

Quick Start Guide:

- 1** Visit rsfiber.coop/email and click the **Webmail Login** button.
- 2** Enter your RS Fiber webmail **Username** (*your email address*) and **Password** and click **Login**.
- 3** Access, view, and manage your RS Fiber webmail account.

Webmail Instructions:

Access, manage, and view your emails, contacts, calendar, and more with an RS Fiber webmail account. The easy-to-use interface and abundant options provide any user with everything they need from a webmail account. Plus, gain peace of mind by protecting your personal information from phishing attempts and your computers and network from harmful viruses with a free EdgeWave™ spam filter.

Login Through The RS Fiber Website

1. Visit www.rsfiber.coop/email and click the **Webmail Login** button. (Fig. 1)
2. Enter your RS Fiber webmail **Username** (*your email address*) and **Password** and click **Login**. (Fig. 2)

- If you need assistance with your Username and/or Password, please call Technical Support at (800) 628-1754.



Fig. 1

RS Fiber Webmail

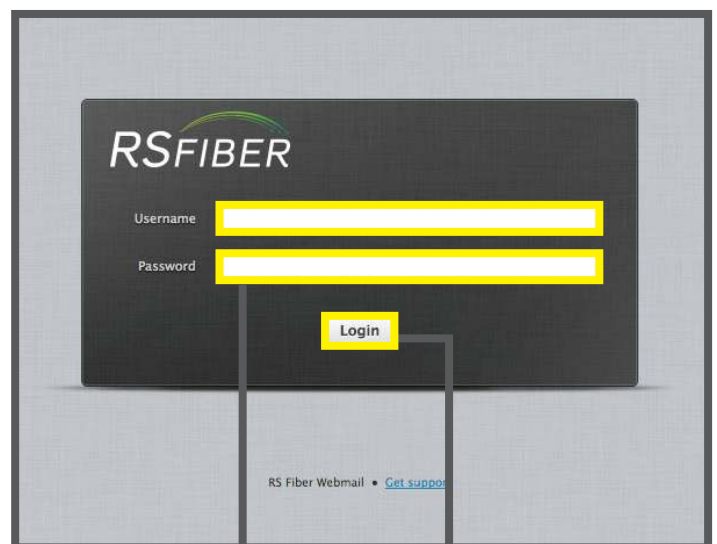


Fig. 2

Username and Password Login

Webmail Dashboard

Left Navigation Bar

Displays **Inbox**, **Drafts**, **Sent**, **Junk**, **Trash**, and additional folders. (Fig. 3)

List Options

Click to configure how your emails are displayed in a folder. Assign criteria for **List columns**, **Sorting column**, and **Sorting order**. (Fig. 3)

Subject

Displays a list of email messages by subject in a selected folder. (Fig. 3)

Sort

Click to sort emails by a **List**  or **Threads** . (Fig. 3)





Display

Click the **Select** drop down menu to display emails with the following options: **All**, **Current page**, **Unread**, **Flagged**, **Invert**, or **None**. Click the **Threads** drop down menu to display threads of emails with the following options: **Expand All**, **Expand Unread**, or **Collapse All**. (Fig. 3)

Message

Displays text of an email message or thread of messages. (Fig. 3)

Page Navigation

Click to navigate through pages of emails with the following options: **Show first page** , **Show previous page** , **Show next page** , and/or **Show last page** . (Fig. 3)

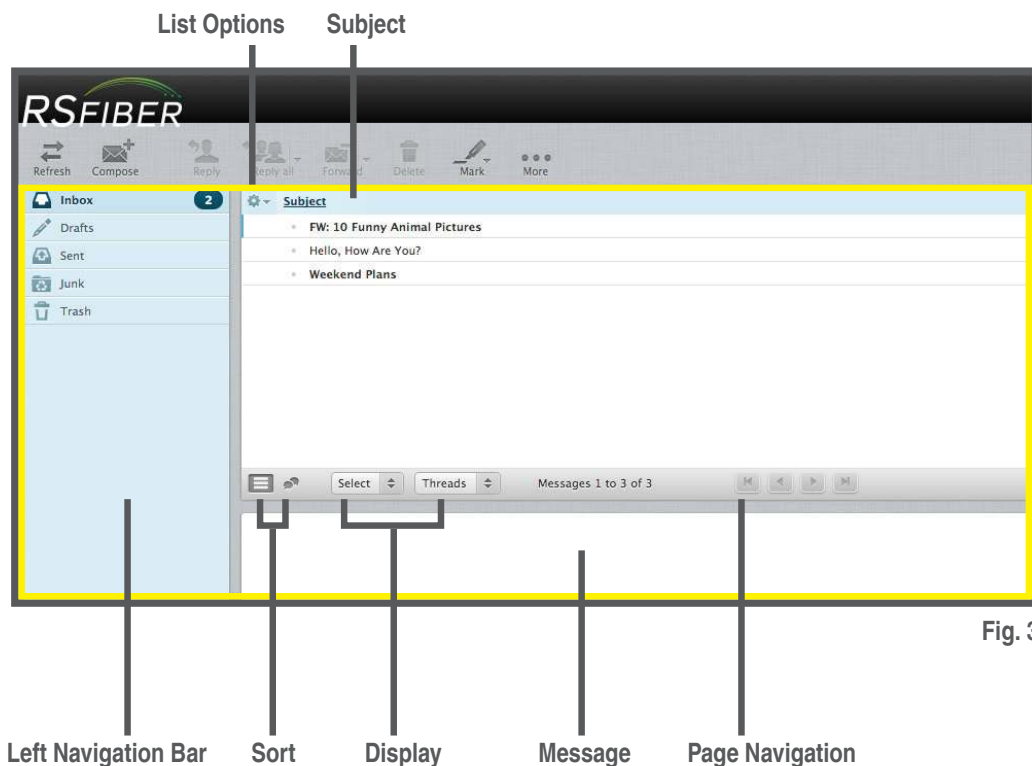





Fig. 3

Webmail Dashboard, Continued

Refresh

Click to refresh the contents of your email inbox. (Fig. 4)

Compose

Click to compose a new email message. **Enter the recipient's email address(es)** in the **To** line, enter a subject in the **Subject** line, **type contents of email** in white text box area. If you would like to **Add CC**, **Add BCC**, **Add Reply-To**, or **Add Followup-To** recipients, click respective **plus sign**  symbols. If you would like to attach a file, click the **Attach**  icon or **Attach a file**  button. When you are ready to send your email message, click **Send** to send your email message. (Fig. 4)

Reply

Click to reply to the sender of a selected email. (Fig. 4)

Reply All

Click to reply to all recipients of a selected email. (Fig. 4)

Forward

Click to forward a selected email to one or multiple recipients. (Fig. 4)

Delete

Click to forward a selected email or group of selected emails. (Fig. 4)

Mark

Click to mark a selected email message **As Read**, **As Unread**, **As Flagged**, or **As Unflagged**. (Fig. 4)

More

Click to select the following options for a specific email message: **Print this message**, **Download (.eml)**, **Edit as new**, **Show source**, **Move to...**, **Copy to...**, or **Open in a new window**. (Fig. 4)

Star

Click to quickly mark a read email message as unread. (Fig. 5)

From

Displays sender of email message. (Fig. 5)

Date

Displays date of when email message was sent from the sender. (Fig. 5)

Size

Displays the size of an email message. (Fig. 5)

Flag

Click to quickly mark an email message as flagged. (Fig. 5)

Attachment

Displays if email has an attachment. (Fig. 5)



Fig. 4

Refresh, Compose, Reply, Reply All,
Forward, Delete, Mark, and More.

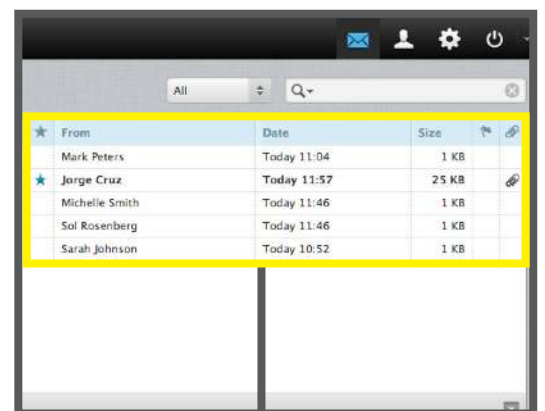


Fig. 5

Star, From, Date, Size,
Flag, and Attachment.

Webmail Dashboard, Continued

Email

Click to display the email dashboard. (Fig. 6)

Address Book

Click to **Import**, **Export**, **Compose**, and do an **Advanced** search for contacts. You can also manage **Groups** and **Contacts**. (Fig. 6)

Settings

Click to manage **Settings** and **Section** preferences. (Fig. 6)

Logout

Click to logout of your email account. (Fig. 6)

Arrow

Click to display additional options for **About**, **Get support**, and **Logout**. (Fig. 6)

All

Click to filter email messages by **All**, **Unread**, **Flagged**, **Unanswered**, **Deleted**, **Not deleted**, **Priority: Highest**, **Priority: High**, **Priority: Normal**, **Priority: Low**, **Priority: Lowest**. (Fig. 6)

Search

Click to expand search criteria for messages including: **Subject**, **From**, **To**, **CC**, **BCC**, **Body**, and/or **Entire message**. (Fig. 6)


Add To Address Book

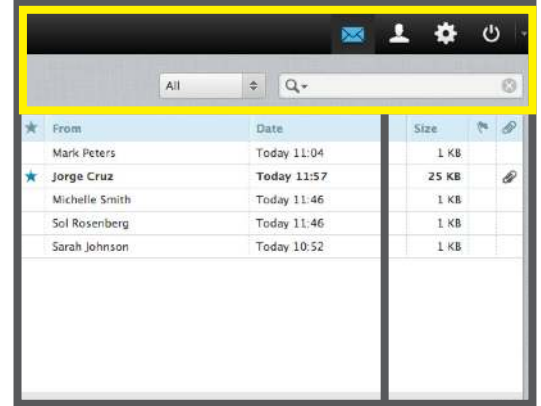
Click to quickly add the sender of a message to your address book. (Fig. 7)

Storage 0%

Displays percentage of mailbox used. **Hover over** to view amount used out of total space available. (Fig. 7)

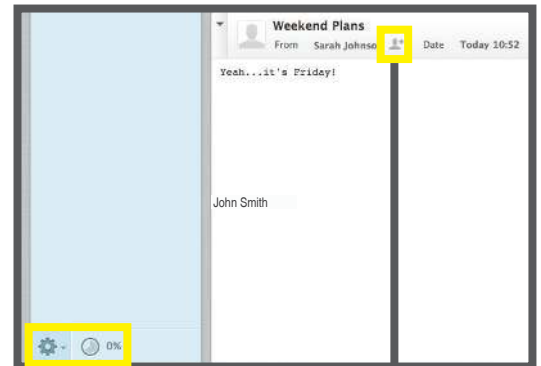
Folder Actions

Click to **Compact**, **Empty**, or **Manage folders**. (Fig. 7) To add a new folder, click **Folder actions**, click **Manage folders**, then click the **plus sign**  symbol to **Create new folder**. Complete additional folder **Properties** by naming your folder in the **Folder name** line, selecting the **Parent folder** from the drop down menu, selecting the **List view mode**, and either **Save** to save changes, or **Cancel** to cancel and exit from screen. (Fig. 8)



Email, Address Book,
Calendar, Settings, Logout,
Arrow, All, and Search

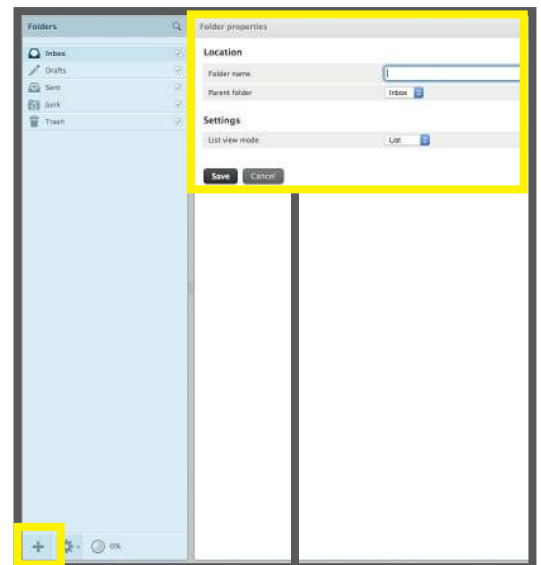
Fig. 6



Folder Actions
and Storage

Add To Address Book

Fig. 7



Create new folder

Properties

Fig. 8

Need help? Visit our support page at www.rsfiber.coop/support or contact Technical Support at (800) 628-1754.