



**QUADRO** Communications Co-operative Inc.  
**QUADRO WILL BE UPGRADING YOUR WEBMAIL SERVICE**



**QUADRO**  
WEBMAIL SERVER UPGRADE

In the coming weeks Quadro Communications will begin moving all existing email accounts to a pair of brand new email servers. As a courtesy to our customers we are letting you know of this change. This transition should be completely transparent to you. Your email settings will not have to be modified nor will you lose any email. We feel that the changes we are making will offer our customers a more modern and robust email solution that you will feel compelled to use.

#### **HERE ARE SOME OF THE BENEFITS OF OUR NEW EMAIL SYSTEM:**

- **MORE STORAGE** – 1GB of email storage allows you to keep more messages online.
- **MOBILITY** – Increased storage allows you to view your emails anywhere with an internet connection.
- **ANTI-SPAM** - Improved filters reduce the amount of spam while ensuring legitimate email arrives to your inbox.
- **ANTI-VIRUS** – All emails are scanned for malicious threats such as viruses, trojans, malware, etc.

#### **WEBMAIL ENHANCEMENTS INCLUDE:**

- **MULTI LANGUAGE SUPPORT** - 67 languages supported.
- **IMPROVED INTERFACE** - Drag and drop message management, spell check, improved search options.
- **CONTACTS** – Enhanced Address book. Import/Export capabilities and groups for organization.
- **THREADED MESSAGE LISTING** – organizes all email in a conversation into a single thread.
- **SECURITY** – Ability to change your email password online.
- **MANAGEMENT** – Manage your email messages with the ability to forward email & set auto-reply messages.

#### **IMPORTANT NOTICE FOR WEBMAIL USERS**

During this transition we will be keeping the old webmail available for a short period of time while we migrate all existing address books and custom folders over to the new webmail system. Once completed all your contacts and folders will be accessible on the new webmail system and we will shut down the old one.

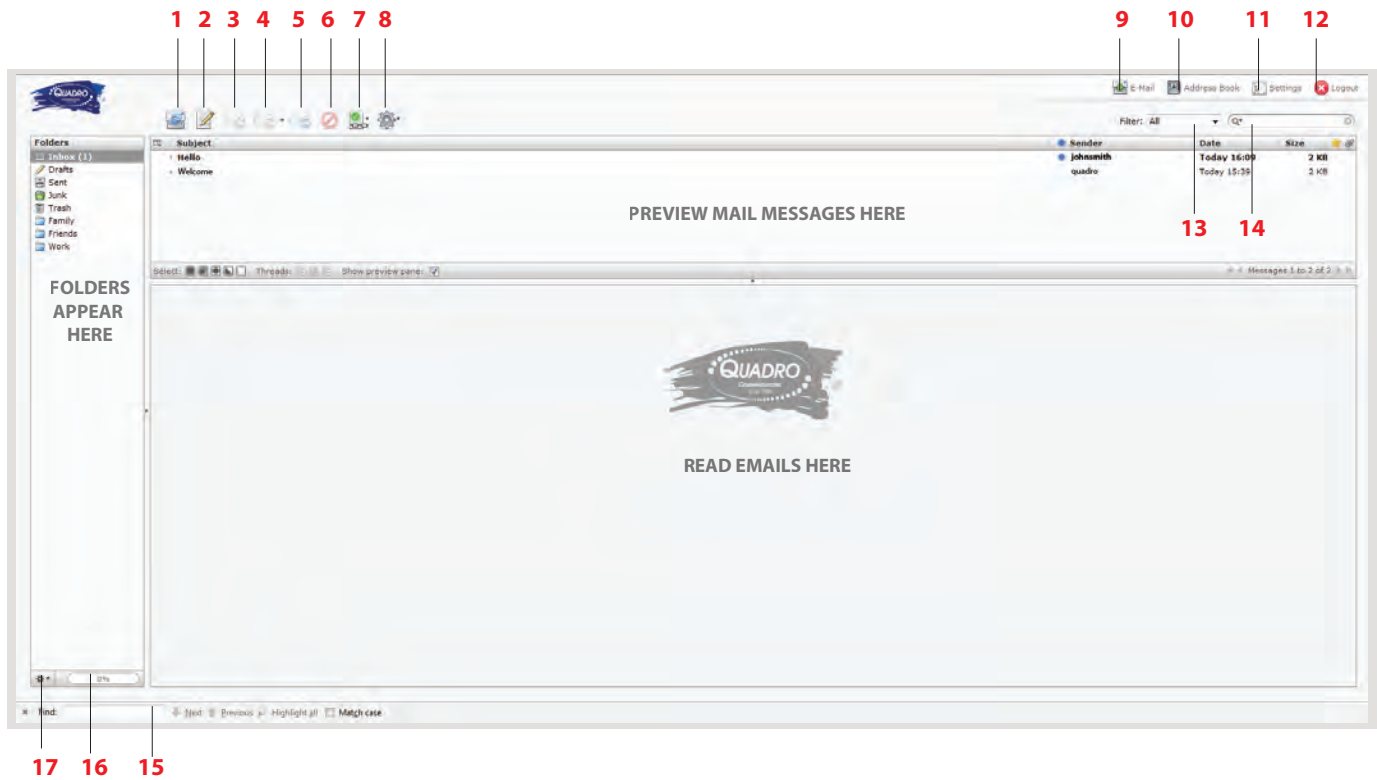
Any questions, concerns or help using our new improved webmail service, please contact Quadro Support at **1-866-292-3332**

Sincerely ;

**QUADRO**

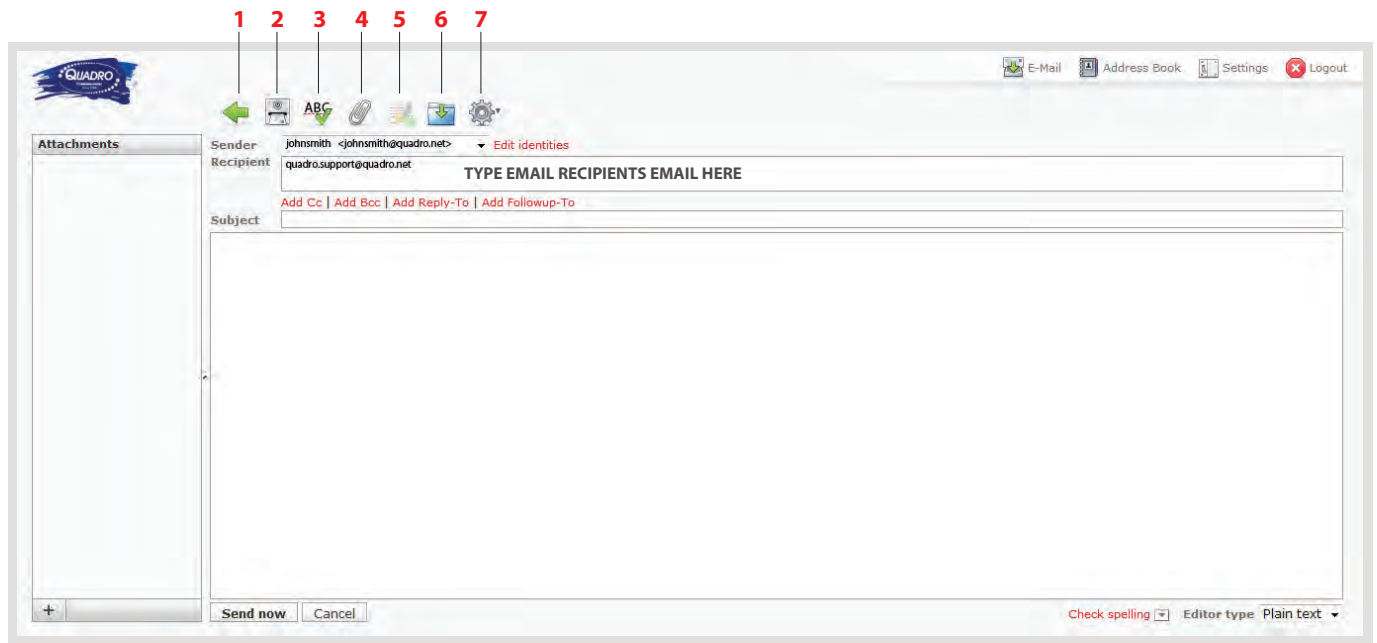


# NAVIGATING YOUR NEW QUADRO WEBMAIL



## INBOX MENU KEY

- |  |  |                                     |
|--|--|-------------------------------------|
| 1. CHECK FOR NEW MESSAGES                      | 7. MARK MESSAGES                       | 13. FILTER / SORT EMAILS            |
| 2. CREATE NEW MESSAGE                          | 8. MORE ACTIONS                        | 14. SEARCH MODIFIERS                |
| 3. REPLY TO SENDER                             | 9. EMAIL INBOX                         | 15. SEARCH FOR EMAILS               |
| 4. REPLY TO LIST OR TO SENDER & ALL RECIPIENTS | 10. ADDRESS BOOK - SAVE EMAIL CONTACTS | 16. EMAIL STORAGE                   |
| 5. FORWARD THE MESSAGE                         | 11. EMAIL SETTINGS                     | 17. FOLDER ACTIONS & MANAGE FOLDERS |
| 6. MOVE MESSAGE TO TRASH                       | 12. LOGOUT                             |                                     |



## MESSAGE MENU KEY

- |                    |                   |                     |                    |
|--------------------|-------------------|---------------------|--------------------|
| 1. BACK TO MESSAGE | 3. CHECK SPELLING | 5. INSERT SIGNATURE | 7. MESSAGE OPTIONS |
| 2. SEND MESSAGE    | 4. ATTACH A FILE  | 6. SAVE THIS DRAFT  |                    |

**FOR ASSISTANCE USING WEBMAIL PLEASE CONTACT QUADRO SUPPORT AT: 1-866-292-3332**