Webmail (Horde 5.0.3) at Technion – documentation

Login / logout

To login, enter username@host. For example: student@t2, person123@tx, etc.

To logout, click on the orange icon (an arrow) at the top right corner.

New features

- The graphic interface is simple and intuitive.
- HTML messages are being displayed.
- The application contains new tools, added to Mail and Address Book: Calendar, Task and Notes.
- Hebrew is displayed both in Windows-1255 and UTF-8 character-sets.

Common activities

- Changing **Password, Forward** and **Vacation** are under **Admin**.

- Moving messages to another folder is done by selecting the messages + dragging them into the destination folder. If the folder is not displayed, Click on: **Folder Actions** -> **Show all folders**. If you wish to copy messages to another folder, do the same while pressing the CTRL key as well.

- After deleting messages, click on: **Other** -> **Purge Deleted** or **Undelete**.

- Addresses can be added to Address Book from within a message: Click on the sender's name -> Add to Address Book

- A list of addresses can be imported from other mail programs. They have to be exported in a CSV (Comma Separated Value) format.

  For example, from: http://webmail-old.technion.ac.il to: http://webmail.technion.ac.il

   In webmail-old: Addresses -> Import/Export -> Export (Comma Separated Value)

   file: turba.csv is created

   In Webmail: Address book -> Import/Export -> Import -> choose the file -> check the fields imported -> Import

- A list of addresses (group) can be created from addresses in the Address Book: Select the addresses -> Add -> Address book of student@t2.technion.ac.il -> a popup window will ask for the name of the contact list -> OK

- To add a filter: Mail -> Filters -> New Rule

- For **Preferences, Problem** and **Help** menus, click on the gearwheel icon.

Help

The Horde official site: http://www.horde.org/

The Horde official help site: http://wiki.horde.org/

For local support , open a request in: http://helpdesk.technion.ac.il

Updated: Jan 2013