



CARBONIO MAIL

USER MANUAL

BPIT DEPARTMENT

Table of Contents

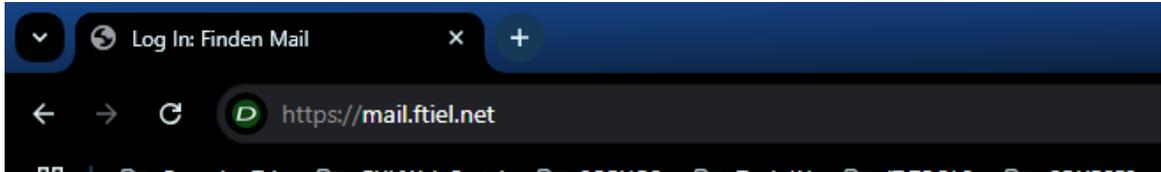
Accessing Carbonio Mail	5
Mailbox Overview	6
Composing Emails	6
Managing Emails.....	8
AdvanceEmail Management.....	10
Filters	10
Tags	14
Flags	14
Folders and Organization	15
Create Folders.....	
Assign Color	
Nested Folders.....	
Sharing Folder	
Calendar.....	15
Appointments	
Reminders	
Step-by-step guide on how to create Calendar	16
Step-by-step guide on how to Share Calendar	17
Contacts.....	18
Add Contacts	
Contact Groups	
Distribution List.....	19
Managing Distribution List	
Guide on How to Manage Distribution List	
Add Member on Distribution List	
Remove Member in Distribution List	20
Chat.....	20
Create New Chat	
Features	21

Files.....	21
Create Folder	
File Sharing	
Adjust Permissions	22
Settings	22
Appearance	
Language Setting	
Steps to Set Up Auto-Reply in Carbonio	23
Email Signature	24
Security Settings	25
Password	
Account Recovery Settings	

Carbonio Mail User Manual

1. Accessing Carbonio Mail

- **Web Browser:** Carbonio Mail is accessible through any modern web browser (e.g., Chrome, Firefox, Safari, Edge). Simply enter the provided Carbonio Mail URL in your browser's address bar.

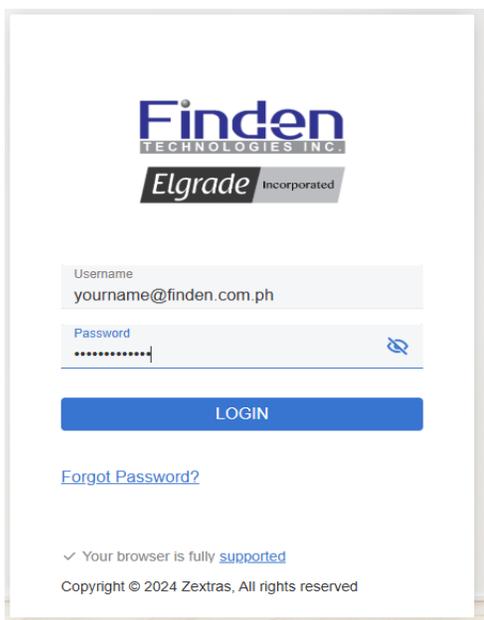


- **Desktop Clients:** You can also configure Carbonio Mail with desktop email clients like Outlook using IMAP/SMTP protocols.
- **Mobile Apps:** Access your email on the go with mobile apps.

Carbonio Applications:



- **Login:** Enter your assigned username (usually your email address) and password to access your account. If you've forgotten your password inform the BPIT Department to reset your password.



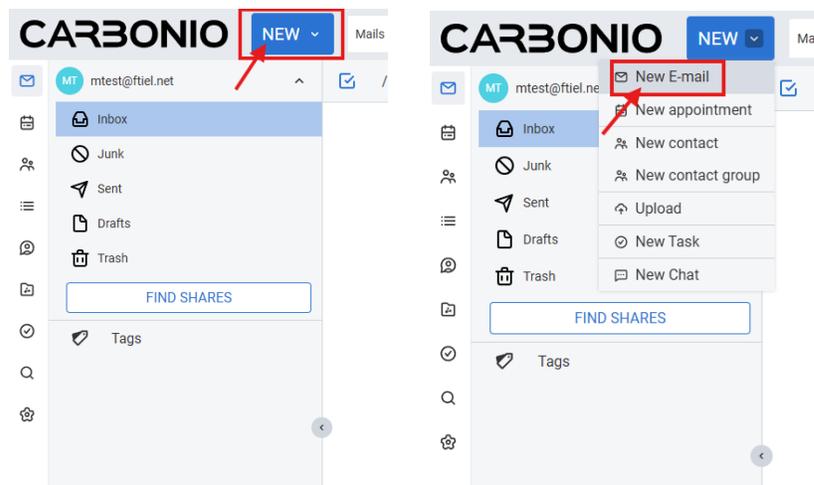
2. Mailbox Overview

Your mailbox is where you manage all your emails. It's divided into several key sections:

- **Inbox:** This is where new, unread emails arrive.
- **Sent:** All emails you send are stored here.
- **Drafts:** Save unfinished emails to work on later.
- **Trash:** Deleted emails are moved to the Trash. You can permanently delete emails by emptying the Trash folder.
- **Spam:** Carbonio Mail filters suspected spam messages into this folder. Review this folder occasionally to ensure legitimate emails aren't mistakenly marked as spam.
- **Custom Folders:** Create your own folders to organize emails by project, client, or any other criteria.

3. Composing Emails

- **New Email:** Click the "NEW" button, usually located in the top left corner of your mailbox, to create a new email.



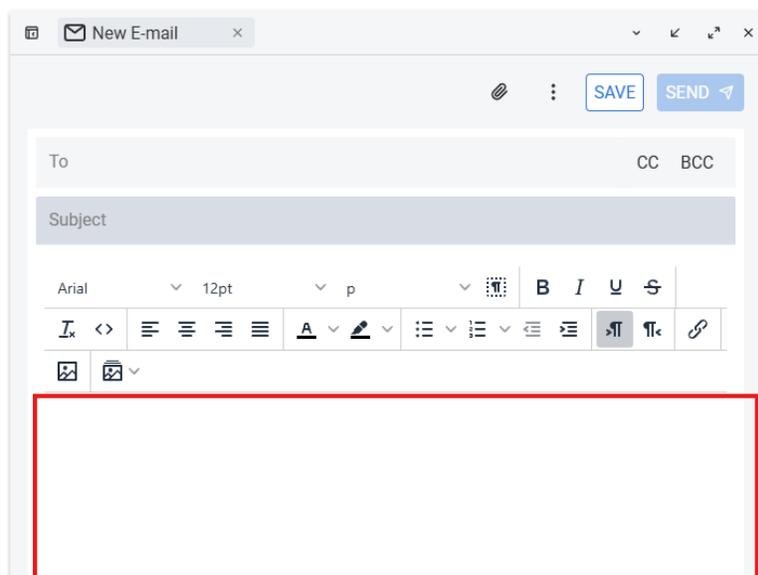
- **Recipients:**
 - **To:** Enter the email addresses of the primary recipients.
 - **Cc:** (Carbon Copy) Include email addresses of recipients who should receive the email for informational purposes.
 - **Bcc:** (Blind Carbon Copy) Send an email to recipients without revealing their addresses to other recipients.

- **Subject:** Write a concise and informative subject line that summarizes the email's content.

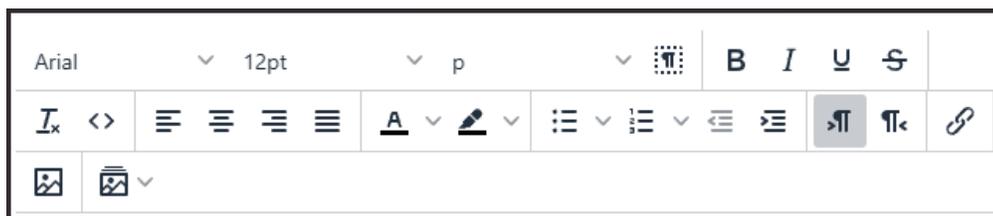


- **Body:** Compose your email message in the provided text area.

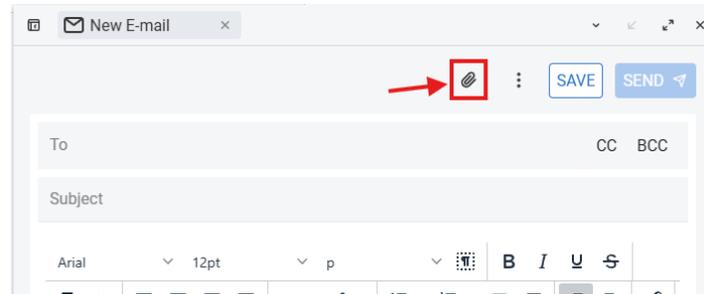
Email Body:



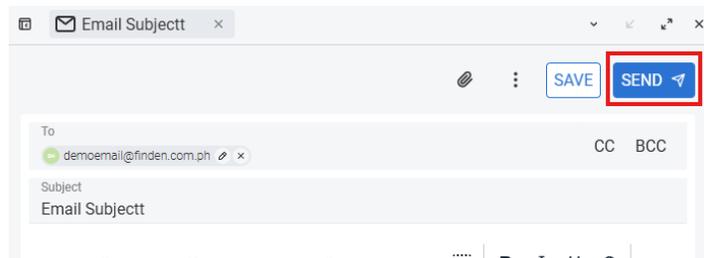
- **Formatting:** Use the formatting toolbar to style your text. Options typically include:
 - **Font Styles:** Bold, Italic, Underline, Strikethrough
 - **Font Size and Color**
 - **Text Alignment:** Left, Center, Right, Justify
 - **Lists:** Bulleted and Numbered
 - **Indentation**
 - **Links:** Insert hyperlinks to websites or files.



- **Attachments:**
 - **Attach Files:** Click the "Attach" button (usually a paperclip icon) to attach files from your computer.



- **Send:** Click the "Send" button to deliver your email.

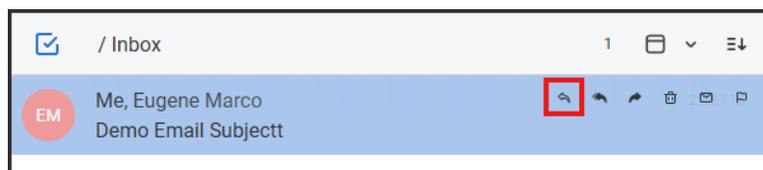


- **Saving Drafts:** If you don't finish composing an email, click "Save" to store it for later.

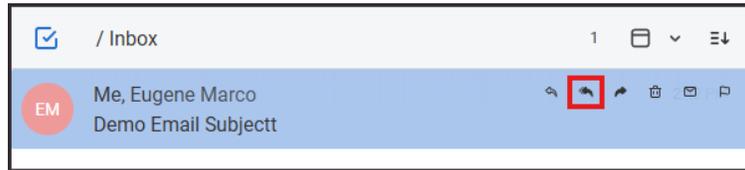


4. Managing Emails

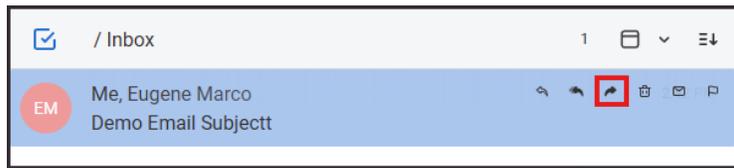
- **Reading Emails:** Click on an email in your inbox to open and read it.
- **Conversation View:** Carbonio Mail may offer a "Conversation View" that groups emails with the same subject line, making it easier to follow email threads.
- **Reply/Reply All:**
 - **Reply:** Respond only to the sender of the email.



- **Reply All:** Respond to the sender and all other recipients in the "To" and "Cc" fields.



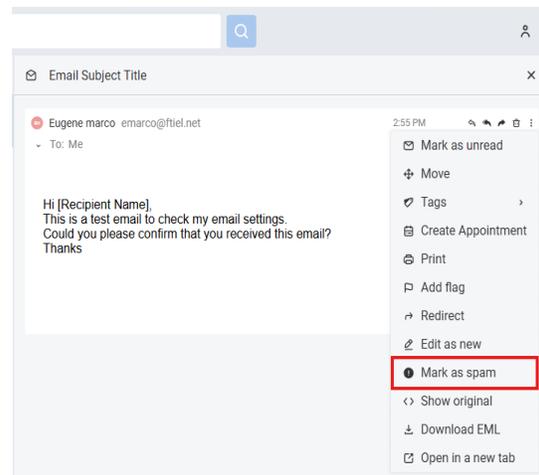
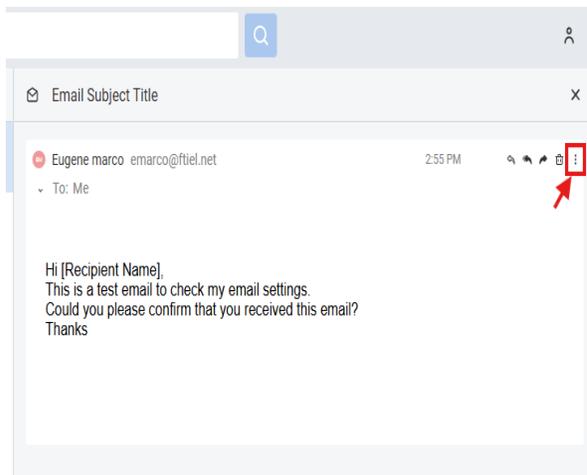
- **Forward:** Send a copy of the email to another recipient. You can add your own comments before forwarding.



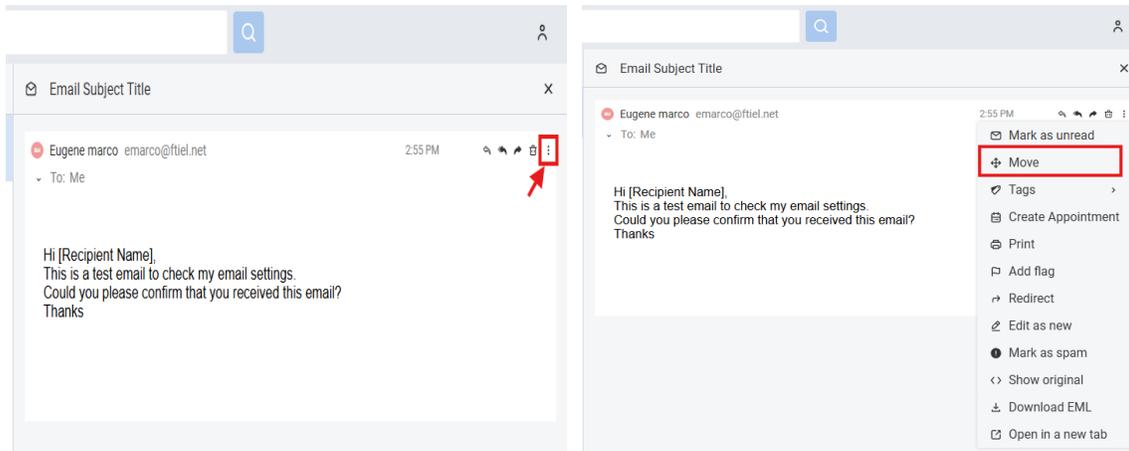
- **Delete:** Click the "Delete" button (often a trash can icon) to move an email to the Trash folder.



- **Mark as Spam:** If you receive an unwanted email, click "Mark as Spam". This helps Carbonio Mail improve its spam filtering.



- **Move to Folder:** Organize your emails by moving them from the Inbox to specific folders. You can drag and drop emails into folders or use the "Move" option.



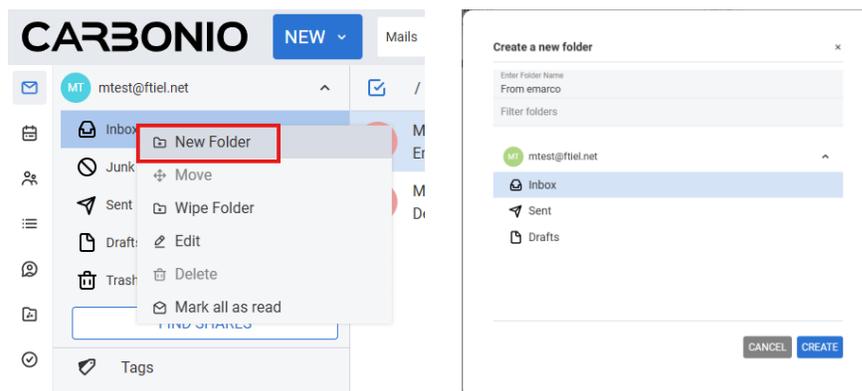
5. Advanced Email Management

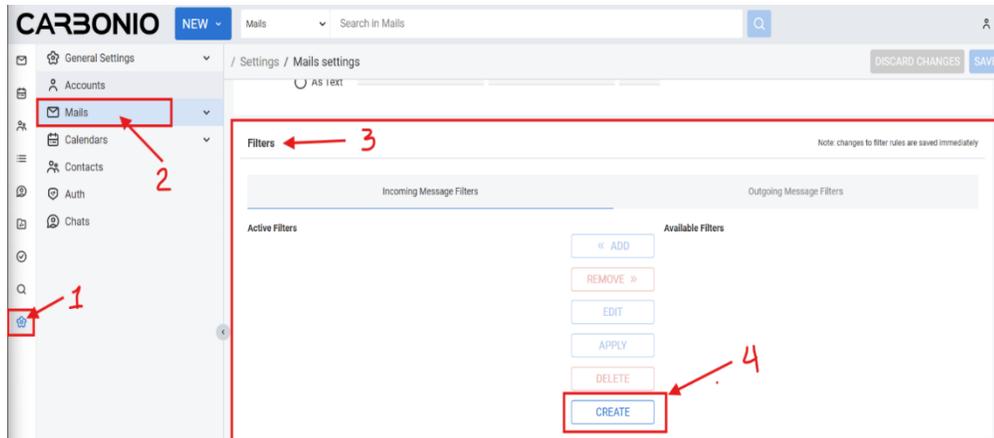
- **Filters:** Create rules to automatically manage incoming emails based on criteria like sender, recipient, subject, keywords, etc. Actions you can set include:
 - Moving emails to specific folders
 - Applying tags
 - Marking as read
 - Forwarding to another address
 - Deleting emails

Step-by-step guide on how to create email filters:

In this rule we need only one filter and only one action. When an email with the name arrives, the email rule will automatically move it to the "From emarco" folder. The e-mails from emarco will not get lost in the general mass, and the unread messages counter in the folder will show.

- **Create a Folder in your inbox** (Write click "Inbox" and select "New Folder")





- **Settings:** Click the Settings icon (it looks like a gear). Select “Mails”, and find “Filters”. To create filter, click “Create”
- **Set the rules of the filter**

1. Enter the “Filter Name”
2. Select Conditions.
 - Field – (All)
3. Input the email address that you want to filter.

- Select the folder that we created earlier, folder “From emarco” to move the emails to the assign location.

Create new Filter

Filter Name*
From emarco

Active filter

Conditions

If Field
Any

From Contains All emarco@ftiel.ne

Actions

Perform the following actions:

Actions
Move Into Folder **BROWSE**

Do not process additional filters **CREATE**

1.

Choose folder

Select a folder to apply your filter:

Filter folders

MT mtest@ftiel.net

Inbox

Inbox / From emarco

Sent

Drafts

Trash

CANCEL **CHOOSE**

2.

Create new Filter ×

Filter Name*
From emarco

Active filter

Conditions

If Field
Any

From Contains All emarco@ftiel.ne + -

Actions

Perform the following actions:

Actions
Move Into Folder Destination Folder
/Inbox/From emarco BROWSE + -

Do not process additional filters

CREATE

3.

- **Apply the filter**

Filters

Incoming Message Filters

Active Filters	Available Filters
<div style="border: 2px solid red; padding: 2px; display: inline-block;">From emarco</div>	<div style="border: 1px solid #ccc; padding: 2px; width: 100%; text-align: center;"> « ADD REMOVE » EDIT <div style="border: 2px solid red; padding: 2px; display: inline-block; width: 100%; text-align: center;"> APPLY </div> DELETE CREATE </div>

1 →

2 →

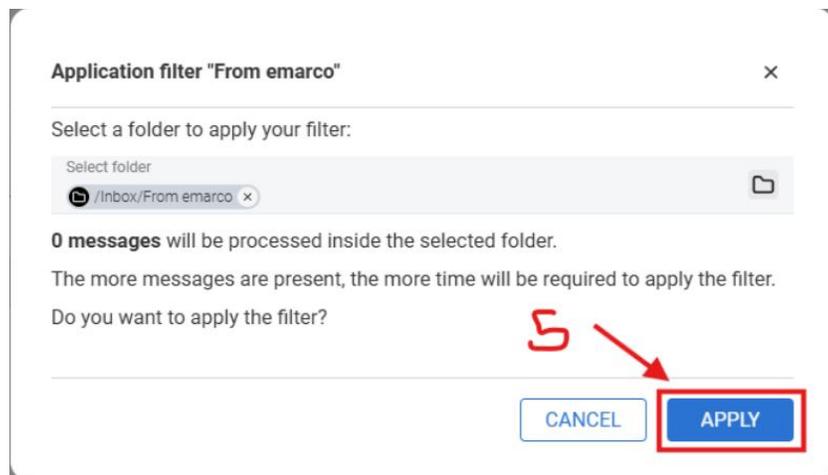
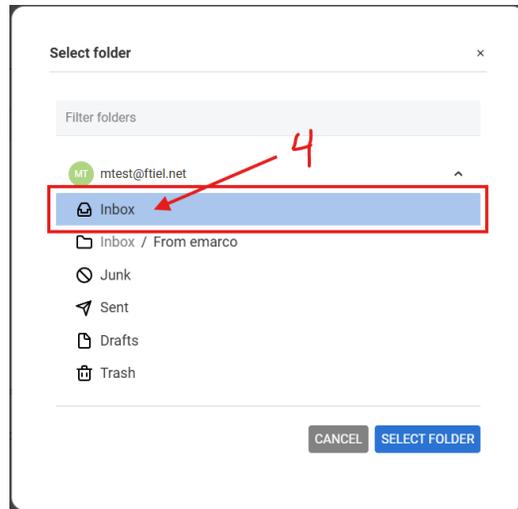
Application filter "From emarco" ×

Select a folder to apply your filter:

Select folder
📁

3 →

CANCEL
APPLY



1. Select Filter
2. Click apply
- 3 - 4. Select a folder to apply your filter. (The email I want to filter is in my inbox, I will select the inbox folder.) Click "Select Folder".
5. Press the apply button to Finish.

- **Tags:**
 - **Create Tags:** Create custom tags (e.g., "Project X," "Urgent," "Follow Up") to categorize emails.
 - **Assign Tags:** Add tags to emails by clicking the "Tag" option and selecting the desired tags.
 - **Filter by Tag:** Click on a tag in the sidebar to view all emails with that tag.
- **Flags:**
 - **Mark with Flag:** Flag important emails for follow-up. This typically adds a colored flag icon next to the email.

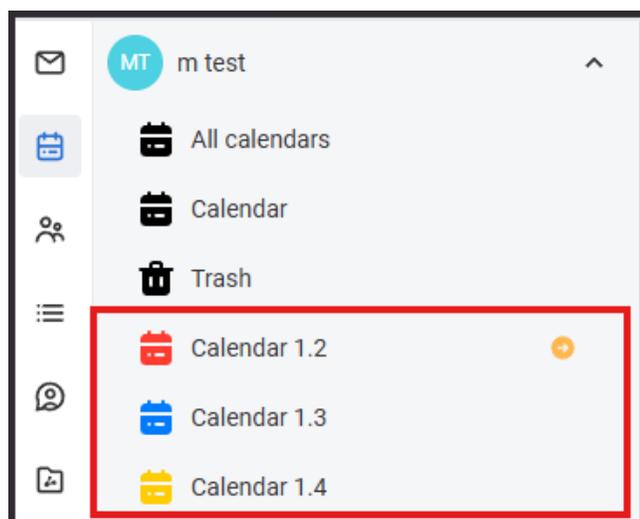
- **Filter by Flag:** View all flagged emails to see pending tasks or important messages.
- **Search:** Use the search bar at the top of your mailbox to quickly find emails by sender, recipient, subject, keywords, or date.

6. Folders and Organization

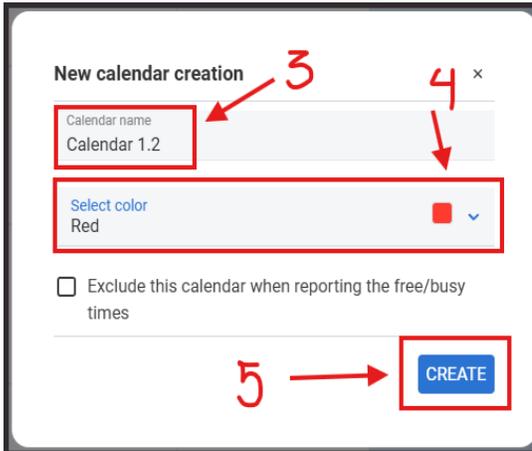
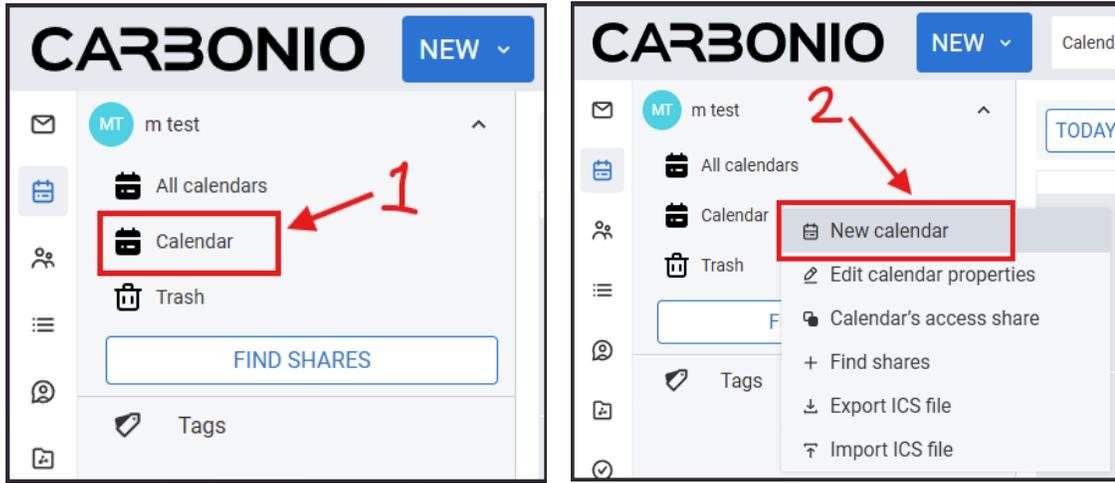
- **Create Folders:** Right-click in the folder pane and select "Create New Folder" to create custom folders for organizing your emails.
- **Assign Color:** Assign colors to folders to visually categorize them.
- **Nested Folders:** Create subfolders within folders for more granular organization.
- **Sharing Folders:**
 - **Internal Sharing:** Share folders with colleagues within your organization to collaborate on projects or share information.
 - **Roles and Permissions:** Control access levels by assigning roles (e.g., "Viewer," "Editor," "Manager") to shared folders.

7. Calendar

- **Appointments:**
 - **Create Appointments:** Click on a date and time slot to create a new appointment.
 - **Details:** Add a title, location, description, and attendees to your appointments.
 - **Recurring Appointments:** Set appointments to repeat daily, weekly, monthly, or yearly.
- **Reminders:** Set reminders for appointments and events to receive notifications via email or pop-up alerts.
- **Creating Calendars:** It's a powerful aid for effective time management, increased productivity, and reduced stress. Calendar will help you in incorporating it into your routine can significantly improve your organization and overall well-being.



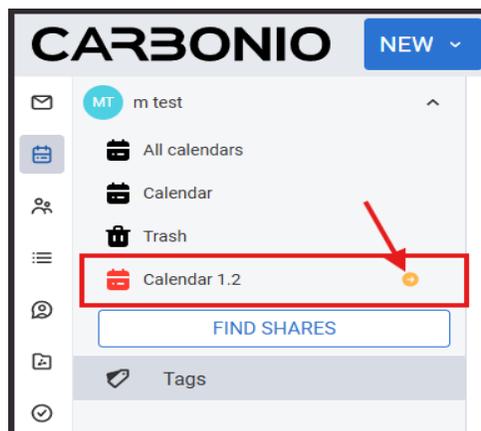
Step-by-step guide on how to create Calendar:



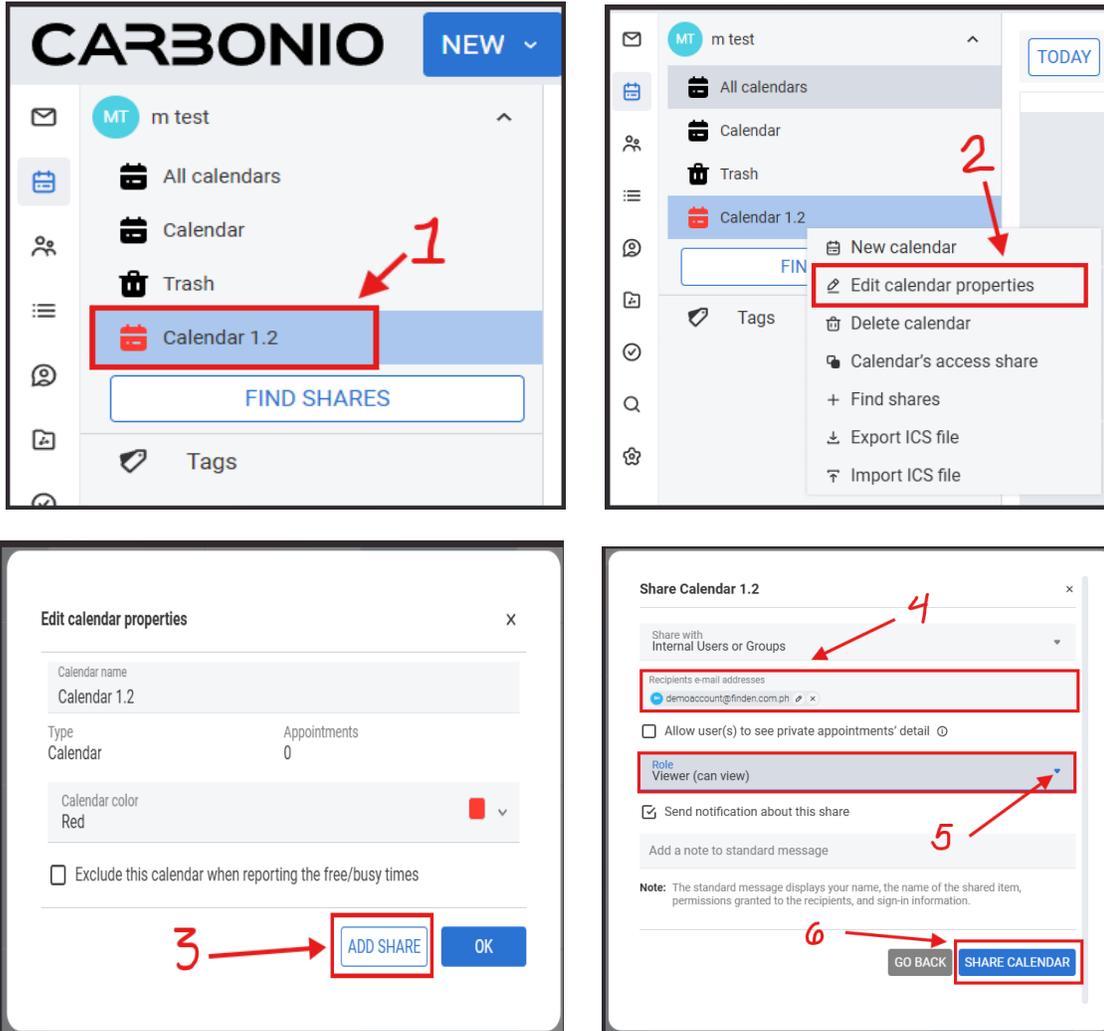
1. Go to the "Calendars" section.
2. Right-click on "Calendar" and select "New calendar."
3. In the new calendar creation window, give your calendar a name.
4. Select a color for your new calendar.
5. Click "CREATE."

- **Sharing Calendar:**

- **Share Your Calendar:** Share your calendar with others in your organization to coordinate schedules and availability.



Step-by-step guide on how to Share Calendar:



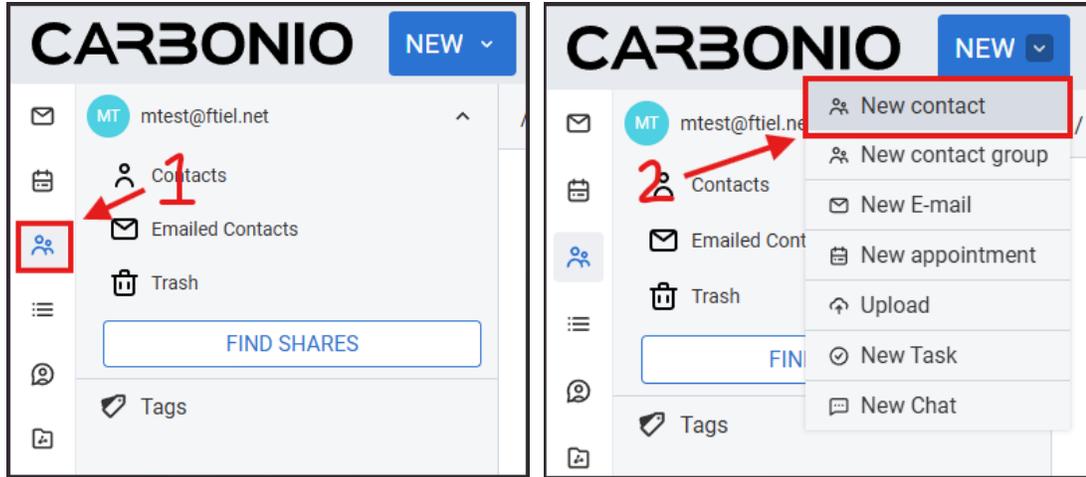
1. Go to the "Calendars" section and find the calendar you want to share.
 2. Right-click on the calendar name and select "Edit calendar properties"
 3. In the edit calendar properties window, click "ADD SHARE."
 4. Enter the name or email address of the person or group you want to share with.
 5. Select the recipient's role (e.g., Viewer, Editor, Manager) from the dropdown menu to determine their access level.
 6. Click "SHARE CALENDAR" to finalize the sharing settings.
- **View Shared Calendars:** View calendars that others have shared with you.
 - **Permissions:** Control access levels for shared calendars (e.g., "Free/Busy" information only, full details, editing permissions).
 - **Views:** View your calendar in different formats:
 - **Day View:** See a detailed schedule for a single day.
 - **Week View:** View your schedule for the entire week.

- **Month View:** Get an overview of your appointments for the month.

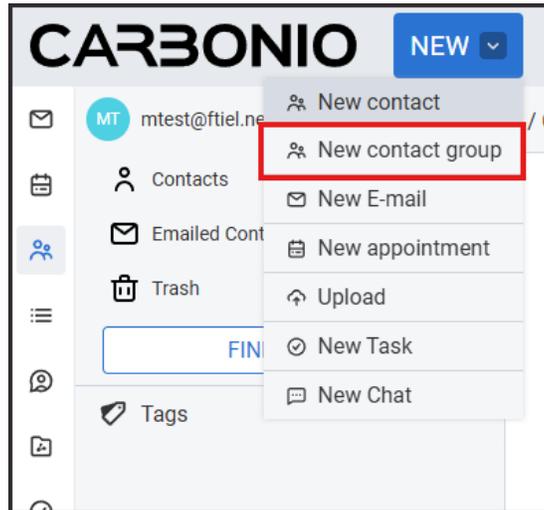
8. Contacts

- **Add Contacts:**

- **Manually Add Contacts:** Go to Contact section. Open the "New" dropdown: The top right corner has a "NEW" button. Click "New Contact" and enter the contact's name, email address, phone number, and other details.



- **Import Contacts:** Import contacts from a CSV file or other email platforms.
- **Contact Groups:** Create groups (e.g., "Team," "Clients,") to organize your contacts.

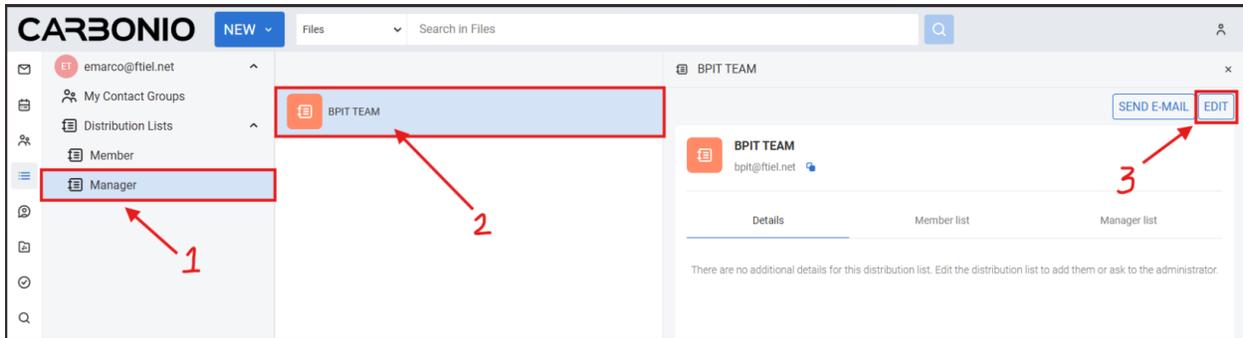


- **Contact Details:** View and edit contact information, add profile pictures, and store custom information.

9. Distribution List

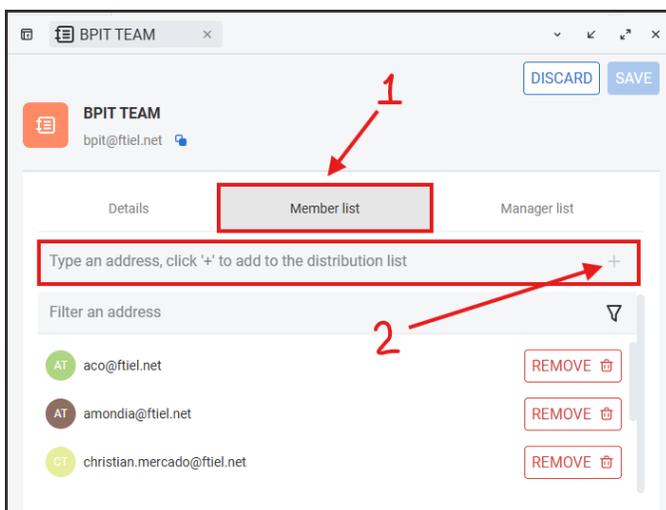
- A distribution list (also known as a group email) is a single email address that delivers messages to multiple recipients. Instead of typing out individual addresses each time, you use the list's address. This saves time and reduces errors.
- **Managing Distribution List**

Guide on how to Manage Distribution List:



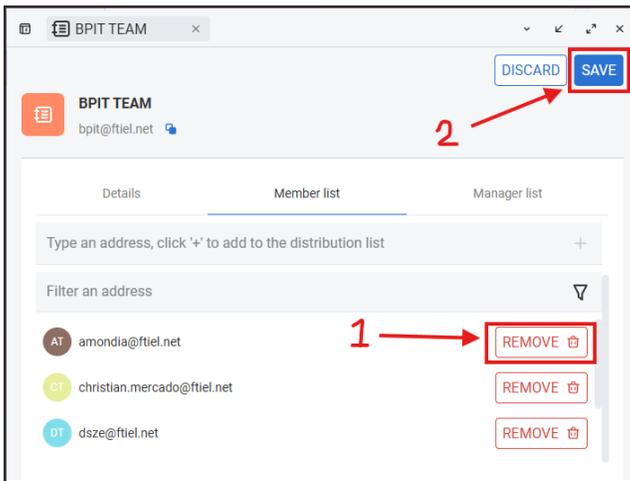
1. Go to "Distribution Lists". Click "Manager" in the distribution list section.
2. Select Distribution List Group that you want to edit in the main section of the screen. (Only Distribution list that you can manage will show)
3. Once you've selected the Distribution list group, click the "EDIT" button on the top right.

Add Member on the Distribution List



1. Click "Member list": This tab shows the current members of the distribution list. Click this to view and manage the members.
2. In the field provided, type the email address of the person you want to add to the list. Then, click the "+" button to add them.

Remove Member on Distribution List

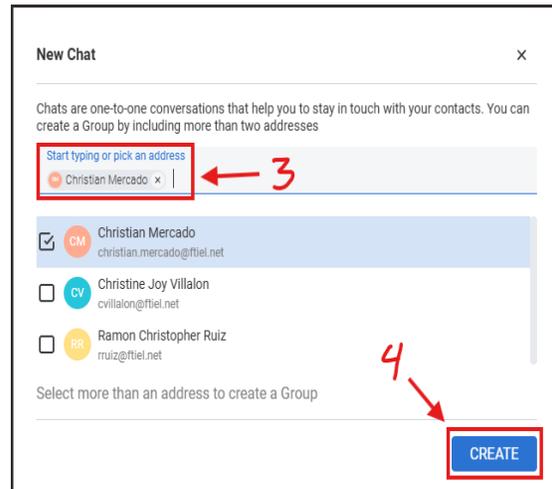
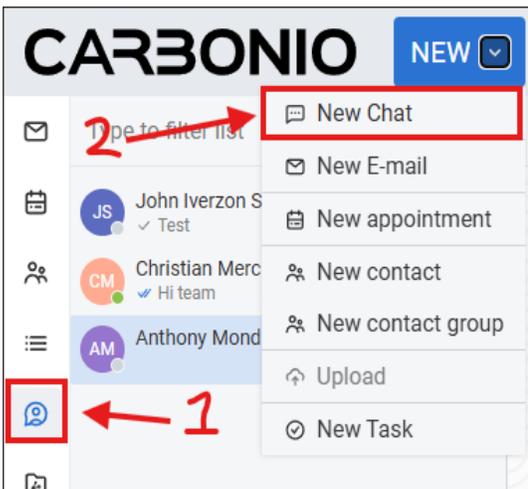


1. Click "REMOVE" next to the member: Under the "Member list" tab, locate the email address of the person you want to remove. Click the red "REMOVE" button next to their address.

2. Click "SAVE" to confirm: After removing the member, click the "SAVE" button in the top right corner to save the changes to the distribution list.

10. Chat

- **Real-time Communication:** Chat with colleagues directly within Carbonio Mail.
- **Create New Chat:**



1. Click the "Chat Icon" This will open a list of existing chats or conversations.

2. Write Click "NEW" dropdown, select "New Chat" to start a brand new chat.

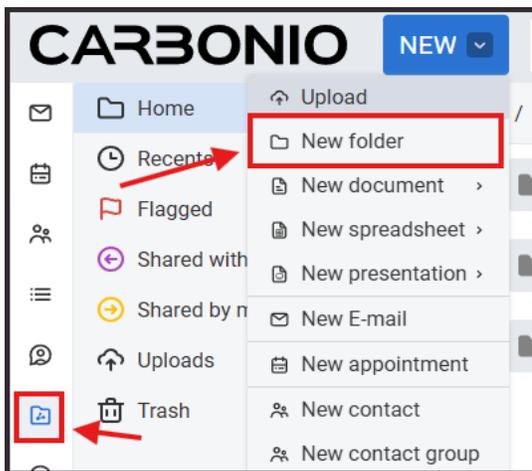
3. Type the name or address of the person you want to chat with.

4. Click "CREATE" to start conversation.

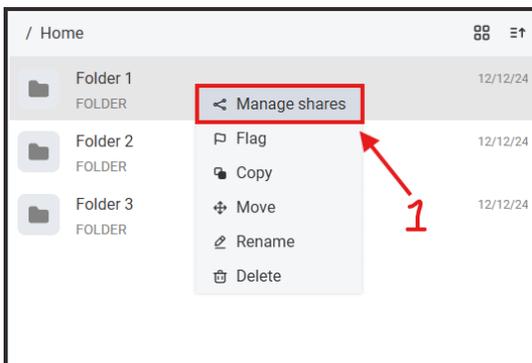
- **Group Chat:** Create group chats for team discussions or project collaboration.
- **Features:**
 - **Emojis:** Add emojis to your messages.
 - **File Sharing:** Share files from your computer or Carbonio Files within chats.
 - **Message History:** View past chat conversations.
 - **Notifications:** Receive notifications for new chat messages.

11. Files

- **File Management:** Access, manage, and organize your files directly within Carbonio Mail.
- **Create Folder:** Open “File” Section, Click the "NEW" button. This will open a dropdown menu with various options. Select "New folder". Clicking it will create a new folder.

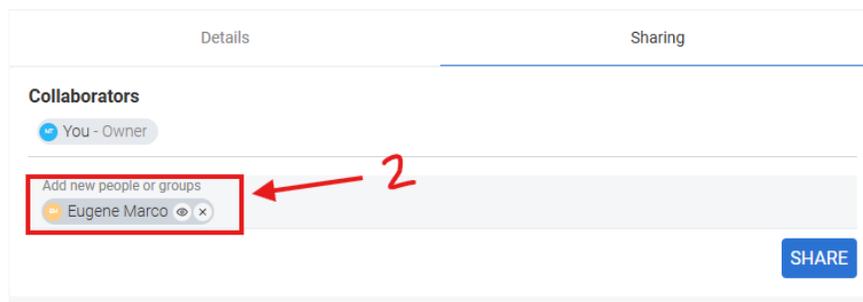


- **File Sharing:** Share files with colleagues or external users.

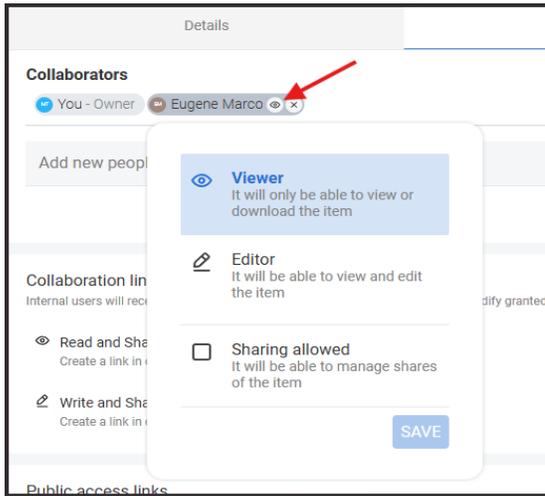


1. Right-click on the file or folder: This will open a context menu with various options. Select “Manage share”.

2. Add collaborators: In the sharing settings window, add people or groups. Type in the names or email addresses of those you want to share with.

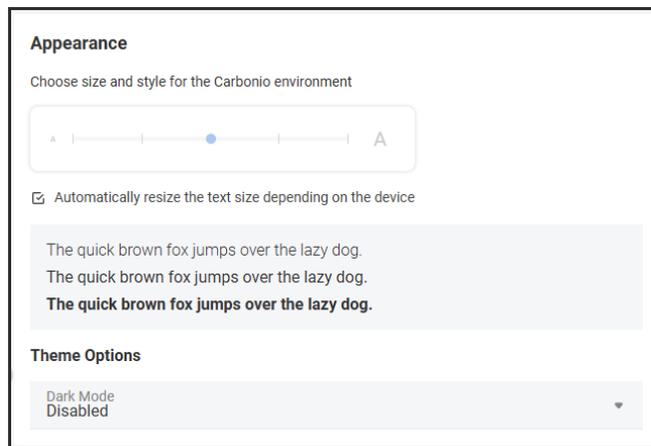


- **Adjust permissions:** You might have options to control the level of access for each collaborator. Click the “Eye” icon to change.

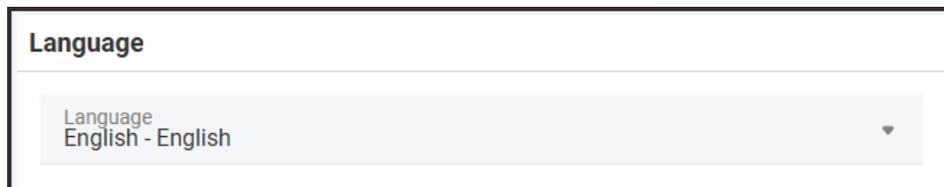


12. Settings

- **General Settings:**
 - **Appearance:** Choose a light or dark theme for your Carbonio Mail interface.



- **Language Setting:** Here you can Change the language of your Interface.



- **Out of Office Setting**

Carbonio is a cloud-based email and collaboration platform that provides features like email management, calendar, tasks, and contact management. If you're looking to set up an auto-reply in Carbonio, the process generally involves configuring the email settings to automatically respond to incoming messages when you're unavailable. This can be helpful for out-of-office notifications or other automated responses.

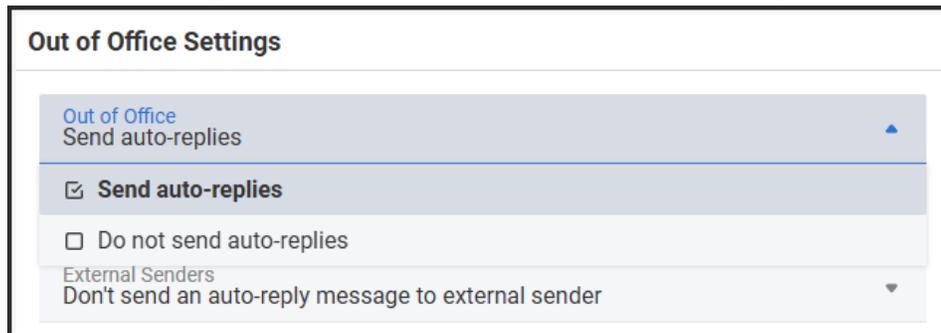
Steps to Set Up Auto-Reply in Carbonio

1. **Access Email Settings:**

- Go to your Carbonio login page.
- Enter your credentials (username and password) and sign in.

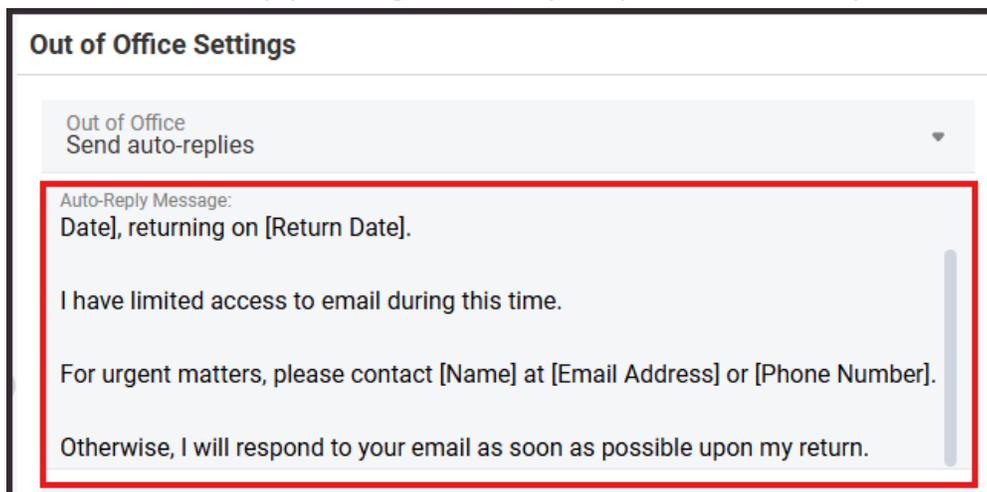
2. **Locate Auto-Reply:**

- In the settings menu, select “Out of Office, Send auto-replies.”



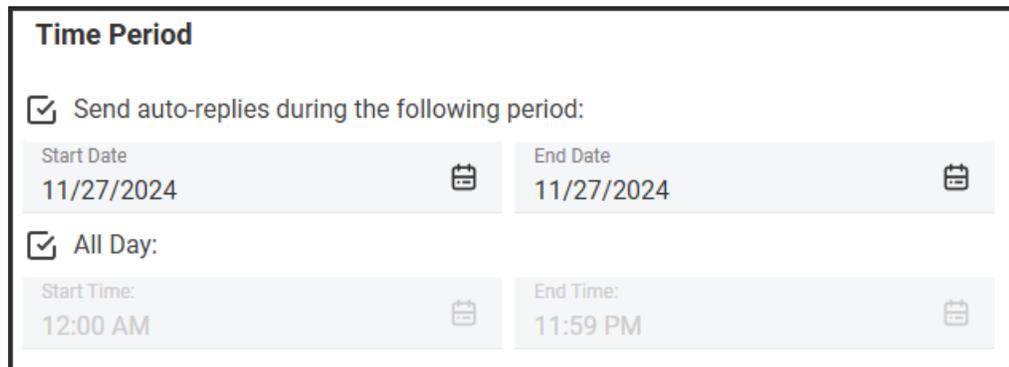
3. **Create a New Auto-Reply Message:**

- Find the auto-reply message, and compose your own auto response message.



4. Set Time Range:

- Some systems allow you to set a specific time frame for when the auto-reply should be active. If Carbonio supports this, you can specify the start and end dates for your auto-reply. This way, it automatically activates and deactivates without needing manual intervention.
- If Carbonio doesn't provide a time-based option, you will need to turn it off manually once your availability returns.



The screenshot shows a 'Time Period' configuration window. It has a title bar 'Time Period'. Below the title, there is a checked checkbox labeled 'Send auto-replies during the following period:'. Underneath, there are two date pickers: 'Start Date' with the value '11/27/2024' and 'End Date' with the value '11/27/2024'. Below these, there is another checked checkbox labeled 'All Day:'. Underneath, there are two time pickers: 'Start Time' with the value '12:00 AM' and 'End Time' with the value '11:59 PM'. Each date and time picker has a calendar icon to its right.

5. Save Changes:

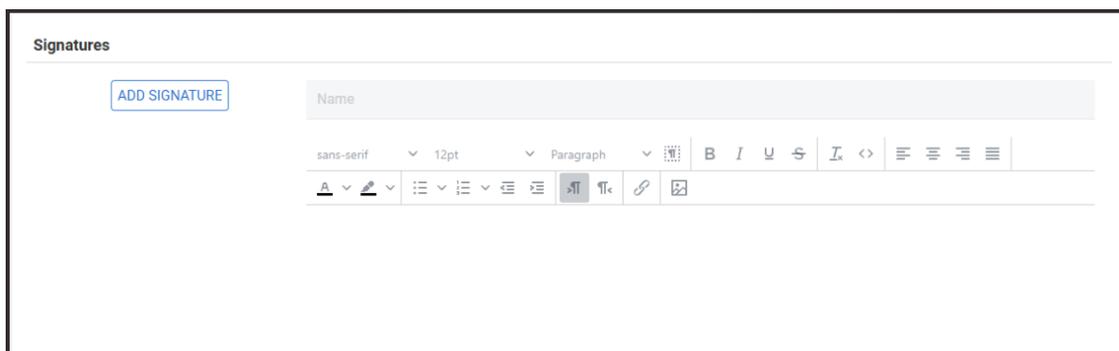
- After configuring the message and the settings, save or apply your changes.
- You should now have an auto-reply message set up for incoming emails.

6. Test the Auto-Reply:

- To ensure the auto-reply works, send an email to your address from another account or ask a colleague to test it for you.
- Check if the auto-reply is activated and that it delivers the expected message.

13. Email Signature: Create a professional email signature that is automatically added to your outgoing messages.

1. Access Settings: Look for a settings icon (often a gear) usually located in the lower left side of the Carbonio interface. Click on it to open the settings menu.
2. Find "Mails" Settings: Within the settings menu, navigate to a section related to "Signatures,"

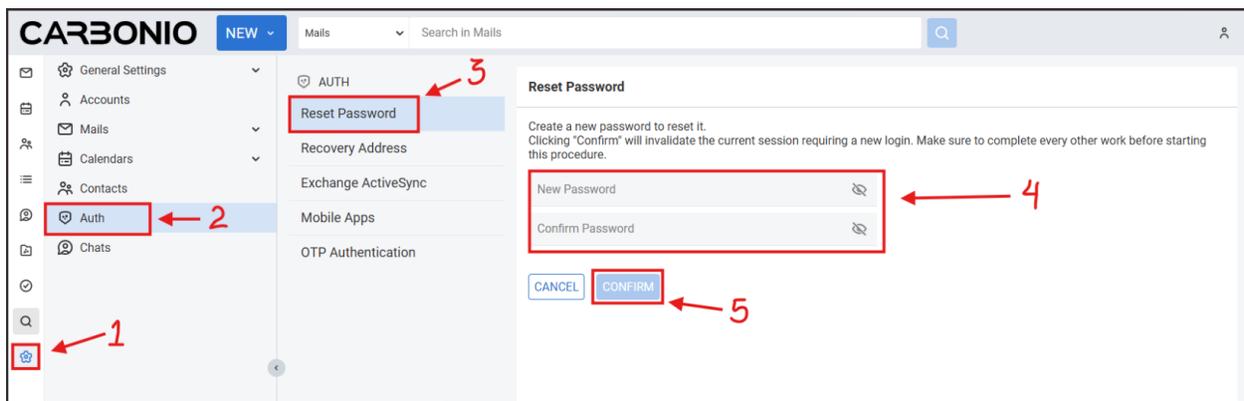


The screenshot shows the 'Signatures' configuration interface. At the top left, there is a button labeled 'ADD SIGNATURE'. Below it, there is a text input field for 'Name'. Underneath the name field, there is a rich text editor toolbar with various options: font face (sans-serif), font size (12pt), paragraph style (Paragraph), bold (B), italic (I), underline (U), strikethrough (ABC), link (I), unlink (I), list (bulleted), list (numbered), indent (left), indent (right), and a 'Signature' icon (a stylized 'S'). Below the toolbar, there is a large text area for entering the signature content.

3. Add a New Signature: Look for an option to "Add Signature," "Create Signature," or something similar. This will open a signature editor.
4. Compose Your Signature: In the signature editor, you can type in your desired signature content. You'll likely have formatting options (font, size, color, etc.) and the ability to insert images or links.
5. Save Your Signature: Once you're happy with your signature, click "Save" to store it.

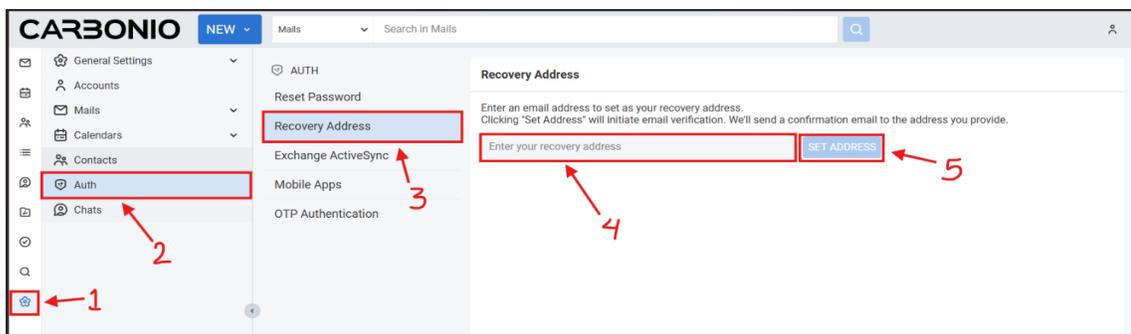
14. Security Setting

- **Password:** Change your password regularly to maintain account security.



1. Open setting, click "Setting" icon.
2. Open the "Auth" or "Auth Menu Setting". This section focuses on password management and related settings.
3. Reset Password: This button initiates the password reset process.
4. Reset Password Field: These field are where you enter your new password and confirm it by typing it again.
5. Confirm Button: Click this button to confirm your new password and completes the reset process.

- **Account Recovery Setting:** Set up account recovery options in case you lose access to your account.



1. Open setting, click "Setting" icon.
2. Open the "Auth" or "Auth Menu Setting". This section focuses on password management and related settings.
3. Click "Recovery Address". This section is for setting up an email address to be used for account recovery.
4. In The Recovery Email Field, enter the email address you want to use for account recovery.
5. To confirm, click "Set Address" button: Clicking this button confirms the recovery email address and likely initiates a verification process.