Manual - HfMT EMAIL

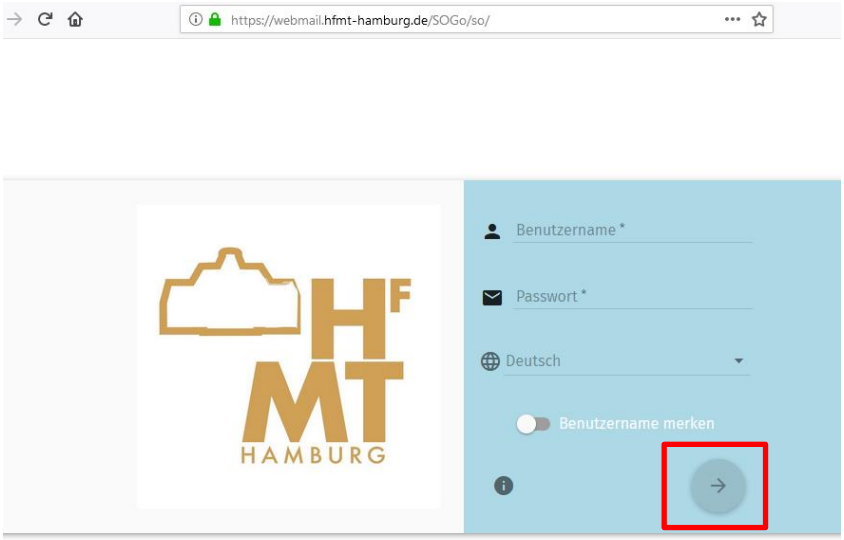
IT SERVICE CENTER FON: 040.428482-390

EMAIL: email@itsc.hfmt-hamburg.de

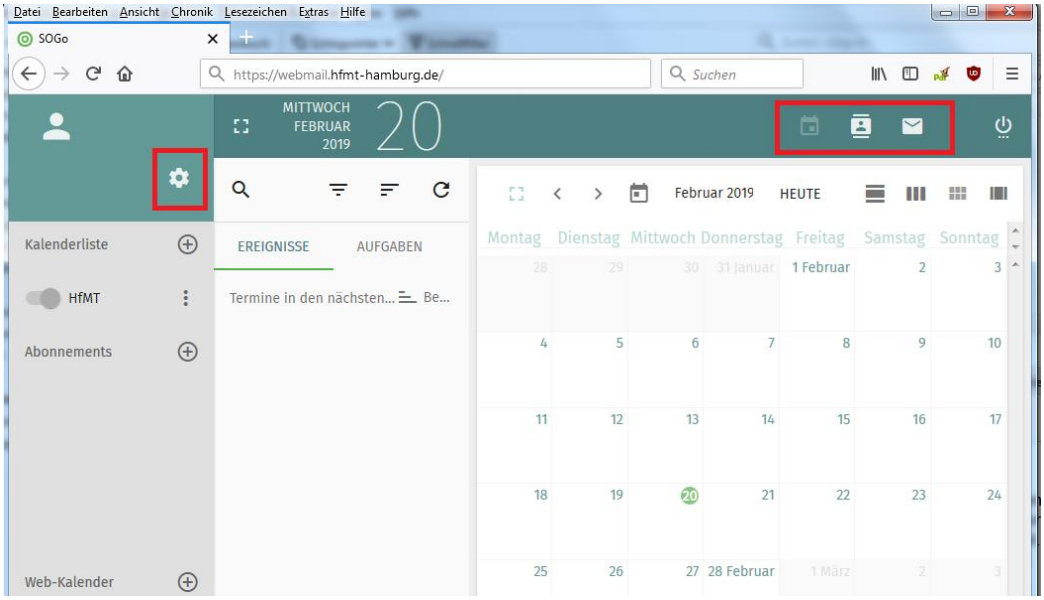
HFMT Hamburg Harvestehuder Weg 12 20148 Hamburg

This manual outlines the function of the HfMT Webmailer.

The Webmailer can be opened at https://webmail.hfmt-hamburg.de/. Please log in with your HfMT identification (starting with "mt") and your password. Once you have entered the data, click on the arrow symbol.



In the upper right corner you can toggle between calendar, address book and e-mail view. The default view is the calendar overview. To change this, click on the gear in the upper left corner.



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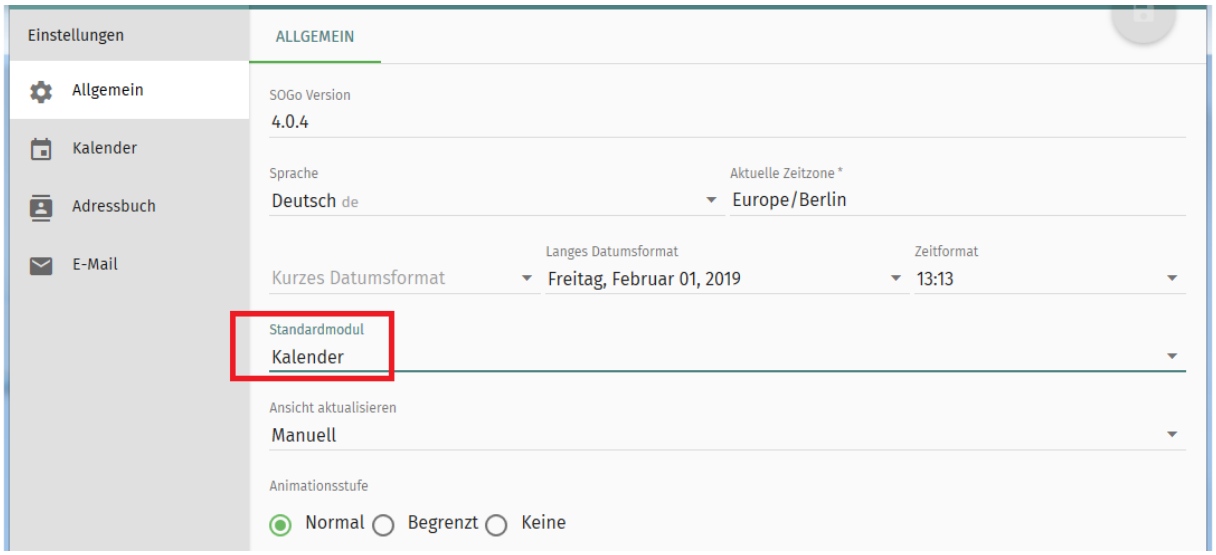
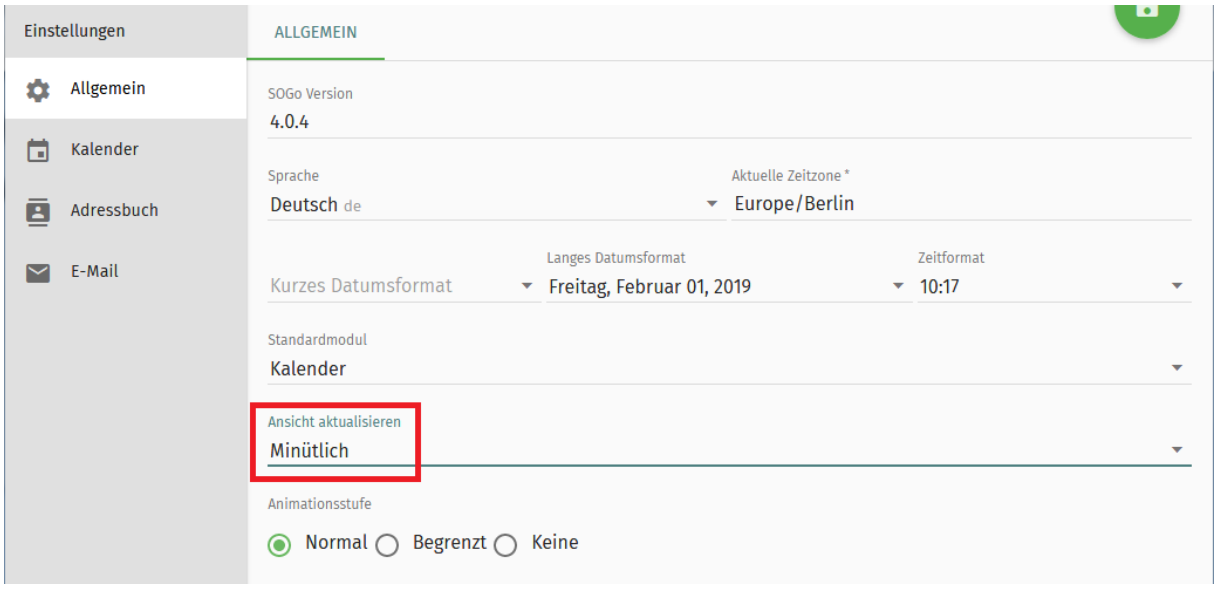
Under "Default module" you can select e.g. the e-mail view. After a modification, the setting must be confirmed by clicking on the "Save" icon in the upper right corner.



Should you want the webmailer to update itself automatically, please set this under "Refresh view".



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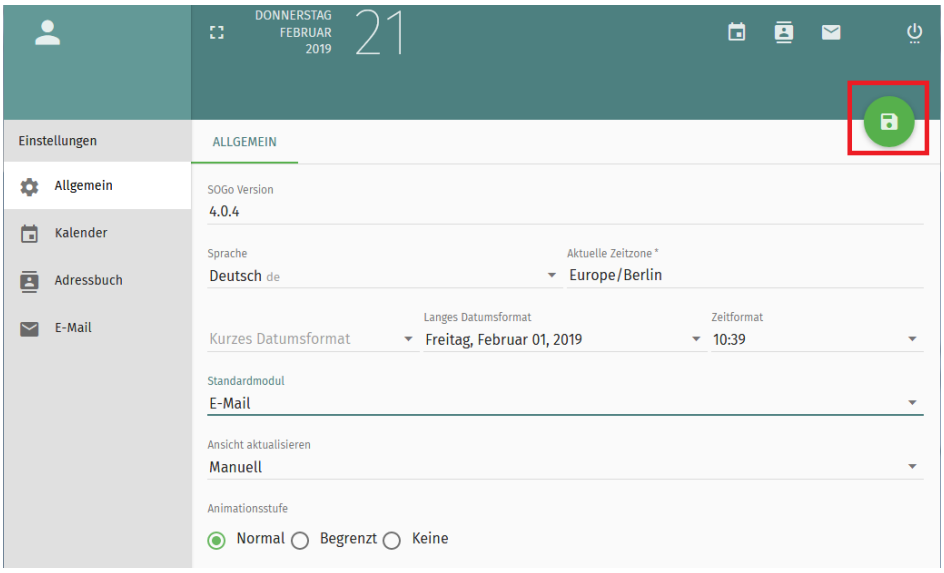
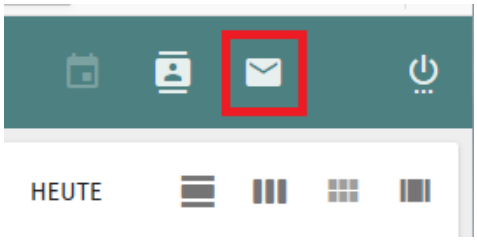
Save your settings using the disc icon in the upper right corner.



Switch to the e-mail view via the envelope icon in the upper right corner.



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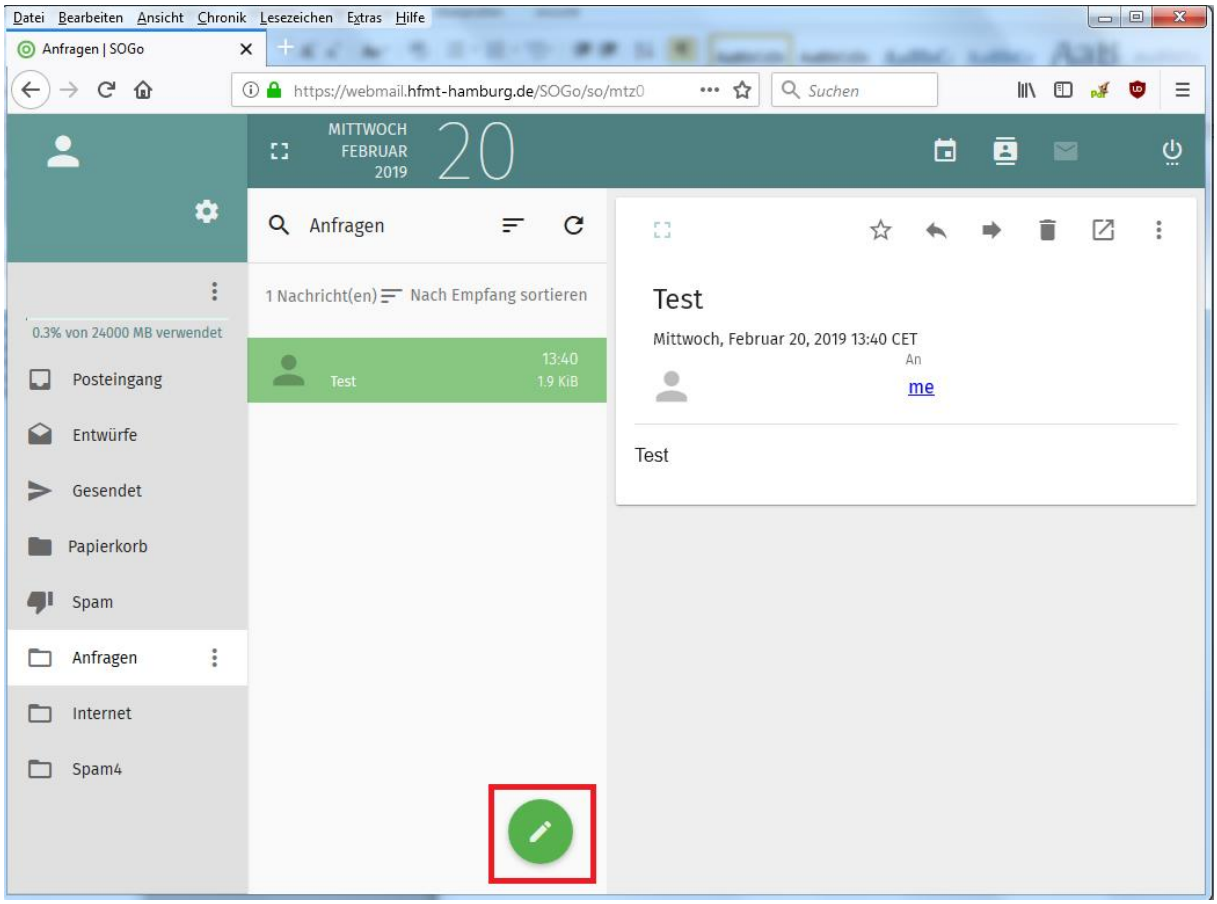
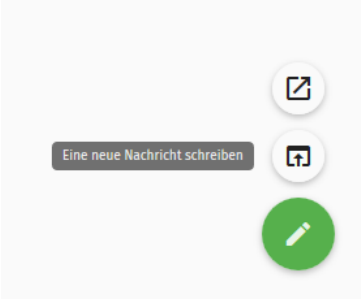
Send an Email

On the left you can see an overview of your folders. If you select a folder, the e-mails stored in it will be displayed in the middle. When you select an e-mail, you will see the text on the right.

To send a new e-mail, click on the pencil symbol below.





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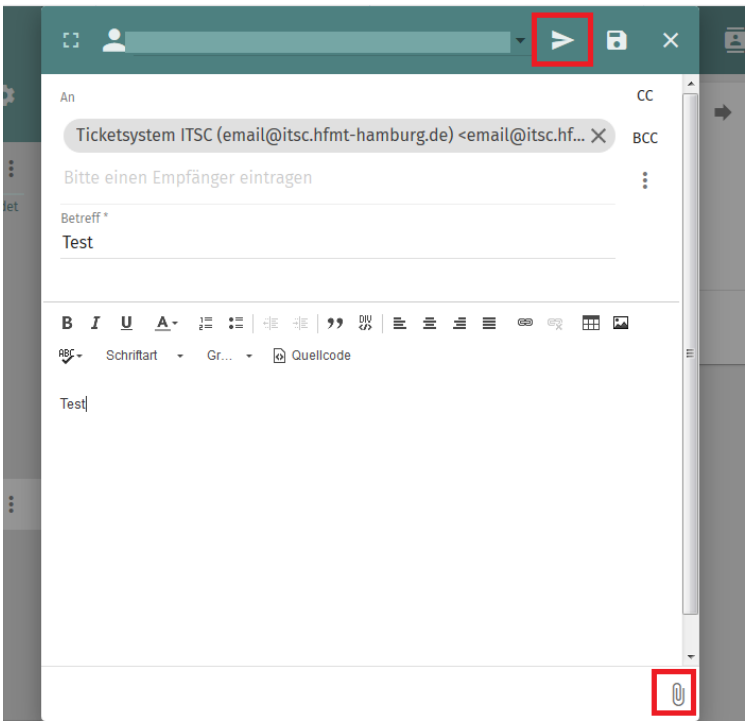
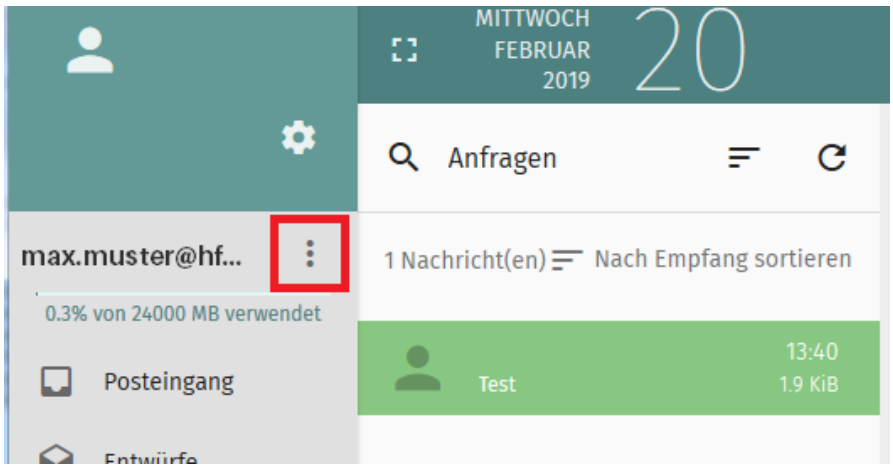
Enter the recipient, subject and text. Use the paper clip icon to add attachments. Use the paper airplane icon to send the e-mail.

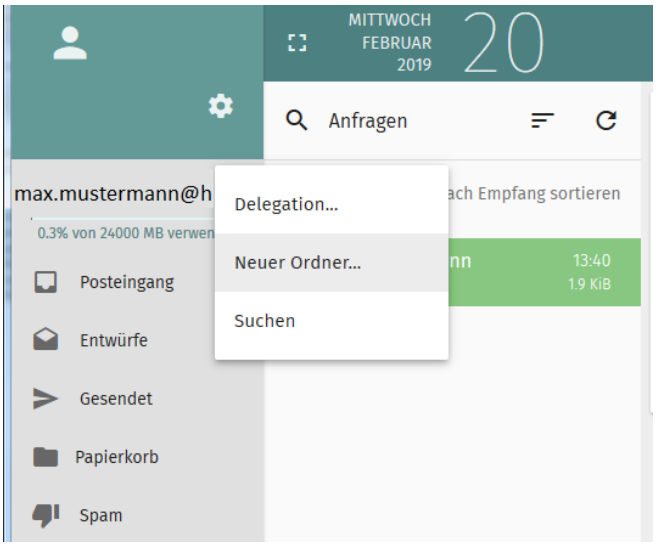


Manage Folders

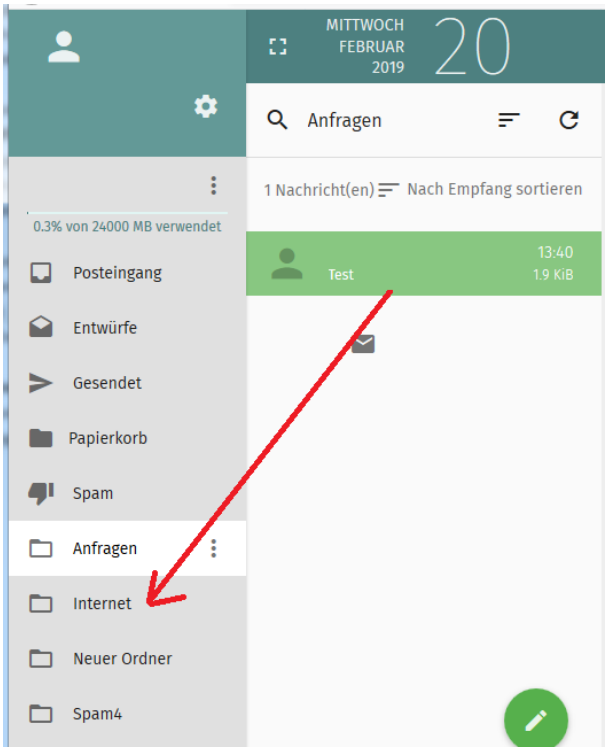
If you want to create a new folder, click on the three vertical dots next to your email address.



Then click on "New Folder" and enter a name.



If you want to move an e-mail to another folder, click on this e-mail so that it is highlighted in green. If you now click and hold it, you can drag the e-mail to another folder.



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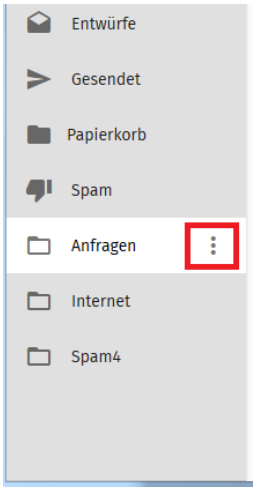
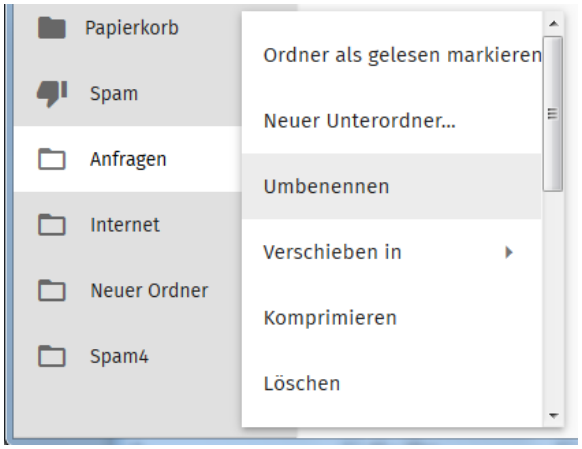
To rename or delete a folder, click on it to select it, then click on the three dots on the side.



Here you can choose between different actions.



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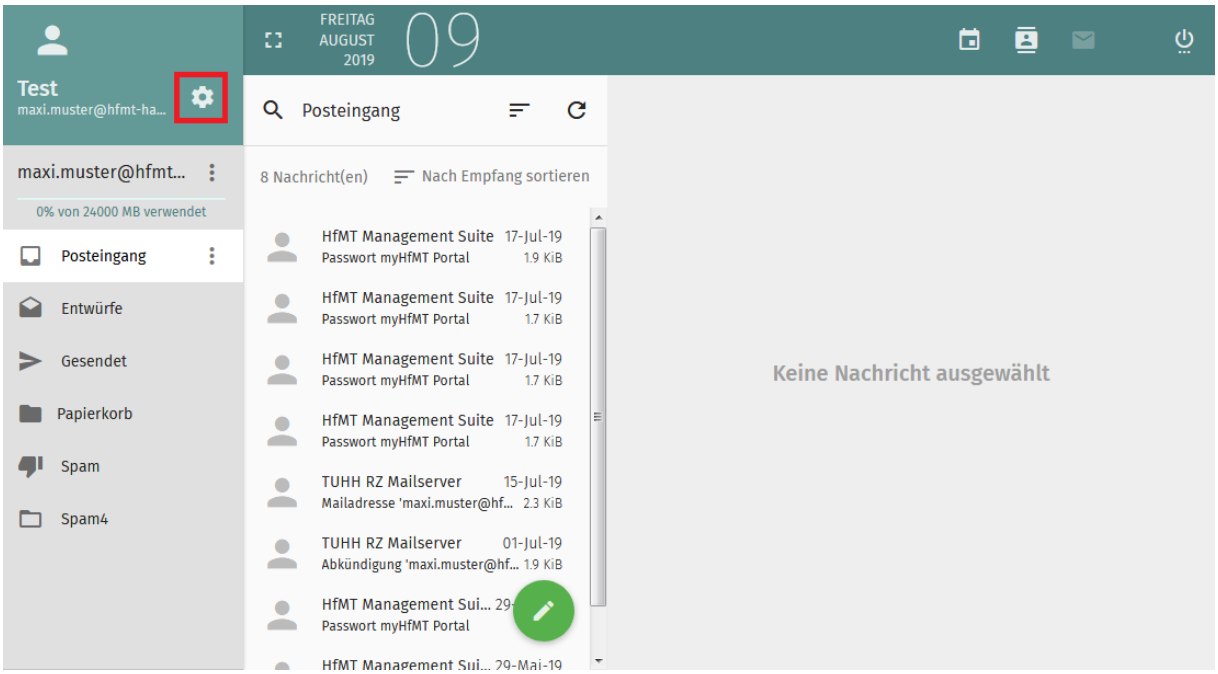
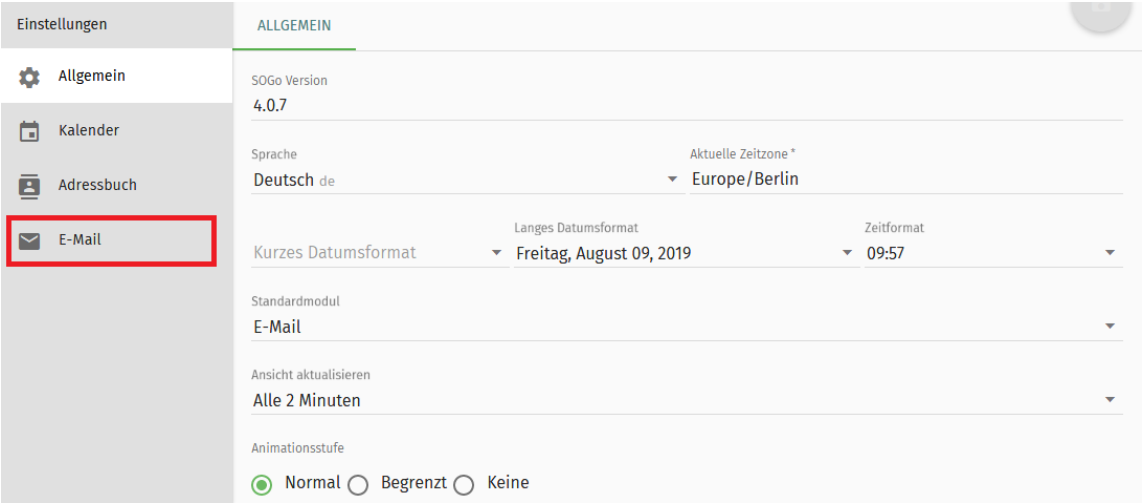
Configure a mail signature

Click on the gear symbol to get to the settings.



Change to the E-Mail settings.



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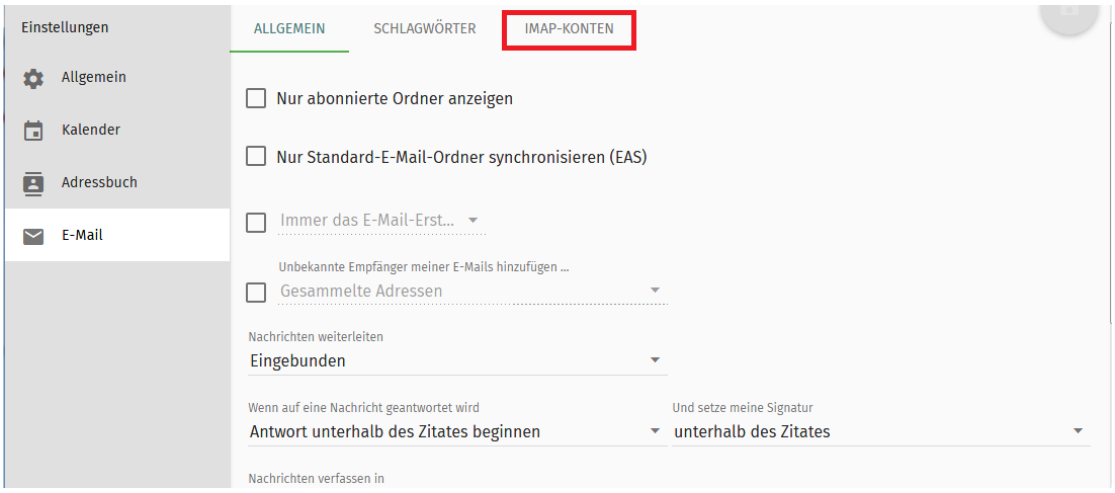
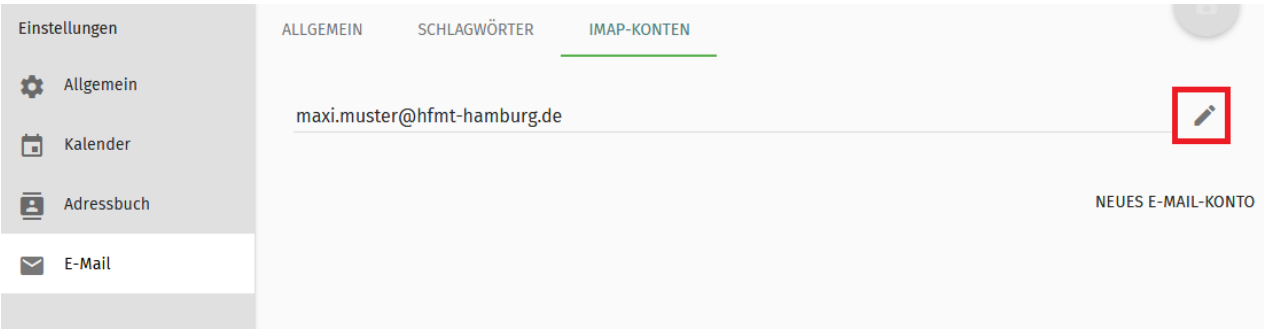
Click on „IMAP-ACCOUNTS“.



Click on the pencil symbol to access the account settings.



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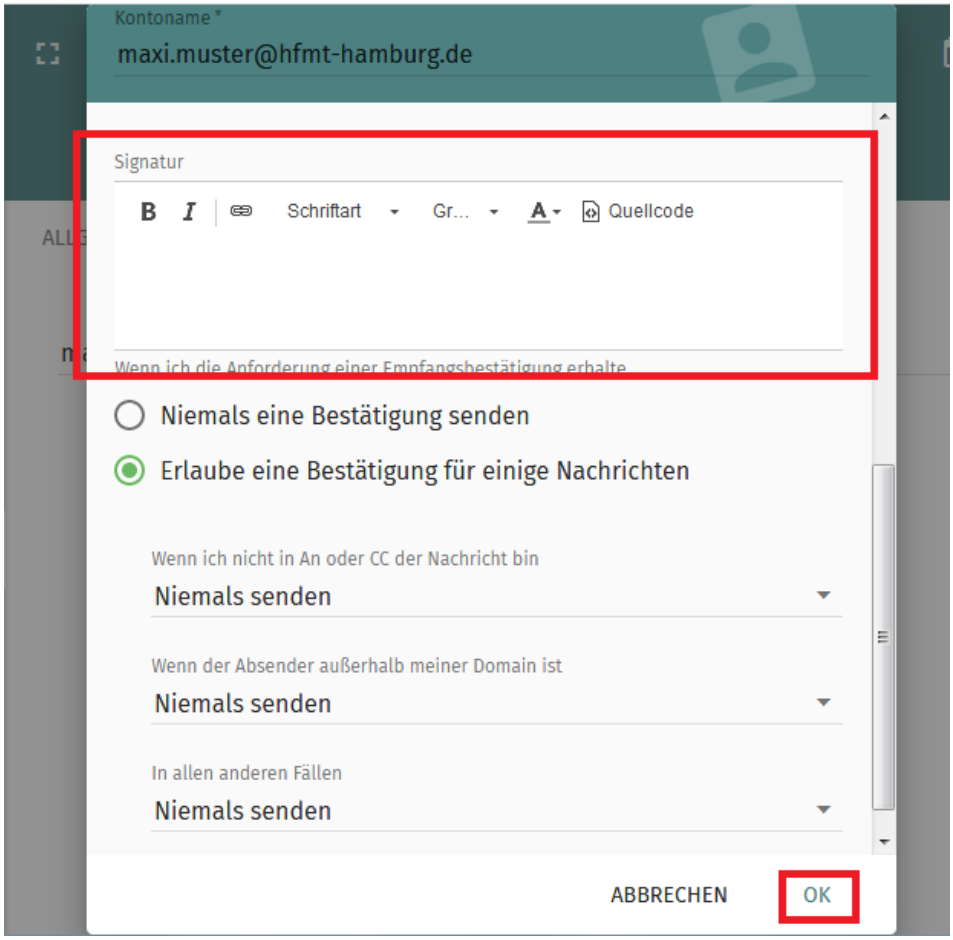
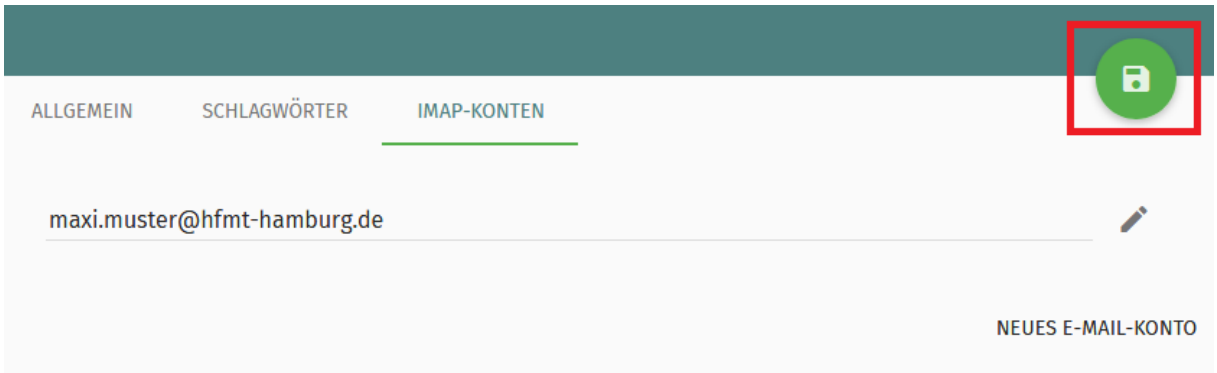
Scroll down to find the field to enter your signature. Enter your text and confirm by clicking "OK".



Save the settings by clicking on the floppy disk icon.



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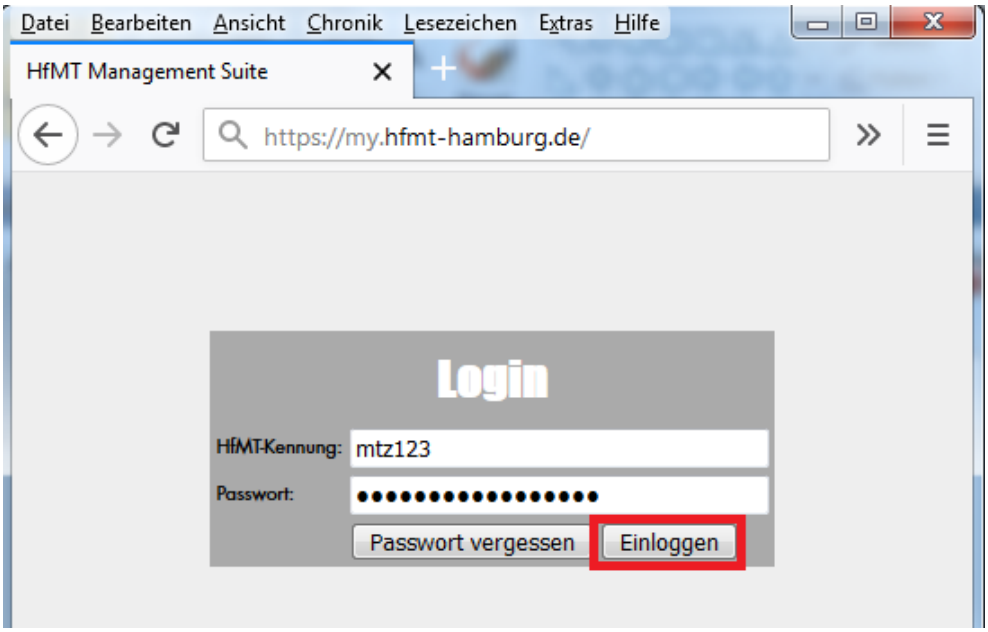
It is possible to generate a signature via the myHfMT Portal, if you want to use it, log in at https://my.hfmt-hamburg.de.



On the left side click on „Email-Signatur".

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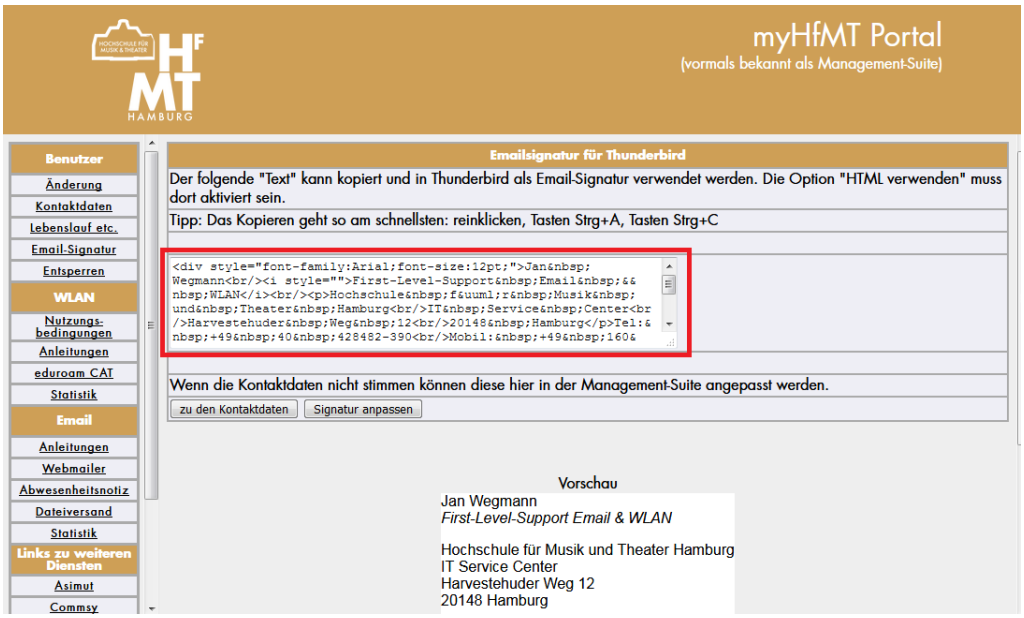
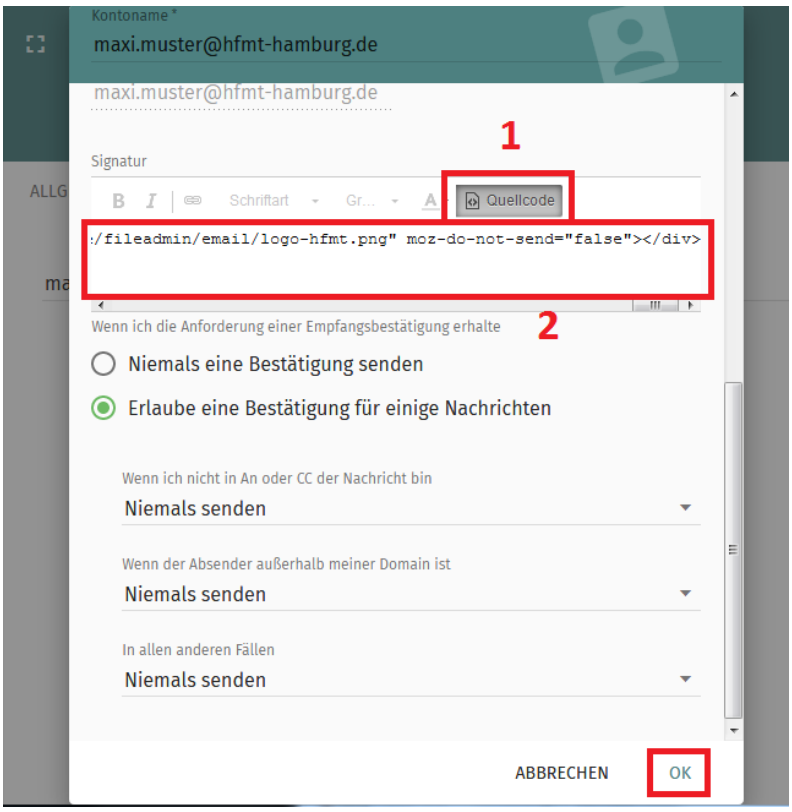
At the bottom you can see a preview of the signature, you can customize it by clicking on “Signatur anpassen”. Then copy the complete text in the textbox.



Return to the webmailer account settings. First, click on the "Source" button, then paste the copied text. Confirm with "OK".



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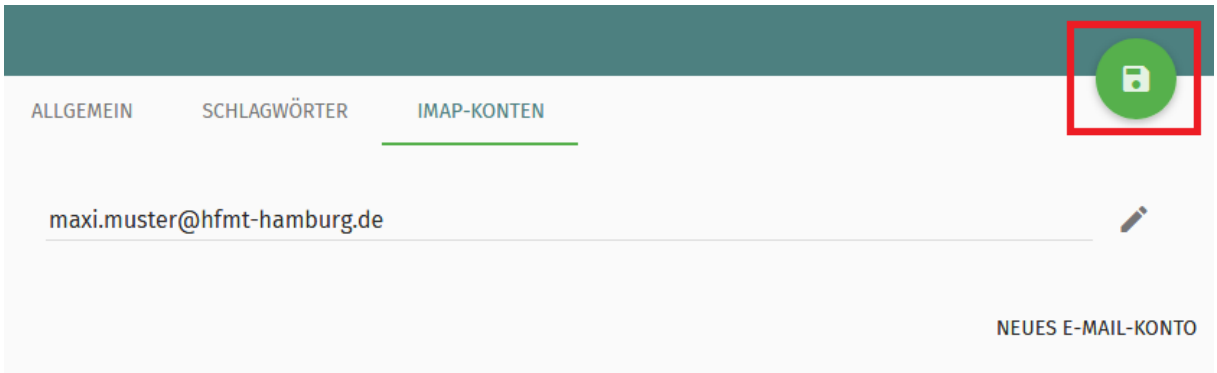
Save the settings via the floppy disk icon.



Congratulations and happy working!!!

Your IT Service Center Team