type="checkbox"/> Enabled
On-Screen Report ²	<input type="checkbox"/> Enabled
Use Theme Colors ²	<input type="checkbox"/> Disabled
Left Pane Prune Link ²	<input type="checkbox"/> Disabled

[User Preferences](#) [Folder Table](#) [Help and Explanations](#) [Bottom of Page](#)

[Refresh main Folders list](#)

² ²

Folder Table							
Subscribed Folders							
	Date Span ²	Size Span ²	Count Span ²	Unseen, too ²	Manual Only ²	Folder	
Show Effect ²	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Innboks	<input type="button" value="Prune Now"/> ²
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drafts	<input type="button" value="Prune Now"/>
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sent	<input type="button" value="Prune Now"/>
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash	<input type="button" value="Prune Now"/>
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diverse	<input type="button" value="Prune Now"/>
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prosjekter	<input type="button" value="Prune Now"/>
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Småjobber	<input type="button" value="Prune Now"/>
	Date Span	Size Span	Count Span	Unseen, too	Manual Only	Folder	

[Refresh main Folders list](#)

User Preferences

In this folder table you will find settings that automatically delete e-mails, how often and how this should be done.

If you want **automatic pruning when you log on to your webmail**, you have to type in how often here, for example "3" which means that your webmail will be pruned every third time you log on to your webmail.

If you want an **automatic prune in a given time**, specify how often here, for example "7", which means it will be pruned every 7th day.

Check here **to put deleted e-mails from pruning in "Trash"**. Remember that the e-mail then will be deleted from this folder before they take too much storage.

If you want to prune "Trash", check here if you want this to happen **first, alphabetically or last?**

Check here if you also **want pruning in automatic folders**, for example "Spam", if you have this.

Check here if you also **want pruning in automatic folders**, for example "Spam", if you have this.

User Preferences	
Item	Setting
Sign-on Prune Frequency ²	<input type="text"/>
Recurring Prune Interval ² Site Setting	<input type="text"/> /1 minimum
Prune via Trash ²	<input type="checkbox"/> Enabled
Trash Pruning Order ²	<input type="radio"/> First <input type="radio"/> Natural <input type="radio"/> Last
Unsubscribed Folders ²	<input type="checkbox"/> Enabled
Date Pruning ²	<input type="checkbox"/> Disabled
Size Pruning ²	<input type="checkbox"/> Disabled
Count Pruning ²	<input type="checkbox"/> Disabled
Size and Count Pruning Order ²	<input type="radio"/> Consider by Date <input type="radio"/> Consider by Size
Email Report ²	<input type="checkbox"/> Enabled
On-Screen Report ²	<input type="checkbox"/> Enabled
Use Theme Colors ²	<input type="checkbox"/> Disabled
Left Pane Prune Link ²	<input type="checkbox"/> Disabled

If you want to **receive an e-mail after the pruning** with a list over deleted items, check here.

If you want a **list of items deleted** on the screen after pruning, check here.

Folder Table

In this folder you can put the parameters from which the pruning should follow. **Here you may also prune manually.**

Parameters you may use to prune:

Date (Date Span)

Size (Size Span)

Number (Count Span)

Folder Table							
Subscribed Folders							
	Date Span ²	Size Span ²	Count Span ²	Unseen, too ²	Manual Only ²	Folder	
Show Effect ²	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Innboks	² Prune Now
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drafts	Prune Now
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sent	Prune Now
Show Effect	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash	Prune Now
	Date Span	Size Span	Count Span	Unseen, too	Manual Only	Folder	

[Refresh main Folders list](#)

Show All Effects

Prune All Folders

Name which parameters you want to prune or name the folders you want to be pruned.

Date (Date Span)

If you use Date Span, all e-mails received during the given time will be deleted. **Date Span is given in days and hours.**

You put days and hours like this:

6	6 days
6/	6 days
6/2	6 days og 2 hours
6.25	6 days and a quarter of a day
/3.3333	3 hours and one third of an hour
6.25/3.3333	6 and a quarter of a day plus 3 and one third of an hour
0	Same as blank, i.e. no use of "date span"

Size (Size Span)

If you use Size span, all e-mails bigger than the size you decide will be deleted. The size consists of a number and a letter.

The letters are used like this:

B or b	Capital or small letter, 1 (bytes)	50 B = 50 bytes
k	Small letter, 1000	50 k = 50 000 bytes
K	Capital letter, 1024	50 K = 51 200 bytes
m	Small letter, 1,000,000	50 m = 50 000 000 bytes
M	Capital letter, 1024*1024	50 M = 52 428 800 bytes
(ingen)	Same as 'm'	

Count (Count Span)

If you use Count Span, you choose how many e-mails you want in each folder. The oldest e-mails will be deleted first, to ensure that you only have a given number of e-mails in the folder.

Unseen, too

Check here if you also want unread e-mails to be included in the pruning.

Manual Only

Check here if you want the folder to be pruned when you prune manually. If you have chosen automatic pruning, no e-mails in a folder that are checked will be deleted.

Show Effect

This button summarises the number of e-mails that will be deleted in this folder, if you choose to prune using the settings that are set. We recommend that you always use this before you choose to prune. This gives you the chance to sort things out if you have written in parameters that will delete e-mails you don't want to be deleted.

Prune Now

When you are happy with the number of e-mail the "Show Effect"-button shows that the pruning will delete, press this to accomplish deleting in this folder.

Show All Effects

This button has the same function as the "Show Effect"-button, but will give a list showing how many e-mails will be deleted in all the folders you have put a parameter on.

Prune All Folders

This button functions like an automatic pruning, it uses the parameters you have set and prunes all folders (except folder where "Manual Only" has been checked or where new parameters have been set).

Save All

This button saves all the parameters you have given for later. The parameters will then be either used for automatic pruning, if you have checked for this, or to enable you to prune manually with the same parameters next time you want to prune manually.

Log out

When you have finished, log out of the webmail by pressing "Sign out" (in the right hand corner).

Sign Out