

Saving Sent Mail in WebMail

*What to do if it doesn't go into
a folder automatically*



Address <https://mail.coastal.edu/horde/imp/mailbox.php?mailbox=INBOX>

Google Search Web PageRank 291 blo

INBOX Compose Folders Options Search Help A

INBOX

Select Mark as:

Delete | Undelete | Blacklist

<input checked="" type="checkbox"/>	<input type="button" value="v"/> #	<input type="button" value="v"/> Date	<input type="button" value="v"/> From	<input type="button" value="v"/> St
<input type="checkbox"/>	307	17:17:32	Pat Bennett	FW: M
<input type="checkbox"/>	306	16:35:54	Becky Workman	PDF I
<input type="checkbox"/>	305	16:08:25	Jeannie French	FW: S
<input type="checkbox"/>	304	15:00:00	Pat Bennett	FW: S

Log into WebMail.
On the top menu bar, select
Options.

File Edit View Favorites Tools Help

Back Forward Stop Home Favorites Search PageRank 291 blocked

Address <https://mail.coastal.edu/horde/imp/prefs.php>

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Your Information

Personal Information
Change the name, address, and signature that people see when they read and send your email.

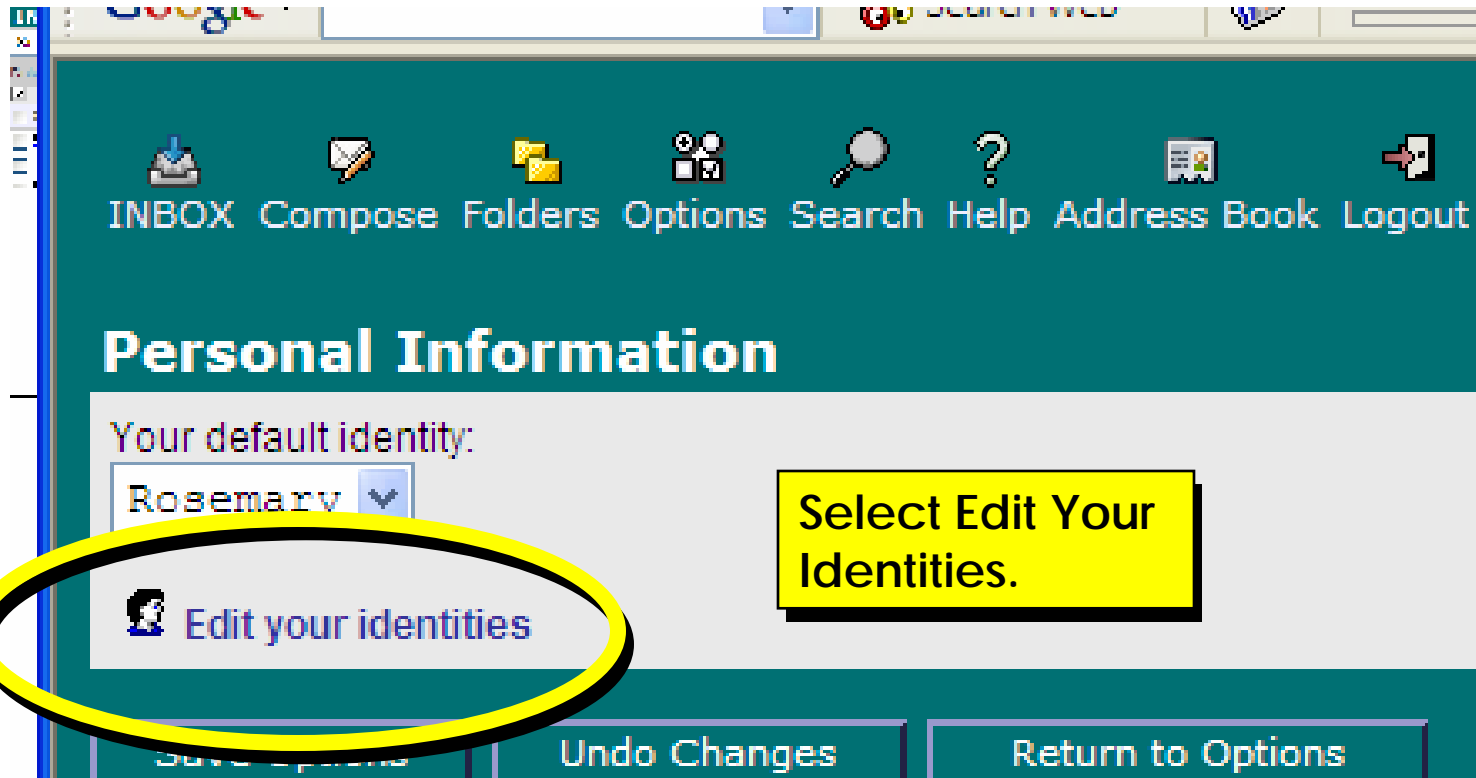
Server Information
Change mail server settings.

Mail Management

Filters
Create filtering rules to organize into folders, and delete spam.

Message Viewing
Set preferences for filtering message content.

Under Your Information, select Personal Information




INBOX Compose Folders Options Search Help Address Book Logout

Personal Information

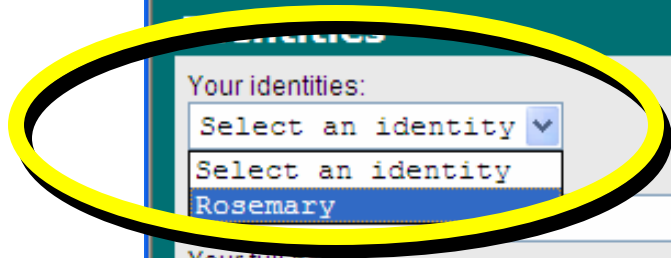
Your default identity:

Rosemary

 [Edit your identities](#)

Select Edit Your Identities.

Save Options Undo Changes Return to Options



Use the drop-down box to select your username.

Your identities:

Select an identity ▼
Select an identity
Rosemary

Your full name:

Your From: address:

Your Reply-to: address: *(optional)*

Your signature:

- Precede your signature with dashes ('--')
- Place your signature before replies and forwards?
- Save sent mail

Sent mail folder:

None ▼

Create Delete Reset Cancel

My Pictures
My Computer
My Network Places
Recycle Bin
Fwd_ (no subject).eml
Fwd_FW_Do you know_...
Home
FixGator.log

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Identities

Your identities:
Rosemary

Identity's name:
Rosemary

Your full name:
Rosemary Browne

Your From: address:
rosemary@coastal.edu

Your Reply-to: address: (optional)

Your signature:
Rosemary Browne

Precede your signature with dashes ('--')

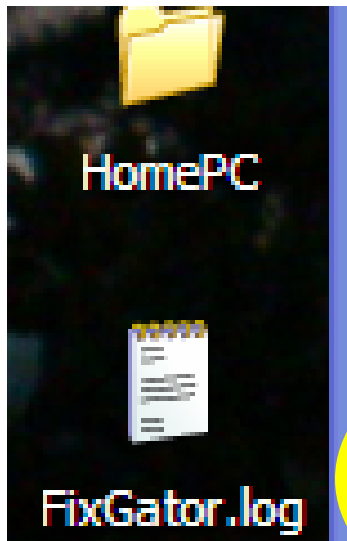
Place your signature before replies and forwards?

Save sent mail

Sent mail folder:
Sent Items

Change Delete Reset Cancel

In the lower part of the screen, check to Save sent mail, and select a folder. You can also create a signature on this page.



Place your signature before rep

Save sent mail

Sent mail folder:

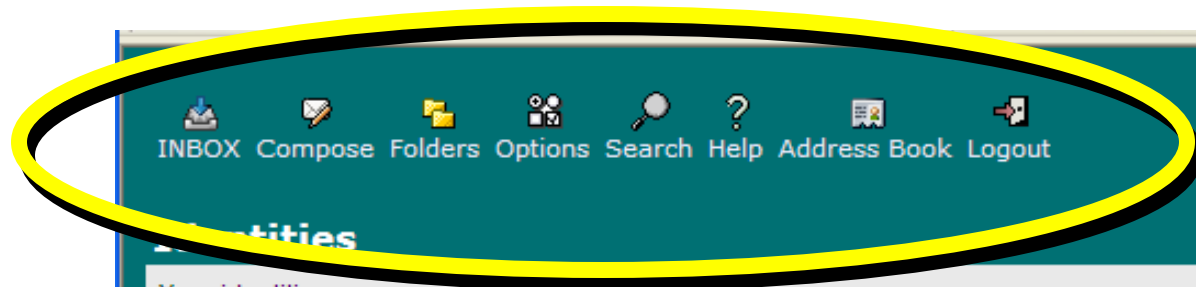
Sent Items

Once you've completed your selections, click Change to complete the process.

Change

Delete

Reset



The screen will return to the Identities page. You can continue your work by selecting from the menu at the top of the page.

Identities

Your identities:

Select an identity ▼
Select an identity
Rosemary

Your full name:

Your From: address:

Your Reply-to: address: (optional)

Your signature:

Precede your signature with dashes ("--")
 Place your signature before replies and forwards?
 Save sent mail

Sent mail folder:
None ▼

Create Delete Reset Cancel