

## How To Work With PLANet Webmail

### Login Page

To access your webmail service, go to <http://webmail.planetsg.com> to open the login page.

Log in with your full email address and password details to access your email account through the webmail portal.



WEBMAIL.PLANETSG.COM 

**PLANet Systems Group**  
INFORMATION SYSTEMS CONSULTING

SquirrelMail version 1.4.8-2.e14  
By the SquirrelMail Project Team

**PLANet Systems Group Login**

Name:

Password:

## Inbox / Reading Mail

Upon a successful login you will be brought directly to your Inbox folder, containing all of the messages that are currently residing on the server:



The screenshot shows the PLANet Webmail interface. On the left is a 'Folders' sidebar with 'INBOX (2)', 'Drafts', 'Sent', and 'Trash (Purge)'. The main area shows the 'Current Folder: INBOX' with navigation links like 'Compose', 'Addresses', 'Folders', 'Options', 'Search', and 'Help'. Below this is a 'Move Selected To:' section with a dropdown menu set to 'INBOX' and buttons for 'Move' and 'Forward'. A 'Transform Selected Messages:' section has buttons for 'Read', 'Unread', and 'Delete'. The main message list has columns for 'From', 'Date', and 'Subject'. The first message is from 'members@contactcenterworld.com' with the subject 'Your Membership Details - ContactCenterWorld.com'. At the top right, there is a 'Sign Out' link and the text 'PLANet Systems Group'. At the bottom right, it says 'Viewing Messages: 1 to 15 (109 total)'. Red boxes and numbers 1-6 highlight specific UI elements: 1 points to the 'Check mail' link, 2 to the 'INBOX' folder, 3 to the subject line of the first message, 4 to the 'Read', 'Unread', and 'Delete' buttons, 5 to the top navigation links, and 6 to the 'Sign Out' link.

## Actions

- 1 To check for new mail please click on the Check mail link at the top left corner of the screen.
- 2 To go to a different folder click on a link with folder name.
- 3 To read a message from simply click on Subject name.
- 4 To read/unread or delete a message from the list first mark the message by checking the checkbox at the beginning of the line with message details and then click on the appropriate link.
- 5 To compose a new message, access your address book, access folder list, change options for your account, perform a search or read help files, click on the appropriate link from the list on top of the screen.
- 6 To sign out of the application simply click on the Sign Out link located at the top right corner of the screen.

## End Note

If you should experience any problems during your work with Webmail please don't hesitate to contact PLANet Systems Group support by email to: [support@planetsg.com](mailto:support@planetsg.com), or call 434.336.4357 to reach Vladimir Dukic.