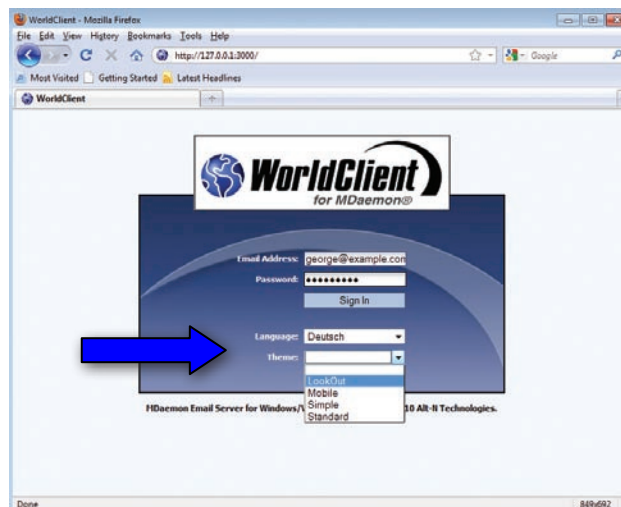




Using Webmail - Basic WorldClient Features

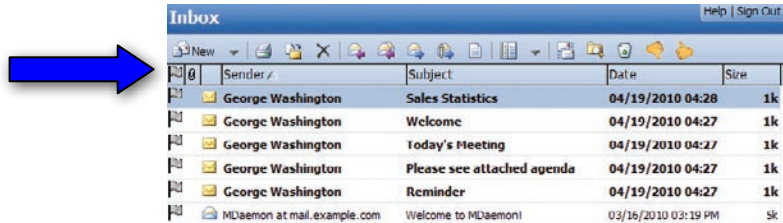
This guide describes several features in WorldClient.

1. WorldClient display options include selection from twenty-seven languages and four design themes.

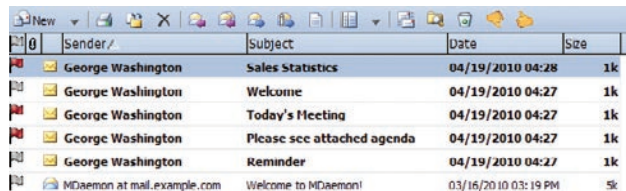


Basic WorldClient Features

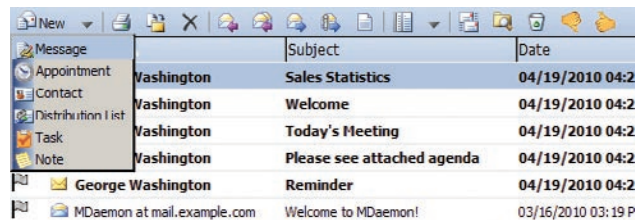
2. Click on the column headers to sort mail by sender, subject, date, size, or follow-up flag status.



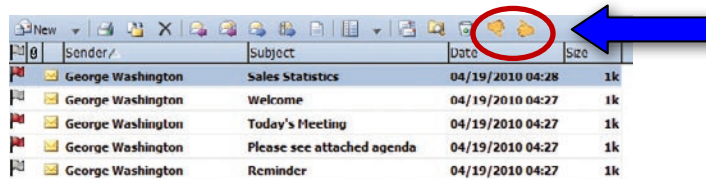
3. Follow-up flags help you keep track of important messages.



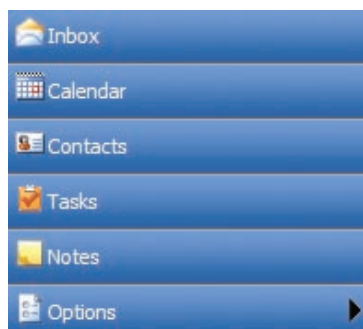
4. The "Mail actions" toolbar allows you to easily create new messages, appointments, contacts, distribution lists, tasks, and notes.



5. Messages can easily be tagged as spam or non-spam.

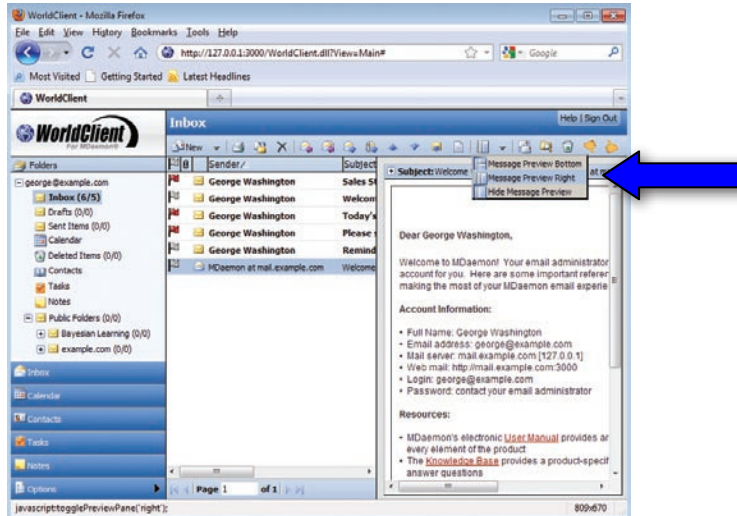


6. Manage email, contacts, calendar, tasks, and notes directly from WorldClient.



Basic WorldClient Features

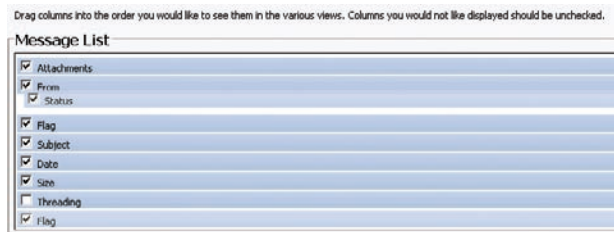
7. The message preview pane can be repositioned or hidden.



8. Calendar data can be imported and exported. Folders can be created, shared, renamed, deleted, or pushed to your BlackBerry's Inbox.



9. Personalize your inbox layout by enabling, disabling, and rearranging columns. Use your mouse to drag columns to their new locations.

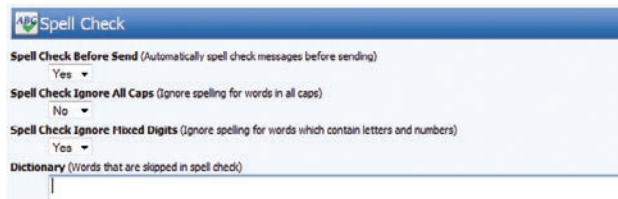


Basic WorldClient Features

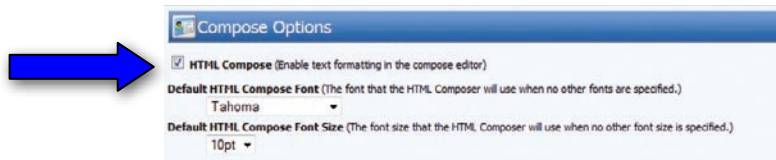
10. Highly customizable filters provide flexible mail sorting options.



11. WorldClient features on-demand and automatic spell-check options.



12. Messages can be composed in HTML or plain-text. HTML Compose enables rich-text formatting.



13. WorldClient provides easy access to mail forwarding configuration.



14. Enable an auto-responder and configure start and end dates.

