

## Update Highlights

**Improved Sharing** – You'll be able to share your files, folders, contacts and calendar with anyone, even if that are not connected to your domain or account.

- **Calendar Design** – New functions and design features.
- **Enhanced File Management** – It makes maintaining all your files easier.
- **Redesigned Message Screen** – The Compose Message screen has a cleaner, simpler, more traditional design.
- **Updated Dash & Interface** – With a cleaner look, you can navigate your webmail and use its features to your advantage. For example, Quick Reply now lets you respond to an email without opening full message.
- **Mobile Email Viewing** – No need for another app. Your email comes up seamlessly on your smart phone or any other mobile device.

## Full Release Notes included below:

### New Sharing Functions\*

- New menu items allow you to *Invite People* or *Get a Link* to that folder or file.
  - *Invite People* allows you to share files or folders with anyone, not just people with email accounts attached to the same domain.
    - Share notifications are sent to all recipients with a link to the file or folder. Links are unique and tied to individual accounts.
    - Options allow you to set viewing permissions as well as add or delete people to your send lists.
  - *Get a Link* allows you to generate and add a link to files or folders.
    - You can set passwords and the length of time a link is available.
    - Links are not tied to specific accounts and viewers have *read only* access.
- Share content with external email accounts.
  - Anyone with an external email account will be prompted to create a guest account that will allow them access to the shared content.
- A *My Shares* folder has been added to drive.
  - Users can view and edit any of their shared creations

\***Note:** Most sharing features are available with Email Professional Plus only.

# Network Solutions Webmail

Portal Mail **Address Book** Calendar Tasks Drive

Search... 

New ▾ Edit

▼ **My address books**

Contacts  
Collected addresses

**TestSharingFolder** 

[Add new folder](#)

▼ **Public address books**

Global address book

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S



TestSharingFolder

Add to favorites  
Rename  
New subscription

Sharing  
Permissions / Invite people  
Get link

Import

Properties  
Hide  
Delete

Empty

# Network Solutions Webmail

Portal Mail Address Book **Calendar** Tasks Drive

Search... 

New Scheduling Today

▼ **My calendars**

All my appointments

securewordpress.com, admin

**Work Calendar** 

[Add new calendar](#)

< > **May 9 – 13, 2**

Mon 9

Fri 13

- Add to favorites
- Rename
- New subscription



- Sharing
- Permissions / Invite people
- Get link

Import

Properties

Hide

Delete

# Network Solutions Webmail

Portal

Mail

Address Book

Calendar

Tasks

Drive

Search...



New

Edit

▼ My tasks

Tasks

**Work Tasks**



[Add new folder](#)

Work Tasks

Add to favorites

Rename

Sharing

Permissions / Invite people

Get link

Import

Properties

Hide

Delete

ity

# Network Solutions Webmail

Portal

Mail

Address Book

Calendar

Tasks

Drive

Search...



New ▾



▶ **My files**

My shares

Trash

Public files

Add new folder  
Add to favorites  
New subscription

Sharing  
Permissions / Invite people  
Get link

Download entire folder

Properties

## Permissions for "Work Tasks"



**securewordpresstest.com, admin**  
Internal user (admin)

Owner

Details ▾

### Folder

- View the folder
- Create objects
- Create objects and subfolders

### Read permissions

- None
- Read own objects
- Read all objects

### Write permissions

- None
- Edit own objects
- Edit all objects

### Delete permissions

- None
- Delete own objects
- Delete all objects

### Administrative role

- User
- Administrator

Cancel

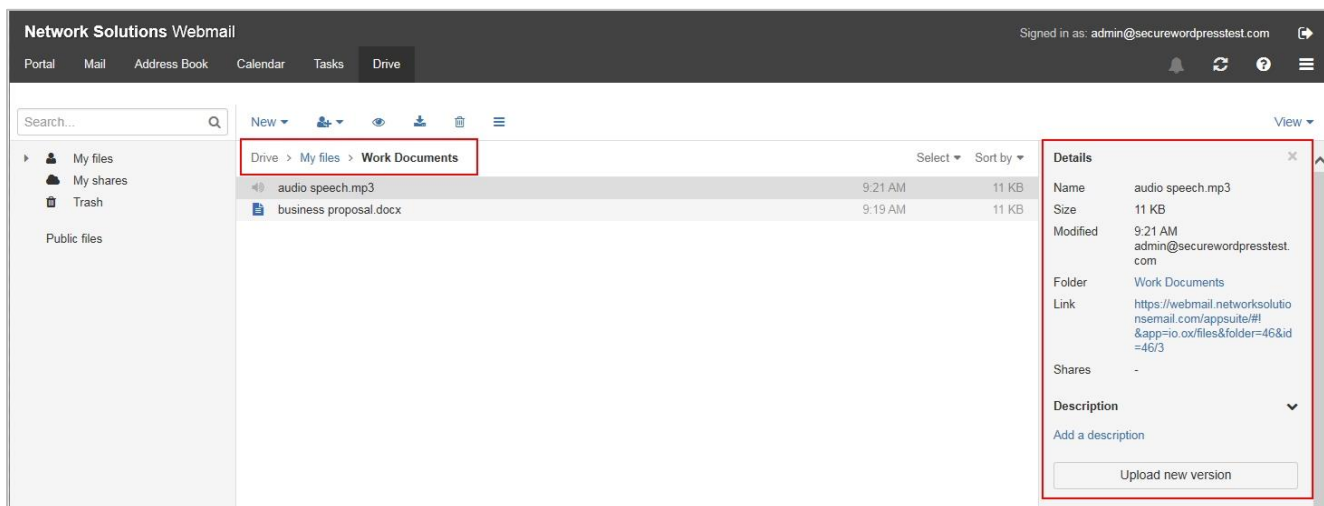
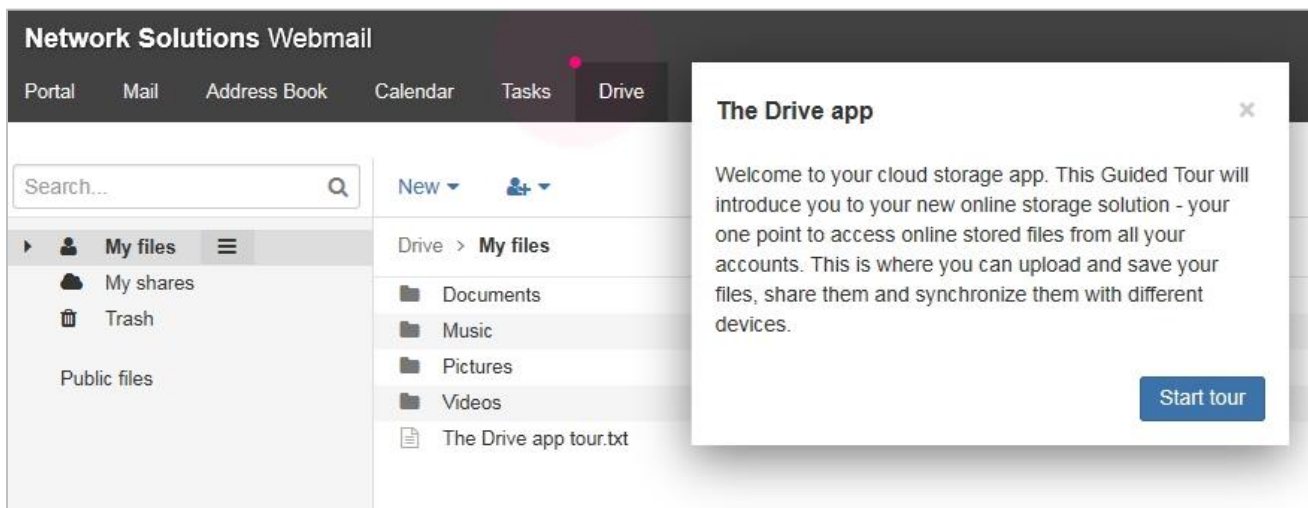
Save

Add people

Personal message (optional). This message is sent to all newly invited people.




## Improvements to Drive

- A guided tour has been added to Drive.
- New icons for familiar folders – *My Files*, *Trash*, etc.
- A redesigned notification area makes it more noticeable.
- There is now traditional breadcrumb navigation – *Drive > My Files > Pictures > Vacation*.
- View all folders and files in the main view rather than just files. This allows for an additional navigation option and is consistent with the Breadcrumb update.
- New option allows you to upload files from a local computer or other device.
- A progress bar allows you to view uploading files and those waiting..
- A new sort feature allows you to sort by name, size, or date, in ascending or descending order.
- A new *Select All* option has a filter that allows you to choose all files or by type, e.g. PDF or spreadsheet..
- New keyboard shortcuts allow you to open files using arrow and enter keys.
- Content viewers now provide additional information about files and the various viewing options.



Search... 

New  

- ▶  My files
-  My shares
-  Trash
  
- Public files



Drop files here to upload





**Network Solutions Webmail** Sign

Portal Mail Address Book Calendar Tasks **Drive**

Search... New

Drive > My files > **Work Documents** Select Sort by

	audio speech.mp3	9:21 AM	11 KB
	business proposal.docx	9:19 AM	11 KB

My files  
My shares  
Trash  
Public files

Uploading Webcom sign.jpg Remaining time: 2 seconds

[Details](#)

**Network Solutions Webmail**

Portal Mail Address Book Calendar Tasks **Drive**

Search... New

Drive > My files > **Work Documents** Select

	audio speech.mp3
	business proposal.docx
	Webcom sign (1).jpg
	Webcom sign.jpg

Select

- All
- All files
- None

---

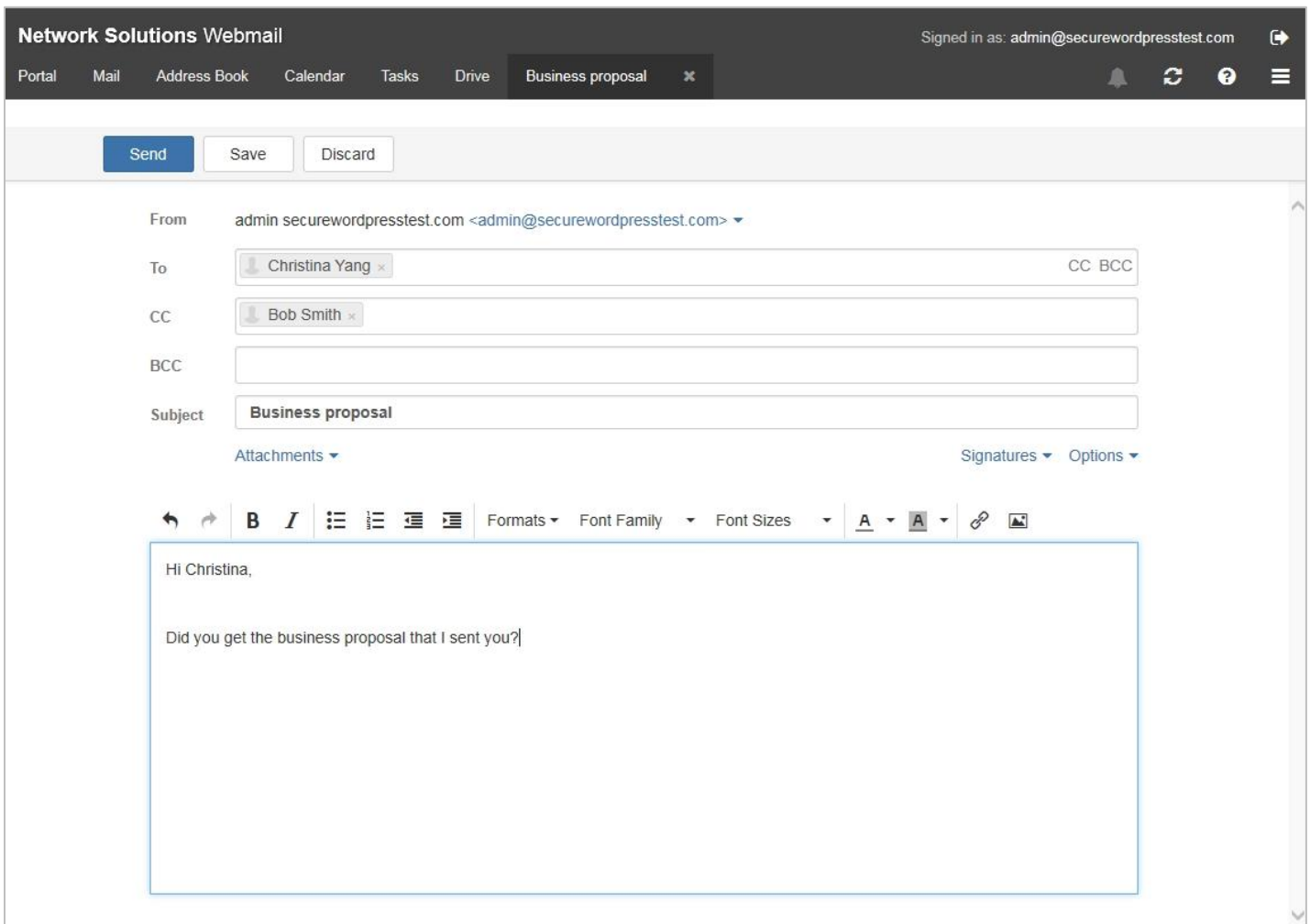
Filter

- PDFs
- Documents
- Spreadsheets
- Presentations
- Images
- Music
- Videos
- None

My files  
My shares  
Trash  
Public files

## Compose Mail Screen Layout Improvements

- The compose screen's layout has a cleaner and simpler, one page, vertical design that is more in line with current email layouts.
- Fields (*From, To, CC, and Subject*) are now vertically aligned with the compose window.
- Header elements are now at the top, while attachments are listed above the compose window.
- Your keyboard functions are now fully supported (left/right cursor, copy paste, backspace, etc.)
- You can rearrange receiver lists by dragging and dropping them to or from different fields (*To, CC, or BCC*).
- Add attachments using an improved drag and drop.
- Paste external images directly into your compose window.
- Top buttons are now static and are always visible, even when scrolling through or editing a long message.
- You can create and use different signatures with new messages, replies or forwards.





- Basic settings
- Accounts
- Portal
- Mail
  - Signatures**
  - Vacation Notice
  - Auto Forward
  - Password Reset
  - Junk Mail
  - Mail Filter Rules
- Guard Security
- Address Book
- Calendar
- Tasks
- Drive
- Publications and Subscriptions
- Groups
- Resources

## Signatures

Add new signature

### New Emails

Edit

Captain Jack Sparrow  
Supreme Ruler of the World

### Replies

Edit

Luke Skywalker  
Jedi Master

Default signature for new messages

New Emails

Default signature for replies or forwardings

Replies

## Calendar Updates & Changes

- You can create follow-up appointments that prepopulate the time and date, participants, subject, location, description, reminder and appointment color.
- The *My Calendars* section has been redesigned.
  - Navigation arrows are now on the left side.
  - Current date is now above the day/week section.
  - *Today* is now on top toolbar and is shown by a red header in all calendars.
  - Non-working times have a new outline and different colors.
  - *Month to Month* has an updated design and spacing.
- Multiple Time Zone support now allows you to view multiple time zones at the same time. Add the time zones most needed for keeping track of appointments.
- You can now color code appointments and calendar folders.
- You can view a folder and set its location when creating a new calendar.
- The new *All My Appointments* option under My Calendars allows you to see all your appointments in their calendar folders. This replaced checking boxes to view your calendars.
- Appointment details now display the most important information. To add or display more details select the *Details* link.
- You can now search contacts by department.

The screenshot displays the Network Solutions Webmail interface. At the top, the user is signed in as admin@securewordpresstest.com. The navigation bar includes Portal, Mail (3), Address Book, Calendar (selected), Tasks, Drive, and Business proposal. The calendar view is set for May 9-13, 2016, with a red header for Wednesday, May 11. The interface shows a multi-timezone view with columns for PDT, CET, and EDT. The left sidebar lists 'My calendars' with 'All my appointments' selected. The main calendar grid shows appointments such as 'Proposal Due' on Wednesday, 'meeting about ba...' on Wednesday, 'Lunch' on Wednesday, and 'Proposal - compa... Conference Room 1' on Tuesday.

Time Zone	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13
PDT					
CET					
EDT					
4 AM					
5 AM					
6 AM					
7 AM					
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					

Basic settings

Accounts

Portal

▼ Mail

Signatures

Vacation Notice

Auto Forward

Password Reset

Junk Mail

Mail Filter Rules

Guard Security

Address Book

▼ Calendar

**Favorite timezones**

Tasks

Drive

Publications and Subscriptions

Groups

Resources

## Favorite timezones

Add timezone

-07:00 PDT America/Los Angeles

-04:00 EDT America/New York

+01:00 CET Africa/Algiers

Search...

New Scheduling Today

My  
All  
sec  
Wo  
Ad

Edit Change status **Follow-up** Delete

## Proposal - company baseball game

Tue, 5/10/2016 1:00 – 2:00 PM **EDT**

### Conference Room 1

Lets discuss a potential company baseball game

Participants

securewordpresstest.com, admin ✓

External participants

Bob Smith <bob@bobsmith.com>

Christina Yang <cyang@greys.co...>

Send mail to all participants

Invite to new appointment  
Save as distribution list

Details >

Tue 10

**Wed 11**

Proposal Due

~~Meeting about Da...~~

Lunch

Proposal - compa...  
Conference Room 1

Create Discard

Calendar: Work Calendar

Subject

Location

Starts on

5/10/2016 1:00 PM EDT

Ends on

5/10/2016 2:00 PM EDT

All day

[Find a free time](#)

Repeat

Description

Reminder

15 Minutes

Shown as

Reserved

Color

Type

Private

Participants



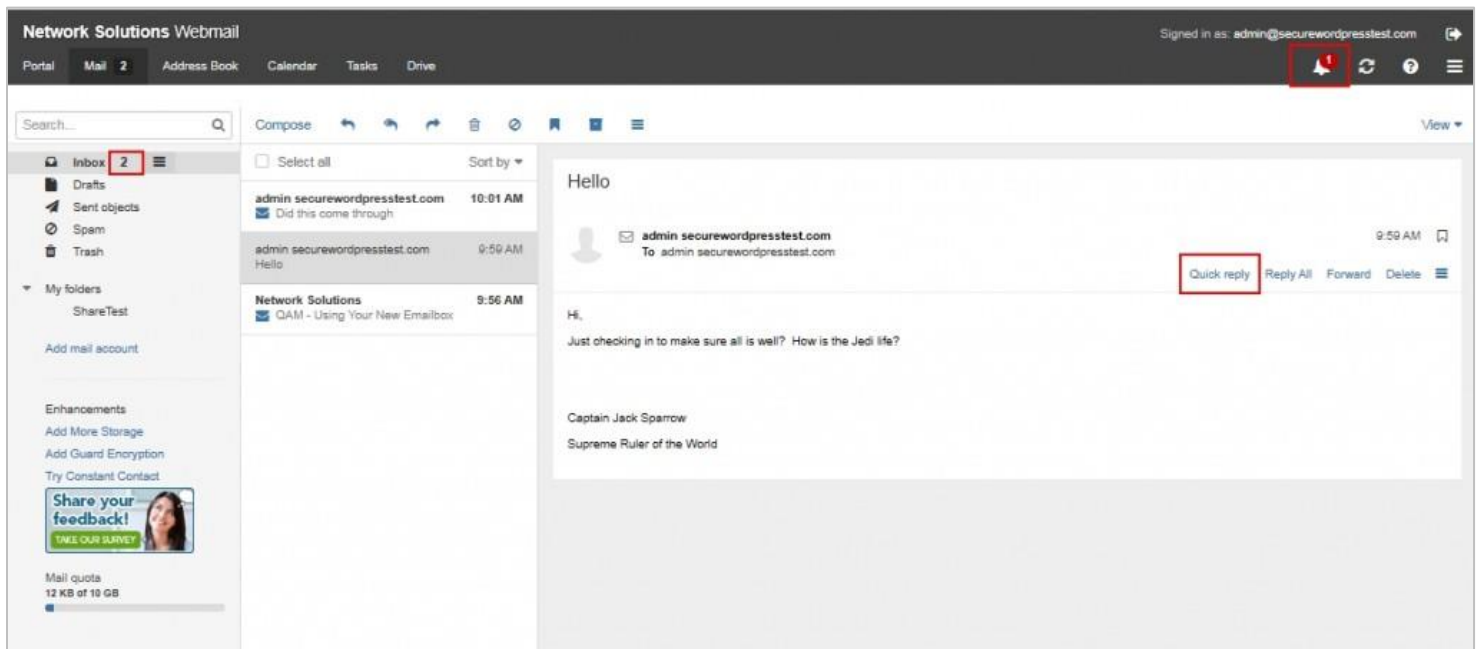
**admin securewordpresstest.com**  
admin@securewordpresstest.com  
Organizer

Notify all participants by email.

Attachments

## Overall Webmail Upgrades

- A quickly reply function allows you respond to an email without opening the message.
- Email list viewing improvements.
  - Faster scrolling through email lists
  - The size for your 2nd scroll page is now 200 instead of 50 items. The first page is remains at 50.
  - Other actions added, e.g. *Move All Messages in the Folder*, as opposed to just selected messages.
- Plain text emails now wrap to the next line, automatically.
- Webmail now remembers your preferences for viewing attachments.
- Archiving folders now includes the ability to archive individual messages.
  - You can now select a group of messages, instead of the folder, and archive messages older than 90 days.
  - You can now drag and drop folders or messages to the archive folders.
  - Note: Archiving does not store messages outside the server but simply moves the messages to folders sorted by year.
- You are able to see the total number of unread messages in a folder even if the sub folders are collapsed. Example:
  - Viewing an expanded folder, if there are 3 unread messages in the inbox and 2 sub-folders each with 4 unread messages, you would see 3 unread messages next to the inbox and the unread messages next to each subfolder.
  - Viewing it as a collapsed folder, you would see 11 unread messages under the inbox.
- Updated Search functions
  - The new design allows you to read results easier.
  - When configuring settings, you can choose *All Folders or Options* when searching. You no longer need to use advanced settings.
  - Improved search results
- Side pop-ups have been redesigned to be more noticeable.
- New icons and font colors make notifications stand out.
- The settings section layout design is now similar to the main folder's view.
- Setting permissions for folders have new options and a redesigned interface.
  - You can set permissions for individual users.
  - There is now an *Apply to All Subfolders* option.
- Your webmail now provides desktop notifications when using most major browsers,





Network Solutions Webmail Signed in as: admin@securewordpresstest.com

Portal Mail 2 Address Book Calendar Tasks Drive

Search... Compose

**Inbox 2**

- Drafts
- Sent objects
- Spam
- Trash


My folders

- ShareTest

Add mail account

Enhancements


- Add More Storage
- Add Guard Encryption
- Try Constant Contact

Share your feedback! 

Mail quota: 12 KB of 10 GB

Select all	Sort by
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	admin securewordpresstest.com 10:01 AM
	Did this come through
<input type="checkbox"/>	admin securewordpresstest.com 9:59 AM
	Hello
<input checked="" type="checkbox"/>	Network Solutions 9:56 AM
	QAM - Using Your New Emailbox

**Hello**

 **admin securewordpresstest.com**  
To: admin securewordpresstest.com 9:59 AM

Reply All Forward Delete

Hi, this is the quick reply. Note that it didn't open an entire new compose window. It was nice a simple!

Reply to all Cancel

Hi,

Just checking in to make sure all is well? How is the Jedi life?

Captain Jack Sparrow  
Supreme Ruler of the World

Network Solutions Webmail Signed in as: admin@securewordpresstest.com

Portal Mail 1 Address Book Calendar Tasks Drive

Search... Compose

**Inbox 1**

- Drafts
- Sent objects
- Spam
- Trash


My folders

- ShareTest

Add mail account

Enhancements


- Add More Storage
- Add Guard Encryption
- Try Constant Contact

Share your feedback! 

Mail quota: 12 KB of 10 GB

Select all	Sort by
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	admin securewordpresstest.com 10:01 AM
	Did this come through
<input type="checkbox"/>	admin securewordpresstest.com 9:59 AM
	Hello
<input checked="" type="checkbox"/>	Network Solutions 9:56 AM
	QAM - Using Your New Emailbox


**Did this come through**

 **admin securewordpresstest.com**  
To: admin securewordpresstest.com

I hope so

Captain Jack Sparrow  
Supreme Ruler of the World

Send mail Invite to appointment Edit

 **securewordpresstest.com, admin**  
admin@securewordpresstest.com

Mail and Messaging

Email 1 admin@securewordpresstest.com

Saved in: Public folders > **Global address book**

- Basic settings
- Accounts
- Portal
- Mail
  - Signatures
  - Vacation Notice
  - Auto Forward
  - Password Reset
  - Junk Mail
  - Mail Filter Rules
- Guard Security
- Address Book
- Calendar
  - Favorite timezones
- Tasks
- Drive
- Publications and Subscriptions
- Groups
- Resources

## Basic settings

Some settings (language, timezone, theme) require a page reload or relogin to take effect. [Reload page](#)

Language

Time zone

Refresh interval

Default app after sign in

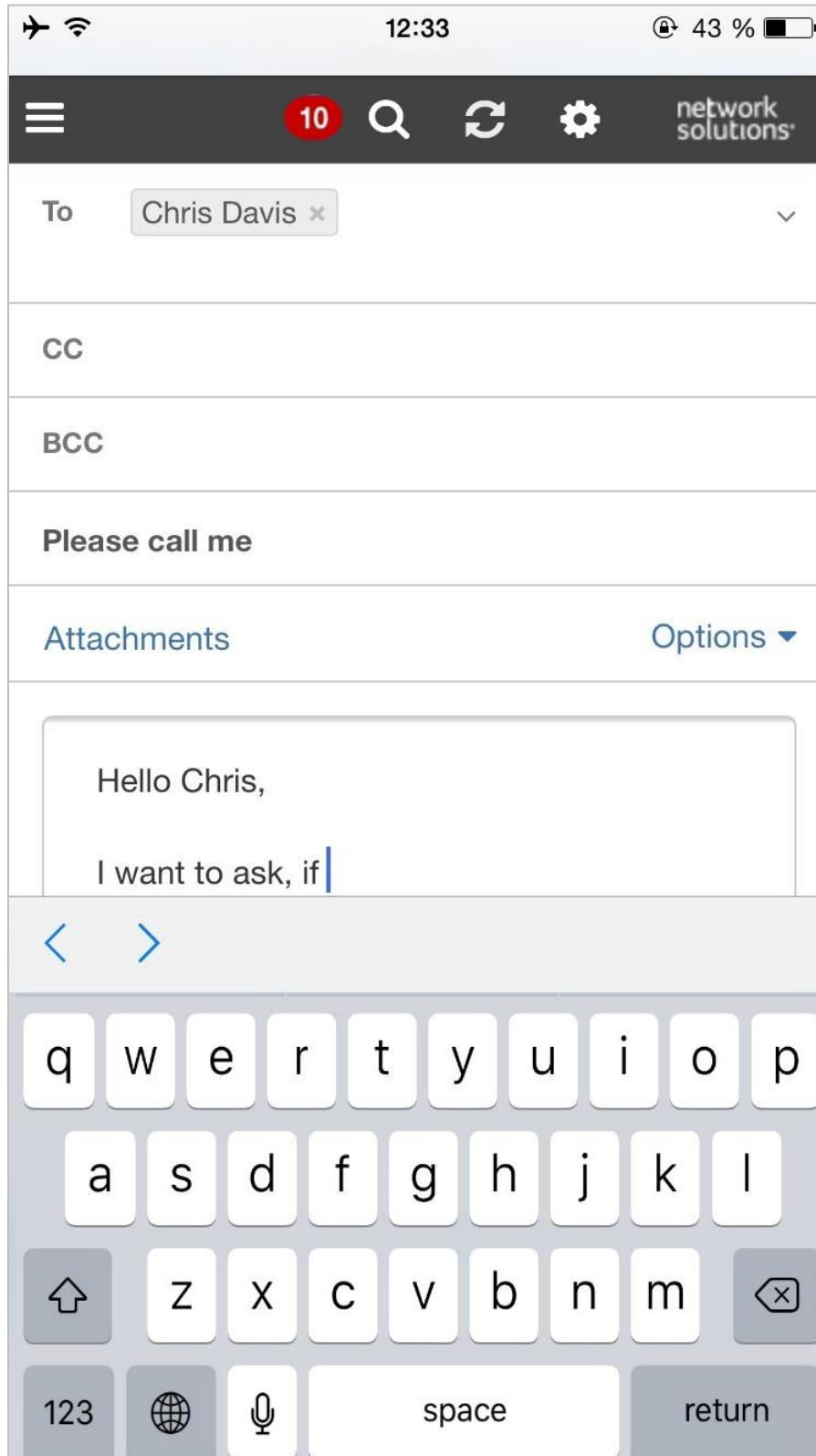
Automatic sign out

Automatic opening of notification area

Show desktop notifications

## Updated Mobile Features

- The *Compose Mail* screen has a new, warmer, more traditional design.
- You can add attachments simply by clicking the attachment button.
- Attachments can be added from Drive as it is now integrated into your mobile webmail.



Add local file

Add from Drive

Close